

**RUSHMORE PLAZA CIVIC CENTER  
BOARD OF DIRECTORS MEETING MINUTES  
DECEMBER 8, 2020**

Chair of the Board, Gary Brown, called the meeting to order at 8:16 a.m. with the following Board members present: Brad Estes and Tim Johnson. Staff present included: Executive Director, Craig Baltzer; Deputy Director/Finance, Tracy Heitsch; Event Services Manager, Tanya Gray; Accounting Clerk, Pat Koerlin; and Stage/Production Manager, David Owen. Others present via tele-conference included: Deputy Director/Events, Jayne Kraemer; Director of Corporate Sales and Marketing, Priscilla Dominguez; Assistant City Attorney, Jess Rogers; City Council Representative, Greg Strommen; and Venue Coalition Representative, Todd Hunt.

After review of the meeting agenda, motion was made by Estes and seconded Johnson **to approve the agenda as presented.** Upon vote being taken, the motion carried unanimously.

**General Public Comment**

None

**Minutes**

Motion was made by Estes and seconded by Johnson **to approve the minutes of the November 24, 2020, meeting as presented.** Upon vote being taken, the motion carried unanimously.

**Bill List**

The 2020 Bill List for December 8, 2020, was audited.

AIA SERVICES LLC	3396.49
ALSCO INC	933.31
AMAZON CAPITAL SERVICES	159.00
ASHLEY HUNTER	385.00
BLACK HILLS ORTHOPEDIC & SPINE CENTER PC	60.00
CASH-WA DISTRIBUTING COMPANY	767.50
CHRIS SUPPLY COMPANY INC	51.26
COCA-COLA OF THE BLACK HILLS	455.50
DIAMOND VOGEL PAINT CTR	487.29
DIMOCK DAIRY INC	116.12
ECOLAB INSTITUTIONAL INC	294.95
FASTENAL COMPANY	53.93
FULL COMPASS SYSTEMS LTD	461.32
G&H DISTRIBUTING INC.	25.80
JANTECH LLC	295.00
JERRY'S CAKES SHAKES & BAKE	40.80
KNECHT HOME CENTER	18.59
KONE	1739.71
M G OIL CO	256.30
MENARDS	123.78
MONEY HANDLING MACHINES INC	1443.00
PIZZA RANCH RAPID CITY	74.00
PURCHASE POWER/PITNEY BOWES	64.59
RAINBOW GAS CO	3103.17
RAPID CITY JOURNAL - ADVERTISING	430.68
APID ROOTER	180.00
RDO EQUIPMENT CO	312.40
RUNNINGS SUPPLY INC	54.99
SAM'S CLUB	306.78
SUMMIT SIGNS & SUPPLY INC	228.00
SYSCO MONTANA INC	4777.95
US FOODS	3898.40
US FOODS INC	664.02
VAST BUSINESS	2650.96

WALMART COMMUNITY	282.75
WATERTREE INC	78.88
WESTERN STATIONERS	383.07
WICKED PETES GOURMET SNACKS	317.52
	Total 29,372.81

Motion was made by Estes and seconded by Johnson and carried **to authorize the Finance Officer to issue warrants or treasurers checks, drawn on proper funds, in payment thereof. Motion carried unanimously.**

### **Event Update**

Tanya Gray reported that we had a busy weekend with the Gateway Autoplex Basketball Tournament here. The event did a great job with patrons and procedures working hard to keep everyone safe. They played on four courts and had a good crowd. The Gun Show was here as well with a packed event. Organizers were happy with the numbers. They did a good job spreading people out and implementing safety protocols. There was also a Rush intersquad scrimmage Friday that kicked off their season. The upcoming weekend will be busy with the Rapid City Invitational Wrestling Tournament starting Friday, December 11. We are working well with the School District to spread out the tournament thru the Barnett Arena as well as Rushmore Hall with safety precautions and protocols in place. The wrestling tournament will be down in numbers because of surrounding states not attending. No tickets will be sold to the public as only immediate family are able to attend. We are excited for the start of the Rush Hockey season with games Friday and Saturday night against the Utah Grizzlies. Rush is planning a tailgate party Friday night in LaCroix Hall. Saturday, December 19, will be a performance in our theatre for a local group called Live It Up Studios which will be a great event.

Brown asked about the stagehand training on the calendar. He asked how our hiring was going. Baltzer replied that the training is mainly coming from our pool of employees to train up into other positions.

Estes asked about the decision with the High School Activities Association regarding winter sports. Kraemer and Gray stated that the state did not change the scheduled start of the winter sports season, and it is up to the individual school districts to make any changes they see fit. The State AA Boys Basketball Tournament is currently a go in Rapid City and scheduled for March 2021. They are in the planning stages for creating more seating and spreading out the crowds.

### **Executive Director's Update**

Baltzer indicated that the construction continues to go well. They continue to install the long span truss beams and the final beam should be placed in the next few weeks. The exterior wall panels are coming around to the west of the building and they are framing out the inside now. Our construction meetings mainly focus on FF&E and discussion of the budget. Some of the FFE items are not specifically for the new arena alone, and will benefit the entire complex. A portion of the items may be moved to our own operational capital 2021 budget. Heitsch reported that it is important to keep in mind that we are having to use some of our operational money to finish off the new arena. The original \$5 million FFE budget, was tight, but became much tighter when items were moved from the arena construction budget to the FFE budget. These items included audio visual, all arena speakers, all surveillance and access control, the full fall arrest system, the broadcast cable system, the wifi system, IPTV, and more. These moved dramatically impacted the FFE budget and therefore we needed to consider alternate funding for some of the FFE items. The first five months of events in 2021 are still up in the air due to COVID. We will be bringing all these details to the Board soon. Baltzer said some of the items that we will share with the entire complex will be moved to a capital list. An example would be an 80' lift for the new building and trade in our 60ft lift. Estes asked who goes thru the bidding process. Heitsch replied that we as a staff go thru that process. Anything on the capital list will go thru the Board. Heitsch said that anything we are seeing as increasing in price after the first of the year, we are buying now thereby locking in a price. Baltzer said we are using a lot of cooperative purchasing groups.

Baltzer wanted to let the Board know that Mike Diedrich's Board status will be termed out this year. He has spoken to the Mayor about this, and also spoke to the Mayor about the interdepartmental charges issue again. Baltzer feels the promise of a vaccine soon is starting to see the touring business make more serious plans for 2021.

### **Miscellaneous**

- 1) Venue Coalition – Baltzer introduced Todd Hunt with Venue Coalition. This is an organization that we have belonged to for many years. They help connect us to the industry as far as agents and promoters. We are considering changes to our relationship with Venue Coalition. They will be working as a booking arm to help book events in our complex. We are working out the detailed wording in a contract at this time. Baltzer said that contract is comfortably below the

threshold of what he can approve and we hope to move forward January 1, 2021 with this enhanced relationship. We will have a much better reach into the industry than we ever had before. Todd Hunt spoke about his experience in the industry and what Venue Coalition is able to do for the Civic Center with 8 staffers. They can offer extra enhanced services in booking shows and can focus on a certain market. With that we are getting people that have been booking shows for many years and come with a vast network of promoter relationships. Their job will be to help tell our story and the story of Rapid City in an effort to book more shows. They will plan weekly meetings with Baltzer and Kraemer. Baltzer explained how we are increasing our relationship contract from \$15,000 a year to \$45,000, with the extra sales incentive coming out of the show budget. Estes asked if they represent other venues in the area. Baltzer explained how we work together on routing shows. Baltzer said he and Kraemer will continue to negotiate the contracts, etc., and we will continue to have the relationship with the shows. Our new booking software allows them to see our calendar, and helps enable them to have instant access to our various venues availability. Discussion followed.

Kraemer left the meeting at 8:55 am

- 2) Mask Mandate – Baltzer said the mask mandate topic was tabled at last night's City Council meeting. We were trying to be prepared depending on the outcome. Baltzer feels it will be better to not have an opt out mandate. It would have made it more difficult for our business since we rent out space to organizations. In our business, it is the client that chooses, therefore, we would have our lessors making their own decision on opting in or out. The other problem would be the public concourse areas, which would be under City opt in requirements. We would be in an ever changing environment. He feels a solid mandate or not is better for our clients. Estes said he would choose to opt in if it was his decision, but all his hotel properties have made the decision to require masks, for him. Baltzer explained we are invested in helping events make decisions in this ever changing environment.

There being no further business, motion was made by Estes and seconded by Johnson **to adjourn the meeting**. Upon vote being taken, the motion carried unanimously. The meeting adjourned at 9:12 a.m.

I certify a true and accurate accounting of the minutes of the meeting.

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Pat Koerlin, Accounting Clerk

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Date