

**RUSHMORE PLAZA CIVIC CENTER
BOARD OF DIRECTORS MEETING MINUTES
MARCH 9, 2021**

Chair of the Board, Brad Estes, called the meeting to order at 8:15 a.m. with the following Board members present: Gary Brown and Charity Doyle, and via tele-conference: Tim Johnson and Jason Lambert. Staff present include: Executive Director, Craig Baltzer; Deputy Director/Finance, Tracy Heitsch; Deputy Director/Events, Jayne Kraemer; Accounting Clerk, Pat Koerlin; Director of Operations, Paul Sterling and Stage/Production Manager, David Owen. Others present via tele-conference include: City Council, Greg Strommen; CSF Board, Mutch Usera; and Assistant City Attorney, Jess Rogers

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

General Public Comment

None

Minutes

Motion was made by Doyle and seconded by Brown **to approve the minutes of the February 23, 2021, meeting as presented.** Upon vote being taken, the motion carried unanimously.

Bill List

The 2021 Bill List for March 9, 2021, was audited.

A&B WELDING SUPPLY CO INC	87.60
AIA SERVICES LLC	345.15
ALSCO INC	465.98
AMAZON CAPITAL SERVICES	533.62
AMERICAN LEGION POST 303	2292.51
BRITT BROWN	59.99
CASH-WA DISTRIBUTING COMPANY	869.44
COCA-COLA OF THE BLACK HILLS	4554.85
CROSSROADS WESLEYAN CHURCH	1756.18
CRUM ELECTRIC	237.18
DAKOTA BATTERY/ELECTRIC	1863.60
DAKOTA PARTY	16.31
DAKOTA SUPPLY GROUP	76.83
DENNIS SUPPLY	195.10
EASTMAN SOUND & MUSIC	55.00
ECOLAB INSTITUTIONAL INC	1241.38
FIRST ASSEMBLY OF GOD	3507.92
G&H DISTRIBUTING INC.	34.74
GOLDEN WEST TECHNOLOGIES INC	405.00
HAY CAMP BREWING CO	336.00
INTERNATIONAL ASSOCIATION OF VENUE MANAGERS	495.00
JOHNSON BROTHERS OF SD	7004.30
KRAZE SOFTBALL	3912.42
M G OIL CO	1009.00
MENARDS	30.98
NORTH CENTRAL SUPPLY INC	32.00
O'REILLY AUTO PARTS	154.04
PIZZA RANCH RAPID CITY	117.92
QUALITY BRANDS OF THE BLACK HILLS	1350.80
RAPID CITY JOURNAL - ADVERTISING	604.33
RAPID CITY SHRINE CLUB	443.50
RAPID CITY U16 ELITE FASTPITCH SOFTBALL	209.73
REPUBLIC NATIONAL DISTRIBUTING COMPANY	2128.00
SAM'S CLUB	416.88
SIMPSON'S PRINTING	109.00
SKYLINE SIGNS & LIGHTING	525.51

TENNANT SALES AND SERVICE CO	1206.51
TIMOTHY MARKOVETZ	2104.98
UNITED PARCEL SERVICE INC	16.15
US FOODS	5342.74
US FOODS INC	3194.14
VENUE COALITION	45000.00
WALMART COMMUNITY	450.77
WESTERN STATIONERS	699.95
	Total 95,493.03

Motion was made by Doyle and seconded by Brown 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

Kraemer stated the Civic Center was busy last weekend with hosting the Combined State High School Wrestling Tournament held in the Barnett Arena and the Ice Arena. Crowds were strong. There were a total of 27,000 tickets sold counting all sessions. Last week we also hosted a Youth Basketball Tournament, West River Singles and Doubles Pool, BH Regional Job Fair, BH Rapids Soccer, Metal Clash Monster Trucks, a two day Celebration Talent event in the Theatre, and three Rush Hockey Games. An upcoming event this week is the State Pool Tournament beginning tomorrow through Sunday, March 14. There are 108 pool tables set up in Rushmore Hall for the event running each day from 9am until 1 or 2am. There is also a youth basketball tournament and three hockey games this week. March continues to be a busy month. Our staffing issues remain a concern with difficulty keeping up with cleaning, etc. Kraemer noted that all of our staff, full time, part time, and ushering groups have been pushed to their limits and hopes we can keep them thru these next few hockey games.

Paul Sterling entered the meeting at 8:24am
Mutch Usera Joined the meeting at 8:25am

Board Chair asked for the Board's approval to revisit the General Public Comment portion of the agenda, with Usera joining the meeting late via ZOOM. Board agreed. Usera spoke on behalf of the Board of Directors of the Central States Fair and staff from last month's Black Hills Stock Show. They had a very successful event and he felt the COVID pandemic had a lot to do with a much larger crowd in attendance and participants in the horse and cattle sales. He wanted to thank the Civic Center staff knowing the event is high stress and many hours of work. They feel the 2022 BH Stock Show will be business as usual and are not anticipating the large crowds we had in 2021. They are working on bringing in new things to the BHSS and they look forward to getting ready for next year.

Usera left the meeting at 8:28.

Executive Director's Update

Baltzer began discussion by reiterating how many of our recent events are sliding towards political lines. Events such as BH Stock Show, Rodeo Rapid City, and Monster Trucks are drawing large crowds due to the attendance from more conservative style groups during the COVID pandemic. Baltzer wanted to mention that he will be meeting with CSF and the Suttons tomorrow for additional discussion on next year's BHSS & Rodeo Rapid City.

On Saturday, March 13, at 10am the Civic Center is hosting a Topping Out Ceremony highlighting a construction milestone of the placement of the final beam for the structure. The Board is invited to attend the event with a small social afterwards in our theatre lobby. There will be a beam signing opportunity for our Board later this week also.

Baltzer said the Mayor asked Department Directors to give their opinion on worthy projects affecting the City that might be paid with the influx of money due to the COVID pandemic and available federal funds. Baltzer believes the City and the Civic Center would benefit from demolishing the structure on the Adams Street property and putting up a machine shed and adding VIP parking. Baltzer would appreciate the Board's help in backing this project. Heitsch added that we have committed to a \$1.5 million loan from the City to do the Energy Plan upgrade. We have to pay this back and she feels this would be a worthy use of these funds. She would also like the \$200,000 in unexpected and unbudgeted COVID expenses for the new arena construction to be reimbursed as well. Kraemer mentioned that there will be expenses related to the ADA Compliance needed in the Barnett Arena to keep it as usable space.

Baltzer discussed the labor issues we continue to see. We work with 41 full time employees and approximately 450 to 700 part time in our active pool. At this time we have less than 200 part time. We are overworking our full time and part time staff with the multiple events. We are working with City HR to get creative on how to bring in more applicants. Our recruiting is bringing in applicants with lengthy police records, and mainly individuals that do not follow through on applying or showing up for interviews. Our wages are low, but Baltzer does not believe this is the entire problem. He feels we need to create more incentives for groups and employees. He believes the new building will bring a new level of excitement. We need to be aggressive in our recruitment and promote the positive aspects of working in the entertainment world. We will be targeting part time staff from groups such as churches or soccer clubs. Doyle asked what the main hurdle was. Sterling said that last month of the 70 applications for a full time position, 40 were rejected for various reasons, and the 20 others contacted didn't show up for interviews. An applicant yesterday wanted \$24 an hour, where our full time operations staff start at \$13.97, or a part time applicant wanted a guarantee of more than \$800/week, as that's what the applicant was currently making by staying at home and collecting unemployment benefits. We had a booth at the BH Regional Job Fair last week. We spoke with five individuals that said they would apply, but never did. We find that many applicants prefer to get unemployment. We are struggling with overworking our current full time and part time staff. City HR has worked with us in the past to streamline the hiring process. We need to get creative and competitive. The volunteer groups are becoming fewer as the service clubs usually are comprised of senior citizens. We will be pushing forward with a new marketing campaign. Lambert mentioned that this is also an enormous issue with Monument Health and has potential to get worse. He has offered to Baltzer to help where he can.

Miscellaneous

Capital Update – Heitsch stated that we are in the throws of preparation to present the proposed 2022 operational budget to the Board at our first meeting in April, giving the Board a couple of weeks to review, ask questions, and propose changes. We'll revisit the budget at the Board's second meeting in April, with hopes of final approval. This has been a very challenging process. We know that our PILT will go up 30% next year, and there will be no increase in interdepartmental charges. Our stance on working smarter not harder has been in place as we look to alleviate the amount of physical labor hours by buying equipment to help with that problem. Our team is working diligently to find the best prices on equipment and usually looking to buy refurbished items to control costs.

Heitsch updated the Board on the many line items in the 2021 capital budget explaining the few increases and many decreases in line item costs. The Ventrac (articulating utility vehicle/mower) was explained by Paul Sterling. He stated that the four wheel system will enable our staff to mow the steep hill grade safely. This item can also be used for snow removal and a number of other uses. Heitsch said the bid limit requires us to bid any pieces of equipment over \$50,000 unless the purchase is from a cooperative group. Those entities have already gone through the bid process. Heitsch is asking for a motion from the Board to allow us to purchase thru the cooperative. **Motion to approve to the purchase of the Ventrac mower via Sourcewell contract #062117VPI was made by Doyle and seconded by Brown.** Upon vote being taken, the motion carried unanimously.

Sterling left the meeting at 9:14.

Baltzer had a couple of items to add to his Executive Report. He wanted to alert the Board to the situation of booking acts in the new building. We have good acts in the works, but we might have to consider our grand opening as a yearlong process. We are not going to be able to get an Elvis act. We are limited because the big acts are not on the road in 2021, due to COVID. We are seeing some action in mid-size shows and are hopeful that things might loosen up. The booking agents are excited for our new venue and working hard to bring in great events.

There being no further business, motion was made by Brown and seconded by Doyle **to adjourn the meeting.** Upon vote being taken, the motion carried unanimously. The meeting adjourned at 9:18 a.m.

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

Pat Koerlin, Accounting Clerk

Date