

**RUSHMORE PLAZA CIVIC CENTER  
BOARD OF DIRECTORS MEETING MINUTES  
Tuesday, April 26, 2016**

Vice-Chairman of the Board, Donna Winkler called the meeting to order at 8:15 a.m. with the following Board members present: Jeff Bailie and Jennifer Landguth. Staff present include: Executive Director, Craig Baltzer; Assistant Executive Director, Jayne Kraemer; Assistant Executive Director, Tracy Heitsch; and Administrative Assistant, Sandra Arnold. Liaisons present include: CVB, Julie Jensen and City Council, Charity Doyle. Others present include: Central States Fair representatives, Gary Brown; Public Works representative, Rod Johnson; Chamberlin Architects representative; Brad Burns; FMG Engineering representatives, Jerry Foster and Kyle Hansen; DesignWorks representative, Randy Fisher; and West Plains Engineering representative, Mike Sigman. Energy Plant Manager, Gunar Dzintars and Guest Services & Premium Seating Manager, Priscilla Dominguez entered later in the meeting.

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

General Public Comment

None

Minutes

Motion was made by Bailie and seconded by Landguth **to approve the minutes of the March 22, 2016 meeting as presented**. Upon vote being taken, the motion carried unanimously. Motion was made by Bailie and seconded by Landguth **to approve the minutes of the April 12, 2016 meeting as presented**. Upon vote being taken, the motion carried unanimously. Motion was made by Bailie and seconded by Landguth **to approve the minutes of the April 12, 2016 special meeting as presented**. Upon vote being taken, the motion carried unanimously.

Bill List

The 2016 Bill List for April 26 was audited.

28TH CCS UAC GROUP	562.49
ADAMS ISC	136.63
ALSCO	1308.23
B & H PHOTO	338.00
BLACK HILLS ROOFING & SHEET METAL	182.40
BORDER STATES ELECTRIC SUPPLY	1664.71
CARQUEST AUTO PARTS	40.77
CASH-WA DISTRIBUTING COMPANY	1739.60
CHRIS SUPPLY COMPANY	289.88
CITY OF RAPID CITY	4896.92
COCA-COLA OF THE BLACK HILLS	2682.50
CRESCENT ELECTRIC SUPPLY CO	157.65
E & J SPECIALTIES INC	78.00
EAGLE SALES OF THE BH INC	1141.70
EVENT SOFTWARE CORPORATION	2050.00
FIRST ASSEMBLY OF GOD	220.10
FISHER BEVERAGE COMPANY	163.17
FOOD SERVICES OF AMERICA	2135.80
GOLDEN WEST TECHNOLOGIES INC	531.00
GREAT PLAINS DISTRIBUTION	190.00
HEARTLAND PAPER CO	55.40
HILLYARD INC. / SIOUX FALLS	72.04
JOAN'S PLANT SERVICE	350.00
JOHNSON BROTHERS OF SD	476.30
KIEFFER SANITATION INC	4038.40
KNECHT HOME CENTER	124.71
LIGHTING MAINTENANCE CO	5279.85
M G OIL CO	898.92
MARCO INC	934.37

NORTHWEST PIPE FITTINGS INC	312.31
OVERHEAD DOOR CO. OF RC	2928.29
PACIFIC STEEL & RECYCLING INC	57.50
PETE LIEN & SONS INC	379.50
POWER HOUSE HONDA	35.15
RAPID CITY AREA SCHOOL DIST 51-4	43.14
RAPID CITY JOURNAL - ADVERTISING	166.74
RAPID CITY SHRINE CLUB	926.25
RED WING SHOE STORE	271.92
REPUBLIC NATIONAL DISTRIBUTING COMPANY	592.84
SAFEWAY INC	76.77
SAM'S CLUB	126.77
SEQUENT ENERGY MANAGEMENT LP	2728.52
SERVALL UNIFORM/LINEN CO	130.46
ST PAUL'S EVANGELICAL LUTHERAN CHURCH	537.64
SUMMIT GROUP SOFTWARE	56.80
SYSCO MONTANA INC	1781.26
TWILIGHT FIRST AID & SAFETY SUPPLY	827.00
ULINE INC	1080.17
UNITED PARCEL SERVICE	18.18
US DEPARTMENT OF AGRICULTURE-FOREST SVC	1402.20
US FOOD SERVICE	4806.23
VAST BUSINESS	2320.98
VERIZON WIRELESS	1615.32
WESTERN STATIONERS	46.20
Total	56,007.68

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

Liaison Reports

Julie Jensen – Convention & Visitors Bureau: Jensen reminded everyone that next week is National Tourism week. Jensen explained again about the Amazing Rush campaign happening next week on Monday and Tuesday. Jensen mentioned the Kraftville hockey voting which is down to the Rushmore Thunder and another group; announcement will be made on Saturday with NBC at the Civic Center Ice Arena. Jensen met with Airport Director regarding possible flights being added to a couple of different locations. Jensen will also be attending the ICPC in Thailand next month which will help when the ICPC is here next year.

Charity Doyle – Council Liaison: Doyle expressed there is not much to report; just lots of construction going on throughout the city.

Darren Paulson – School Liaison: Not present.

Financial Information

Heitsch discussed the working financial papers as of and ending in the month of March 2016 YOY comparison through 2012 as sent to each Board Member. Board accepts as information. Heitsch handed out an updated prioritized needs list and explained. Heitsch stated one item she wanted to discuss today is the electronic deficiencies in the Barnett Arena. The digital equipment continues to fail and needs to be restarted often. Heitsch asked for the Board’s thoughts on moving forward with replacing certain boards and computer components within the Barnett Arena. Discussion followed. The Board agreed for the staff to get more details and pricing from Daktronics.

Executive Director’s Update

Baltzer explained he attended the Chamber retreat held in Sioux Falls a couple of weeks ago; it was a great experience.

Miscellaneous:

1) Chamberlin Architects Presentation Contract Approval

Heitsch explained Brad Burns with Chamberlin Architects is here to discuss the work needed to be done in the 14 restrooms within the facility, outside of the Ice Arena, Barnett Arena and the Theatre, to meet the Department of Justice requirements. Burns distributed the Accessibility Upgrades and Renovation Analysis Report for LaCroix Hall, Rushmore Hall and Food Court restrooms. Burns went through a few of the pages explaining the layouts, changes, statistics, and other details. Burns covered the possible schedule for construction documents, timeline,

and two possible cost estimates (base and enhanced). Motion was made by Bailie and seconded by Landguth **to approve the Chamberlin Architect design contract**. Upon vote being taken, the motion carried unanimously.

2) FMG Engineering, Inc. Presentation

Heitsch explained Jerry Foster with FMG Engineering is here to discuss the work needed to be completed on the west side parking lots. Foster introduced Fisher, Hansen and Sigman then explained the focus is the west side parking enhancements to meet the Department of Justice requirements. Foster explained FMG presented five alternates and the Civic Center staff narrowed them down to two schemes. Foster handed out a copy of the two schemes along with their cost estimates. Foster then turned it over to Fisher to explain the schematics via PowerPoint. Foster covered the cost estimates for each scheme. Discussion followed. Baltzer handed out an updated financial synopsis of the ADA/DOJ items that have been completed and the items being talked about today; Heitsch explained. Motion was made by Landguth and seconded by Bailie **to approved design scheme 3a**. Upon vote being taken, the motion carried unanimously.

Jensen left the meeting during Misc. Item 2.

Doyle, Brown, Foster, Fisher, Hansen, Sigman, and Burns left the meeting.

3) Outside Catering Policy

Baltzer handed out the original policy along with the proposed new policy and explained. Baltzer feels this is a good time to change as there is minimal outside caterers currently being used for events booked at the Civic Center; also the Mayor is in full support of the policy change. Bailie asked about current contracts that are using outside caterers; Kraemer stated those caterers would be allowed and those contracts fulfilled. Landguth suggested the word "sole" be replaced with "exclusive" in the proposed new policy verbiage. Motion was made by Landguth and seconded by Bailie **to accept the new policy making the Civic Center the exclusive caterer for events booked at the Rushmore Plaza Civic Center effective immediately with any new contracts**. Upon vote being taken, the motion carried unanimously.

4) Bid for Transportation Natural Gas for the Energy Plant

Heitsch stated this bid for natural gas comes up every year. Dzintars explained how the process works. Motion was made by Bailie and seconded by Landguth **to approve going out to bid for Transportation Natural Gas for the Energy Plant**. Upon vote being taken, the motion carried unanimously.

Dominguez entered the meeting.

5) Website Redesign Contract

Heitsch reminded the Board about this project. Dominguez explained the process that the committee went through to get to the final selection. Dominguez handed out Carbon House's contract and explained. Motion was made by Landguth and seconded by Bailie **to approve the Carbon House contract**. Upon vote being taken, the motion carried unanimously.

6) Assistant Food and Beverage Manager Position

Baltzer explained they have been trying to reconstruct the Food and Beverage department, creating a true assistant to the Food and Beverage Manager. Due to this restructure this position will have more responsibilities and demands. Baltzer stated he would like to promote one of the staff that is a current position by increasing the steps from a three to a nine. Motion was made by Bailie and seconded by Landguth **to promote Assistant Food and Beverage Manager, Justina Kruse from her current Step 3 to Step 9 effective April 3, 2016**. Upon vote being taken, the motion carried unanimously.

7) Executive Session

Winkler asked if there was a motion for executive session; hearing none, it was not held.

There being no further business, motion was made by Landguth and seconded by Bailie **to adjourn the meeting**. Upon vote being taken, the motion carried unanimously. The meeting adjourned at 10:05 a.m.

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

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Sandra Arnold, Administrative Assistant

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Date