

THE MONUMENT

MINUTES FOR THE MONUMENT BOARD OF DIRECTORS Rapid City, South Dakota Tuesday, February 13, 2024

ROLL CALL AND DETERMINATION OF QUORUM

Tim Johnson, Chair, called the meeting to order at 8:15 a.m.

MEMBERS PRESENT: Tim Johnson, Chair; Patri Acevedo-Fuentes, Member; and Stuart Wevik, Member.

MEMBERS ABSENT: Jason Lambert, Vice-Chair; Charity Doyle, Member.

OTHERS PRESENT: Craig Baltzer, Executive Director; Tracy Heitsch, Deputy Director/Finance; Jayne Kraemer, Deputy Director/Events; Justin Williams, City Attorney; Rory Hammerbeck, Engineering Manager; Paul Sterling, Director of Operations, and Becky Bone, Accounting Clerk. Via online: Greg Strommen, City Council.

ADOPTION OF AGENDA

Motion to approve agenda was made by Acevedo-Fuentes, and second by Wevik, motion carried.

APPROVE MINUTES

1) January 23, 2024 - Motion to approve minutes as presented made by Wevik, second by Acevedo-Fuentes, motion carried.

GENERAL PUBLIC COMMENT - None

FINANCIAL ITEMS REQUIRING BOARD ACTION

2) Bill List – Heitsch highlighted items greater than \$5,000.
Motion to approve bill list as presented made by Acevedo-Fuentes, second by Wevik, motion carried.

VENDOR	DESCRIPTION	AMOUNT
A&B BUSINESS SOLUTIONS	OFFICE SUPPLIES – COPIER	\$93.38
A TO Z SHREDDING	OTHER PRO SERVICES	\$57.32
A&J SCREENING – PAKR BENCH APPAREL	CIVIC CENTER MARKETING	\$696.00
ACE HARDWARE – WEST	MINOR TOOLS	\$32.32
ALSCO INC	OTHER RENTALS – LINENS	\$12,874.32
AMAZON CAPITAL SERVICES	OFFICE/JANITORIAL SUPPLIES	\$4,793.82
AMERICAN LEGION POST 303	CLUB COMMISSIONS	\$250.00
ATHLETICA/SPORTS SYSTEMS	MSCL SUPPLY MATERIAL – ICE ARENA GLASS	\$9,426.63
BAREFOOT DANCE STUDIOS	CLUB COMMISSIONS	\$1,517.42
BETHEL ASSEMBLY OF GOD CHURCH	CLUB COMMISSIONS	\$1040.93
BLACK HILLS CHEMICAL / JANITORIAL	JANITORIAL/CHEMICAL	\$795.76
BLACK HILLS INSURANCE	OFFICE SUPPLIES – NOTARYS	\$120.00
BLACK HILLS ORTHO & SPINE CENTER PC	OTHER PRO SERVICES – EXAMS	\$60.00
BLUEPEAK	TELEPHONE – MONTHLY USAGE	\$2,323.67
BORDER STATES ELECTRIC SUPPLY	RPR ELECTRICAL	\$436.20
CAPITAL ONE NA	RESALE CONCESSIONS	\$5.94
CARBONHOUSE	OTHER PRO SERVICE	\$600.00
CASH-WA DISTRIBUTING	RESALE CONCESSIONS	\$32,588.37
CITY OF RAPID CITY	WATER – METER	\$504.89
CLIMATE CONTROL SYSTEMS & SERVICES	PNEU-CLIMATE CNTRL #5	\$26,590.17
COCA-COLA OF THE BLACK HILLS	RESALE CONCESSIONS	\$71,819.45
CONSOLIDATED ELECTRICAL DISTRIB.	RPR ELECTRICAL – ICE ARENA	\$889.07
CONTRACTORS'S SUPPLY INC	MINOR TOOLS	\$49.00
CONVERGINT TECHNOLOGIES	RPR STRUCTURES – SECURITY	\$6,950.88
CRESCENT ELECTRIC SUPPLY CO.	RPR ELECTRICAL	\$419.75
DENNIS SUPPLY	RPR EQUIPMENT	\$66.31
DERKSEN FLOORS INC	RPR STRUCTURES – THEATRE FLOOR	\$7,500.00
DIMOCK DAIRY INC	RESALE CONCESSIONS	\$2,115.96
EPIC OUTDOOR ADVERTISING	CIVIC CENTER MARKETING – JOB FAIR	\$550.00
FIRST ASSEMBLY OF GOD	CLUB COMMISSIONS	\$1,410.12
FISHER BEVERAGE COMPANY INC	RESALES CONCESSIONS	\$12,998.30
GRIMM'S PUMP SERVICE	RPR EQUIPMENT	\$5,486.94
I SCREAM LLC	RESALE CONCESSIONS	\$2,200.00
INTERSTATE BATTERIES INC	RPR ROLLING STOCK	\$300.35
J.M. KINGSBURY FAMILY BREWING	RESALE CONCESSIONS	\$330.00
JOHNSON BROTHERS OF SD	RESALE CONCESSIONS	\$498.80
JOHNSON CONTROLS FIRE PROTECTION LP	CAPITAL – STRUCTURES	\$59,072.22

KCLO TV	CIVIC CENTER MARKETING	\$65.00
KIEFFER SANITATION INC	OTHER PRO SERVICES	\$5,343.43
KNECHT HOME CENTER	MISC SUPPLY	\$79.24
KURITA AMERICA	JANITORIAL/CHEMICAL	\$1,398.85
M G OIL CO	GAS/OIL/FUEL	\$592.11
MASTERS CUSTOM DESIGN	CLOTHING/FOOD – STAFF STOCK	\$2,157.05
MENARDS	MINOR TOOLS	\$1,397.11
MOUNTAIN STATES SECURITY INC	OTHER PRO SERVICES	\$184.42
NORTH CENTRAL SUPPLY INC	MACHINERY RENTAL	\$293.36
PACIOLAN LLC	OTHER PRO SERVICES	\$273.66
PARTS ONE LLC	REPAIR EQUIPMENT	\$9.49
PARTS TOWN LLC	RPR ELECTRICAL	\$127.12
PIZZA RANCH RAPID City of Rapid City	RESALE CONCESSIONS	\$109.94
PURCHASE POWER/PITNEY BOWES	OFFICE SUPPLIES	\$6.31
QUALITY BRANDS OF THE BLACK HILLS	MISC SUPPLY/MATERIAL	\$7,874.25
RAPID CITY COUGARS FASTPITCH SOFTBALL	CLUB COMMISSIONS	\$1,348.76
RC GIRLS JR OLYMPIC AMATEUR SOFTBALL	CLUB COMMISSIONS	\$371.76
RC JOURNAL ADVERTISING	PUBLISHING BOD MINUTES	\$182.78
RC SHRINE CLUB	CLUB COMMISSIONS	\$1,399.95
RED WING SHOE STORE	CLOTHING / FOOD	\$424.98
SAM’S CLUB	RESALE CONCESSIONS	\$1,230.68
SD UNITED	CLUB COMMISSIONS	\$1,965.79
SEQUENT ENERGY MNGMT LP	NATURAL GAS	\$8,555.17
SERVALL UNIFORM/LINEN CO INC	OTHER PRO SERVICES	\$484.78
SIGH EXPRESS	MISC SUPPLY – MATERIAL	\$1,740.10
SIZZLE SOFTBALL BH SILENCERS	CLUB COMMISSIONS	\$833.47
SLIDERS SOFTBALL 16U	CLUB COMMISSIONS	\$789.10
SLIDERS SOFTBALL 18U	CLUB COMMISSIONS	\$688.85
SO IT GROWS PLANT CARE	OTHER PRO SERVICES	\$350.00
SDSM&T	CLUB COMMISSIONS	\$4,164.59
SOUTHERN GLAZER’S OF SD	RESALE CONCESSIONS	\$3,326.15
STAN HOUSTON EQUIP CO INC	MINOR TOOLS	\$39.85
STEVENS HIGH SCHOOL	CLUB COMMISSIONS	\$749.55
SYSCO MONTANA INC	RESALE CONCESSIONS	\$23,143.13
THE ICEE COMPANY	RESALE CONCESSIONS	\$3,764.92
ULINE INC	MISC SUPPLY	\$4,018.56
US FOODS	RESALE CONCESSIONS	\$99,386.46
VERIZON WIRELESS	TELEPHONE	\$1,634.80
VISIT RAPID City of Rapid City	CONFERENCE – CTA ENROLLMENT	\$54.00
WALL MEET PROCESSING	RESALE CONCESSIONS	\$617.50
WESTERN COMMUNICATIONS INC	OFFICE SUPPLIES	\$603.00
WESTERN STATES FIRE PROECTION CO	OTHER PRO SERVICES	\$4,614.37
WESETRN STATIONERS	OFFICE SUPPLIES	\$259.81
WESTMINSTER PRESBYTERIAN CHURCH	CLUB COMMISSIONS	\$785.64
WHISLER BEARING COMPANY	RPR EQUIPMENT	\$43.40
TOTAL		\$486,635.73

3) **Capital Update – Heitsch presented. Discussion followed.**

- **2023 Capital to be paid in 2024**
- **Total \$164,087.20**
 - Door Replacement Program
 - Fire Alarm Panel and Systems
 - Finish Crack Seal 2022 Project
 - ½ Ton Motors (8 total)
- **2024 Capital Budget Items**
- **\$289,063.00 – Cyclical Items**
 - Fire Alarm System Software and Programing
 - Facility Doors Replacement
 - Security Cameras and Door Fobs
 - Safety and Security Department to be added in 2025. Due to campus size, increased events etc.
 - Security Camera Server Upgrade - City IT Request
 - Parking Lot LED Lighting Conversion
 - May be some EPA grant opportunity
 - Using in-house expertise vs. hiring outside labor
- **\$476,700.00 Annual Capital FF&E (Furniture Fixtures and Equipment)**
 - Skid Steer Sweeper for cleaning assistance for both the interior and exterior of the complex
 - Concourse lighting to convert LED
 - BH Energy annual rebate \$5000.
 - Old Chamber space remodel and/or Ice Arena Club remodel
 - Tuck point & brick repair for complex exterior
 - Current forklifts are aging; looking to trade Clark for a Toyota
 - Trade Gator for a Side by Side to assist with security and trades function.
 - Backflow Preventer – Fire System
 - Current system is out of compliance and is beginning to fail.

- Ice Machines
- Ice Arena AC Unit replacement in AV Room
- Water Heater replacements – Rushmore Hall – replacement of an original unit
- Upgrade IT WIFI and Network Switches – City IT request
- 60 - 65 ft. Boom Lift Replacement – new vs. used unit
- Capital Reserve Funds Projects
- Total \$630,762.14
 - Rushmore Hall Pneumatics and VFD Conversion
 - Roof – Barnett Fieldhouse – coating solution
- Summit Arena Capital Projects
- Total \$298,300.00
 - Working Tracy Davis and City Finance to determine Summit Construction – FFE – Construction funds available, if any.
 - Damper Issue Resolution for economization and efficiency – cost savings.
 - Repair/Replace concrete in loading dock area
 - Tint Upper South Windows
 - Patri suggested advertising sponsorship vs tint as revenue source.
 - Water Meter Replacement - Low pressure or loss of water during high capacity events.
- Ice Arena Capital Projects – Future - \$4 million
 - Lighting controls being priority as current system is 17 years old, obsolete with no back-up in place.
- Heitsch reminded the Board that this was the current 2024 Capital Plan, but with all plans, they are subject to change. As staff finalizes project pricing, each project will be brought forward for final consideration by the Board of Directors.

Motion to approve \$58,183.00 in funds to complete the Fire Alarm System Software and Programing BISU project as presented, was made by Wevik, second by Acevedo-Fuentes, motion carried.

DISCUSSION FROM THE PRESIDENT, BOARD MEMBERS, AND STAFF

4) Executive Director's Update – Baltzer presented. Discussion followed.

- Theatre Box Sponsorship sold to Elkhorn Ridge from Spearfish
- Subway ownership change
- BHSS & Rodeo Rapid City
 - 2024 overall numbers were even with last year. 2022 was a record year, with the opening of the Summit Arena.
 - F&B sales were 6% higher than 2023 with a portion of that due to increased pricing.
 - Cash sales were 53%; Credit Card sales being 47% which indicates we are still a cash market compared to other venues.
- Premium Level food and beverage up-sales increased by 29%
- Reserved Parking sales were successful
 - 435 spots sold including limited non-advertised drive-up parking.
- Operations Team
 - Dirt included 125 loads.
 - 500 F/T and P/T man hours
 - Successful 3-day event conversion from stock show to sports show.
- Ticket sale demographics
 - 44 states, 3 Canadian Provinces and South Africa

5) Event Update – Kraemer discussed the calendar and highlighted events and plans for the next few weeks.

- BHSS and Rodeo Rapid City weather was cooperative for the entirety of the show.
 - 552 registered contestants from 29-states, Australia and Canada.
 - Broncs and Bulls having more contestants registered than slots available.
 - 10 total stock contractors participated.
 - VRC hosted first contestant hospitality room which included VRC city back drop, ads for restaurant week, etc.
- Sports Show – 3-day event in Summit, Rushmore Hall, and Barnett
 - 6,000+ tickets scanned
- Upcoming Rush Hockey vs. Idaho
 - School game to be held on 2-14-24
 - Cancer Awareness Game including Paint the Ice event this weekend
- Region 8 Solo Contest – 1,200 HS students will participate.
- Counts Car Show – includes motorcycles this year.
- State Dart Tournament – SD has largest tournament in any state in the union.

ADJOURNMENT

Johnson adjourned the meeting at 9:33 a.m.

Respectfully submitted,

Becky Bone
Accounting Clerk III
The Monument