

THE MONUMENT

MINUTES FOR THE MONUMENT BOARD OF DIRECTORS

Rapid City, South Dakota

Tuesday, May 28, 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; Charity Doyle, Member; and Stuart Wevik, Member.

MEMBERS ABSENT: Jason Lambert, Vice-Chair; Patri Acevedo Fuentes, Member.

OTHERS PRESENT: Craig Baltzer, Executive Director; Tracy Heitsch, Deputy Director/Finance; Jayne Kraemer, Deputy Director/Events; Jarrett Breuninger, Accounting and Administration Manager; Justin Williams, City Attorney; and Becky Bone, Accounting Clerk.

ADOPTION OF AGENDA

Motion to approve agenda was made by Doyle, and second by Wevik, motion carried.

APPROVE MINUTES

1) **May 14, 2024 - Motion to approve minutes as presented made by Doyle, second by Wevik, 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 Wevik, second by Doyle, motion carried.**

VENDOR	DESCRIPTION	AMOUNT
28 FSS BOOSTER CLUB	CLUB COMMISSION	\$191.87
A&B BUSINESS SOLUTIONS INC	LEASE/PURCHASE	\$1,741.02
A&B WELDING SUPPLY CO INC	JANITORIAL/CHEMICAL	\$33.24
ADDICTION RECOVERY CTR OF BH	CLUB COMMISSION	\$769.05
ALSCO, INC	OTHER RENTALS LINENS	\$4,136.92
AMAZON CAPITAL SVCS	OFFICE SUPPLIES	\$533.96
BETHEL ASSEMBLY OF GOD	CLUB COMMISSION	\$1,196.11
BH ORTHOPEDIC & SPINE CTR	OTHER PRO SERVICES	\$120.00
BH TENT & AWNING	BLACK OUT CURTAIN/SUMMIT	\$9,786.55
BLUEPEAK	TELEPHONE	\$2,545.53
BOOT BARN INC	WORK UNIFORMS	\$87.98
BORDER STATES ELECTRIC	RPR ELECTRICAL	\$1,420.13
BROWN'S SMALL ENGINE REPAIR	GAS/OIL/FUEL	\$24.54
CASH-WA DISTRIBUTING	RESALE – CONCESSIONS	\$3,633.30
CHB COOPERATIVE	GAS/OIL/FUEL	\$539.20
CITY OF RAPID CITY	WATER	\$5,656.89
COCA-COLA OF THE BH	RESALE – CONCESSIONS	\$9,811.60
CONSOLIDATED ELECTRICAL	RPR ELECTRICAL	\$737.09
CONTRACTOR'S SUPPLY INC	MINOR TOOLS	\$250.00
CRESCENT ELECTRIC SUPPLY	RPR ELECTRICAL	\$342.34
CRUSH SOFTBALL	CLUB COMMISSION	\$2,071.51
DAKOTA BATTERY/ELECTRIC	RPR ELECTRICAL	\$45.81
DEPOT MUSIC	RPR EQUIPMENT	\$9,340.00
DIAMOND VOGEL PAINT CTR	RPR STRUCTURES – PAINT	\$225.70
EASTMAN SOUND & MUSIC	DUES	\$55.00
ECOLAB INSTITUTIONAL INC	LEASE/PURCHASE	\$426.58
FASTENAL COMPANY	MISC SUPPLY/MATERIAL	\$34.80

FIRST ASSEMBLY OF GOD	CLUB COMMISSION	\$1,095.56
FISHER BEV CO	RESALE – CONCESSIONS	\$2,549.05
FOUR WINDS INTERACTIVE LLC	OTHER PRO SERVICES	\$100.32
FS.COM INC	COMPUTER RELATED EXP	\$578.20
G&R CONTROLS INC	OTHER PRO SERVICES	\$1,904.00
GOLDEN WEST TECH INC	OTHER PRO SERVICES	\$160.00
INTERSTATE POWER SYSTEMS	OTHER PRO SERVICES	\$4,242.26
JOHNSON BROTHERS OF SD	RESALE – CONCESSIONS	\$8,143.87
JOHNSTONE SUPPLY	MINOR TOOLS	\$211.07
KIEFFER SANITATION	OTHER PRO SERVICES	\$4,852.71
KNECHT HOME CENTER	MISC SUPPLY/MATERIAL	\$108.76
LIBERTY CHRYSLER CENTER LLC	RPR ROLLING STOCK	\$149.60
MG OIL CO	GAS/FUEL – MG OIL	\$531.85
MENARDS	RPR ROLLING SOCK	\$587.98
NORTH CENTRAL SUPPLY INC	RPR EQUIPMENT	\$64.00
NORTHWEST PIPE FITTINGS INC	RPR WATER/SEWER	\$207.67
OLSON'S PEST	OTHER PRO SERVICE	\$715.00
OPEN HEART UNITED METHODIST	CLUB COMMISSION	\$722.00
O'REILLY AUTO PARTS	RPR ROLLING STOCK	\$549.41
OVERHEAD DOOR OF RC	RPR EQUIPMENT	\$288.27
PACIOLAN LLC	OTHER PRO SERVICES	\$327.32
PARTS ONE LLC	RPR EQUIPMENT	\$91.69
PEOPLE READY LLC	OTHER PRO SERVICE	\$1,384.08
POMP'S TIRE SERVICE INC	TIRES	\$420.68
PRINT MARK-ET	MISC SUPPLY	\$1,900.00
QUALITY BRANDS OF THE BH	RESALE – CONCESSIONS	\$9,104.45
RAPID CITY AREA SCHOOL DIST	JANITORIAL/CHEMICAL	\$232.93
RAPID CITY COUGARS FASTPITCH	CLUB COMMISSION	\$782.51
RUNNINGS SUPPLY INC	EMP CLOTHING	\$344.97
SERVERSUPPLY.COM INC	COMPUTER RELATED EXPESSES	\$24,147.20
SIGN EXPRESS	MISC SUPPLY/MATERIAL	\$564.22
STAN HOUSTON EQUIP CO INC	RPR EQUIPMENT	\$43.94
STEC'S ADVERTISING SPEC	MISC SUPPLY/MATERIALS	\$281.59
SYSCO MONTANA INC	RESALE – CONCESSIONS	\$3,738.31
US FOODS	RESALE – CONCESSIONS	\$15,613.06
VERIZON WIRELESS	TELEPHONE	\$1,540.28
WATERTREE INC	JANITORIAL/CHEMICAL	\$95.80
WHISLER BEARING COMPANY	RPR EQUIPMENT	\$128.04
ZION LUTHERAN CHURCH	CLUB COMMISSION	\$811.95
TOTAL		\$145,847.61

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

- **Current projects continue. Finding available contractors to complete the cyclical door replacement project has become an issue. We're examining other options including purchasing doors and using our in-house labor for installation.**
- **No Board action required.**

4) **Proposed Budget 2025 – Heitsch addressed questions from the Board regarding the 2025 Proposed Budget. Discussion followed.**

- **How confident are we in overall revenue projections?**
 - **We are always “pushing” ourselves when it comes to revenue. Some line items will fall short, others will exceed expectations.**
 - **Building revenues exceeded expectations in 2023 and we budget an annual rate increase of 3%**
 - **BBB is budgeted at the 20 year historical average of 3% growth per year**
 - **Food & Beverage increases are based on event expectations, product costs, and product mix – implementing value priced packages driven by increased volume, along with event by event premiums product offerings**
- **Are budgeted staffing levels adequate?**
 - **We are definitely still “learning” what we need for staffing with the addition of the Summit Arena. Our proposed 2025 Budget reflects some growth in positions that are intended to directly impact our overall growth of events and thus revenue**
- **Utilities – budgeted a decrease of 5.2%.**

- We've been able to experience efficiencies in our utility expenses thru LED lighting conversions and other systemic changes. Likewise, with the capital damper project for the Summit Arena, we're expecting additional energy efficiencies there as well. We've communicated with our major utility providers and are comfortable with the numbers reflected in the budget. If we experience extremes – an extremely cold winter or extremely hot/dry summer, we will need to adjust operations to accommodate the utility load.
- **PILT and Inter Departmental Charges**
 - Baltzer recently met with the Mayor and City Finance Officer (on separate occasions) to address the proposed formulas for PILT and Inter Department Charges. The formula change in PILT (announced the day after our 2025 Budget was presented to our Board) may result in a nearly 400% increase in PILT. Baltzer has requested additional meetings with Ainsley and select Board members to discuss this increase and its impact on our financials.

Motion to approve 2025 Proposed Budget as presented made by Doyle, second by Wevik, motion carried.

ITEMS NOT REQUIRING BOARD ACTION CONTINUED

- 5) Visit Rapid City – None.
- 6) RC Council – None.
- 7) Rapid City Area Schools – None.

DISCUSSION FROM THE PRESIDENT, BOARD MEMBERS, AND STAFF

- 8) Executive Director's Update – Baltzer presented. Discussion followed.
 - Rapid City Marshals announced cessation of operations due to lack of AFL leadership and unmet commitments making it untenable for the team to continue operations.
 - Water pressure issues were not noticeable during the Stapleton concert however were detectable on the meters. A large pressurized tank was installed on the upper level to avoid potential issues during large events.
- 9) Financial April Summary – Heitsch presented. Discussion followed.
 - Revenues are up at 41.78% of budget
 - BBB is steady.
 - Self-generated revenues thru April are up from 2023.
 - Expenses are at 39.67% of budget
 - Increased insurance, health care costs, and professional services continue to be a challenge.
 - Volunteer group earnings are up over last year. Labor thru April is higher than budgeted, but expected to come back in line throughout the summer.
 - Trades department expenses are higher than budgeted due to large amount of repairs and maintenance.
 - Capital projects are continuing and invoices for said projects will be paid out over the summer. We will see our cash position decrease as we move thru the summer – less revenues and continued expenses with increased expenses for capital projects.
 - May projections are on track. Still waiting on the BBB report from Tracy Davis, Deputy Finance Director for May.
- 10) Event Update –Kraemer discussed the calendar and highlighted events and plans for the next few weeks.
 - National Tribal Health Conference
 - Chris Stapleton – 10,034 tickets out, 9400 tickets scanned; no incidents, older demographic. Strong concessions sales. Kudos to production department, as stagehands came in under budget.
 - Central/Stevens 2024 Graduations
 - Skillet June 8
 - Quilt Show
 - MH – Guitar Gala
 - Event Coordinator position closes Friday, May 30. Plan to fill the position prior to Klapperich maternity leave.

ADJOURNMENT

Johnson adjourned the meeting at 9:24 a.m.

Respectfully submitted,

Becky Bone
Accounting Clerk
The Monument