

**RUSHMORE PLAZA CIVIC CENTER
BOARD OF DIRECTORS MEETING MINUTES
Tuesday, August 23, 2016**

Vice-Chair of the Board, Donna Winkler called the meeting to order at 8:15 a.m. with the following Board members present: Don Frankenfeld 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. Others present include: Central States Fair representative, Gary Brown.

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

General Public Comment

Brown stated the annual Central States Fair started last weekend and will continue through this weekend.

Minutes

Motion was made by Landguth and seconded by Frankenfeld **to approve the minutes of the July 26, 2016 meeting as presented.** Upon vote being taken, the motion carried unanimously. Motion was made by Landguth and seconded by Winkler **to approve the minutes of the August 9, 2016 meeting as presented.** Upon vote being taken, the motion carried unanimously.

Bill List

The 2016 Bill List for August 23 was audited.

ACE HARDWARE-EAST	85.95
ACE HARDWARE-WEST	387.33
ACTION MECHANICAL INC	107.14
ALSCO	1671.41
ARMSTRONG EXTINGUISHER SVC. INC.	314.29
BORDER STATES ELECTRIC SUPPLY	1431.25
BURDICK, GERALD	3500.00
CARQUEST AUTO PARTS	73.04
CASH-WA DISTRIBUTING COMPANY	231.20
CBH COOPERATIVE	184.80
CHRIS SUPPLY COMPANY	125.13
CITY OF RAPID CITY	2670.02
COCA-COLA OF THE BLACK HILLS	58.50
COREN, SCOTT	201.00
DIAMOND VOGEL PAINT CTR	54.20
ENGINEER SUPPLY	145.00
EXHAUST PROS OF RC INC.	157.40
FMG INC.	4271.00
FOOD SERVICES OF AMERICA	1956.81
FREMONT INDUSTRIES INC	584.00
G&H DISTRIBUTING INC.	43.23
GOLDEN WEST TECHNOLOGIES INC	531.00
GRIMM'S PUMP SERVICE INC	162.38
HILLS MATERIALS CO	42796.45
HUSSEY SEATING COMPANY	328.00
JAY'S WELDING & REPAIR	80.00
JOAN'S PLANT SERVICE	389.00
KIEFFER SANITATION INC	2398.54
KNECHT HOME CENTER	82.27
KONE INC	630.51
M G OIL CO	693.31
MARCO INC	806.66
MATHESON TRI-GAS INC	100.75
MIKE WOLFORTH PHOTOGRAPHY	312.50
MOUNTAIN PLAINS AUDIOLOGY	23.00

NCR CORPORATION	241.00
OFFICEMAX INCORPORATED	35.60
PACIOLAN INC	2342.05
PITNEY BOWES	359.43
RDO EQUIPMENT CO	23.66
RUNNINGS SUPPLY INC	47.97
SAFEWAY INC	43.81
SEQUENT ENERGY MANAGEMENT LP	2.52
SERVALL UNIFORM/LINEN CO	130.46
SYSCO MONTANA INC	545.77
THYSSENKRUPP ELEVATOR CORP	306.72
UNITED PARCEL SERVICE INC	13.09
US FOOD SERVICE	2538.52
VAST BUSINESS	2039.94
VERIZON WIRELESS	1519.34
WARNE CHEMICAL & EQUIP.	47.00
WATERTREE INC	86.20
WESTERN STATIONERS	61.15
Total	77,971.30

Motion was made by Frankenfeld and seconded by Landguth 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 stated she attended the Destination Marketing Association International convention in Minneapolis. The CVB will be host the Upper Midwest CVB in about three weeks. The Broncos promotion is in full force again. The CVB and Civic Center staff spent all last week with the ICPC organizers for their event next May. Jensen handed out the CVB's fiscal 2017 budget then explained. Baltzer stated the Civic Center just finished with the Independent Order of Oddfellows convention which had 641 attendees from 48 states and 3 countries, creating a large economic impact for the area.

Charity Doyle – Council Liaison: Not present.

Darren Paulson – School Liaison: Not present.

Financial Information

Heitsch discussed the working financial papers as of and ending in the month of July 2016 YOY comparison through 2012 as sent to each Board Member. Board accepts as information. Heitsch handed out a spreadsheet regarding funds on DOJ required projects; parking lot, bathroom and railing projects. Heitsch stated the Daktronics project will be getting started soon; met with all the key people yesterday. Short discussion followed.

Jensen left the meeting.

Executive Director's Update

Baltzer recapped all the projects again. Baltzer explained the Board had approved to advertise for an RFP for a 3rd party vendor. The decision was made not to go into a contract with another vendor but to allow an existing vendor to sell the items listed being designated by previous 3rd party contract.

Miscellaneous:

1) Executive Session

Winkler asked for a motion to go into Executive Session; hearing none, it was not held.

There being no further business, motion was made by Landguth and seconded by Frankenfeld **to adjourn the meeting.** Upon vote being taken, the motion carried unanimously. The meeting adjourned at 9:06 a.m.

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

Sandra Arnold, Administrative Assistant

Date