

**RUSHMORE PLAZA CIVIC CENTER
BOARD OF DIRECTORS MEETING MINUTES
Tuesday, September 27, 2016**

Chair of the Board, Mike Diedrich called the meeting to order at 8:17 a.m. with the following Board members present: Donna Winkler, Jennifer Landguth and Don Frankenfeld (via teleconference). 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 representative, Gary Brown; Task Force member, Kevin Andreson; and Rapid City Long Range Planner, Sarah Hanzel. Task Force member, Matt Huether enter later in the meeting.

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

General Public Comment

Brown stated the Central States Fair staff is working hard for the upcoming Stock Show.

Minutes

Motion was made by Winkler and seconded by Landguth **to approve the minutes of the August 23, 2016 meeting as presented.** Upon vote being taken, the motion carried unanimously. Motion was made by Frankenfeld and seconded by Landguth **to approve the minutes of the September 13, 2016 meeting as presented.** Upon vote being taken, the motion carried unanimously.

Bill List

The 2016 Bill List for September 27 was audited.

ACE HARDWARE-WEST	128.62
ACE STEEL & RECYCLING INC	141.13
ACTION MECHANICAL INC	7247.82
ADAMS ISC	1800.00
ALSCO INC	1061.88
ARCHITECTURE INCORPORATED	750.00
ATHLETICA/SPORT SYSTEMS UNLIMITED	1192.20
BARBIZON LIGHT OF THE ROCKIES INC	337.46
BEST BUY BUSINESS ADVANTAGE ACCOUNT	29.99
BOCA SYSTEMS INC	6542.66
BORDER STATES ELECTRIC SUPPLY	1022.88
BROWN'S SMALL ENGINE REPAIR	14.10
CARQUEST AUTO PARTS	573.17
CASH-WA DISTRIBUTING COMPANY	444.75
CBH COOPERATIVE	112.00
CHRIS SUPPLY COMPANY INC	588.34
CITY OF RAPID CITY	1998.87
CLIMATE CONTROL SYSTEMS & SERVICE	170.82
COCA-COLA OF THE BLACK HILLS	463.00
CRESCENT ELECTRIC SUPPLY CO	9.38
DIAMOND VOGEL PAINT CTR	29.19
EASTMAN SOUND & MUSIC	55.00
FASTENAL COMPANY	253.11
FMG INC.	5723.70
FOOD SERVICES OF AMERICA	2426.64
G&H DISTRIBUTING INC.	60.58
GOLDEN WEST TECHNOLOGIES INC	531.00
HARVEYS LOCK SHOP INC	5.60
HEARTLAND PAPER CO	76.40
HILLS MATERIALS CO	104126.34
HILLS TIRE & SUPPLY INC.	72.00
HOBBY LOBBY	17.98
JOAN'S PLANT SERVICE	400.00
JOHNSON MACHINE INC.	327.59

KATOM RESTAURANT SUPPLY	8086.00
KIEFFER SANITATION INC	1870.73
KNECHT HOME CENTER	115.09
KONE INC	4033.26
LINDHOLM, RAYMOND	500.00
MCKIE FORD INC	276.09
MENARDS	103.98
MIDWEST MARKETING	12543.00
MX4FUN	500.00
NCR CORPORATION	68.50
NORTHWEST PIPE FITTINGS INC	4105.70
OFFICEMAX INCORPORATED	65.81
PRAIRIE BERRY WINERY	750.00
RAPID CITY JOURNAL - ADVERTISING	116.95
RDO EQUIPMENT CO	34.07
RED WING SHOE STORE	352.67
ROSENBAUM'S SIGNS INC.	14241.91
RUNNINGS SUPPLY INC	251.30
SAFEWAY INC	102.29
SEQUENT ENERGY MANAGEMENT LP	45.11
SERVALL UNIFORM/LINEN CO INC	130.46
SHI INTERNATIONAL CORP	572.86
SOLUTIONS & CLEANING PRODUCTS INC	210.62
STAN HOUSTON EQUIP CO INC	588.89
SYSCO MONTANA INC	589.95
TESSIER'S INC	24.50
THE SEWING CENTER	299.00
UNITED PARCEL SERVICE INC	25.56
US FOOD SERVICE	2946.40
VAST BUSINESS	2051.02
VERIZON WIRELESS	1861.47
WARNE CHEMICAL & EQUIP.	827.00
WESTERN COMMUNICATIONS INC	205.00
WESTERN STATIONERS	109.74
WHISLER BEARING COMPANY	120.54
Total	197,459.67

Motion was made by Winkler and seconded by Frankenfeld 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 it was busy last week with hosting two industry conventions. During those conventions the CVB was awarded the innovation award and the destiny award from US Travel administration. The airport is bringing in two knowledgeable people regarding air service tomorrow for two sessions for the Air Service Summit. Jensen explained the Chamber annual meeting was last Saturday evening.

Charity Doyle – Council Liaison: Doyle stated there is lots of progress happening throughout the area. A part of South Highway 16 is being proposed to be renamed to Mt. Rushmore Road. Vision committee has been meeting and reviewing 26 applications. The new priority based budgeting is making progress.

Huether entered the meeting.

Darren Paulson – School Liaison: Not present.

Financial Information

Heitsch discussed the working financial papers as of and ending in the month of August 2016 YOY comparison through 2012 as sent to each Board Member. Board accepts as information. Heitsch gave an update on all the different projects currently in progress; Daktronics, restrooms, parking lot, railings, and wireless addition for ICPC. Heitsch explained she and Baltzer presented to a group regarding the grant for the walk-through metal detectors.

Executive Director's Update

Baltzer stated Central States Fair, Sutton Rodeos, and RPCC staff met last week to move forward with the 2017 stock show and rodeo items. The focus was marketing, public communications, website, and other media outlets. Baltzer explained Tom Barber, Assistant Operations Manager, is retiring with his last day being October 7. Barber has been an employee for over 35 years and has been a great asset to the company.

Miscellaneous:

1) Civic Center Task Force Update

Andreson stated he wanted to come today to give a brief update. Task force formed in March, began digging into the ADA codes then quickly moved into life safety items. The task force has been working with Public Works engineer, Rod Johnson. Johnson put together a possible solution addressing ADA seating, remodeling restrooms, installing a ramp in the west concourse creating an additional ingress/egress area to the second level of the Barnett Arena. The task force is now moving into the third phase; marketability/viability. The task force asked Baltzer to put together a scope of work for an RFP to have someone look at the economic value of Barnett Arena in two scenarios: remodeled with Johnson's possible solution or a rebuild. While the task force is waiting for the RFP to be submitted, they will be going out to service clubs and other groups to give updates and get feedback. Andreson then asked the Board for their vision of the Barnett Arena and the Civic Center facility as a whole. Discussion followed. Diedrich thanked them for coming today.

Jensen left the meeting

Diedrich asked to pause miscellaneous item 1 to address miscellaneous item 3 due to time constraints of Board members.

Frankenfeld left the meeting.

2) Stage Manager Interview Expenses

Heitsch explained Casey Martin was recently hired as the Stage Manager and the policy states he is reimbursed up to one month salary less interview expenses for his moving expenses. This essentially is stating he has to pay for his interview expenses. Heitsch asked on Martin's behalf if the Board would waive the interview expenses. Motion was made by Landguth and seconded by Winkler **to approve the elimination of the interview expenses as a part of his moving expenses.** Upon vote being taken, the motion carried unanimously.

Diedrich left the meeting creating a loss of quorum. No further actions or motions were held; only discussion of miscellaneous item 1.

3) Downtown Master Plan Presentation

Winkler asked Hanzel if she could come back to another meeting and apologized for the inconvenience.

4) Executive Session

Due to lack of quorum Executive Session cannot be held.

There being no further business, Winkler **adjourned the meeting.** The meeting adjourned at 9:50 a.m.

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

Sandra Arnold, Administrative Assistant

Date