

**RUSHMORE PLAZA CIVIC CENTER  
BOARD OF DIRECTORS MEETING MINUTES  
Tuesday, January 24, 2017**

Vice-Chair of the Board, Donna Winkler called the meeting to order at 8:21 a.m. with the following Board members present: Jeff Bailie and Jennifer Landguth. Staff present include: Executive Director, Craig Baltzer; Deputy Director, Jayne Kraemer; Deputy Director, Tracy Heitsch; and Administrative Assistant, Sandra Arnold. Liaisons present include: CVB, Julie Jensen; City Council, Charity Doyle. Others present include: Sutton Rodeo Representatives, Julie Sutton and Kim Sutton; Central States Fair Representative, Gary Brown; New board member, Dan Kline. Public Works Representative, Rod Johnson 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

K. Sutton is excited to be here celebrating Rodeo Rapid City's 40<sup>th</sup> anniversary. Sutton family really appreciate Rapid City, this building, and the staff.

Brown expressed thanks to the staff also and looking forward to a good show.

Minutes

Motion was made by Bailie and seconded by Landguth **to approve the minutes of the December 27, 2016 meeting as presented.** Upon vote being taken, the motion carried unanimously.

Bill List

The 2017 Bill List for January 24 was audited.

A & B BUSINESS EQUIPMENT INC	882.77
A TO Z SHREDDING	410.55
A&B WELDING SUPPLY CO INC	331.63
ADAMS ISC	26.78
ALSCO INC	1628.18
BARBIZON LIGHT OF THE ROCKIES INC	136.61
BORDER STATES ELECTRIC SUPPLY	2223.17
BROWN'S SMALL ENGINE REPAIR	116.55
BUTLER MACHINERY CO.	390.18
CARQUEST AUTO PARTS	88.30
CASH-WA DISTRIBUTING COMPANY	5701.75
CASK & CORK	288.00
CBH COOPERATIVE	299.60
CHEXCEL	25.00
CHRIS SUPPLY COMPANY INC	505.75
CITY OF RAPID CITY	10188.11
CLIMATE CONTROL SYSTEMS & SERVICE	2576.36
COCA-COLA OF THE BLACK HILLS	16586.79
CONTRACTORS INSULATION & DRYWALL SUPPLY INC	16.95
CONTRACTOR'S SUPPLY INC	649.50
CONVERGINT TECHNOLOGIES LLC	309.69
COPY COUNTRY INC.	28.50
CORNELLA REFRIGERATION INC.	867.23
CRESCENT ELECTRIC SUPPLY CO	107.47
CRUM ELECTRIC	805.00
DAKOTA PARTY	158.07
DAKOTA SUPPLY GROUP	1032.39
DAKTRONICS INC.	11.19

DENNIS SUPPLY	591.56
E & J SPECIALTIES INC	142.00
EASTMAN SOUND & MUSIC	55.00
ECOLAB INSTITUTIONAL INC	1295.77
EVERGREEN OFFICE PRODUCTS INC	231.14
FASTENAL COMPANY	39.07
FIRESTONE STORES	172.40
FISHER BEVERAGE COMPANY INC	7084.80
FOOD SERVICES OF AMERICA	11541.48
FOUR WINDS INTERACTIVE LLC	543.92
GOLDEN WEST TECHNOLOGIES INC	1970.98
GRABLE, ASHLEY	131.25
HAGEN GLASS CO	46.77
HAGGERTY'S MUSIC WORKS	1145.00
HEARTLAND PAPER CO	243.30
HILLS MATERIALS CO	42598.80
HOBART SALES & SERVICE	562.17
INDEED INC	3000.00
JENNER EQUIPMENT CO	140.11
JERRY'S CAKES SHAKES & BAKE	36.00
JOHNSON BROTHERS OF SD	13466.20
JOHNSON CONTROLS INC	303.18
JOHNSON MACHINE INC.	55.96
KIEFFER SANITATION INC	3184.65
KNECHT HOME CENTER	180.73
LAKOTA NATION INVITATIONAL BASKETBALL TOURNAMENT	1500.00
LICENSED BEVERAGE DEALERS OF SD	25.00
M G OIL CO	2194.52
MARAUDERS	445.17
MARTIN, CASEY	38.28
MATHESON TRI-GAS INC	489.60
MEDTECH WRISTBANDS	2270.56
MENARDS	427.76
MIDWEST MARKETING	9303.02
MIKE WOLFORTH PHOTOGRAPHY	475.00
MT STATES SECURITY	300.51
NATIVE SUN NEWS	40.00
NEVE'S UNIFORM INC	47.85
NORTH CENTRAL SUPPLY INC	886.00
NORTHERN TRUCK EQUIPMENT CORP	79.50
NORTHWEST PIPE FITTINGS INC	1311.26
OLSON, LEIGHTON	168.81
PRIMA SCHOOL OF DANCING	581.01
QUALITY BRANDS OF THE BLACK HILLS	8700.10
RAPID CITY CHRISTIAN EDUCATION ASSOCIATION INC	419.89
RAPID CITY JOURNAL - ADVERTISING	2378.61
RAPID CITY SHRINE CLUB	282.75
RAPID CITY SOFTBALL ASSOCIATION	2020.68
RAPID CITY WINAIR CO	702.74
RAPID ROOTER	105.00
RC CURE	388.22
RCS CONSTRUCTION INC.	25470.00
REPUBLIC NATIONAL DISTRIBUTING COMPANY	6779.54
SAFEWAY INC	67.29
SALT SHAKER	400.00
SAM'S CLUB	869.62
SEQUENT ENERGY MANAGEMENT LP	12688.96

SERVALL UNIFORM/LINEN CO INC	260.92
SESAC INC	1058.02
SIGNS NOW	51.33
SOUTH DAKOTA STATE PROPERTY MANAGEMENT	840.00
ST PAUL'S EVANGELICAL LUTHERAN CHURCH	583.18
STATE OF SOUTH DAKOTA	47.00
SYSCO MONTANA INC	1824.72
TEAM WICKED SOFTBALL	2981.01
UNITED PARCEL SERVICE INC	54.93
US FOOD SERVICE	7688.24
VAST BROADBAND	10446.80
VAST BUSINESS	2099.79
WALMART COMMUNITY	563.87
WESTERN COMMUNICATIONS INC	465.00
WESTERN STATIONERS	474.45
WW GRAINGER INC	183.50
Total	246,634.32

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.**

Heitsch discussed the new Vast Wi-Fi that has been implemented due to the ICPC competition coming in May. Heitsch then distributed a spreadsheet regarding the DOJ projects expenditures then explained.

#### Liaison Reports

Julie Jensen – Convention & Visitors Bureau: Jensen expressed Tim Raben, a member of the Task Force, is giving an update of the Task Force to the Governmental Affairs Committee meeting this morning. CVB is working on their shoulder season advertising with the focus being family adventures during Spring break. The summer season advertising is also being refreshed. Northland Hockey staff is meeting to get ready for the upcoming event in June; they are very pleased with how they have been treated here in Rapid City. This year's Innovation Award went to the Buffalo Chip Campground. Lastly, the Hotel Bid Board is still working on the BID tax change in Pierre; the bill dropped yesterday.

Charity Doyle – Council Liaison: Doyle stated she is playing catch up as she has been sick. The City's attention is currently on downtown; a task force is being convened to look at downtown and safety of the City. Doyle gave a brief update about the special City Council meeting held regarding 6<sup>th</sup> and St. Joe parking lot area.

Darren Paulson – School Liaison: Not present.

#### Financial Information

Heitsch discussed the working financial papers as of and ending in the month of December 2016 YOY comparison through 2012, along with budget comparison, as sent to each Board Member. Heitsch did a recap of 2016 financials; revenues and expenses, along with attendance, event, and event days. Heitsch went over rental income from non-profit versus commercial. Heitsch handed out a detailed utilities expense spreadsheet covering electrical, water, natural gas and the Energy Plant. Bailie would like to have an update of the prioritized needs list at the next full Board meeting. Board accepts as information.

Jensen left the meeting.

#### Executive Director's Update

Baltzer expressed gratitude for the Board for allowing continued restructuring opportunities within the departments. The current restructuring is working well. Baltzer explained Priority Based Budget's timeframe of completion has been moved up this year to February. Baltzer spoke about a Pollstar article regarding unrest in the markets, therefore it is highly important to keep our expenses in check. Baltzer gave a brief update on the status of the Task Force. Short discussion followed.

Miscellaneous:

- 1) Welcome the New Board Member  
Baltzer introduced Daniel Kline. Kline discussed his background along with stating he currently works for Black Hills Energy. Kline will begin his first three-year term officially February 6, 2017.
  
- 2) Warrant of Re-Appointment of a Board Member  
Arnold presented Winkler with her Warrant of Re-Appointment for the Civic Center Board of Directors for her second term of January 2017 to January 2020.
  
- 3) Election of Officers  
Motion was made by Bailie and seconded by Landguth **to nominate Winkler for Chairperson of the Board.** Upon vote being taken, the motion carried unanimously. Winkler accepted the position.  
  
Motion was made by Bailie and seconded by Winkler **to nominate Landguth for Vice-Chairperson the Board.** Upon vote being taken, the motion carried unanimously. Landguth accepted the position.
  
- 4) Project Change Order  
Heitsch distributed the change order regarding the bathroom project then explained. Johnson provided further details. The change order consists of multiple items totaling \$7,751.46. Motion was made by Landguth and seconded by Bailie **to approve the change order for the Bathroom DOJ/ADA Improvement Project for the amount of \$7,751.46.** Upon vote being taken, the motion carried unanimously.
  
- 5) 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 10:23 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