

**RUSHMORE PLAZA CIVIC CENTER
BOARD OF DIRECTORS MEETING MINUTES
Tuesday, August 8, 2017**

Chair of the Board, Donna Winkler called the meeting to order at 8:15 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; Director of Corporate Sales, Ivan Brown; Life Safety & Events Coordinator, Larry Dale; and Administrative Assistant, Sandra Arnold. Liaisons present include: City Council; Chad Lewis. Others present include: Central States Fair representative, Gary Brown. Board member, Mike Diedrich and Director of Food Services, Ryan Knutson 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

Brown stated staff is getting ready for the Central States Fair in a couple of weeks.

Minutes

Motion was made by Landguth and seconded by Bailie **to approve the minutes of the July 25, 2017 meeting as presented.** Upon vote being taken, the motion carried unanimously.

Knutson entered the meeting.

Bill List

The 2017 Bill List for August 8 was audited.

ALSCO INC	706.89
B & H PHOTO	18158.38
BEST BUY BUSINESS ADVANTAGE ACCOUNT	124.96
BLACK HILLS BAGELS	58.58
CHAMBERLIN ARCHITECTS	417.00
CHEXCEL	25.00
CHRIS SUPPLY COMPANY INC	509.35
CITY OF RAPID CITY	520.82
CLIMATE CONTROL SYSTEMS & SERVICE	1249.53
DENNIS SUPPLY	8.00
DIAMOND VOGEL PAINT CTR	118.54
FASTENAL COMPANY	9.68
FMG INC.	4842.40
FOOD SERVICES OF AMERICA	1400.26
FREMONT INDUSTRIES INC	1815.56
G & R CONTROLS INC	765.31
HAGEN GLASS CO	387.47
HARVEYS LOCK SHOP INC	41.90
HEARTLAND PAPER CO	196.20
HILLYARD INC. / SIOUX FALLS	136.71
INTERNATIONAL ASSOCIATION OF VENUE MANAGERS	470.00
J & L FLOORING	1534.00
JENNER EQUIPMENT CO	88.22
JERRY'S CAKES SHAKES & BAKE	45.00
KNECHT HOME CENTER	682.16
KONE INC	169.14
MATHESON TRI-GAS INC	111.27
MENARDS	877.96
MIDWEST MARKETING	9245.00
MUTH ELECTRIC INC.	225.36
NORTH CENTRAL SUPPLY INC	730.00
NORTHWEST PIPE FITTINGS INC	328.16
PACIFIC STEEL & RECYCLING INC	84.11

PROMOTION REHABILITATION	60.00
PROVANTAGE LLC	927.65
RAPID CITY JOURNAL - ADVERTISING	333.29
SAFEWAY INC	92.33
SAM'S CLUB	58.84
SERVALL UNIFORM/LINEN CO INC	135.68
STAN HOUSTON EQUIP CO INC	377.50
SUMMIT SIGNS & SUPPLY INC	36.00
UNITED RENTALS NORTH AMERICA	101.38
US FOOD SERVICE	657.35
WALMART COMMUNITY	225.89
WESTERN STATIONERS	95.46
Total	49,184.29

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.**

Diedrich entered during Executive Director's Update.

Executive Director's Update

Baltzer stated he met with the Mayor last Friday regarding that interdepartmental charges are going to affect the 2018 and 2019 budgets. The initial increase for 2018 is approximately \$107,000 spread over five departments; Human Resources, IT, Street Shop, Finance, and Attorney's office. Heitsch passed out a spreadsheet of the interdepartmental charges for the different funds for 2019 proposed versus 2017 projected. Short discussion followed. Heitsch then passed out a spreadsheet showing the history of charges along with projection for 2017, 2018, and 2019 then explained. Discussion followed. Lewis stated the Council will be having additional budget meetings on August 15, 17, 21, and 24.

Baltzer brought in a mystery box then explained a document was found regarding a time capsule; Baltzer read the document. After discussions with some of the tenured staff, the box was found and brought up to Baltzer's office. Baltzer stated he spoke with Don Barnett and Larry Lytle asking them about the possibility of a time capsule; Baltzer gave an overview of those conversations. Baltzer asked the Board for their thoughts on opening the box. Short discussion followed.

Baltzer stated he met with the new Rapid City Journal Publisher and was very happy with the meeting. Baltzer believes there will be some positive changes in the relationship with the Rapid City Journal.

Miscellaneous:

1) Security Equipment Grant Application Review

Dale explained the last time the Civic Center applied for the grant it was denied. The Civic Center has resubmitted again this year and is on the top of the list to receive grant monies for the walk-through security equipment. Dale explained there needs to be a formal motion by the Board to approve the submitting of the application and accepting of grant monies, if awarded. Motion was made by Diedrich and seconded by Bailie **to approve the submittal of the grant application for the walk-through metal detectors and accepting grant monies, if awarded.** Upon vote being taken, the motion carried unanimously.

2) RFP for 3rd Party Sandwich Vendor

Knutson explained the RFP closed last Friday with only one submittal from Subway. Knutson will meet with Subway next week to offer them the contract, which is for five years.

3) Assistant Food Services Manager Position

Knutson stated he had an Assistant Food Services Manager resign recently, therefore the vacancy has put more responsibility on the other Assistant Food Services Manager, Jorge Ucan. Ucan has stepped up to those duties and responsibilities and Knutson would like to move Ucan from Step 3 to Step 10. Motion was made by Bailie and seconded by Landguth **to approve moving Assistant Food Service Manager, Jorge Ucan from Step 3 to Step 10.** Upon vote being taken, the motion carried unanimously.

4) ALSD/Sales Boot Camp Re-Cap – Ivan Brown

Brown explained he attended the Sales Boot Camp portion of the ALSD. Brown then began his PowerPoint Presentation. Board thanked Brown for the overview.

Dale, I. Brown, and Knutson left the meeting.

5) Executive Session

Motion was made by Landguth and seconded by Diedrich **to go into executive session for the purposes permitted by SDCL 1-25-2 (1), (3), and (4)**. Upon vote being taken, the motion carried unanimously.

Motion was made by Bailie and seconded by Diedrich **to come out of executive session**. Upon vote being taken, the motion carried unanimously.

Landguth left during Executive Session.

There being no further business, motion was made by Diedrich 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.

Sandra Arnold, Administrative Assistant

Date