

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

Chairman of the Board, Mike Diedrich called the meeting to order at 8:18 a.m. with the following Board members present: Jeff Bailie, Jennifer Landguth, and Don Frankenfeld. Staff present include: Executive Director, Craig Baltzer; Assistant Executive Director, Jayne Kraemer; Assistant Executive Director, Tracy Heitsch; Corporate Sales Manager, Ivan Brown; and Administrative Assistant, Sandra Sheeder. Others present include: Sutton Rodeo Representatives, Jim Sutton and Steve Sutton; Public Works Representative, Rod Johnson. Midwest Marketing Representative, Dawn Claymore; Life Safety and Events Coordinator, Larry Dale and Homeland Security Representative, Scott Davis entered later in the meeting.

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

General Public Comment

None

Minutes

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

Claymore entered the meeting.

Bill List

The 2016 Bill List for January 23 was audited.

28 AMXS BOOSTER CLUB	783.78
28TH CONTRACTING SQUADRON UAC	723.74
ADAMS ISC	378.00
ALSCO	83.16
AMERICAN LEGION POST 303	1,261.39
AMICK SOUND INC	720.00
ARCHITECTURE INCORPORATED	6,800.00
AUTO BODY CRAFTERS INC	8,181.21
BLACK HILLS CENTER FOR EQUALITY	1,124.75
BLACK HILLS TENT & AWNING	165.64
BLUE TARP FINANCIAL INC	360.23
BORDER STATES ELECTRIC SUPPLY	1,807.65
CANYON LAKE SENIOR CENTER	596.64
CARQUEST AUTO PARTS	285.80
CASH-WA DISTRIBUTING COMPANY	3,773.31
CBH COOPERATIVE	81.20
CHRIS SUPPLY COMPANY	880.15
CITY OF RAPID CITY	3,251.15
CLIMATE CONTROL SYSTEMS & SERVICE	809.11
COCA-COLA OF THE BLACK HILLS	9,210.40
COLD FRONT DISTRIBUTION LLC	131.04
CONRAD'S BIG C SIGNS	1,176.10
CULLIGAN OF THE BLACK HILLS	240.00
DAKOTA BATTERY/ELECTRIC	228.19
DAKOTA SUPPLY GROUP	4,551.70
DELL MARKETING LP	857.36
EAGLE SALES OF THE BH INC	4,678.35
EASTMAN SOUND & MUSIC	55.00
EVERGREEN OFFICE PRODUCTS INC	141.49
FISHER BEVERAGE COMPANY	4,766.70
FOOD SERVICES OF AMERICA	5,207.50

FOUR WINDS INTERACTIVE LLC	543.92
GODFREY BRAKE SERVICE & SUPPLY	239.84
GOLDEN WEST TECHNOLOGIES	531.00
HARVEYS LOCK SHOP	41.55
HEARTLAND PAPER CO	4,070.57
HERMOSA MASONS	1,161.51
HILLS SEPTIC SERVICE	265.00
INT'L ASSOC OF VENUE MANAGERS	470.00
J & J TRUCK & BODY SHOP	733.50
JENNER EQUIPMENT CO	432.32
JOAN'S PLANT SERVICE	350.00
JOHNSON BROTHERS OF SD	1,534.57
JOHNSON CONTROLS INC	123.88
JOHNSON MACHINE INC	63.89
KATOM RESTAURANT SUPPLY	12,451.40
KIEFFER SANITATION INC	2,863.55
KONE INC	1,419.77
LIGHTING MAINTENANCE CO	336.24
LOWE'S	331.55
MARCO INC	1,021.41
MAURADERS SOFTBALL	782.27
MCKIE FORD INC	55.55
MENARDS	1,435.50
MUTH ELECTRIC INC.	15,544.58
NORTHERN TRUCK EQUIPMENT CORP	132.00
NORTHWEST PIPE FITTINGS INC	20.04
OFFICEMAX INCORPORATED	2,624.71
OLD WEST DUTCH OVEN CATERING CO	1,356.00
OLSON TOWING	55.00
OVERHEAD DOOR CO. OF RC	406.73
PAN-O-GOLD BAKING COMPANY7	26.60
R & R SPECIALITIES INC	614.18
RC AREA CHAMBER OF COMMERCE	57.00
RAPID CITY AREA SCHOOL DIST 51-4	26.82
RC CHRISTIAN EDUCATION ASSOC INC	3,217.85
RC GIRLS JR OLYMPIC AMATR SOFTBALL	282.03
RAPID CITY SHRINE CLUB	851.75
RC JOURNAL – ADVERTISING	718.77
RED WING SHOE STORE	127.46
REPUBLIC NATIONAL DISTRIBUTING CO	1,000.00
ROSENBAUM'S SIGNS INC.	251.13
SAFEWAY INC	20.93
SERVALL UNIFORM/LINEN CO	125.44
SHERWIN-WILLIAMS COMPANY	41.19
SPECIALIZED WELDING	250.00
ST PAUL'S EVANGELICAL LUTHN CHURCH	661.36
SYSCO MONTANA INC	5,627.65
TEAM WICKED SOFTBALL	1,039.63
THYSSENKRUPP ELEVATOR CORP	306.72
ULINE INC	659.58
US DEPT OF AGRICULTURE-FOREST SVC	19,177.65
US FOOD SERVICE	6,782.27
VAST BUSINESS	2,662.36
VERIZON WIRELESS	1,505.76
WATERTREE INC	77.60
WESTERN STATIONERS	482.32
Total	162,002.64

Motion was made by Bailie and seconded by Frankenfeld and carried to authorize the Finance Officer to issue warrants or treasurers checks, drawn on proper funds, in payment thereof.

Dale and Davis entered the meeting.

### Liaison Reports

Julie Jensen – Convention & Visitors Bureau: Not present.

Charity Doyle – Council Liaison: Not present.

Darren Paulson – School Liaison: Not present.

### Financial Information

Heitsch explained she received the schedule and process for the 2017 budget from finance. Heitsch plans to bring the budget forward to the Board at the second meeting in March for Board review then bring back to the first meeting in April for Board action. Heitsch then discussed the working financial papers as of and ending in the month of January 2016 as sent to each Board Member. Board accepts as information. Heitsch handed out the prioritized needs list as it was requested at the last full meeting. Heitsch stated the list started back in 2011 and has continually evolved based on needs, cash flow, etc. Heitsch reminded the Board the list does not include ADA items. Short discussion followed.

### Executive Director's Update

Baltzer stated he attended the Pollstar convention February 9 – 12; the connections and relationships made at these conferences are very important and can usually book a couple of shows.

Baltzer explained he attended the task force meeting yesterday; they received a good deal of information regarding ADA within the facility and are trying to get their focus straight.

Baltzer introduced Dale, Life Safety Manager and Davis, division of Homeland Security to give a brief life safety and security measures presentation in regards to public venues. Board thanked Dale and Davis for the information.

Claymore left the meeting.

### Miscellaneous:

#### 1) FMG and Chamberlin Contracts for ADA/DOJ

Heitsch passed out information showing what ADA/DOJ modifications have been done along with costs. Heitsch explained there are two contracts: first is FMG for the design of the west side parking lot in the amount of \$86,943 and the second is with Chamberlin Architects to assess the restrooms in the main part of the facility (excludes ice arena, Barnett arena, and theater) in the amount of \$3,800. Motion was made by Landguth and seconded by Frankenfeld **to approve the contract with FMG for \$86,943**. Upon vote being taken the motion carried unanimously. Motion was made by Bailie and seconded by Landguth **to approve the contract with Chamberlin for \$3,800**. Upon vote being taken the motion carried unanimously.

#### 2) Update on RFP for Website

Brown introduced himself then stated RFP's were sent out January 29 to 28 different companies with nine RFP's received. Brown explained five individuals have been selected to go through the RFP's and chose their top three; those choices will be collated and the top three will be asked to give presentations in which, a company will be chosen by the committee. Brown listed the criteria that will be looked at in choosing a company.

#### 3) Sutton Rodeo Memorabilia

J. Sutton would like to invite the Board members to star dressing room to look at 39 years of memorabilia. J. Sutton reminded the Board that next year will be the 40<sup>th</sup> anniversary and hope to make it very special. Board thanked Suttons for coming and all hoped to be able to view the memorabilia items at some time.

#### 4) Executive Session

Diedrich 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 10:13 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