

**RUSHMORE PLAZA CIVIC CENTER
BOARD OF DIRECTORS MEETING MINUTES
Tuesday, January 23, 2018**

Chair of the Board, Donna Winkler called the meeting to order at 8:18 a.m. with the following Board members present: Jeff Bailie and Jennifer Landguth. Staff present include: Executive Director, Craig Baltzer; Deputy Director, Tracy Heitsch; and Administrative Assistant, Sandra Arnold. Liaisons present include: VRC, Julie Jensen; and City Council, Chad Lewis. Others present include: Sutton Rodeo Representatives, Jim Sutton and Steve Sutton; New board member, Gary Brown; and Public Works Engineer, Rod Johnson. Central States Fair Representative, Ron Jeffries; RPCC Production Manager, Casey Martin; and Board member, Dan Kline 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

S. Sutton is excited to be here; things are moving along for setup. Looking forward to a great event.

Minutes

Motion was made by Landguth and seconded by Bailie **to approve the minutes of the December 19, 2017, 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 December 20, 2017, special meeting as presented.** Upon vote being taken, the motion carried unanimously.

Kline joined the meeting via teleconference.

Bill List

The 2018 Bill List for January 23 was audited.

28 AMXS BOOSTER CLUB	965.04
28 MUNS TOP IV	265.16
28TH FORCE SUPPORT SQUADRON BOOSTER CLUB	421.20
A & B BUSINESS EQUIPMENT INC	1060.87
ACE HARDWARE-EAST	11.95
ACE HARDWARE-WEST	110.19
ALSCO INC	645.54
AMERICAN LEGION POST 303	602.60
BEST BUY BUSINESS ADVANTAGE ACCOUNT	11.99
BIG D OIL COMPANY	92.90
BLACK HILLS CHEMICAL CO INC	2118.98
BLACK HILLS INDUSTRIES INC	179.00
BLACK HILLS STOCK SHOW FOUNDATION	250.00
BUTLER MACHINERY CO.	464.82
CARBONHOUSE	600.00
CARQUEST AUTO PARTS	70.24
CASH-WA DISTRIBUTING COMPANY	10278.67
CBH COOPERATIVE	291.20
CENTURY GLASS INC	426.04
CERTIFIED LABORATORIES INC	134.83
CHEXCEL	25.00
CHRIS SUPPLY COMPANY INC	402.67
CITY OF RAPID CITY	7316.81
CLIMATE CONTROL SYSTEMS & SERVICE	101.70
COCA-COLA OF THE BLACK HILLS	25311.33
COPY COUNTRY INC.	576.28
CORNELLA REFRIGERATION INC.	250.76
CRESCENT ELECTRIC SUPPLY CO	1717.89

DAKOTA BATTERY/ELECTRIC	779.01
DAKOTA'S BEST DISTRIBUTING	540.00
DENNIS SUPPLY	315.69
E & J SPECIALTIES INC	909.00
EASTMAN SOUND & MUSIC	55.00
ECOLAB INSTITUTIONAL INC	914.64
FEDERAL EXPRESS CORPORATION	77.50
FISHER BEVERAGE COMPANY INC	33834.35
FLOORING AMERICA	20248.51
FOOD SERVICES OF AMERICA	28230.81
FOUR WINDS INTERACTIVE LLC	553.17
FRONTIER AUTO GLASS LLC	47.00
G & R CONTROLS INC	6608.07
G&H DISTRIBUTING INC.	539.01
GOLDEN WEST TECHNOLOGIES INC	562.50
HAGGERTY'S MUSIC WORKS	600.00
HAUFF MID-AMERICA SPORTS INC	151.30
HEARTLAND PAPER CO	764.10
HILLYARD INC. / SIOUX FALLS	869.22
JANTECH LLC	275.00
JARRETT BREUNINGER	719.66
JENNER EQUIPMENT CO	189.02
JERRY'S CAKES SHAKES & BAKE	363.00
JOAN'S PLANT SERVICE	700.00
JOHNSON BROTHERS OF SD	7747.50
JOHNSON MACHINE INC.	27.59
KIEFFER SANITATION INC	3057.53
KNECHT HOME CENTER	102.87
KONE INC	643.00
LIGHTING MAINTENANCE CO	63.72
MATHESON TRI-GAS INC	86.94
MENARDS	846.62
MIDWEST MARKETING	10350.00
MT STATES SECURITY	147.50
NEVE'S UNIFORM INC	141.85
NEWEGG BUSINESS INC	877.98
OVERHEAD DOOR CO. OF RC	3134.40
PATRIOT YOUTH FOOTBALL & CHEER	183.44
PITNEY BOWES	352.92
PIZZA RANCH RAPID CITY	176.93
PRECISION POURS INC	357.00
PRIMA SCHOOL OF DANCING	929.78
PRINT MARK-ET	269.85
PROMOTION REHABILITATION	120.00
PURCHASE POWER/PITNEY BOWES	371.52
QUALITY BRANDS OF THE BLACK HILLS	28222.25
R & R SPECIALITIES INC	134.50
RAINBOW GAS CO	13660.04
RAPID CITY AREA SCHOOL DIST 51-4	25.14
RAPID CITY JOURNAL - ADVERTISING	500.80
RAPID CITY RUSH	148.75
RAPID CITY SHRINE CLUB	445.15
RAPID CITY TERROR SOFTBALL	265.37
RAPID ROOTER	75.00
RED WING SHOE STORE	101.99
REPUBLIC NATIONAL DISTRIBUTING COMPANY	19114.04
RUNNINGS SUPPLY INC	944.45

SAFEWAY INC	90.93
SAM'S CLUB	1337.45
SERVALL UNIFORM/LINEN CO INC	271.36
SESAC INC	1079.37
SIGN EXPRESS	914.00
SKYLINE ENGINEERING	14872.00
SOUTH CANYON LUTHERAN	261.86
SOUTHERN GLAZER'S OF SD	4997.60
STATE OF SOUTH DAKOTA	903.25
SYSCO MONTANA INC	813.18
TEAM WICKED SOFTBALL	3696.56
ULINE INC	3002.89
US FOOD SERVICE	8168.01
VAN HOLTEN'S	949.20
VAST BUSINESS	5418.18
VERIZON WIRELESS	4204.88
WALMART COMMUNITY	511.93
WATERTREE INC	138.20
WESTERN STATES FIRE	555.00
WESTERN STATIONERS	486.26
WHISLER BEARING COMPANY	18.21
Total	299,865.96

Motion was made by Bailie 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 – Visit Rapid City: Jensen stated she received an email from School Liaison, Darren Paulson regarding the SD High School Athletic Association events have been booked through 2022. A statement was made that Sioux Falls Premier Center is considering turning away SDSHAA events for national and college events. Jensen feels this could be good for Rapid City.

Jensen attended the Governors Tourism Conference last week; great conference. Jensen also attended the Museum of Tolerance in Los Angeles; this event helps bridge the gap between cultures.

VRC is also working on many bids for events, one is specific for the Civic Center.

Chad Lewis – Council Liaison: Lewis stated the holidays were quiet. The current topic is the transformation center but nothing has been brought to Council so there has not been anything to act on currently. Next big item will be the special council meeting on February 26 regarding the Barnett Arena. Short discussion followed.

Darren Paulson – School Liaison: Not present.

Financial Information

Heitsch discussed the working financial papers as of and ending in the month of December 2017 YOY comparison through 2013, along with budget comparison, as sent to each Board Member. Heitsch did a recap of 2017 financials; revenues and expenses. Heitsch handed out a detailed utility expense spreadsheet covering electrical, water, natural gas and the Energy Plant then explained. Heitsch handed out an updated prioritized needs list then reviewed. Board accepts as information.

Jeffries entered the meeting.

Executive Director's Update

Baltzer stated upcoming dates for the Barnett Arena topic were discussed earlier but wanted to reiterate that February 26 Special Council meeting is a very important date, along with June 5 as this day would be the day of a vote. Mayor has been doing more presentations and they have been pretty well attended. The Mayor hired David Stone to do a feasibility study; Stone was in town last week to speak to stakeholders and civic center staff and will be contacting others that he may have missed while in town.

The Mayor also hired Tegra as an owner's representative to help with the processes of the project. Short discussion followed.

Jensen left the meeting.

Baltzer stated the Black Hills Stock Show and Rodeo Rapid City are loading in with the event beginning this Friday, January 26.

Miscellaneous:

1) Welcome the New Board Member

Baltzer welcomed Gary Brown to the Civic Center Board of Directors. Arnold presented Brown with his Warrant of Appointment for a three-year term.

2) Warrant of Re-Appointment of a Board Member

Diedrich was unable to attend today's meeting therefore, Diedrich's Warrant of Re-Appointment for the Civic Center Board of Directors for his second term of January 2018 to January 2021 will be presented to him at the next meeting.

Arnold presented a gift to Bailie for his six years of service to the Civic Center Board of Directors.

3) Election of Officers

Motion was made by Landguth and seconded by Brown **to nominate Winkler for Chairperson of the Board**. Upon vote being taken, the motion carried unanimously. Winkler accepted the position.

Motion was made by Brown and seconded by Kline **to nominate Landguth for Vice-Chairperson the Board**. Upon vote being taken, the motion carried unanimously. Landguth accepted the position.

4) Bid Approval for Rushmore Hall Project-Phase I

Heitsch stated the bids were opened last Thursday. Heitsch handed out the bid tabulation sheet, along with the projected cost spreadsheet then explained. Heitsch commented the bids came in lower than anticipated with Muth Electric as the low bid at \$738,400. Johnson gave a brief overview of the project. Motion was made by Landguth and seconded by Brown **to approve the low bid for the Rushmore Hall Project – Phase I from Muth Electric for the amount of \$738,400.00**. Upon vote being taken, the motion carried unanimously.

Martin entered the meeting.

5) Part-Time Benefitted Positions for the Production Department

Baltzer explained the contract with the IATSE union ended on December 31, 2017. The Civic Center is still negotiating with the union but is currently handling all management duties of scheduling, hiring, firing, training, etc. As a part of taking on these extra duties, there is a need for additional staff that would work more often than part-time but less than full-time. City HR was helpful with this topic and suggested part-time benefitted positions. Martin handed out job descriptions for the three positions needed. Positions are two Technician Assistants and one Scheduling Coordinator. Heitsch explained the cost detail and effect on the 2018 budget. Motion was made by Landguth and seconded by Brown **to approve the part-time benefitted positions for the production department**. Upon vote being taken, the motion carried unanimously.

Suttons and Johnson left the meeting.

Bailie and Lewis left the meeting.

Martin left the meeting.

6) Alcohol Sponsorship Legislature Item

Baltzer handed out a copy of proposed language for a legislature bill for an act to authorize certain alcohol manufacturers and wholesalers to enter into sponsorship agreements with certain

alcohol retail licensees. This item affects the Civic Centers ability to sell sponsorships and advertising to alcohol distributors. Baltzer stated he has been speaking with the Sioux Falls Premier Center and Brookings Events Center management. Sioux Falls is hiring a lobbyist to help with the item in the State Legislature and would like for the RPCC and Brookings to commit funds also. Sioux Falls is asking the RPCC to contribute \$10,000 for the hiring of a lobbyist. Baltzer feels this item is extremely important. Motion was made by Brown and seconded by Klein **to move forward with the \$10,000 payment towards the hiring of a lobbyist.** Upon vote being taken, the motion carried unanimously.

7) Executive Session – Permitted by SDCL 1-25-2 (1), (3), and (4)

Motion was made by Brown and seconded by Landguth **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.

Jeffries left during Executive Session.

Landguth left during Executive Session.

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

Motion was made by Kline and seconded by Brown **to move forward with the negotiated contract with Central States Fair for one year as presented.** Upon vote being taken, the motion carried unanimously.

There being no further business, motion was made by Brown and seconded by Kline **to adjourn the meeting.** Upon vote being taken, the motion carried unanimously. The meeting adjourned at 10:27 a.m.

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

Sandra Arnold, Administrative Assistant

Date