

**RUSHMORE PLAZA CIVIC CENTER  
BOARD OF DIRECTORS MEETING MINUTES  
Tuesday, June 23, 2015**

Chairman of the Board, Jeff Bailie called the meeting to order at 8:16 a.m. with the following Board members present: Jennifer Landguth, Donna Winkler, Don Frankenfeld and Mike Diedrich. Staff present include: Executive Director, Craig Baltzer; Assistant Executive Director, Jayne Kraemer; Accounting and Administrative Manager, Jarrett Breuninger; and Administrative Assistant, Sandra Sheeder. Liaisons present include: CVB Liaison, Julie Jensen and City Council Liaison, Charity Doyle. Others present: Central States Fair representative, Dan Warren. Midwest Marketing representatives, Dawn Claymore and Megan Batteen and City Attorney, Joel Landeen entered later in the meeting.

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

General Public Comment

None

Minutes

Motion was made by Diedrich and seconded by Winkler to **approve the minutes of the May 26, 2015 meeting as presented**. Upon vote being taken, the motion carried unanimously. Motion was made by Diedrich and seconded by Winkler to **approve the minutes of the June 9, 2015 meeting as presented**. Upon vote being taken, the motion carried unanimously.

Bill List

The 2015 Bill List for June 23 was audited.

28 MUNS TOP IV	400.00
28TH CCS UAC GROUP	400.00
ACE HARDWARE-WEST	28.45
ALSCO	505.21
ARMCOM	1,720.00
BLACK HILLS CHEMICAL CO	2,089.61
CARQUEST AUTO PARTS	96.18
CASH-WA DISTRIBUTING COMPANY	307.15
CHRIS SUPPLY COMPANY	113.12
CITY OF RAPID CITY	2,290.02
CLIMATE CONTROL SYSTEMS & SERVICE	260.82
COCA-COLA OF THE BLACK HILLS	2,916.60
CRESCENT ELECTRIC SUPPLY CO	2,282.81
CRUM ELECTRIC	6.67
DIAMOND VOGEL PAINT CTR	211.83
EASTMAN SOUND & MUSIC	55.00
ECOLAB PEST ELIMINATION	678.00
FASTENAL COMPANY	457.51
FERGUSON ENTERPRISES INC	1,275.00
FOOD SERVICES OF AMERICA	1,465.30
GOLDEN WEST TECHNOLOGIES	531.00
GREAT WESTERN TIRE INC.	50.95
HEARTLAND PAPER CO	778.58
INTN'L ASSOC OF VENUE MANAGERS	455.00
JOHNSON BROTHERS OF SD	587.75
KNECHT HOME CENTER	479.78
KONE INC	4,453.89
MARCO INC	817.23
MARTIN JURISCH AND ASSOCIATES	75.00
MENARDS	204.69
MIDWEST MARKETING	4,945.00
MOUNTAIN PLAINS AUDIOLOGY	46.00
MT STATES SECURITY	286.20

OFFICEMAX INCORPORATED	40.16
PATRIOT YOUTH FOOTBALL & CHEER	400.00
RAINBOW GAS CO	1,798.43
RAPID CITY NIKKO SISTER CITY	734.17
RAPID CITY WINAIR CO	388.85
RC JOURNAL - ADVERTISING	1,391.16
ROSENBAUM'S SIGNS INC.	288.00
RUNNINGS SUPPLY INC	192.34
SAM'S CLUB	145.62
SERVALL UNIFORM/LINEN CO	125.44
SIGNS NOW	60.85
SUMMIT SIGNS & SUPPLY INC	24.50
UNIQUE SIGNS INC	1,960.09
US FOOD SERVICE	2,737.99
US WATER SERVICES	695.38
WARNE CHEMICAL & EQUIP.	13.95
WATERTREE INC	217.35
WESTERN COMMUNICATIONS INC	95.00
Total	42,579.63

Motion was made by Landguth 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 – CVB Liaison: Jensen stated she just got back from the Central States Fairgrounds for the switching of the flame runners for the Special Olympics. Carol Bancroft has been hired as the new Director of Operations. Rapid City was named as “playful city” recently for all the parks and activities in the area. Last week was the US Tumbling Association held here at the civic center. Domico Rodriguez attended the SDHSAA meeting; events through 2018 are being held in Rapid City but after that it may come down to sponsorship or needing to put money up for events to stay in Rapid City. The Chamber recently voted to put Baltzer on the Chamber Board as a liaison.

Charity Doyle – Council Liaison: Doyle stated sales tax is up. Gearing up for the next council meeting for the change of Mayor seat and Council re-elects. One of the big things consuming the area is the Rainbow Family gathering being held in the Black Hills which will also affect Rapid City.

Darren Paulson – School Liaison: Not present

Financial Information

Breuninger discussed the working financial papers as of and ending in the month of May 2015 as sent to each Board Member. Breuninger explained the bond payment is paid twice a year versus monthly now, so there is a larger amount taken out in May versus last year. Frankenfeld requested to see the financials in a monthly form, as well as, year-to-date. Board accepts as information.

Claymore and Batteen entered the meeting.

Executive Director's Update

Baltzer stated the Corporate Sales and Marketing position was posted and received many applications but did not feel there was a pool of qualified applicants which is why there is an item on the agenda to change the title of the position and will repost. Baltzer explained the Rush contract was presented to the ownership group and should be finalized soon; contract will then be brought back to the Board for approval.

Landeen entered the meeting

Miscellaneous:

1) Midwest Marketing Report – Dawn Claymore

Claymore introduced Batteen and explained they attended the Event & Arena Marketing Conference in Hollywood from June 10 – 13. Claymore passed around a couple of pictures. Claymore stated this was her fifth time to the convention and felt this one was very good. Claymore and Batteen detailed a few of the breakout session each of them attended.

Frankenfeld left the meeting.

Baltzer tagged on Claymore's report explaining there are zip code reports in everyone's packet. Each zip code report show locations of where tickets are being bought for Eric Church, Miranda Lambert, and Elton John concerts.

Claymore and Batteen left the meeting.

2) Midwest Marketing Contract Extension

Baltzer explained since the Sales Manager position hasn't been hired he would like to extend the Midwest Marketing contract for one year. Short discussion followed. Motion was made by Winkler and seconded by Landguth **to move forward with extending Midwest Marketing contract for one year.** Upon vote being taken, the motion carried unanimously.

3) Civic Center Corporate Sales Manager Position Title Change

Baltzer asked to have the title changed from Civic Center Corporate Sales and Marketing Manager to Civic Center Corporate Sales Manager, in hopes to attract candidates better suited for what is needed in this position. Motion was made by Diedrich and seconded by Landguth **to move forward with the title change to Civic Center Corporate Sale Manager with no change to grade, salary or incentive pay.** Upon vote being taken, the motion carried unanimously.

4) Portable Food Vendor RFP

Breuninger explained the RFP was sent out and received one back from J&K Mini Donuts and Espresso. Motion was made by Winkler and seconded by Diedrich **to move forward with J&K Mini Donuts and Espresso for the 3<sup>rd</sup> party portable food vendor.** Upon vote being taken, the motion carried unanimously.

5) DOJ – Independent Licensed Architect Update

Landeem explained he needs to get more information to the DOJ from Architecture Inc. Landeen will also be talking to Rod Johnson for follow up.

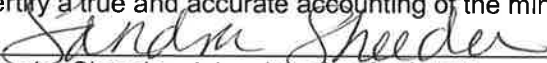
6) Executive Session

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

There being no further business, motion was made by Winkler and seconded by Landguth **to adjourn the meeting.** Upon vote being taken, the motion carried unanimously. The meeting adjourned at 10:36 a.m.

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

  
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Sandra Sheeder, Administrative Assistant

Date

7-28-15