

FPTPC Board Meeting Minutes

Stanley County Commission Room and via Zoom

7:45 AM, December 6, 2023

Board Members present were Emily Steber, Callie Iversen, Casey Cowan, Mike Weisgram, Scott Deal, and Kaylen Eulberg.

Others present were Mayor Gloria Hanson, Rick Hahn, Sunny Hannum, Mary Duvall, Chris Maxwell, and Kristen Campbell.

Once quorum was reached, meeting was called to order by Cowan at 7:48 a.m.

Motion to approve minutes from October 4, 2023 made by Deal. Second by Weisgram. Motion carried.

Financials

Maxwell reported on October financials. The money market account is earning interest but needs to be updated. Last month there was a gain of \$617. The occupancy tax report is delayed due to hotels waiting until all dollars come in before reporting for the month. Occupancy tax for the year including the projected amounts through December should finish with \$113K. The budget for 2023 was \$111K. Judy is researching questions regarding Missouri River Tourism dollars and the Pierre Visitor Guide.

Motion to accept financial report made by Steber. Second by Eulberg. Motion carried.

Invoices and Recurring Payments by ACH | Invoices due and recurring payments were reviewed. The invoices presented for approval were from October and are listed below. Discussion concerning the monies from the fish cleaning station occurred. A memorandum of understanding (MOU) between Future Fort Pierre (FFP) and the Fish Cleaning Station Committee was sent out prior to today's meeting. Future Fort Pierre is being asked to act as a pass through and to cut the checks that the Fish Cleaning Station Committee needs to pay their bills. It was decided that the MOU needs signatures for documentation before any bills can be paid. There should be a similar process in place with all FFP committees. Moving forward the processes will continue to be tweaked. More discussion happened concerning 501c3 and tax deductions.



Fort Pierre Tourism & Promotion Council
Wednesday, December 6, 2023 - 7:45 a.m.

1. Tourism Invoices

a. Maxwell Strategies	
a1. Executive Director (monthly - Nov)	\$2,835.54
a2. Creative Services (monthly - Nov)	\$1,242.54
b. Monthly – Anderson Nill & Associates (Bookkeeping services)	\$207.09
c. Pierre Area Chamber of Commerce - Visitor Guide Ads Full Page member	\$1,350.00
<i>Subtotal</i>	<u>\$5,635.17</u>

2. Future Fort Pierre Invoices

a. Monthly – Anderson Nill & Associates (Bookkeeping services)	\$207.09
b. Realizing Rural - Sculpture Grant Writing invoice SD Fund Grant	\$53.10
c. Fish Cleaning Station Inv- OLA Precast LLC Design & Shop drawing Precast Design, const docs, 10" EPS Insulated Wall panel	\$30,220.80
d. Fish Cleaning Station Inv - Christy Lumber Co - Rebar	\$1,087.50
<i>Subtotal</i>	<u>\$31,568.49</u>

TOTAL \$37,203.66

Motion to approve the payables with the stipulation that signed MOU's be in place prior to making payments for the Fish Cleaning Station Committee and the Sculpture Committee by Weisgram. Second by Deal. Motion carried.

Future Commitments | No report

New Business

2024 Budget | Cowan reported that Judy, Maxwell & Gill have worked on the 2024 budget. The board will review it today and act on it at the January meeting. Maxwell shared that the budget is very similar overall to last year's budget. There is a 5% increase for MaxStrat. The grant payment for the Bridge Plaza was brought over from 2023. The DMO grant of \$2500 is an additional revenue item and the marketing committee has some decisions to make concerning how that will be spent. Discussion ensued concerning the FFP portion, referencing previous discussion concerning FFP acting as a pass through for the various committees.

2024 Admin & Marketing Plan | Will discuss in January. Will be implementing quarterly marketing committee meetings to discuss plans.

2024 MaxStrat Contract | Will discuss in January.

Letter of Support for HIFP Grant | Cowan shared that Mayor Hanson has requested a letter of support for the housing infrastructure grant for which the city is applying. This falls in line with the community support discussed during the recent strategic planning.

Procedures for FFP | Was discussed previously during the finance portion of the meeting. The board settled on the need for an MOU and accepts that there will be a little risk.

Old Business

Fish Cleaning Station Update | Iversen reported that the committee is planning another fundraiser.

FPT Strategic Planning | Maxwell requested feedback on the strategic plan top priorities that was sent out prior to the meeting.

Oahe Hockey Association Funding Request | Maxwell reminded the board that Nick Marso previously presented the board with a request for funding for the Oahe Hockey Association expansion. Discussion ensued concerning what FPT would be interested in doing. No action was taken at this time.

Tatanka Trail | Maxwell spoke with Rhea at SDDC about their plans for this space. She is excited to share with the board what they have planned and hopes to present at a board meeting soon.

Reports

Marketing Update | Maxwell shared that the marketing committee will be meeting close to the first of the year to discuss the details of what will be happening next and what it will look like. Decisions need to be made on what to do with the DMO dollars for the coming year.

City of Fort Pierre Update | Mayor Hanson reported that Fort Pierre has become a member of the Western Dakota Regional Water System, which is currently in the planning phase. She thanked the board for their letter of support on the infrastructure funding. Peaceful Pines plans to open on December 18th. Grow SD gifted Fort Pierre with three musical flowers that have been placed around town. Hahn reported that street projects are out to bid. All four lanes of the bridge have been opened for the winter.

Fort Pierre Development Corp (FPDC) Update | Hannum reported the chili cook-off raised more money than it has in the past. They will host the annual meeting the last Tuesday in January.

Fort Pierre Chamber | Kramme shared that the Expo has their 2024 schedule created. Oahe Hockey has a full schedule. VBA horse races had increases in all facets.

Stanley County Fairgrounds | Deal reported that 27 events have been scheduled in 2024. There will be a new event of a traveling horse circus. 4-H finals will be in August and the HS finals are contracted for the next two years.

Missouri River Tourism (MRT) | No report

Other Discussion

FPTPC Executive Board Meeting | 7:45 AM, Wednesday, December 27, 2023 | Zoom
FPTPC Board Meeting | 7:45 AM, Wednesday, January 3, 2024 | Stanley County
Commission Room and Zoom

Adjourned at 8:57 a.m.