



Corn Palace Board Agenda
City Council Chambers, City Hall, 612 N. Main Street
November 5, 2024

1. 4:00 PM Call to Order

2. Attendance

3. Approval Of The Agenda

4. Approval Of The Minutes

5. Citizen's Input

If you need to address the Corn Palace Events & Entertainment Board on an item that was not on the agenda, excluding personnel items, please come forward to the podium and state your name and your concern. Presentations are limited to three minutes. Items will be considered but no action will be taken at this time.

6. Approval of 2024 Rental Rates

7. Discussion on 2025 Corn Palace Rental Rates

8. Discussion/possible action on Concessions Stand Operating Procedure/ Policy

9. Corn Palace Event Updates

10. Motion To Enter Into Executive Session In Accordance With SDCL 1-25-2 (4) contractual negotiations and (5) Marketing And Or Pricing Strategies Of A Publicly Owned-Competitive Business

11. Authorization for the City Administrator to sign a contractual agreement for the Corn Palace.

12. Adjourn

Individuals with disabilities who require special assistance to take part in this meeting may contact one of the following at City Hall (605) 995-8420 at least 24 hours prior to the meeting with requests for assistance: Human Resources Officer or the City Administrator.



Corn Palace Events and Entertainment Board
City Council Chambers, City Hall, 612 N. Main Street
October 1, 2024

1. Call to Order

Call to order at 4:01 by Board Chair - John Foster. Corn Palace Director introduced and welcomed new Board Member Nancy Conzemius and recognized new board member Jason Bates who was not able to be there due to a family event he was attending.

2. Attendance

Attendance was taken: those attending included Jordan Gau, Jory Hanson, Giovanni Lanier, Steve Morgan, Johanna Allen, John Foster, Nancy Conzemius. Mayor Jordan Hanson, City Administrator Stephanie Ellwein, Craig Stucky and Doug Greenway from the Corn Palace. Absent were Councilman - Tim Goldammer and Board Member Jason Bates.

3. Approval Of The Minutes

A motion to approve the September Board Minutes was made Gio Lanier and 2nd by Steve Morgan. All members voted Aye.

4. Approval Of The Agenda

A motion to approve the agenda as presented was made by Jory Hanson and 2nd by Gio Lanier. All members voted Aye.

A. Box Office and Concessions Updates - Craig Stucky

Box Office/Concessions Supervisor Craig Stucky reported that 126 tickets were sold for the Friday performance of the Raise Em Rank Bull Riding and 189 tickets are sold for Saturday night. He also reported that additional concessions workers will need to be hired going into the winter basketball season. Due do MHS Homecoming activities, we there are short staff to cover the Friday night Bull Riding performance. He also reported that a concession items price increase from the summer will continue on into the fall/winter season due to the increased cost of concession supplies.

B. Director's Report - Doug

Director Greenway reported on these past events since the September meeting. A few highlights included from the Pedal Pull were 508 competitors from 15 states, as far away as Kentucky, Texas and Montana. The first ever CARE expo had 32 vendors and about 150 attendees, and the Collegepalooza event had 300 students attending from MTC and DWU, and over 750 were served as part of the Central Electric Banquet.

Upcoming events include the Raise Em Rank Bull Riding on Friday/Saturday at 7 pm. Doug made an ask of the board members to help with ticket scanning if they were available from 5-7:15 each night. The week of October 7th will be the first annual Dakota Oyate Challenge Volleyball tournament with 16 teams attending on Friday/Saturday. The Pheasant Country Banquet will be on Friday, October 18th and with over 700 expected it is the largest Pheasant Country banquet in the US or Canada.

C.

Past Month's Events: MHS Cheer/Dance, Democratic Rally, First Friday, Central Electric Banquet, Collegepalooza, Shooting Sports Banquet, C.A.R.E, DWU Ambush, 437 Project, National Pedal Pull

D. Upcoming Events: Raise Em Rank Bull Riding, Dakota Oyate Challenge Volleyball Classic, Davison Flu Pod, Pheasants Forever Banquet, Arena Floor restoration.

E. Concession Event Management Discussion

Councilman Goldammer had presented a "procedures" document regarding Concessions Stand Operations for the board to review and it was given to those in attendance. Without Mr. Goldammer in attendance Doug Greenway gave an overview of some of the things being done, but deferred to Tim to followup as needed at the November meeting. Doug Greenway did mention that both he and Craig were SERV SAFE certified, which is required to operate a food establishment, and for the past 4 years the concession's stand has been given a 100% rating on all of their health inspections. Inspectors review cleanliness, labeling of items, proper temperatures of freezers and refrigerators, along with general food service requirements. He also commented that all PT concessions staff are trained on the POS/clover system, food serving and customer service. He listed the number of hot food items available, all item sales are reported after each event and these numbers are reviewed in preparation of recurring events which allow food prep to be done more accurately to minimize waste. These items are made available as a number of the attendees at the events and especially the athletes look for more substantial food after competition like burgers, cheeseburgers, hotdogs, cheddarwursts or pizza. The Corn Palace posts "no outside food" in the building so we feel we need a fairly extensive menu for those that cannot leave or bring food in. More can be discussed on this topic at the November meeting on request.

F. 2026 Mural Ideas - 250 Years of America

Board members were asked to bring ideas for the 2026 Mural theme "250 Years of America" with them and submit. These ideas will be sent to DWU to add their own and provide some basic sketches of each to determine which can be used. Flag with 13 colonies/US Flag with 50 stars, The constitution with "we the people" highlighted, The Pledge of Allegiance in a scroll, A Military themed mural with all branches represented, or possibly wars depicted in a mural collage with Civil War, WW I, WWI, Korea, Vietnam, Middle East conflicts. (Baseball, Hotdogs, Apple Pie), Americana mural or possibly "Main Street America" mural. American Indian Experience mural, Civil Rights Movement, Immigration Mural (depicting different cultures). We are The world Mural (different cultures coming together), Liberty Bell, Famous

Monuments from Washington DC, The flat raising at Iwo Jima, The Mayflower ship, A collage of (The American Flag, Declaration of Independence, Liberty Bell) or a collage of flags depicting a "betsy ross" colony flag to a current flag. George Washington crossing the Potomac, A found fathers mural, battle fields mural, Freedom Riders, Gettsburg Address/Emancipation Proclamation mural. The seal of "The Great Seal of the United State of America" with the eagle.

Other ideas will be solicited from the DWU students and reviewed at the November meeting.

G. Staffing

Doug Greenway reported that a Mitchell High World of Work student would be working at the box office for the remainder of the school year. Tayla Leitke will work 8:15 - 11:15 am every other day learning various aspects of the box office like selling tickets, phone calls, counting cash trays, and completing the deposits, concessions inventory, ordering supplies, and greeting visitors.

Doug Greenway also announced to the board that he would be retiring from the Corn Palace and the City after the October 18th pheasant banquet. He completed 5-years with the City and enjoyed the work. He also Thanked the Board for their service to the Corn Palace and helping with mural theme ideas, festival entertainment and other aspects of the Corn Palace Events and Entertainment.

5. Citizen's Input

6. Executive Session : Motion To Enter Into Executive Session In Accordance With SDCL 1-25-2 (5) To Discuss Marketing And Or Pricing Strategies Of A Publicly Owned-Competitive Business

7. Adjourn

The meeting was adjourned at 5:20 following the executive session. The next meeting is scheduled for Tuesday, November 5th at 4 pm. During that meeting, Gold Star Amusement will be on a call to answer any questions as the board explores the idea of locating the festival rides from 1st street - 7th street. That will be Tim Bessette, Operations Manager for the Gold Star Amusement team that services the Corn Palace Festival.

A. November Meeting Date - November 5th, 4 pm in Council Chambers

2024 Corn Palace Rental Rates

Corn Palace Building Rental

Full Day	\$1,750
Full Day, Non-Profit	\$1,250
Half Day	\$875 (6+ hours)
Half Day, Non-Profit	\$625

Basketball Game Rentals

Single Game	\$450
Double Header	\$650

Armory Rental

Hourly	\$20 up to \$100/day
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Plaza Rental

\$50

Ancillary Services

Facility Fee	5% of gross ticket sales
Audio System (set up & use)	\$50
Bleacher Rental	\$35/each
Bicycle Racks	\$10/each
Event Security/Crowd Control	\$50/hour
Chair Rental	\$1/each
Table Rental	\$5 /each
Video Support	\$25/hour
Projector/Screen Rentals	\$100
Table Cloths	\$5/each
Napkins	\$.50/each
Pipe/Drape	\$5/each 10' section (includes set up)

Concessions Stand General Operating Procedure Corn Palace

1) Operation Hours

- a. Event Duration – The stand should be open at least 30 minutes before the event starts and remain open until.
 - i. The Event Stands will be open 30 minutes prior to the event.
 - ii. Duration of Stand Being Open
 1. All Stands will stay open until at least halfway through the event.
 2. Once Intermission, half time, or halfway through the planned event time is over. Half of the stands will close.
 3. Following $\frac{3}{4}$ of the planned event time the Corn Palace will go down to one operating stand
 4. The last stand will close upon completion of the event.

2) Menu Offerings

- a. The Corn palace reserves the right to revise or reduce offerings as needed.
- b. During Sporting Events and Concerts, the following food will be made available.
 - i. Soda, water, popcorn, candy, hot dogs, pretzels, and nachos.
- c. All prices will be set by action of the Corn Palace Event Board.

3) Concessions Window and Tills (Garage Doors Open/Closed)

- a. During the events at the corn palace, the minimum standard will be followed for corn palace events.

	0-500	501-1,500	1,500-3,000	3,000+
Number of Windows Open	1	2	4	4
Number of Tills Operating	2	4	6	8

- b. Each of these windows or tills will be evenly distributed on both sides of the corn palace.

4) Staffing

- a. Staffing Levels: Ensure adequate staffing for expected crowd size, with a minimum of two staff for low attendance for any event.
- b. Training: Staff will be trained by Certified in Food Safety, Point of Sale, and basic cash handling to operate the concessions stand.

5) Health and Safety Standard

- a. Food Safety: Compliance with all regulations, including proper food handling, storage, and preparation take priority of any standard in this operation.
- b. Cleanliness: Regular cleaning of the stand, utensils, and surrounding area will be the responsibility of the concessions staff.
- c. Emergency Protocols: In the event of the emergency, the concessions staff will contact the concessions manager, and if that person is not available, the corn palace director.

6) Equipment and Supplies

- a. Essential Equipment: Refrigerators, warmers, fryer, popcorn machine cash and POS system should be all kept and maintained, if there is an issue it should be the concessions manager role to schedule the maintenance of these items.
- b. Supplies: Regular inventory of supplies and ordering will be handled by the concessions manager.

October

- Friday Oct 4 – Raise ‘Em Rank Bull Riding Finals
7:00pm
- Saturday Oct 5 – Raise ‘Em Rank Bull Riding Finals
7:00pm
- Sunday Oct 6 – Palace City Kiwanis Half Marathon
7:30am
- Friday Oct 11 – Dakota Oyate Challenge Volleyball
- Saturday Oct 12 – Dakota Oyate Challenge
Volleyball
- Saturday Oct 12 – Dakota Wesleyan Blue and White
Days Parade 10:00am
- Monday Oct 14 – Corn Palace Closed in
Observance of Native American Day
- Tuesday Oct 15 – Free Flu Vaccine Clinic 3:00pm-
6:30pm
- Friday Oct 18 – Pheasants Forever Banquet 5:00pm
- Saturday Oct 26 – Youth Basketball Tournament
- Thursday Oct 31 – Happy Halloween!



- ❖ Sunday Nov 3 – Corn Palace now closed Sundays for the season. Open Monday – Saturday 8:00-5:00
- ❖ Wednesday Nov 6 – DWU Basketball vs Dakota State 6:00 & 8:00
- ❖ Saturday Nov 9 – DWU Basketball vs Valley City State 5:00
- ❖ Monday Nov 11 – Veterans Day Corn Palace Closed
- ❖ Tuesday Nov 12 – DWU Basketball vs Valley City State 7:00
- ❖ Friday Nov 16 – DWU Wrestling vs SMSU 7:00
- ❖ Wednesday Nov 20 – DWU Basketball vs Northwestern 6:00 & 8:00
- ❖ Tuesday Nov 26 – DWU Basketball vs Briar Cliff 6:00 & 8:00
- ❖ Thursday Nov 28 – Thanksgiving Day Corn Palace Closed
- ❖ Saturday Nov 30 – Corn Palace Basketball Youth Tournament