



Corn Palace Entertainment Board Agenda
City Council Chambers, City Hall, 612 N. Main Street
January 7, 2025

- 1. 4:00 PM Call to Order**
- 2. Attendance**
- 3. Approval Of The Agenda**
- 4. Approval Of The Minutes**
- 5. Discussion/Possible Action on Corn Palace Festival Carnival Location for 2025.**
- 6. Director Updates**
- 7. Approval of the Concessions Stand Operating Policy & Procedures**
- 8. 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**
- 9. 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.
- 10. 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 Entertainment Board
City Council Chambers, City Hall, 612 N. Main Street
December 10, 2024

1. Call to Order

Chairperson John Foster called the meeting to order at 4pm.

2. Attendance

The following members were present: Jason Bates, Nancy Conzemius, John Foster, Tim Goldammer, Jory Hanson, and Gio Lanier. Also present were: Mayor Hanson, City Administrator Stephanie Ellwein, and Box Office/ Concessions Supervisor Criag Stucky.

Absent: Johanna Allen, Jordan Gau, Steve Morgan

3. Approval Of The Agenda

Motion by Goldammer, seconded by Lanier to approve the agenda. All members voting "aye". Motion carried.

4. Approval Of The Minutes

Motion by Lanier, seconded by Goldammer to approve the minutes as amended. All members voting "aye". Motion carried.

5. Citizen's Input

Board member Goldammer announced that Mayor Hanson has recommended Dave Sietsema to the Corn Palace Director Position. The City Council will consider the recommendation at the December 16th City Council Meeting. If approved, Sietsema would start in that role on December 17th.

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

Motion by Goldammer, seconded by Lanier to enter into executive session. All members voting "aye". Motion carried.

7. Approval of the 2025 Rental Rates

Chairperson Foster declared the board out of executive session at 5:29 pm.

8. Approval Concessions Stand Operating Procedures/Policy

Motion by Goldammer, seconded by Bates to approve the 2025 rental rates as listed below. All members voting "aye". Motion carried.

2025 Corn Palace Rental Rates

Corn Palace Building Rental

Full Day	\$2,000(+6 hours)
Full Day, Non-Profit	\$1,400
Half Day	\$1,000
Half Day, Non-Profit	\$700

MHS/DWU Basketball Game Rentals

Single Game	\$450
Double Header	\$650

Armory Rental

Hourly	\$25/hour
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Plaza Rental	\$50
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Ancillary Services

Facility Fee	5% of gross ticket sales
Credit Card Processing Fee	Cost added & paid by customer
Audio System (set up & use)	\$50/ hour
Ticket Takers	\$15/hour
Scorekeepers	\$25/game
Bleacher Rental	\$35/each
Bicycle Racks	\$10/each
Event Security/Crowd Control	\$50/hour
Chair Rental	\$1/each
Table Rental	\$5 /each
Video Support	\$50/hour
Projector/Screen Rentals	\$100
Table Cloths	\$5/each
Napkins	\$.50/each
Pipe/Drape	\$5/each 10' section (includes set up)

9. Adjourn

The board requested that this item get moved to the January 7, 2025 meeting.

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.