



**Brookings County Outdoor Adventure Center Advisory Board Meeting
Monday, April 27, 2020 – 12:00 PM**

**Brookings City & County Government Center
520 3rd St., Suite 300 (Community Room), Brookings, SD 57006**

If you would like to attend this meeting, please enter through the west doors of the Government Center. However, if you have any symptoms of COVID-19 or believe you may have been exposed, please consider calling in and listening to the meeting.

To call dial 605-697-8255 and enter code 6056968205 when prompted.

1. Call to Order, 12:00 PM, Monday, April 27, 2020
2. Invitation for a citizen to schedule time on the BCOAC Advisory Board agenda for an item not listed.
Anyone wanting to speak during this agenda item must sign in prior to the start of the meeting. Any requested action items must be scheduled for a future meeting date.
3. Determination of a quorum
Five board members must be present for a quorum; Note who is present via teleconference
4. Approval of Agenda
Action: Motion to approve, Comments, Voice Vote
5. Approval of Minutes – January 27, 2020 & February 24, 2020
Action: Motion to approve, Comments, Voice Vote
6. Introduction of BCOAC Director Dustin Huber
7. Approval of Financial Report
Action: Motion to approve, Comments, Voice Vote
8. Reports
 - a. Director's Report
 - b. Pistol Range Committee Report
 - c. Archery Range Committee Report
 - d. 4-H Youth Advisor's Report
9. Regular Business
 - a. Discussion/Action on opening the facility to members.
Action: Motion to approve, Comments, Voice Vote
 - b. Discussion on FY2021 budget
10. Adjournment
Action: Motion to approve, Voice Vote

Next Meeting: Monday, May 18, 2020, 12:00 PM

MINUTES
BROOKINGS COUNTY OUTDOOR ADVENTURE CENTER
ADVISORY BOARD MEETING
Monday, Jan 27, 2020 12:00 noon

The Brookings County Outdoor Adventure Center Advisory Board met on Monday, January 27 at noon with the following members present: Ryan Krogman, Arden Sigl, Rocco Murano, Martin Stanwick, Sonia Mack, Terry Wendt, Paul Weiss, Larry Jensen and Andy Dupaz.

Board member Tim Reed was absent.

1. CALL TO ORDER

Chairperson Ryan Krogman called the meeting to order at 12:03 pm.

2. DETERMINATION OF QUORUM

A quorum was determined as being present for the current meeting.

3. APPROVAL OF AGENDA

Motion to approve agenda by Jensen, seconded by Stanwick Motion carried.

4. DISCUSSION AND ACTION ITEMS

- Ryan Krogman advised the group that Director Heismeyer had been terminated earlier that morning. She had been on a work improvement plan and did not meet expected goals.
- Stacey Steffensen is stepping in as interim director.
- Stacey met with staff this morning and is planning on making one temporary employee full time during the transition.
- We will need extra help from the PRC and Archery committees during the transition. May also need extra help from 4-H and GFP depending on need.
- Locks are in the process of being re-keyed.

Regular Business

- Marty Stanwick indicated that 3 guns were set to be purchased from the Exchange. He will go talk to the owner to let him know that those purchases are on hold for now.
- BOAC board conducted elections for 2020 officers: Paul Weiss made a motion to keep all current officers in place, second by Dupaz. — after discussion and a voice vote the motion carried unanimously.
- A discussion regarding pricing of access and services was had. Hoping to find a way to better support the facility without losing members.

5. Approval of Minutes

- Motion by Stanwick, second Wendt—Motion carried unanimously.

6. Approval of Financials (see attached report)

- Motion to adopt by Jensen, second by Sigl-motion carried unanimously.

6. Committee Reports

Pistol and Range Committee update by Sigl. (see provided typed minutes of Jan 14 meeting).

- BOAC board needs to approve PRC members-motion to approve by Murano, second by Jensen-motion carried unanimously.
- Motion to approve class A Range Officers-motion by Stanwick, second by Wendt-Motion carried unanimously.

Archery Committee report Paul Weiss.

- Big Sioux Bowmen has over 20 members participating in league
- Non BOAC members are paying more than members for access.
- JOAD has 28 participants, all BOAC members
- Big Sioux Bowmen plans to have a Vegas style shoot on March 21.

4-H report by Sonia Mack.

- Robotics club will be meeting twice a month at BOAC, have a 3D printer for help fabricate parts.
- A discussion regarding the use of BOAC bows by 4H ensued, Sonia stated that 4H has always used the bow if needed and that she has had discussions with all volunteers regarding better communicating maintenance/repair needs.
- We need to do an inventory of what we have, what's broken, and what is missing.

Adjourn at 1:05 Motion Krogman, second Stanwick.

11. NEXT MEETING DATE

Next meeting Feb 24 at noon.

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Rocco Murano

BCOAC Advisory Board Secretary

Published once at the approximate cost of_____.

MINUTES
BROOKINGS COUNTY OUTDOOR ADVENTURE CENTER
ADVISORY BOARD MEETING
Monday, February 24, 2020 at 12:00 P.M.

The Brookings County Outdoor Adventure Center Advisory Board met on Monday, February 24, 2020 at 12:00 PM with the following members present: Arden Sigl, Larry Jensen, Andy Dupraz, Paul Wiese, Terry Wendt, Ryan Krogman and Marty Stanwick. Others present: Sonia Mack and Stacy Steffensen. Board members Tim Reed and Rocco Murano were absent.

1. Call to Order

Chairperson Krogman called the meeting to order at 12:03 PM.

2. Determination of a Quorum

A quorum was determined as being present for the current meeting.

3. Approval of Agenda

Motion to approve the agenda by Jensen, seconded by Sigl. Motion carried.

4. Approval of Minutes

Minutes for the January meeting were not available. January and February minutes will be approved at the March meeting.

5. Financial Report

Commission Department Director Stacy Steffensen presented the year-to-date revenue and expenditure reports. Krogman explained the advertising expenses. Motion to approve the report made by Dupraz, seconded by Sigl. Motion carried.

6. Reports

a. Director's Report by Steffensen

- i. Ongoing events: 4-H Shooting Sports, gun leagues-Monday nights, JOAD, Big Sioux Bowman, Midwest Maidens – Sunday nights, Free Range Sundays
- ii. Other events: VA qualification on February 6th, Volunteer Appreciation February 14th, Frost Fest, January 15th
- iii. Electronic filters have been shipped to Trane. Hoping to have them installed the week of March 2nd.
- iv. Discussion on Free Range Sundays. Will keep the last Sunday in March as Free Range Sunday, but will discontinue the event after that date.
- v. Discussion on selling 3-month memberships. Review the overall membership plan cost matrix to determine a price.

b. Pistol Range Committee Report by Sigl

- i. Review of volunteer RSO hours and RSO list.
- ii. Steffensen will work with Sigl to determine if all RSOs have been accounted for in the Commission minutes for work comp purposes.
- iii. RSOs volunteered 3,384 hours in 2019.
- iv. Membership Assistant Alex Luke will call Midwest Glass to get an update on a new door for the gun range.

c. Archery Range Committee Report by Wiese

- i. Currently working on ARC members. The current committee is Wiese, Jason Overby and Monte VandeKop.
- ii. JOAD provided an activities report.
- iii. Wiese observed a couple of Tuesday 4-H archery nights. He did not see any issues with open lanes, although there were no non-4-H shooters those evenings either.

- iv. Big Sioux Bowman are holding a Vegas-style shoot on March 21st. The ARC volunteers will be repairing buttresses before that date. There is a question about liability coverage. Wiese will submit a list of names to Steffensen to get them noted in the Commission minutes for work comp purposes.
- v. Wiese spoke to BCOAC staff about broken and damaged bows. Staff has since repaired the bows.
- vi. Wiese asked about access to the garage on the south side of the building. Steffensen said he would contact the snow removal service to clear a path.

d. 4-H Youth Program Advisor's Report by Mack

- i. Mack said she has noticed the signs on the exterior of the building on the north side, specifically the SDSU Extension sign, have not been lit at night.
- ii. Mack updated the board on 4-H Shooting Sports and a 'virtual' Daisy Shoot on March 7th.

7. Regular Business

- a. The board discussed transferring some of the older buttresses to Deuel County for use with their 4-H Shooting Sports program. Wiese said he will check with JOAD to see if there are any that could be surplus. Motion by Wendt to recommend declaring spare buttresses as surplus property to transfer to Deuel County, seconded by Stanwick. Motion carried.
- b. The board discussed hours of operation on certain holidays. Motion by Dupraz to close the Brookings County Outdoor Adventure Center on New Year's Day, Independence Day, Thanksgiving Day and Christmas Day; all other holidays will have open range hours to be determined, seconded by Wendt. Motion carried.
- c. Stanwick discussed the purchase of three pistols from The Exchange to add to the rentals. There was consensus to purchase the pistols and review if there are guns that could be surplus and traded in due to low usage.

8. Adjournment

- a. Motion to adjourn by Stanwick, seconded by Wendt. Motion carried.

9. Next Meeting Date

- a. The next meeting is Monday, March 30th at 12:00 PM at the BCOAC.

BROOKINGS COUNTY
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: APRIL 30TH, 2020

101-GENERAL FUND

33.33% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
101-3-3442900 OTHER HEALTH ASSISTANCE	0.00	0.00	0.00	0.00	0.00
101-3-3443000 PAYMENT FOR MI	0.00	0.00	0.00	0.00	0.00
101-3-3443100 CHILD SUPPORT	0.00	0.00	0.00	0.00	0.00
101-3-3444100 PAYMENT FOR MI	0.00	0.00	0.00	0.00	0.00
101-3-3444200 PRISONERS MEDICAL/MEDICINE	2,000.00	244.94	1,048.22	52.41	951.78
101-3-3451000 FACILITY RENT	10,000.00	0.00	0.00	0.00	10,000.00
101-3-3452000 OAC GOODS & SERVICES	100,000.00	0.00	28,196.15	28.20	71,803.85
101-3-3452006 BCOAC GIFT CARDS	750.00	0.00	21.80	2.91	728.20
101-3-3452007 OAC NOT TAX ITEMS	0.00	0.00	1,730.00	0.00	(1,730.00)
101-3-3461000 ZONING INSPECTION FEES	23,400.00	0.00	1,000.00	4.27	22,400.00
101-3-3481000 WEED & PEST FEES	39,994.00	0.00	874.86	2.19	39,119.14
101-3-3482000 GOPHER BOUNTY	3,500.00	0.00	184.00	5.26	3,316.00
TOTAL CHARGES FOR GOODS & SERV	1,243,499.00	95,493.60	323,305.30	26.00	920,193.70
FINES & FORFEITS					
101-3-3510000 PARKING LOT FINES	0.00	0.00	0.00	0.00	0.00
101-3-3520000 COSTS (CLERK OF COURTS)	50,000.00	8,382.09	20,926.68	41.85	29,073.32
101-3-3530000 FORFEITS (CLK. OF COURTS)	0.00	100.00	400.00	0.00	(400.00)
TOTAL FINES & FORFEITS	50,000.00	8,482.09	21,326.68	42.65	28,673.32
MISC. REVENUE					
101-3-3611000 INTEREST FROM BANKS	170,810.00	3,678.81	60,381.30	35.35	110,428.70
101-3-3620000 RENT-FAMILY PLANNING	1,140.00	0.00	95.00	8.33	1,045.00
101-3-3621000 STATE HEALTH RENT	2,400.00	0.00	600.00	25.00	1,800.00
101-3-3622000 GF&P RENT	12,000.00	1,000.00	4,000.00	33.33	8,000.00
101-3-3640000 WORKMEN'S COMP.	0.00	0.00	0.00	0.00	0.00
101-3-3650000 REFUND-INSURANCE	0.00	0.00	0.00	0.00	0.00
101-3-3660000 REFUND OF PRIOR YR EXPENDITURE	0.00	0.00	0.00	0.00	0.00
101-3-3670000 DONATIONS	0.00	0.00	0.00	0.00	0.00
101-3-3680000 WIND FARM ENERGY ASSISTANCE	0.00	0.00	0.00	0.00	0.00
101-3-3690000 OTHERS	20,000.00	50,499.32	52,809.31	264.05	(32,809.31)
101-3-3691000 CASH LONG-SHORT	0.00	(5.74)	(317.39)	0.00	317.39
101-3-3693000 WEBSITE FEES	20,000.00	2,525.00	6,650.00	33.25	13,350.00
TOTAL MISC. REVENUE	226,350.00	57,697.39	124,218.22	54.88	102,131.78
OTHER FINANCING SOURCES					
101-3-3710000 Transfers In	0.00	0.00	0.00	0.00	0.00
101-3-3730000 Insurance Proceeds	30,500.00	0.00	2,946.00	9.66	27,554.00
101-3-3740000 SURPLUS SALE	6,000.00	1,625.00	1,625.00	27.08	4,375.00
TOTAL OTHER FINANCING SOURCES	36,500.00	1,625.00	4,571.00	12.52	31,929.00
TOTAL REVENUE	15,020,985.93	2,269,303.45	3,594,767.43	23.93	11,426,218.50

\$ 219,947.95

BROOKINGS COUNTY
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: APRIL 30TH, 2020

101-GENERAL FUND

33.33% OF YEAR COMP.

BCOAC

DEPARTMENTAL EXPENDITURES

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>PERSONAL SERVICES</u>					
101-4-528-4110 SALARIES	113,312.80	4,078.62	27,296.61	24.09	86,016.19
101-4-528-4120 SOCIAL SECURITY	8,668.43	312.03	2,022.45	23.33	6,645.98
101-4-528-4130 RETIREMENT	3,416.23	0.00	341.82	10.01	3,074.41
101-4-528-4140 WORKMEN'S COMP	1,065.75	0.00	991.00	92.99	74.75
101-4-528-4150 HEALTH INSURANCE	21,059.40	0.00	1,775.79	8.43	19,283.61
101-4-528-4151 DENTAL	597.96	0.00	46.70	7.81	551.26
101-4-528-4153 VISION	124.56	0.00	0.00	0.00	124.56
101-4-528-4154 RISK	1,400.00	0.00	1,400.00	100.00	0.00
101-4-528-4160 UNEMPLOYMENT	0.00	0.00	0.00	0.00	0.00
101-4-528-4161 COMPENSATED ABSENCES	0.00	0.00	0.00	0.00	0.00
101-4-528-4170 VACATION & SICK SALARIES	0.00	0.00	0.00	0.00	0.00
TOTAL PERSONAL SERVICES	149,645.13	4,390.65	33,874.37	22.64	115,770.76
<u>OTHER CURRENT EXPENSES</u>					
101-4-528-4210 OTHER INSURANCE	5,000.00	0.00	0.00	0.00	5,000.00
101-4-528-4220 PROFESSIONAL SERV & FEES	4,500.00	24.00	1,837.31	40.83	2,662.69
101-4-528-4230 PUBLISHING	20,000.00	1,000.00	6,430.00	32.15	13,570.00
101-4-528-4250 REPAIR & MAINT	45,000.00	1,426.67	7,007.10	15.57	37,992.90
101-4-528-4260 SUPPLIES & MATERIALS	35,000.00	287.19	4,191.65	11.98	30,808.35
101-4-528-4265 FUEL/GASOLINE	0.00	0.00	0.00	0.00	0.00
101-4-528-4268 TECHNOLOGY	0.00	0.00	0.00	0.00	0.00
101-4-528-4270 TRAVEL & CONFERENCE	1,000.00	0.00	0.00	0.00	1,000.00
101-4-528-4280 UTILITIES	40,000.00	1,228.96	8,014.73	20.04	31,985.27
101-4-528-4290 OTHER	0.00	0.00	0.00	0.00	0.00
101-4-528-4293 FIREARM RANGE UPKEEP	25,000.00	0.00	1,130.24	4.52	23,869.76
TOTAL OTHER CURRENT EXPENSES	175,500.00	3,966.82	28,611.03	16.30	146,888.97
<u>CAPITAL ASSETS</u>					
101-4-528-4340 MACHINERY & MINOR EQUIPMENT	5,000.00	0.00	1,552.00	31.04	3,448.00
101-4-528-4350 MAJOR EQUIPMENT	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL ASSETS	5,000.00	0.00	1,552.00	31.04	3,448.00
TOTAL BCOAC	330,145.13	8,357.47	64,037.40	19.40	266,107.73

Account Number: 101-4-528-4220 Name:PROFESSIONAL SERV_FEES Fiscal: 2020

Date	Tran	Reference	Description	Amount	Vendor	Invoice	PO	Encumbrance	R...
01/22/2020	A67523	CHK: 13128	CONCEALED CARRY CLASS	360.00	22365	202001154622		0.00	1
02/04/2020	A67717	CHK: 13145	GENERAL LEDGER MODULE	885.75	22476	202001284762		0.00	2
02/04/2020	A67727	CHK: 13146	GOOGLE	24.00	11921	202001284772		0.00	3
02/18/2020	A67922	CHK: 13150	COPIER CONTRACT	126.90	10541	202002114879		0.00	4
03/10/2020	A68302	CHK: 13171	COPIER CONTRACT	284.77	10541	202003025105		0.00	5
03/10/2020	A68428	CHK: 13184	GOOGLE SUITE	24.00	11921	202003035258		0.00	6
03/10/2020	A68428	CHK: 13184	SIGNUP GENIUS	107.89	11921	202003035258		0.00	7
04/07/2020	A69013	CHK: 13219	GOOGLE SUITE	24.00	11921	202003315708		0.00	8
8 records				1,837.31					

Account Number: 101-4-528-4340 Name: MACHINERY _MINOR EQUIPMENT Fiscal: 2020

Date	Tran	Reference	Description	Amount	Vendor	Invoice	PO	Encumbrance	R...
03/10/2020	A68334	CHK: 13174	BCOAC GUNS	1,552.00	10986	202003025135		0.00	1
			1 records	1,552.00					