



## **Brookings County Outdoor Adventure Center Advisory Board Meeting**

**Monday, November 20th, 2023 – 12:00 PM**

**Brookings County Outdoor Adventure Center**

**2810 22<sup>nd</sup> Ave. S., Brookings, SD**

1. Call to Order, 12:00 PM, Monday, November 20th, 2023
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
4. Approval of Agenda  
Action: Motion to approve, Comments, Voice Vote
5. Approval of Minutes – September 25th, 2023  
Action: Motion to approve, Comments, Voice Vote
6. Approval of Financial Report  
Action: Motion to approve, Comments, Voice Vote
7. Reports
  - a. Archery Range Committee Report
  - b. Director's Report
  - c. Pistol Range Committee Report
  - d. 4-H Youth Advisor's Report
8. Regular Business
  - a. Dates for 2024 Meetings
    - i. (1/29, 3/25, 5/20, 7/29, 9/30, 11/18 or 11/25)Action: Motion to approve, Comments, Voice Vote
9. Other Business
  - a. Office Space/4-H storage
  - b. Tree grove west of building
10. Adjournment  
Action: Motion to approve, Voice Vote  
Next Meeting: Monday, January 29th, 2024, 12:00 PM

**MINUTES**  
**BROOKINGS COUNTY OUTDOOR ADVENTURE CENTER**  
**ADVISORY BOARD MEETING**  
**Monday, September 25th, 2023 12:00 noon**

The Brookings County Outdoor Adventure Center Advisory Board met on Monday, September 27 at noon with the following members present: Marty Stanwick, Shawn Hostler, Paul Wiese, Arden Sigl, Dale Storhaug, Rocco Murano, Larry Jensen, Sonia Mack. Absent: Tim Reed, Andy Dupraz

**1. CALL TO ORDER**

Chairperson Larry Jensen called the meeting to order at 12:02 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 Hostler, seconded by Stanwick, Motion **carried**.

**4. Approval of Minutes**

Motion by Stanwick, Second by Hostler **Motion carried**.

**5. Approval of Financial Report**

5. a. Financials- year report-Director Huber (see attached report).

Motion by Murano, second by Sigl-**Motion carried**

**6. Committee Reports**

Archery Committee report Paul Wiese- Volga now has an outdoor range on the west side of town that might be competing with BOAC during warm months.

4-H report by Mack (see attached)

Pistol and Range Committee by Sigl- See attached

**7. Directors Report-Dustin**

See attached report

BOAC has hosted 71 activities since last meeting, 173 archery range uses, and 346-gun range uses since last report. TRANE preventative maintenance has been completed. Joad has begun for the year.

Oct 31 craft sale "its fall yall" is planned. 2 new GFP interns are hired and will be doing classes in fishing, kayaking, nature walks, archery, trapping classes.

- Decoy trailer has been used several times.
- Auction and 3-D tourney are planned.

#### 8. Regular Business

- a. Price changes will start at the first of the year (see attached changes)
- b. Whole facility rental will be \$800.00
- c. Office space should be completed by mid October
  - Tree grove west of Building-City may be able to remove approx. 100 yds into grove
  - May be potential for other uses like camper spots?

Adjourn 12:40 Shawn Hostler, second Larry Jensen

#### 11. NEXT MEETING DATE

Next meeting Monday November 20, Noon

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Rocco Murano  
BCOAC Advisory Board Secretary

Published once at the approximate cost of \_\_\_\_.

101-GENERAL FUND

91.67% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
101-3-3411900 OTHER/MV FEES	16,000.00	1,054.00	14,677.00	91.73	1,323.00
101-3-3412100 GENERAL FEES	134,000.00	8,021.00	94,737.73	70.70	39,262.27
101-3-3412200 TRANSFER FEES	180,000.00	21,386.00	219,073.50	121.71	39,073.50
101-3-3412800 BIRTH & DEATH FEES	12,000.00	840.00	10,215.00	85.13	1,785.00
101-3-3412900 OTHERS (COPIES)	5,000.00	331.00	3,494.00	69.88	1,506.00
101-3-3414200 CRT. APPOINT. ATT'Y	180,000.00	41,747.00	196,312.99	109.06	16,312.99
101-3-3414210 RESITIT	2,500.00	0.00	4,013.31	160.53	1,513.31
101-3-3414220 CIVIL JUDGEMENT/CAA	0.00	0.00	0.00	0.00	0.00
101-3-3414300 DIVORCE FEES	2,000.00	175.00	1,700.00	85.00	300.00
101-3-3414400 JUVENILE DETENTION	0.00	0.00	0.00	0.00	0.00
101-3-3415100 CLERK OF COURTS FEES	42,000.00	3,499.70	32,959.94	78.48	9,040.06
101-3-3417500 zoning 911 sign fee	400.00	0.00	808.00	202.00	408.00
101-3-3418100 ELECTIONS	0.00	0.00	0.00	0.00	0.00
101-3-3419000 GTS/ESRI OTHER FEES	20,000.00	0.00	85,011.81	425.06	65,011.81
101-3-3421100 SHERIFF FEES	75,000.00	13,389.44	96,128.54	128.17	21,128.54
101-3-3421200 SECURITY REIMBURSEMENT	13,000.00	0.00	8,338.75	64.14	4,661.25
101-3-3421300 Law Enforcement Contract	187,142.00	16,035.19	192,514.94	102.87	5,372.94
101-3-3421400 ANIMAL CONTROL	5,000.00	290.09	3,089.43	61.79	1,910.57
101-3-3421700 INMATE/TELEPHONE	15,000.00	0.00	1,750.82	11.67	13,249.18
101-3-3421900 OTHERS	14,539.00	428.00	12,255.00	84.29	2,284.00
101-3-3422200 FROM OTHER COUNTIES	200,000.00	21,020.00	354,079.40	177.04	154,079.40
101-3-3422300 WORK RELEASE	15,000.00	2,040.00	15,431.45	102.88	431.45
101-3-3422400 TRANSPORT. OF PRISONER	0.00	0.00	0.00	0.00	0.00
101-3-3422500 JAIL COST REIMBUR/COMMISSARY	50,000.00	6,711.84	71,298.78	142.60	21,298.78
101-3-3422600 REST. FOR PRISONERS	3,000.00	758.67	987.62	32.92	2,012.38
101-3-3422800 STATE CHECK (PRISONERS)	13,000.00	1,890.00	15,180.03	116.77	2,180.03
101-3-3427000 ELECTRONIC MONITOR PAYMENT	11,000.00	1,272.50	16,209.71	147.36	5,209.71
101-3-3441100 WELFARE RECOVERIES	20,000.00	155.00	14,403.72	72.02	5,596.28
101-3-3441900 WORKMAN'S COMP	0.00	0.00	0.00	0.00	0.00
101-3-3442400 WIC	20,000.00	5,402.32	19,440.96	97.20	559.04
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	2,190.87	0.00	2,190.87
101-3-3444200 PRISONERS MEDICAL/MEDICINE	2,000.00	0.00	1,197.16	59.86	802.84
101-3-3452000 OAC GOODS & SERVICES	110,000.00	2,074.69	92,323.07	83.93	17,676.93
101-3-3452006 BCAC GIFT CARDS	0.00	0.00	0.00	0.00	0.00
101-3-3452007 OAC NOT TAX ITEMS	2,000.00	0.00	2,472.25	123.61	472.25
101-3-3461000 ZONING INSPECTION FEES	20,000.00	0.00	22,468.00	112.34	2,468.00
101-3-3481000 WEED & PEST FEES	35,000.00	0.00	18,086.37	51.68	16,913.63
101-3-3481100 WEED & PEST STATE DOT	0.00	0.00	0.00	0.00	0.00
101-3-3482000 GOBHER BOUNTY	1,500.00	0.00	927.00	61.80	573.00
TOTAL CHANGES FOR GOODS & SERV	1,488,481.00	155,875.44	1,707,368.24	114.71	218,887.24
<b>FINES &amp; FOREFEITS</b>					
101-3-3510000 PARKING LOT FINES	0.00	0.00	0.00	0.00	0.00
101-3-3520000 COSTS (CLERK OF COURTS)	80,000.00	8,520.56	71,922.10	89.90	8,077.90
101-3-3530000 FOREFEITS (CLK. OF COURTS)	25,000.00	0.00	12,132.50	48.53	12,867.50
TOTAL FINES & FOREFEITS	105,000.00	8,520.56	84,054.60	80.05	20,945.40



BROOKINGS COUNTY  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: NOVEMBER 30TH, 2023

101-GENERAL FUND

91.67% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<b>MISC. REVENUE</b>					
101-3-3611000 INTEREST FROM BANKS	45,000.00	0.00	595,909.51	1,324.24 (	550,909.51)
101-3-3620000 RENT-FAMILY PLANNING	950.00	0.00	855.00	90.00	95.00
101-3-3621000 STATE HEALTH RENT	2,400.00	200.00	2,400.00	100.00	0.00
101-3-3622000 G&P RENT	12,000.00	1,100.00	11,800.00	98.33	200.00
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	31,179.62	0.00	90,405.13	289.95 (	59,225.51)
101-3-3691000 CASH LONG-SHORT	0.00	(	176.15	0.00 (	176.15)
101-3-3693000 WEBSITE FEES	20,000.00	400.00	13,535.07	67.68	6,464.93
TOTAL MISC. REVENUE	111,529.62	1,697.12	715,080.86	641.16 (	603,551.24)
<b>OTHER FINANCING SOURCES</b>					
101-3-3710000 Transfers In	0.00	0.00	0.00	0.00	0.00
101-3-3730000 Insurance Proceeds	17,095.00	0.00	78,021.40	456.40 (	60,926.40)
101-3-3740000 SURPLUS SALE	6,000.00	0.00	0.00	0.00	6,000.00
TOTAL OTHER FINANCING SOURCES	23,095.00	0.00	78,021.40	337.83 (	54,926.40)
<b>DEBT</b>					
101-3-3912000 PAYMENTS TO REFUNDED DEBT	0.00	0.00	0.00	0.00	0.00
TOTAL DEBT	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUE	17,099,236.43	762,828.83	17,756,390.58	103.84 (	657,154.15)

101-GENERAL FUND

REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: NOVEMBER 30TH, 2023

BCOAC

91.67% OF YEAR COMP.

DEPARTMENTAL EXPENDITURES

CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
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PERSONAL SERVICES

101-4-528-4110 SALARIES	156,244.00	5,996.70	141,212.01	90.38	15,031.99
101-4-528-4120 SOCIAL SECURITY	11,953.00	440.29	10,414.85	87.13	1,538.15
101-4-528-4130 RETIREMENT	7,114.18	0.00	6,067.17	85.28	1,047.01
101-4-528-4140 WORKMEN'S COMP	727.65	0.00	571.26	78.51	156.39
101-4-528-4150 HEALTH INSURANCE	31,831.08	0.00	18,545.30	58.26	13,285.78
101-4-528-4151 DENTAL	1,288.32	0.00	1,005.20	78.02	283.12
101-4-528-4153 VISION	249.24	0.00	194.60	78.08	54.64
101-4-528-4154 RISK	2,100.00	0.00	2,100.00	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	211,507.47	6,436.99	180,110.39	85.16	31,397.08

OTHER CURRENT EXPENSES

101-4-528-4210 OTHER INSURANCE	5,500.00	6,077.89	7,004.91	110.51	(577.89)
101-4-528-4220 PROFESSIONAL SERV & FEES	15,000.00	405.00	9,493.41	46.70	7,995.09
101-4-528-4230 PUBLISHING	10,000.00	650.00	61,344.99	94.93	506.59
101-4-528-4250 REPAIR & MAINT	66,000.00	2,625.79	15,369.59	92.95	4,655.01
101-4-528-4260 SUPPLIES & MATERIALS	36,000.00	1,148.56	0.00	42.69	20,630.41
101-4-528-4265 FUEL/GASOLINE	0.00	0.00	2,198.10	0.00	0.00
101-4-528-4268 TECHNOLOGY	3,000.00	0.00	0.00	73.27	801.90
101-4-528-4270 TRAVEL & CONFERENCE	1,000.00	0.00	44,831.34	0.00	1,000.00
101-4-528-4280 UTILITIES/CELL PHONES	47,000.00	150.00	0.00	95.39	2,168.66
101-4-528-4290 OTHER	0.00	0.00	0.00	0.00	0.00
101-4-528-4293 FIREARM RANGE UPKEEP	20,000.00	0.00	19,941.28	99.71	58.72
TOTAL OTHER CURRENT EXPENSES	203,500.00	11,057.24	166,261.51	81.70	37,238.49

CAPITAL ASSETS

101-4-528-4340 MACHINERY & MINOR EQUIPMENT	1,000.00	0.00	5,962.66	596.27	(4,962.66)
101-4-528-4350 MAJOR EQUIPMENT	17,000.00	0.00	9,700.00	57.06	7,300.00
TOTAL CAPITAL ASSETS	18,000.00	0.00	15,662.66	87.01	2,337.34

TOTAL BCOAC	433,007.47	17,494.23	362,034.56	83.61	70,972.91
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**Director's Report  
November 20th, 2023 @ noon**

- 1.) Attendance/Events Since September 25<sup>th</sup>
  - a. JOAD Pin shoot
  - b. December 2<sup>nd</sup> and 3<sup>rd</sup> archery shoot
  - c. Scheduled League for winter starts Jan. 8th
  - d. Fall League
  - e. It's Fall Yall Craft fair
  - f. GFP Interns
  - g. Santa on December 15<sup>th</sup>
  - h. Scheduled another Basic Pistol class which is already full
  - i. Still need to get some classes on calendar for 2024
  
- 2.) Maintenance
  - a. Exterior lights and the 4-h sign

Questions?

PRC Report to the BCOAC Board  
November 20, 2023

The Meeting Agenda for the PRC Meeting Nov. 14, 2023, is reprinted below:

The meeting was scheduled, 5:30 to 6:30 pm.

1. Call to order
2. Citizen input
3. Approval of Agenda
4. Approval of Minutes 9.12.2023
5. Director's Report
6. Advisory Board Report
7. Approval of New RSO and Class A Ratings
8. Future of PRC
9. Discussion of SOP's (continued)
  - \* Turning computers on/off
  - \* RSO not showing for a scheduled shift
10. 3-Range shoot (dates)
  - Adjournment
  - Next PRC meeting January 14, 2024
  - Significant agenda item, election of new officers.

Members in attendance: (4): Thus, no quorum.

In charge of the meeting: Arden Sigl, vice chair; Gary England, secretary.

Don Langum, Ross McDougal

Members not in attendance: (6)

Mike Kilmer, chair (conflict), Shari Laymen (conflict), Mike Eichelberg, Bobby Markham,

Dave Miller, Dennis Hetrick.

Due to the lack of a quorum, no official action could be taken. An informal discussion was held generally following the agenda.

Arden Sigl, Submitted Nov. 20, 2023



## **4-H Advisor Report**

November 20, 2023

Sonia Mack – SDSU Extension 4-H Youth Program Advisor, Brookings County

### ***September 2023***

Make Your Dash Count mixer was held in Watertown on Saturday, September 30. We kicked off the new 4-H year with over 25 youth bowlers at Tommy's Lanes. The junior leader members enjoyed fun competition with friends from neighboring counties; youth are beginning to create relationships with each other and that was made apparent by the conversations being had.

### ***October 2023***

October 2 – 8 was National 4-H Week and the theme was *I ♥ 4-H*. Rocks were decorated and distributed throughout communities to spread positive feelings and included a QR code to share information about the "4-H Cookies & Questions" event that was held on Monday, October 2 from 4:30 – 6:30 pm. There were 7 new families (20 people) and 1 existing family [with a child turning 8 this year] that came by the office to ask all their questions about 4-H, learn about clubs that would be a good fit for them, and complete a Halloween paper circuit craft. At least 1 family has enrolled in 4-H since attending the Cookies & Questions event.

I attended the NAE4-HYDP annual conference October 9 – 13 in Pittsburg, PA. My co-worker and I presented a professional development session titled, *"Skip the Help Wanted Ads: Career Exploration at your Fingertips"* on Wednesday, October 11. Additionally, the group of 4-H Youth Program Advisors (6) from the northeast corner of SD were recognized as the regional (North Central Region) award winners for the Excellence in Teamwork Award.

4-H participated in the 2023 Hobo Day Parade on October 14; members tossed Baby Bel cheese to the crowd.

Brookings 4-H Shooting Sports will hosted an instructor training on Saturday, October 28 at the BCOAC. There were 28 in attendance including 4 new volunteer instructors from Brookings County.

4-H Shooting Sports held an open house on Sunday, October 29 (4 – 5:30 pm) to answer questions from new members and visit about disciplines, equipment, and the schedule. There were about 40 people that attended the event.

### ***November 2023***

The 4-H Recognition Event was held in the archery range of the BCOAC on Tuesday, November 14. There were about 200 people in attendance with several members receiving recognition from years of completion to awards they were nominated for by their club leaders.

4-H Shooting Sports registration for the winter season will open to the public on Monday, November 20.

Brookings County 4-H will once again be distributing the Swiftel Communications phone book to the communities of Aurora, Elkton, Volga, and areas of Brookings. The fundraiser helps provide t-shirts to all members and leaders in June.

***December 2023***

Brookings County 4-H will host the 1<sup>st</sup> annual Festival of Trees in the concourse of the BCOAC. Clubs will start setting up trees on Monday, November 20 through the first weekend of December and take down trees after the new year.

The 2<sup>nd</sup> annual Ugly Christmas Sweater Dash Mixer will be held in Watertown at the Watertown Regional Library on Saturday, December 2.

Registration for Food, Fun, 4-H Around the World will conclude and the at home family cooking program will start in January 2024.