



Brookings County Outdoor Adventure Center Advisory Board Meeting

Monday, July 31st, 2023 – 12:00 PM

Brookings County Outdoor Adventure Center

2810 22nd Ave. S., Brookings, SD

1. Call to Order, 12:00 PM, Monday, July 31st, 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 – May 22nd, 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. Adding arrow sculpture on northeast corner of building
Action: Motion to approve, Comments, Voice Vote
9. Other Business
 - a. Office Space/4-H storage
 - b. Pricing at building
10. Adjournment
Action: Motion to approve, Voice Vote

Next Meeting: Monday, September 25th, 2023, 12:00 PM

MINUTES
BROOKINGS COUNTY OUTDOOR ADVENTURE CENTER
ADVISORY BOARD MEETING
Monday, May 22nd, 2023, at 12:00 P.M.

The Brookings County Outdoor Adventure Center Advisory Board met on Tuesday, January 31, 2023, at 12:00 PM with the following members present: Shawn Hostler, Arden Sigl, Dale Storhaug, Andy Dupraz, Larry Jensen, and Marty Stanwick. Others present: Dustin Huber and Sonia Mack. Absent: Tim Reed, Paul Wiese and Rocco Murano.

1. **Call to Order**
Chair, Larry Jensen called meeting to order at 12:13pm.
2. **Invitation for citizen to schedule time on the BCOAC Advisory Board agenda for an item not listed**
Donny Iverson was present, signed in and talked for 5 minutes.
3. **Determination of a Quorum**
A quorum was determined as being present for the current meeting.
4. **Approval of Agenda**
Motion to approve the agenda by Hostler, seconded by Sigl. All members voted "aye." Motion carried.
5. **Approval of Minutes**
Motion to approve the minutes from March 27th, 2023, by Hostler, seconded by Sigl. All members voted "aye." Motion carried.
6. **Financial Report**
Huber provided YTD revenue, expenditures and GFP rent. Going into the slow season so only spending money that needs to be spent.
7. **Reports**
 - a. **Archery Range Committee Report**
Archery has slowed down going into summer months but are trying to fill with events.
 - b. **Director's Report**
See attached. Director gave report on attendance, events and maintenance that has been happening around the building.
 - c. **Pistol Range Committee Report – submitted by Sigl**
Informed board there was no meeting in May. PRC will only meet with an issue or special meeting. Informed board about the positive comments Action Target said about the cleanliness of range when they mined the berm.
 - d. **4-H Youth Program Advisor's Report**
See attached.
Mack presented the board with final results of the state shooting sports shoot. Informed board they are going into their summer programming and gearing up for achievement days.
8. **Regular Business**
Remove U-Shaped landscape feature on south side of building
Dupraz motions to remove landscape feature with a second from Hostler. All members voted "aye."
Motion carried.
9. **Other Business**
 - a. Office Space/4-H storage
Director presented that agreement from GFP and told board this will be an action item at the June 6th commission meeting.

b. Pricing at building

New price sheet was presented to board to look at. Possibly changing prices at year end.

c. RSO Appreciation Night

June 19th at 5:30 we will have a dinner for the volunteers again.

10. Adjournment

- a. Motion to adjourn by Hostler, seconded by Dupraz. All members voted "aye." Motion carried.

11. Next Meeting Date

- a. The next meeting is Monday, July 31, 2023 at 12:00 PM at the BCOAC.

101-GENERAL FUND

58.33% 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	2,050.00	9,053.00	56.58	6,947.00
101-3-3412100 GENERAL FEES	134,000.00	9,502.00	57,613.73	43.00	76,386.27
101-3-3412200 TRANSFER FEES	180,000.00	19,604.00	138,435.00	76.91	41,565.00
101-3-3412800 BIRTH & DEATH FEES	12,000.00	845.00	6,770.00	56.42	5,230.00
101-3-3412900 OTHERS (COPIES)	5,000.00	318.00	2,039.00	40.78	2,961.00
101-3-3414200 CRT. APPOINT. ATT'Y	180,000.00	20,119.57	108,706.95	60.39	71,293.05
101-3-3414210 RESTIT	2,500.00	0.00	1,495.74	59.83	1,004.26
101-3-3414220 CIVIL JUDGEMENT/CAA	0.00	0.00	0.00	0.00	0.00
101-3-3414300 DIVORCE FEES	2,000.00	200.00	1,125.00	56.25	875.00
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	2,664.00	19,919.14	47.43	22,080.86
101-3-3417500 zoning 911 sign fee	400.00	0.00	598.00	149.50	198.00
101-3-3418100 ELECTIONS	0.00	0.00	0.00	0.00	0.00
101-3-3419000 GIS/ESRI OTHER FEES	20,000.00	0.00	82,337.79	411.69	62,337.79
101-3-3421100 SHERIFF FEES	75,000.00	9,147.39	60,704.42	80.94	14,295.58
101-3-3421200 SECURITY REIMBURSEMENT	13,000.00	0.00	5,517.50	42.44	7,482.50
101-3-3421300 Law Enforcement Contract	187,142.00	15,595.19	127,400.28	68.08	59,741.72
101-3-3421400 ANIMAL CONTROL	5,000.00	435.76	1,497.26	29.95	3,502.74
101-3-3421700 INMATE/TELEPHONE	15,000.00	0.00	1,608.15	10.72	13,391.85
101-3-3421900 OTHERS	14,539.00	445.00	9,379.00	64.51	5,160.00
101-3-3422200 FROM OTHER COUNTIES	200,000.00	16,795.00	185,889.42	92.94	14,110.58
101-3-3422300 WORK RELEASE	15,000.00	1,128.50	7,785.25	51.90	7,214.75
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	20,148.16	48,134.87	96.27	1,865.13
101-3-3422600 REST. FOR PRISONERS	3,000.00	0.00	143.58	4.79	2,856.42
101-3-3422800 STATE CHECK (PRISONERS)	13,000.00	210.00	7,770.00	59.77	5,230.00
101-3-3427000 ELECTRONIC MONITOR PAYMENT	11,000.00	848.00	10,845.11	98.59	154.89
101-3-3441100 WELFARE RECOVERIES	20,000.00	255.00	13,081.87	65.41	6,918.13
101-3-3441900 WORKMAN'S COMP	0.00	0.00	0.00	0.00	0.00
101-3-3442400 WIC	20,000.00	0.00	14,038.64	70.19	5,961.36
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	277.00	1,610.87	80.54	1,610.87
101-3-3452000 OAC GOODS & SERVICES	110,000.00	2,865.79	727.20	36.36	1,272.80
101-3-3452006 BCOAC GIFT CARDS	0.00	0.00	60,506.53	55.01	49,493.47
101-3-3452007 OAC NOT TAX ITEMS	2,000.00	0.00	0.00	0.00	0.00
101-3-3461000 ZONING INSPECTION FEES	20,000.00	0.00	2,472.25	123.61	472.25
101-3-3481000 WEED & PEST FEES	35,000.00	0.00	12,768.00	63.84	7,232.00
101-3-3481100 WEED & PEST STATE DOT	0.00	0.00	9,367.40	26.76	25,632.60
101-3-3482000 GOPHER BOUNTY	1,500.00	0.00	0.00	0.00	0.00
TOTAL CHARGES FOR GOODS & SERV	1,488,481.00	132,330.86	1,062,046.15	71.35	426,434.85
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)	80,000.00	7,959.55	43,764.77	54.71	36,235.23
101-3-3530000 FORFEITS (CLK. OF COURTS)	25,000.00	500.00	3,332.50	13.33	21,667.50
TOTAL FINES & FORFEITS	105,000.00	8,459.55	47,097.27	44.85	57,902.73

BROOKINGS COUNTY
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JULY 31ST, 2023

101-GENERAL FUND

58.33% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>MISC. REVENUE</u>					
101-3-3611000 INTEREST FROM BANKS	45,000.00	1,554.28	323,113.54	718.03 (278,113.54)
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	1,400.00	58.33	1,000.00
101-3-3622000 GF&P RENT	12,000.00	1,100.00	7,400.00	61.67	4,600.00
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	30,179.62	2,955.60	36,035.77	119.40 (5,856.15)
101-3-3691000 CASH LONG-SHORT	0.00	1,577.29	157.87	0.00 (157.87)
101-3-3693000 WEBSITE FEES	20,000.00	400.00	9,135.07	45.68	10,864.93
TOTAL MISC. REVENUE	110,529.62	7,787.17	378,097.25	342.08 (267,567.63)
<u>OTHER FINANCING SOURCES</u>					
101-3-3710000 Transfers In	0.00	0.00	0.00	0.00	0.00
101-3-3730000 Insurance Proceeds	7,847.00	0.00	33,101.40	421.84 (25,254.40)
101-3-3740000 SURPLUS SALE	6,000.00	0.00	0.00	0.00	6,000.00
TOTAL OTHER FINANCING SOURCES	13,847.00	0.00	33,101.40	239.05 (19,254.40)
<u>DEBT</u>					
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	16,747,343.56	214,799.47	10,729,657.79	64.07	6,017,685.77

BROOKINGS COUNTY
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JULY 31ST, 2023

101-GENERAL FUND

	58.33% OF YEAR COMP.				
DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
PERSONAL SERVICES					
101-4-528-4110 SALARIES	156,244.00	12,376.41	93,323.53	59.73	62,920.47
101-4-528-4120 SOCIAL SECURITY	11,953.00	909.85	6,880.61	57.56	5,072.39
101-4-528-4130 RETIREMENT	7,114.18	557.16	4,144.69	58.26	2,969.49
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	1,854.53	12,981.71	40.78	18,849.37
101-4-528-4151 DENTAL	1,288.32	100.52	703.64	54.62	584.68
101-4-528-4153 VISION	249.24	19.46	136.22	54.65	113.02
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	15,817.93	120,841.66	57.13	90,665.81
OTHER CURRENT EXPENSES					
101-4-528-4210 OTHER INSURANCE	5,500.00	0.00	0.00	0.00	5,500.00
101-4-528-4220 PROFESSIONAL SERV & FEES	15,000.00	381.65	4,924.26	32.83	10,075.74
101-4-528-4230 PUBLISHING	10,000.00	2,287.17	4,826.23	48.26	5,173.77
101-4-528-4250 REPAIR & MAINT	66,000.00	12,881.17	44,706.57	67.74	21,293.43
101-4-528-4260 SUPPLIES & MATERIALS	36,000.00	2,521.69	9,771.82	27.14	26,228.18
101-4-528-4265 FUEL/GASOLINE	0.00	0.00	0.00	0.00	0.00
101-4-528-4268 TECHNOLOGY	3,000.00	384.00	611.29	20.38	2,388.71
101-4-528-4270 TRAVEL & CONFERENCE	1,000.00	0.00	0.00	0.00	1,000.00
101-4-528-4280 UTILITIES/CELL PHONES	47,000.00	3,360.15	31,061.28	66.09	15,938.72
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	21,815.83	115,842.73	56.93	87,657.27
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	37,633.76	252,347.05	58.28	180,660.42



Director's Report July 31st, 2023 @ noon

- 1.) Attendance/Events Since May 22nd
 - a. Welcome to Summer (yearly event)
 - b. Rummage (Sale future dates)
 - c. 3-Range shoot (August 12th)
 - d. RSO Appreciation night
 - e. Getting ready for fall (groups/events)
- 2.) Maintenance
 - a. Sprinklers complete (landscaping) have to replace sidewalk in process
 - b. Trane complete 2nd PM and changed out dynamic filters (fan motor out)
 - i. 3rd year of contract is up this year
 - c. First aid kits were restocked
 - d. Ban-Koe still needs to do their routine maintenance on fire alarm panel
 - e. Asphalt lot resealed and stripes were painted.
 - f. Painted exterior walk through doors (drip edge)
- 3.) Changed state sales tax to 4.2%
- 4.) Interns with GF and P
- 5.) Reimbursement checks (just shy of \$15,000)
- 6.) New staff
- 7.) RSO class (3 volunteers)
- 8.) Trying to get signage from new interchange

Questions?

Brookings County Outdoor Adventure Center
PRC Report to the BCOAC Board
Meeting July 31, 2023

Pistol Range Committee
Meeting Agenda

5:30 pm, Tuesday, July 11, 2023

This meeting was not held due to lack of (discussion/action) agenda items.
Reference the italicized note below for the basis of this decision.

Note: This is the second bimonthly meeting in a row (May and July)
in which no meeting was held.

1. Call to Order
 2. Citizen input
 3. Approval of Agenda
 4. Approval of Minutes (Previous Meeting)
 5. Director's Report
 6. Advisory Board Report
 7. Approval of New RSO and Class A ratings.
- * The preceding items 1 - 7 are part of the standard agenda.
8, Agenda items listed under no. 8 are items for discussion, and/ or action.
- Adjournment

Next Scheduled PRC meeting Sept. 12 , 2023.

*Note: At the March 14, PRC Meeting the following item was discussed and passed unanimously.
** The consensus was to keep the current bimonthly meeting schedule. The Chairperson will initiate a request for agenda items from the membership. The Chairperson may independently develop an agenda item. Depending on the response, A notice of the agenda will be sent, or if no items are received a notice will be sent to members that the meeting will not be held.*

The current officers of the PRC: Mike Kilmer, chairperson; Arden Sigl, vice chairperson; Gary Englund, secretary.

Arden Sigl
Submitted: July 31, 2023

4-H Advisor Report

July 31, 2023

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

Shooting Sports

Summer shooting sports is taking place – shotgun is held on Tuesday evenings at the Brookings Gun Club and Muzzle loading is held on Monday evenings at Beacon Hill. Thirty-three 4-H members are participating under the leadership of 4 trained volunteers. Match 1 ended on July 15; Match 2 will end on August 31. The state shoot will take place in Mitchell on the weekend of September 8-10.

Summer Events

4-H Special Foods workshop was held at the end of May for youth to learn the ins and outs of the nutrition-based cooking contest. The local contest was held in Volga on July 12 with 21 participants. Youth are expected to complete their recipe, complete a nutrition interview, and set the table within a 90-minute time frame. All the finished products tasted amazing – the recipes will be available in our 2023 4-H Special Foods Cookbook soon! All contestants are eligible to compete at the State Fair Contest held in Huron, August 31 – September 2.

21 youth and adults from Brookings County attending 4-H camp at Lake Poinsett between June 1 – June 10. The weather was perfect, and the camp sessions went well. In addition to our campers, Brookings County had 2 camp counselors, and one served as the Lead Counselor responsible for most of the camp schedule, except for the educational programming.

Local day camps for Cloverbud members (ages 5-7) and Beginner 4-H members (8-10) were held June 8, 15, and 22 at the BCOAC. Day camps were conducted by the summer interns and each session had a different theme and set of activities. Thirty-two youth completed one or more sessions of the summer day camps; youth volunteers helped with the small groups and offered one-on-one help.

The Brookings County 4-H Horse Show was at the Swiftel Center Tuesday, June 20. Weekly horse practice started on Monday, May 8 and continued up to the horse show. Thirteen 4-H members competed in the horse show and four of them participated in the State 4-H Horse Show, that took place in Ft. Pierre, July 24-26.

4-H Dog Show practice started on May 18 and ended with the 4-H Dog Show on Monday, July 17. The dog project is led by Kristie Thompson, Bailey Merry, and Lane Thompson. There were 13 participants; the State Dog Show will be a regional event this year offered in three locations in August and September.

Additional 4-H events that took place during the month of June and July included the Public Presentation Contest, Consumer Decision Making judging, and the Fashion Revue Contest. This concluded all our youth in action events for 2023.

Achievement Days will be held at the Dacotah Bank Center, July 31 - August 3. We set up on Wednesday, July 26. We are excited for a variety of food truck vendors and food options through the week, the Showring Cinema, and our 4-H BBQ on Thursday evening complete with the fashion revue program and Good Neighbor Award Presentation. Thursday night will feature the 2nd Annual Sale of Champions which will take place at 7 pm prior to the Round Robin Senior Showmanship Contest. A complete schedule of achievement day events was featured in the Yellow Paper the week of July 24 and additional details can be found on our Brookings County 4-H Facebook page.

Dustin Huber

From: Infinite Welding and Machine <quickbooks@notification.intuit.com>
Sent: Tuesday, July 25, 2023 9:11 AM
To: Dustin Huber
Subject: Estimate 1478 from Infinite Welding and Machine

Brookings County Outdoor Adventure Center,

Please review the estimate below. Feel free to contact us if you have any questions.
We look forward to working with you.

Thanks for your business!
Infinite Welding and Machine

----- Estimate -----

114 Watts St
Volga, SD 57071 US
605-827-2922
infinitemwelding.com

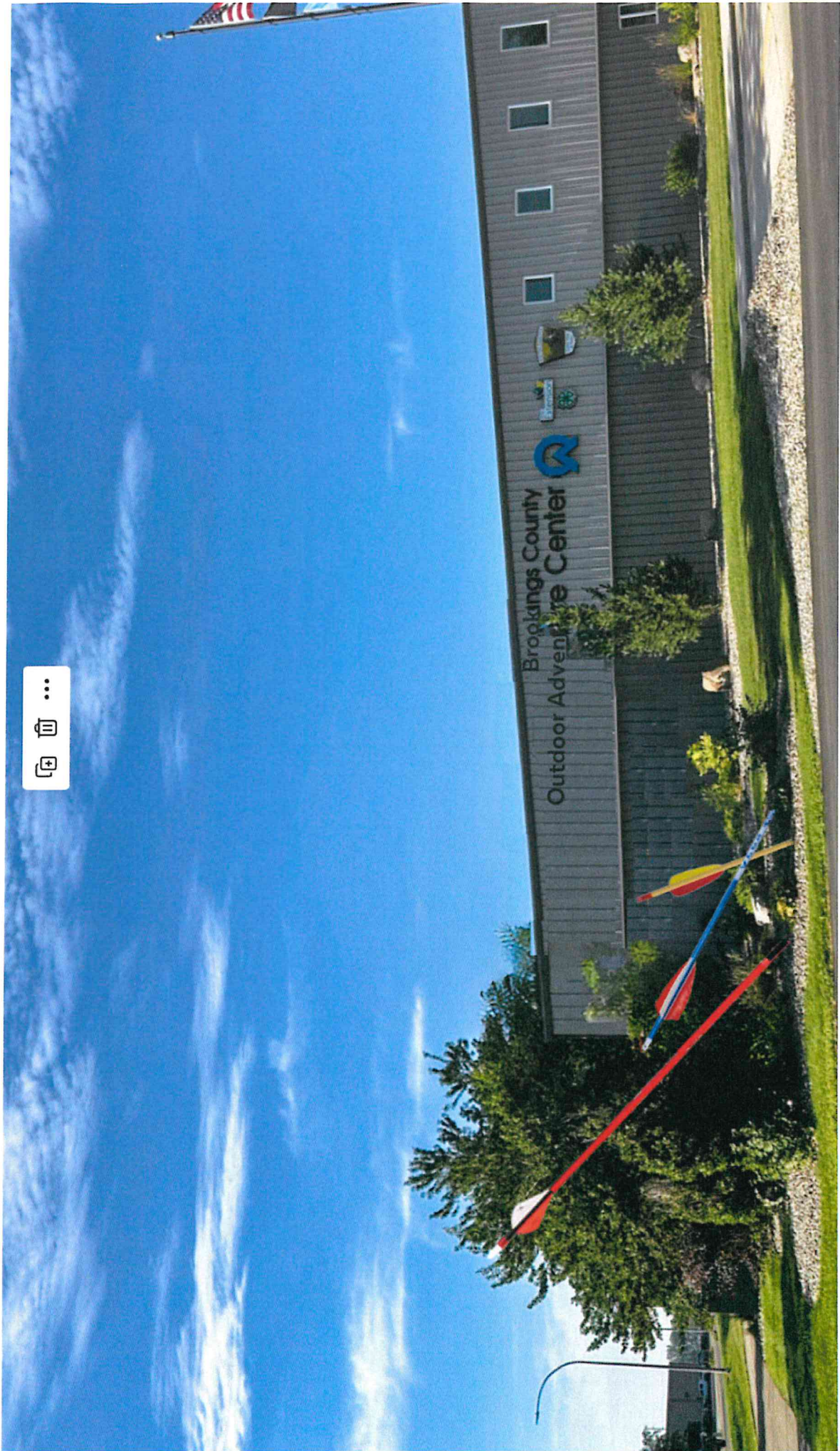
Estimate #: 1478
Date: 07/25/2023
Exp. Date:
\$3,184.68

Address:

Brookings County Outdoor Adventure Center
2810 22nd Ave South
Brookings, SD 57006

Date	Activity	Description	Qty	Rate	Amount
07/25/2023	Labor	cost to build 3 arrows and powder coat them	15	95.00	1,425.00T
07/25/2023	Pipe:3.5	4inch od	432	0.91	393.12T
07/25/2023	A36 Plate	per square inch	7776	0.06	466.56T
07/25/2023	Sales	powder coating	3	300.00	900.00T
SubTotal:					\$3,184.68
Tax:					\$0.00

Total:					\$3,184.68



Proposed Price Changes 2023

Gun Range	Current	Proposed	% change	Archery Range	Current	Proposed	% change
Adult Pass	\$15.00	\$15.00	0%	Adult Pass	\$10.00	\$12.00	20% ↑
Youth Pass	\$7.50	\$7.50	0%	Youth Pass	\$7.50	\$7.50	0%
Combination Pass	\$20.00	\$20.00	0%				
1 year Membership-Adult	\$175.00	\$175.00	0%	1 year Membership-Adult	\$125.00	\$125.00	0%
1 year Membership-youth	\$100.00	\$100.00	0%	1 year Membership-youth	\$75.00	\$75.00	0%
1 year membership-family	\$300.00	\$300.00	0%	1 year membership-family	\$225.00	\$250.00	11% ↑
6 month Membership-Adult	\$150.00	\$125.00	17% ↓	6 month Membership-Adult	\$100.00	\$100.00	0%
6 month membership-Youth	\$75.00	\$75.00	0%	6 month membership-Youth	\$50.00	\$50.00	0%
6 month membership-Family	\$200.00	\$200.00	0%	6 month membership-Family	\$150.00	\$150.00	0%
3 month membership	\$55.00	\$75.00	36% ↑	3 month membership	\$55.00	\$75.00	36% ↑
1 year Combo-Adult	\$250.00	\$250.00	0%				
1 year Combo-Youth	\$150.00	\$150.00	0%				
1 year Combo-Family	\$400.00	\$450.00	12.50% ↑				
6 month Combo-Adult	\$175.00	\$175.00	0%				
6 month Combo-Youth	\$100.00	\$100.00	0%				
6 month Combo-Family	\$300.00	\$300.00	0%				
Facility Rental							
Classroom-Hourly	\$35.00	\$50.00	42% ↑	\$50 x 8 hours=\$400			
Classroom-Day rate	\$200.00	\$250.00	25% ↑	day rate = 1/2			
Boardroom-Hourly	\$25.00	\$25.00	0%	\$25 x 8 hours=\$200			
Boardroom-Day Rate	\$100.00	\$100.00	0%	day rate = 1/2			