



Brookings County Outdoor Adventure Center Advisory Board Meeting

Monday, November 25, 2019 - 12:00 p.m.

Brookings County Outdoor Adventure Center 2810 22nd
Ave. S., Brookings, SD

1. 12:00pm Call to Order; Tuesday, November 25, 2019
2. Invitation for a Citizen to schedule time on the BCOAC Agenda for an item not listed.
Action items will be scheduled for a future meeting date
3. Determination of a Quorum
4. Approval of Agenda
5. Approval of Minutes
 - a. October 28, 2019
Action: Motion to Approve, Request Comments, Voice Vote
6. Financial Report
 - Revenue– October
 - Claims paid – October
 - a. Approval of financial report
Action: Motion to Approve, Request Comments, Voice Vote
7. Regular Business
 - a. BCOAC board applications – Commission approved on 11/19/2019
Term is 1/1/2020-12/31/2020
 - 4-H Leader and/or Extension Board member – Any Dupraz
 - 4-H Shooting Sports Board member – Terry Wendt
 - BCOAC pistol range volunteer – Arden Sigl
 - Community at-large member – Tim Reed
 - OAC archery range volunteer – No application submitted by deadline
Extended deadline to 12/4/2019 at 5pm
 - b. Facility charge for groups – confirmation
8. Committee Reports
 - a. Pistol & Rifle Range Committee report – no agenda items
 - b. Archery Range Committee report – no agenda items
9. 4-H Youth Advisor's Report
10. BCOAC Director's Report (Attached)
11. Adjournment

Upcoming Facility events:

12/7 4-H shooting sports training

11/21 SDSU facility tour
11/22 Rochester armored qualifications
11/24 Free Range Sunday
12/1 Beaver Creek 4-H Club meeting
12/1 12/7 4-H shooting sports training
12/6 Wildlife Federation lunch meeting
12/6 Little Leprechauns 4-H meeting

12/10 Areomates remote control airplane (weekly)
12/10 PRC meeting
12/14 4-H shooting sports training
12/15 Enhanced Conceal Carry Class
12/16 Northview Lads and Lassie's 4-H meeting
12/19 Beacon Hill Club meeting
12/21 Brookings County Republicans meeting

MINUTES
BROOKINGS COUNTY OUTDOOR ADVENTURE CENTER
ADVISORY BOARD MEETING
Monday, October 28, 2019 12:00 noon

The Brookings County Outdoor Adventure Center Advisory Board met on Monday, January 14 at noon with the following members present: Ryan Krogman, Arden Sigl, Rocco Murano, Martin Stanwick, Sonia Mack, Jerry Nold, Andy Dupaz, Arden Sigl, and Larry Jensen.

Board members Paul Wiese and Tim Reed were absent.

1. CALL TO ORDER

Chairperson Ryan Krogman called the meeting to order at 12:11 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. Approval of Minutes

Motion by Stanwick, Second by Sigl motion to approve minutes carried.

5. DISCUSSION AND ACTION ITEMS

5. a. Financials- year report-Director Heismeyer.

- September expenses \$13,443.85, revenue \$6,900.72.
- YTD revenue 73,870.81 short 13,139.19 from the year end goal.
- Need to still collect 4700 in government revenue so should end above goal.
- Motion to adopt financials by Murano, second by Jensen-motion carries.
- Motion by Murano to approve financials, second by Reed-motion carried.
- A long discussion regarding rubber replacement ensued. We don't have an as-built drawing so don't know exact specifications. Need to install a new door on the range. New soundproofing is also being installed. Looking into the cost of sound proofing the ceiling. Looking at options to update the floor in the range.

6. Committee Reports

Pistol and Range Committee update by Sigl.

- 2 new RSO's Steven Haskell, Dave Swisher, Martin Grove and Jim Koch, . All staff is now RSO certified.

- Still having good turnout for the free range Sunday promotion. Last Sunday was \$1,000 in revenue showing the effectiveness of this promotion.

Archery Committee report Kristin.

- JOAD has the largest cohort ever at BOAC.
- Trying to figure out who is damaging facility with broadheads.
- BSB are starting activities at BOAX in January.

4-H report by Mack.

- Pervious Sunday was the 4-H shooting sports open house
- Still looking for coaches
- 4-H recognition banquet is Nov. 18
- 4-H robotics club starting in January.
- 4-H kids went to KS for livestock judging and did well.

7. Directors Report-Kristin

- 2 open positions currently, Kat is leaving for Nebraska.
- Harvest SD event went well, had approx.. 15 participants.

Next meeting June 23 at noon.

Adjourn at 1:10 Motion Nold, second Jensen

11. NEXT MEETING DATE

Next meeting November 25 at noon.

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Rocco Murano
BCOAC Advisory Board Secretary

Published once at the approximate cost of_____.



BCOAC Advisory Board Meeting

Financial Report October, 2019

Brookings County Outdoor Adventure
Center 2810 22nd Ave. S., Brookings, SD

October expenses - \$13443.85

October revenue - \$ 7,325.69

YTD Revenue – \$76,158.81

November Expenses – \$20,758.98

Yearly expenses Due – BankKoe – \$1179.00

Trane Service Contract – \$8997.84

8/28/2019 9:16 AM

DIRECT PAYABLES DEPARTMENT PAYMENT REGISTER

PAGE: 16

VENDOR SET: 01 Brookings County
PACKET: 02144 Claims Payable 9/3/19
FUND : 101 GENERAL FUND
DEPARTMENT: 528 BCOAC

ITEMS PRINTED: PAID, UNPAID

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-11617	KARL'S	I-201908272660	101-4-528-4250	INSTALL TV IN CLASSROOM		350.00
01-11921	WELLS FARGO	I-201908272704	101-4-528-4220	GOOGLE		24.00
01-11921	WELLS FARGO	I-201908272704	101-4-528-4250	ZOHO CORP		498.42
01-21377	SAFE-N-SECURE	I-201908272685	101-4-528-4250	BCOAC MEMBERSHIP CARDS		1,329.58
01-21923	KRISTIN HEISMEYER	I-201908272652	101-4-528-4260	BRD MTG MEAL - PIZZA		59.35
01-22338	DENNIS HETRICK	I-201908272636	101-4-528-4220	ENHANCED CONCEAL CARRY CLASS		320.00
01-22431	RAZORS EDGE GROUNDS KEE	I-201908272680	101-4-528-4250	MOWING		1,020.00
DEPARTMENT 528 BCOAC					TOTAL:	3,601.35

9/18/2019 8:49 AM

DIRECT PAYABLES DEPARTMENT PAYMENT REGISTER

PAGE: 20

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02156 Claims Payable 9/24/19

FUND : 101 GENERAL FUND

DEPARTMENT: 528 BCOAC

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-10354	BROOKINGS CITY UTILITIE	I-201909173080	101-4-528-4280	UTILITIES		3,185.61
01-10354	BROOKINGS CITY UTILITIE	I-201909173080	101-4-528-4280	UTILITIES		66.36
01-10541	CENTURY BUSINESS PRODUC	I-201909173087	101-4-528-4260	COPIER CONTRACT		137.40
01-10670	COOK'S WASTEPAPER & REC	I-201909172806	101-4-528-4280	COMMERCIAL SERVICE		138.37
01-11498	INTERSTATE TELECOM. COO	I-201909173083	101-4-528-4280	PHONE SERVICE		182.21
01-12236	NORTHWESTERN ENERGY	I-201909172979	101-4-528-4280	NATURAL GAS UTILITIES		90.47
01-13185	TOWN & COUNTRY SHOPPER	I-201909173085	101-4-528-4230	SUMMER ADVERTISING		128.00
01-13328	WALMART COMMUNITY	I-201909173063	101-4-528-4260	OFFICE SUPPLIES		138.36
01-21803	BUHLS OF BROOKINGS CLEA	I-201909173081	101-4-528-4250	RUG RENTAL SERVICE		134.80
01-22221	ALPHAMEDIA USA LLC	I-201909173079	101-4-528-4230	SDSU COUPON BOOK		475.00
01-22283	TRANE US INC	I-201909173086	101-4-528-4250	CLEAN CONDENSOR, FAN SWITCH		1,187.00
01-22431	RAZORS EDGE GROUNDS KEE	I-201909173084	101-4-528-4250	MOWING, MAINTENANCE		700.00

DEPARTMENT 528 BCOAC TOTAL: 6,563.58

10/02/2019 10:19 AM

DIRECT PAYABLES DEPARTMENT PAYMENT REGISTER

PAGE: 19

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02162 Claims Paid 10/8/19

FUND : 101 GENERAL FUND

DEPARTMENT: 528 BCOAC

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-11921	WELLS FARGO	I-201910023234	101-4-528-4260	TARGETS, ROOF RAKE, SUPPLIES		1,061.98
01-11921	WELLS FARGO	I-201910023234	101-4-528-4220	GOOGLE SUITE		24.00
01-12236	NORTHWESTERN ENERGY	I-201910013194	101-4-528-4280	NATURAL GAS USAGE		102.60
01-12261	OFFICE PEEPS INC	I-201910013196	101-4-528-4260	CALENDAR, OFFICE SUPPLIES		49.26
01-12666	RUNNING'S SUPPLY INC	I-201910013213	101-4-528-4260	AMMUNITION, ARCHERY 3D TARGET		789.89
01-12787	SD PUBLIC ASSURANCE ALL	I-201910023219	101-4-528-4210	2020 LIABILITY INSURANCE RENE		4,396.73
01-22459	JACKRABBIT SPORTS PROPE	I-201910013156	101-4-528-4230	JACKRABBIT MARKETING OCTOBER		1,000.00
DEPARTMENT 528 BCOAC					TOTAL:	7,424.46

10/16/2019 8:29 AM

DIRECT PAYABLES DEPARTMENT PAYMENT REGISTER

PAGE: 16

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02165 Claims Paid 10/22/19

FUND : 101 GENERAL FUND

DEPARTMENT: 528 BCOAC

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-10354	BROOKINGS CITY UTILITIE	I-201910153259	101-4-528-4280	UTILITIES-ELECTRICITY		2,935.64
01-10354	BROOKINGS CITY UTILITIE	I-201910153259	101-4-528-4280	UTILITIES-WATER/IRRIGATION		66.36
01-10541	CENTURY BUSINESS PRODUC	I-201910153273	101-4-528-4260	PRINTER CONTRACT		145.86
01-10670	COOK'S WASTEPAPER & REC	I-201910153280	101-4-528-4280	COMMERCIAL SERVICE		138.37
01-13254	UPS STORE	I-201910153370	101-4-528-4230	PROMOTIONAL MATERIAL		134.16
01-22221	ALPHAMEDIA USA LLC	I-201910153250	101-4-528-4230	ADS FOR RANGE CLOSURES		1,000.00
01-22459	JACKRABBIT SPORTS PROPE	I-201910153320	101-4-528-4230	MARKETING OCTOBER 2019		1,000.00
01-22494	MIDCO BUSINESS	I-201910153331	101-4-528-4230	TV COMMERCIALS		599.00
DEPARTMENT 528 BCOAC					TOTAL:	6,019.39

10/30/2019 10:00 AM

DIRECT PAYABLES DEPARTMENT PAYMENT REGISTER

PAGE: 15

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02172 Claims Payable 11/5/19

FUND : 101 GENERAL FUND

DEPARTMENT: 528 BCOAC

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-11498	INTERSTATE TELECOM. COO	I-201910293479	101-4-528-4280	PHONE SERVICE		183.62
01-11921	WELLS FARGO	I-201910293559	101-4-528-4220	GOOGLE SUITE		24.00
01-11921	WELLS FARGO	I-201910293559	101-4-528-4260	LEAD WIPES, BEAR, BUCK TARGET		499.67
01-12236	NORTHWESTERN ENERGY	I-201910293503	101-4-528-4280	NATRUAL GAS UTILITIES		290.50
01-12666	RUNNING'S SUPPLY INC	I-201910293534	101-4-528-4260	GUN RANGE FIREARMS, SUPPLIES		1,697.83
01-12666	RUNNING'S SUPPLY INC	I-201910293536	101-4-528-4260	ARCHERY RANGE SUPPLIES		123.81
01-20143	CITY OF BROOKINGS	I-201910293432	101-4-528-4230	2019 PARK & REC FALL AD		230.00
01-21803	BUHLS OF BROOKINGS CLEA	I-201910293428	101-4-528-4250	RUG RENTAL SERVICE		134.80
01-21923	KRISTIN HEISMEYER	I-201910293472	101-4-528-4260	DECORATIVE SHEDS & MOUNTS		784.70
01-21923	KRISTIN HEISMEYER	I-201910293473	101-4-528-4260	STOCKING KITCHEN FOR CLASSES		174.53
01-22265	OUTDOOR ADVENTURE CENTE	I-201910293413	101-4-528-4260	REPLENISH CC ACCOUNT		237.25
01-22283	TRANE US INC	I-201910293549	101-4-528-4250	ANNUAL MAINTENENACE CONTRACT		8,997.84
01-22524	RADIO TIME BILLING	I-201910293522	101-4-528-4230	SAFETY WEEK ADS		372.00

DEPARTMENT 528 BCOAC TOTAL: 13,750.55

VENDOR SET: 01 Brookings County

ITEMS PRINTED: PAID, UNPAID

PACKET: 02180 Claims Payable 11/19/19

FUND : 101 GENERAL FUND

DEPARTMENT: 528 BCOAC

BANK: ALL

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01-10354	BROOKINGS CITY UTILITIE	I-201911133593	101-4-528-4280	UTILITIES		2,244.42
01-10354	BROOKINGS CITY UTILITIE	I-201911133593	101-4-528-4280	UTILITIES		66.36
01-10541	CENTURY BUSINESS PRODUC	I-201911133615	101-4-528-4260	COPIER CONTRACT		137.04
01-10606	CLITES ELECTRIC INC	I-201911133621	101-4-528-4250	SOCKET FOR HVAC ROOM		1,315.47
01-10670	COOK'S WASTEPAPER & REC	I-201911133624	101-4-528-4280	COMMERCIAL SERVICE		138.37
01-10921	EKERN HOME EQUIPMENT CO	I-201911133632	101-4-528-4250	REPAIRS		51.75
01-11371	HILLYARD/SIOUX FALLS	I-201911133651	101-4-528-4260	JANITORIAL SUPPLIES		162.62
01-11498	INTERSTATE TELECOM. COO	I-201911133658	101-4-528-4280	PHONE SERVICE		185.13
01-13185	TOWN & COUNTRY SHOPPER	I-201911133731	101-4-528-4230	ADVERTISING		388.00
01-13328	WALMART COMMUNITY	I-201911133744	101-4-528-4260	BCOAC SUPPLIES, POSTER FRAME		101.57
01-21803	BUHLS OF BROOKINGS CLEA	I-201911133608	101-4-528-4250	RUG RENTAL		23.70
01-22306	BAN-KOE SYSTEMS INC	I-201911133587	101-4-528-4260	ANNUAL FIRE ALARM TEST&INSPEC		1,179.00
01-22431	RAZORS EDGE GROUNDS KEE	I-201911133709	101-4-528-4250	MOWING, FERTILIZING		720.00
01-22494	MIDCO BUSINESS	I-201911133678	101-4-528-4230	ADVERTISING INV#436188		295.00

DEPARTMENT 528 BCOAC TOTAL: 7,008.43



BCOAC Advisory Board Meeting
 Brookings County Outdoor Adventure Center 2810 22nd
 Ave. S., Brookings, SD

Category	Running total	Budget	% of budget used	2019 Budget	2020 Proj Budget
4280 - Utilities	\$ 31,095.50	\$ 30,000.00	104%	\$ 30,000.00	\$ 40,000.00
4250 - Repair and Maint.	\$ 50,839.08	\$ 65,000.00	78%	\$ 65,000.00	\$ 35,000.00
4220 - Professional Service and Fees	\$ 8,295.06	\$ 1,000.00	830%	\$ 1,000.00	\$ 4,500.00
4260 - Supplies and Materials	\$ 25,983.97	\$ 35,000.00	74%	\$ 35,000.00	\$ 45,000.00
4230 - Publishing	\$ 14,244.41	\$ 20,000.00	71%	\$ 20,000.00	\$ 20,000.00
4210 - Other insurance	\$ -	\$ 7,500.00	0%	\$ 7,500.00	\$ 5,000.00
4270 - Travel and Conference	\$ -	\$ 1,000.00		\$ 1,000.00	\$ 1,000.00
Totals	\$ 130,458.02	\$ 159,500.00	82%	\$ 159,500.00	Gun Range \$ 25,000.00

2029 YTD Gun Range 29435.57