

MINUTES
BROOKINGS COUNTY OUTDOOR ADVENTURE CENTER
ADVISORY BOARD MEETING
Thursday, March 22, 2018

The Brookings County Outdoor Adventure Center Advisory Board met on Thursday, March 22, 2018 with the following members present: Larry Jensen (acting Chairperson), Stephne Miller, Tim Reed, Tom Krier, Andy Dupraz, Arden Sigl, Emmett Keyser, Jerry Nold, and Martin Stanwick. Board member Ryan Krogman was absent.

1. CALL TO ORDER

Acting Chairperson Larry Jensen called the meeting to order.

2. DETERMINATION OF QUORUM

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

3. APPROVAL OF AGENDA

The board added 2 items to the agenda, 5 i. Facility Pass and 5 j. Trane quote for HVAC maintenance/upgrade. Motion by Reed, seconded by Sigl to approve the agenda as amended. Motion carried.

4. APPROVAL OF MINUTES

Motion by Reed, seconded by Krier to approve minutes from the January 29, 2018 BCOAC Advisory Board meeting. Motion carried.

5. DISCUSSION AND ACTION ITEMS

5. a. Next Meeting Dates. The board established the following meeting dates for future BCOAC Advisory Board Meetings:

April 23, 2018
May 29, 2018
June 25, 2018
July 23, 2018
August 27, 2018
September 24, 2018
October 22, 2018
November 26, 2018
December 17, 2018

Motion by Reed, seconded by Keyser to approve listed future meeting dates for BCOAC Advisory Board.

5. b. 24 hour Access to Building by Members. The board discussed whether or not it would be acceptable to allow 24 hour access to the BCOAC building by members. Stanwick expressed concerns there may be substantial additional exposure for the County from the insurance liability standpoint should 24 hour access to members be granted. He suggested there may also be additional expenses for heating and cooling costs as

well. BCOAC Director Contreras advised that RSOs can currently have access to the building now and some others have requested to be allowed to have 24 hour access to the building as well. Stanwick reiterated that insurance costs may increase if 24 hour access were to be allow or due to increased exposure, liability insurance may be cancelled altogether. Motion by Reed, seconded by Stanwick to keep access to building during the hours as currently allowed. Motion carried.

5. c. Advertising Space. Graphic mockups were shared by Director Contreras re. advertising, including locating ads on walls and the potential to place advertisements on the concrete floor. He advised there is most interest in providing advertising space on the walls of the archery range, suggesting any ads on the walls of the firearm range may get shot. With regard to the concept of ads being placed on concrete floors, there was concern expressed by some board members that cleaning of floors may damage ads. The cost of advertisement signs was also discussed. It is not know what previous rates were for advertisement signs. Suggestion was made to offer 1 to 3 year contracts for ad signs. Sigl advised that his recollection was the cost of the sign was in addition to any rental rate charged for ad space previously. Reed asked if the board should offer door signs and ad signs both, with a designated space identified for each type of sign. His suggestion was the donor signs should be of similar size. More research will be done on ad rates for discussion at a future board meeting.

5. d. Paper Towel Dispensers. Director Contreras advised there was interest in replacing the current paper towel dispensers. Some board members suggested there may be dispensers stored downstairs that may be available for use. Contreras suggested there was need to provide both hand dryers and paper towels in both restrooms. Cost of paper towels was unknown, however Miller advised the BCOAC could add their towel order to the County orders. Stanwick suggested there was a need to provide for larger wastebaskets in the facility as well.

5. e. Membership Application Update. Director Contreras asked for approval of the new application form (revised to letter size form). He outlined some small changes to the original form that included individual waivers. The new form would remove names required for minor children and only require a parental waiver for a family membership. Motion by Dupraz, seconded by Sigl to approve new membership application form. Motion carried.

5. f. Approval of TV Purchase. Director Contreras advised they had sought cost estimates for 2 types of TVs for use in the large meeting room. Both TV models were 75" in size with the LG costing \$1500 and the Samsung model costing \$2000. Krier suggested Contreras research TV pricing on the Tiger Direct Website due to potential cost savings. The board was advised the Extension budget would cover ½ of the cost of the TV up to \$1,000. Motion by Dupraz, seconded by Reed for the board to match the Extension donation and pay ½ of the cost up to \$1,000. Contreras advised that additional outlets may need to be added to the area where the TV would be mounted. Motion carried.

5. g. Preliminary Budget Discussions. Director Contreras advised that he was working with the range committees to develop budgets for the upcoming fiscal year. He advised that the biggest ticket request was likely going to be the installation of LED lighting on the ranges. Miller advised that a light audit is currently being conducted by the Commission. A suggestion was offered to include a revenue line item as the new fiscal year budget was developed. Krier advised there may be need to include funding for parking lot improvements in the next budget as well. Miller suggested it would be important to work with the State on improvements. Nold suggested the board consider configuring a 'drop off zone' or 'loading zone' near the front of the main entrance on the north side, adding that it may be necessary to place signs in the area to identify the drop off/loading zone. Reed asked when the proposed budget will need to be submitted and was advised the deadline was May 10-14, 2018. As such, there may be need to approve the budget at the April 23, 2018 board meeting. It was suggested that a draft budget be prepared by April 9, 2018. Reed made a motion to create a Budget Committee for the BCOAC that would include Director Contreras, a representative from the

firearms range, a representative from the archery range and Marty Stanwick. Seconded by Sigl?. Motion carried.

5. i. Development of Facility Pass. Director Contreras advised there was interest in developing a Facility Pass that would allow for the use of both the firearms and archery ranges. He recommended pricing the pass at \$20 per day. Motion by Dupraz, seconded by Miller to create an All Day Facility Access Pass for \$20/day. Motion carried.

5. j. HVAC Maintenance/Upgrade Quotes from Trane. Following discussion of the various options proposed by Trane that may be used to improve the HVAC system (Vent Pipe changes vs. replacement of regulators), Director Contreras was requested to get additional information from Trane as to the 'best option' for resolving the issues with the HVAC system.

6. MONTHLY EXPENDITURE REPORT

There was a suggestion made by the board to also include a monthly revenue line in the monthly expenditure report. Additional discussion focused on where advertising costs were to be included and it was identified that advertising would be included in the 'Other' budget category.

7. COMMITTEE REPORTS

7. a. i. The Firearms Range Committee advised there is an ongoing 'pressure' problem with the HVAC system that was document on March 11, 2018. Sigl advised there is a concern with an 'over pressure' situation that develops and the gun range door lock doesn't work correctly. Trane advised the committee to look at the door gasket. Sigl advised it was important that the door be closed when the range was in use and not left opened.

7. a. ii. The Firearms Range Committee has identified a range maintenance needs list (see handout provided by Sigl and items reviewed). Motion by Reed, seconded by Sigl to change out fluorescent light tubes in firearms range to improve lighting. It was also noted that the archery range has requested to replace their lights in the fall of 2018 as well. Motion carried.

7. a. iii. Sigl updated the board on the SDSU engineering student project to install and test a special target. The students are developing a specialized target in association with the mechanical engineering group at SDSU. He advised that BCOAC will eventually get a set of targets and additional targets will also be available to purchase in the future.

7. b. Archery Range Committee report was provided by Krier. He advised things were going well but they would also request to have additional garbage cans, properly signed to indicate garbage or recyclables. He advised they would like to adjust the location of some of the lockers and following construction of the GFP office spaces, they would move lockers back along the outside GFP office walls. He also advised the Committee would like to have a table station that would allow shooters to prep their bows.

8. 4-H YOUTH ADVISOR'S REPORT

Sonia reported that Outlaw Graphics recently installed 4-H Graphics on their windows. These see-through graphics provide identification signage when viewed from the outside, but allow clear viewing to the outside from within their offices. They are happy with the way the graphics turned out.

9. BCOAC DIRECTOR'S REPORT

Director Contreras advised they board that \$5 coupons were created for use in purchase of day passes. A hundred of these coupons were provided each to Runnings and the Exchange as a means to encourage range use and potential memberships. New brochures were dropped off at several locations as well. He also shared

'analytics information' from Facebook. Miller recommended that a small ad be placed in the shopper to encourage facility use and memberships. Posters have been printed as well and Stanwick advised he has a group of volunteers that work with the Sheriff's Office who would be happy to distribute posters for the BCOAC. Contreras also update the board on several upcoming events at the BCOAC, including a range event scheduled for May 5th, Ladies Night (where ladies are offered 50% off) Thursday nights. He advised that straps were replaced on the archery target butts and that he was awaiting a quote for outdoor lighting. Lastly, he advised that our insurance provider recommends we have a 'facilities use agreement' in place that will be completed by all those who rent the BCOAC facility.

10. NEXT MEETING DATE

Next meeting is set for April 23, 2018 at **7:30 pm** (note later start time)

11. ADJOURNMENT

Meeting adjourned at 8:50 pm.

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Emmett Keyser
BCOAC Secretary
Brookings County

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