

MINUTES
BROOKINGS COUNTY OUTDOOR ADVENTURE CENTER
ADVISORY BOARD MEETING
Monday, April 23, 2018

The Brookings County Outdoor Adventure Center Advisory Board met on Monday, April 23, 2018 with the following members present: Ryan Krogman, Chairperson, Larry Jensen, Emmett Keyser, Tom Krier, Andy Dupraz, Arden Sigl, Jerry Nold, and Martin Stanwick. Board member Tim Reed was absent.

1. CALL TO ORDER

Chairperson Ryan Krogman called the meeting to order at 7:37 pm.

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, 6. m. AED System and 6. n. POS System. Motion by Jensen, seconded by Stanwick to approve the agenda as amended. Motion carried.

4. APPROVAL OF MINUTES

Motion by Stanwick, seconded by Sigl to approve minutes from the March 1, 2018 BCOAC Advisory Board meeting. Motion carried.

5. APPROVAL OF MINUTES

Motion by Dupraz, seconded by Sigl to approve minutes from the March 22, 2018 BCOAC Advisory Board meeting. Motion carried.

6. DISCUSSION AND ACTION ITEMS

6. a. Outside Archery Range. BCOAC Director Contreras suggested there is interest in setting up an archery range outdoors near the BCOAC. He advised it appears there are some reasonable locations to the west of the BCOAC building, however, there could be potential conflicts with other area users. If the Board desires to explore this option further, it will be important to coordinate with others to ensure safety for all area users. Nold advised both the Brookings Run Range and Beacon Hill are in the process of setting up outdoor archery ranges. Sigl expressed concern about the flight of arrows and safety of others should the Board consider erecting an outdoor archery range near the BCOAC building. Dupraz also expressed concern about conflicts with other area users. Contreras advised the City was not opposed to the concept but there would be need for additional discussions should the concept move forward. Krogman suggested we might explore the concept of 'joint memberships' with other area ranges to allow BCOAC members to shoot at those archery ranges. Jensen asked if there truly was a need to shoot outdoors. Contreras advised that yes, some competitions require shooting at longer distances, so shooting outdoors may be an important need. Dupraz suggested that joint memberships may be a good way to go as well. Contreras will investigate further.

6. b. Closure Policy. Director Contreras asked about how days off may work for employees (e.g. Monday Holiday closures). Contreras also asked about weather-related closures (e.g. blizzards) and was advised that

there will need to be consistency on weather-related closures with other county buildings BCOAC may be deemed 'non-essential' in terms of county services. It was suggested that it may be appropriate to consider reduced Holiday hours for the BCOAC facility (e.g. open later, close early). Krogman advised if Contreras is off work for a Holiday, as a salaried employee, he could have a part-time employee work those days. In other words, if a full-time employee is off work for Holidays, they should plan to cover with part-time employees for those days. For weather closures, if City of Brookings or Brookings County Sheriff's Office recommends 'no travel', we should allow Contreras the ability to make the call re. closure of facility. Contreras should contact a BCOAC Board Member and also coordinate to ensure consistency with other county building closures. Contreras will draft a policy and discuss the concept further with Stacy Steffensen and then bring the issue back to the Board for further consideration.

6. c. Pre-Order Archery Screens. Director Contreras was asked by the Archery Committee to order rolls of 'spider web' backing fabric. The Archery Committee will then hold a work day to install. They are requesting to order a total of \$960 worth of backing (this is a discounted cost due to volume purchase). The Archery Committee is also requesting to order new form for kids targets, cost is \$575. These purchases would allow the Committee to replace approximately ½ of the quantity of each type of target. Motion by Krier, seconded by Jensen to allow purchase as requested. Motion carried.

6. d. Trane Quote Update. Contreras advised there are two options available for BCOAC to rectify HVAC problems. One option is to replace the 'breather boxes' and the other option is to install a 'J-pipe' to allow HVAC system to properly 'breathe'. Given that the system regulators are now updated, these changes will increase efficiency of the HVAC system. Motion to approve proceeding with 'best' option made by Jensen, seconded by Stanwick. Motion carried.

6. e. Trane Exhaust Fan Order. Director Contreras advises they are experiencing an intermittent problem with the air pressure in the building. Trane has ordered a replacement part that they feel will enable the system to function effectively. Cost of the fan part is \$1600.00. Trane advised that electronic filters appear to need replacing as well. Contreras suggests we may want to have a second opinion on the appropriate fix for the system. Sigl suggests contacting an HVAC engineering firm who may have expertise with firearm range air handling and filter systems. Contreras will gather more information.

6. f. Maintenance Hours. Director Contreras advises that currently we are only able to provide up to 10 hours weekly for maintenance work at the BCOAC facility. Ryan suggests we could utilize up to the maximum number of hours (19 hours per week) for a part-time employee. This would require approval by the County Commission, however. Contreras will make arrangements to get on the County Commission agenda to discuss this further. The Board expressed their support for allowing up to 19 hours per week for building maintenance work.

6. g. Easton Bow Limbs. Director Contreras advised the BCOAC was donated 66 bow limbs by the Easton Corp. To make use of these limbs will require the purchase of an additional 15 bow risers, costing approximately \$90 each. Dupraz advised he will investigate if there may be some cheaper options to purchase these risers and report back.

6. h. Buhls Rugs. Director Contreras has contacted Buhls rug supply and suggests we consider monthly replacement of building rugs at a cost of \$100/month due to condition of north parking lot. Costs may be able to be reduced in the future if the parking lot issues improve. Motion by Krier, seconded by Stanwick to approve service agreement with Buhls for monthly replacement of rugs at BCOAC. Motion carried.

6. i. Game, Fish and Parks Office Move In Date. GFP advised they will prorate monthly office rent beginning on April 23, 2018 with full monthly billing beginning on May 1, 2018. Keyser will contact Stacy Steffensen with details.

6. j. Budget. Director Contreras provided a handout re. capital improvement budget requests and suggested it may be prudent to call a special budget meeting of the BCOAC Advisory Board in order to approve the proposed budget for the next fiscal year. Decision was made to hold Budget Meeting at 12 Noon on May 10, 2018. Krogman advised this meeting would require a regular meeting notice citing the discussions would focus on budget issues.

6. k. Gun Range Maintenance List. (see handout). Sigl explained the list of maintenance items needed for the firearms range. He suggest it might be beneficial to install recycle bins and an additional trash container to better manage waste in the range. Recycle bins may be available from Cooks Garbage Service and Contreras will contact them. Sigl also noted that all of the fluorescent light bulbs have been replaced now in the range and lighting has improved a great deal. He also reviewed several other items on the range maintenance list, including the need to install 12 dimmer switches on the range, need for additional drive belts, and other maintenance/parts needs for the target runners.

6. m. AED Purchase. Director Contreras advised the Board that he recommends purchase of a Philips Brand AED at a price of \$1721.00. Only 1 AED is needed for the facility. Motion by Jensen, seconded by Dupraz to approve the purchase of the AED Unit. Motion carried.

6. n. POS System. Director Contreras advises the current system requires the opening of 5 different software programs to facilitate the sale of memberships for the BCOAC. Contreras suggests we look at the REC1 system currently used by Easton. Contreras will gather additional information and bring information back to the Board for further discussions and consideration.

7. MONTHLY FINANCE REPORT

Mack and Krogman clarified that the new TV installed in the BCOAC meeting room was financed with ½ of the funds coming from Extension 4-H and ½ from the BCOAC. Suggestion made to move the Monthly Finance Report up toward the top of future meeting agendas. Motion by Stanwick, seconded by Jensen to approve the Monthly Finance Report. Motion carried.

8. COMMITTEE REPORTS

8. a. Pistol Range Committee Report. Sigl advised all fluorescent bulbs had been replaced now on the range. He also recommends we purchase additional towel dispensers for the range. Contreras will investigate further and recommends we used the same dispensers at all locations throughout the facility.

8. b. Archery Range Committee Report. Director Contreras suggested some additional items to add to the budget, including need for additional locker locations and insurance carrier review of the archery range. JOAD has request to use round archery targets at the Brookings Gun Range during the summer months. The Board expressed concern if they can be brought indoors for storage to get them out of the elements. Dupraz will talk with JOAD (Jason Overby) to clarify their intended use and storage of the targets. This could again help facilitate discussion of a joint membership/partnership effort with other area ranges.

9. 4-H YOUTH ADVISOR'S REPORT

Youth Advisor Mack advised they recently held a horse training event at the BCOAC and that the State 4-H Shoot was scheduled to be held in Pierre this coming weekend. Saturday they were hosting a joint Food Packing Event to benefit Feeding SD. Their dog project begins in May and will be held in the archery range in July.

10. BCOAC DIRECTOR'S REPORT

Director Contreras advised that on May 5th, the firearms range will be closing down for use by the 196th out of Sioux Falls as they will be holding their annual qualifications shoot (includes 57 shooters). Rental charge for this event will be \$800, given it is an all day rental. Contreras advised there may be need to adjust the rental rate in the future as other ranges charge \$10/adult per hour per lane. Contreras shared the Alarm Monitoring Service Agreement with the Board (see handout). Provider is 'Safe and Secure'. System has two lock down buttons and panic buttons in several locations (panic button are silent and alert Police). Contreras is seeking Board approval to activate the Alarm Monitoring Service Agreement. Suggestion from Board that it will be important to develop protocols for the activation of the two types of alarms. Motion by Sigl, seconded by Stanwick to approve Alarm Monitoring Service Agreement. Motion carried.

Contreras shared the Marketing Report (see Marketing Analytics handout). He advised an advertisement was recently placed in the Shopper (cost was \$500). He advised he also placed the ad in the Register and on Facebook as well (note most response was received from Facebook). Membership data – see handout. Use of the firearms range is going up.

11. NEXT MEETING DATE

The BCOAC Advisory Board will hold a Budget Meeting at 12 Noon on Thursday, May 10, 2018. The next regular BCOAC Advisory Board Meeting is set for May 29, 2018 at 7 pm.

12. ADJOURNMENT

Motion by Nold, second by Sigl to Adjourn. Meeting adjourned at 9:20 pm.

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Emmett Keyser
BCOAC Secretary
Brookings County

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