

MINUTES  
BROOKINGS COUNTY OUTDOOR ADVENTURE CENTER  
ADVISORY BOARD MEETING  
Monday, April 27, 2020 at 12:00 P.M.

The Brookings County Outdoor Adventure Center Advisory Board met on Monday, April 27, 2020 at 12:00 PM with the following members present: Arden Sigl, Larry Jensen, Andy Dupraz, Paul Wiese, Terry Wendt, Ryan Krogman and Marty Stanwick. Members Rocco Murano and Tim Reed were present via telephone. Others present: Dustin Huber, Stacy Steffensen and Sonia Mack via telephone.

**1. Call to Order**

Chairperson Krogman called the meeting to order at 12:02 PM.

**2. Determination of a Quorum**

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

**3. Approval of Agenda**

Motion to approve the agenda by Jensen, seconded by Wiese. Motion carried.

**4. Approval of Minutes**

Motion to approve the minutes from the January 27, 2020 by Dupraz, seconded by Sigl. Motion carried.

Motion to approve the minutes from February 24, 2020 by Jensen, seconded by Sigl. Motion carried.

**5. Introductions: Dustin Huber was introduced as the new Director for the BCOAC.**

**6. Financial Report**

Commission Department Director Stacy Steffensen presented the year-to-date revenue and expenditure reports. Motion to approve the report made by Stanwick, seconded by Wendt. Motion carried.

**7. Reports**

**a. Director's Report by Huber**

- i. Provided an update of his first week at the facility.
- ii. Discussion on installment plans for membership payments. Krogman said the Advisory Board is open to suggestions on how to improve it or to eliminate that as a payment option.
- iii. Creation of a price sheet for usage of the facility.
- iv. Discussion on HVAC filters, specifically in the gun range.
- v. Discussion on quotes for a generator hook-up.
- vi. Discussion on fixing the sprinkler system that was hit when the new sidewalk and asphalt parking lot was installed.
- vii. By consensus, the Board agreed to add two months on to membership plans if the plan was active during the months of March and April due to closure of the facility.
- viii. Stanwick discussed the use of the facility by different law enforcement agencies.

**b. Pistol Range Committee Report by Sigl**

- i. Due to the COVID-19 pandemic, the Pistol Range Committee has not met. The next meeting would be Tuesday, May 12, 2020.

**c. Archery Range Committee Report by Wiese**

- i. Wiese said approximately 9 volunteers rebuilt the buttresses back in March. He said that he will get together with Huber to show him what was done.
- ii. There are several 3D targets owned by the Big Sioux Bowman that could be disposed of.
- iii. The Vegas Style Shoot was canceled due to the pandemic.

Wiese left the meeting.

**d. 4-H Youth Program Advisor's Report by Mack**

- i. Mack said 4-H activities have been suspended since March 13, 2020. And she has work from home orders through May 31, 2020.
- ii. The 4-H summer will look significantly different than past years. She said they may be doing events virtually.

**8. Regular Business**

- a. Krogman said the FY2021 budget is due within the next 30 days. He said the board will need to review budget requests at the next meeting.
- b. The board discussed opening the facility to memberships only. They discussed how many people could be in the building at one time, what would need to happen if people rent equipment and other provisions that would need to be made. Mack said that she would like to make sure people enter through the north doors only to help isolate the 4-H offices. Murano said he and Jeff Grendler are working from home for the most part, but would lock their doors if the facility is open. Reed suggested discussing this with the Brookings City Manager and to develop a written plan on the needed procedures. Krogman said Huber could draft a plan. A motion was made by Reed, seconded by Stanwick that the Brookings County Advisory Board believes the facility could be opened to members following the development of a written plan to minimize risk of COVID-19 and to consult with the Brookings City Manager. Motion carried.

**9. Adjournment**

- a. Motion to adjourn by Jensen, seconded by Stanwick. Motion carried.

**10. Next Meeting Date**

- a. The next meeting is Monday, May 18, 2020 at 12:00 PM at the BCOAC.