

MINUTES
BROOKINGS COUNTY OUTDOOR ADVENTURE CENTER
ADVISORY BOARD MEETING
Thursday, May 10, 2018

The Brookings County Outdoor Adventure Center Advisory Board met on Thursday, May 10, 2018 with the following members present: Larry Jensen (acting Chairperson), Tim Reed, Tom Krier, Andy Dupraz, Arden Sigl, Emmett Keyser, Jerry Nold, and Martin Stanwick. Board member Ryan Krogman joined the meeting at approximately 12:20 pm.

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

Motion by Reed, seconded by Keyser to approve the agenda as amended. Motion carried.

4. DISCUSSION ON 2019 BCOAC BUDGET

Stacy Steffensen provided 3 budget informational handouts and then walked the Board through the previous year's BCOAC budget expenditures information sheet. Total expenditures for BCOAC operations in previous budget year (8 months only) was \$164,346.00.

Discussion of various expenditures for the previous fiscal year then ensued. Steffensen advised the Board she would determine appropriate salary and benefits budget amounts for this coming fiscal year.

Stanwick suggested moving several of the items currently listed under 'Professional Services' category to 'Repairs and Maintenance' category. Total expenditures in this budget category to date is \$19,631.00. Allocation for this category will be approximately \$65,000.00 for the coming fiscal year.

The Board discussed budgetary needs for 'Publishing/Advertising'. A total of \$2,401.00 has been expended to date in this fiscal year. The Board suggested there was need to allocate at least \$1000 per month for publishing/advertising and suggested up to \$20,000.00 could be allocated to that budget category given the desire to increase awareness of the BCOAC facility (allocate \$15,000.00) and information on events and program offerings (allocate \$5,000.00). The Board suggested it may be appropriate to develop a weekly ad that would provide updates on classes and events scheduled at the BCOAC.

The Board reviewed the 'Supplies and Materials' category a total of \$28,720.35 had been spent to date. The Board suggested allocating \$35,000.00 to this category to cover various supplies and materials needs throughout the operating year.

The 'Travel/Conference' budget category logged expenditures of \$359.00 during the previous fiscal year and the Board suggested allocating \$1000.00 to this area.

Under the 'Utilities' category, a total of \$18,618.00 has been expended to date. The Board suggested setting the budget for 'Utilities' for the next budget year at \$30,000.00.

The 'Technology' budget line item showed expenditures of \$3,892.00 to date. Steffensen suggested she would visit with IT staff, however, an allocation of \$1,000.00 may be appropriate for this category.

The Board reviewed income figures from the previous year citing that a total of \$52,836.00 was received in income during the 8 months of operation of the BCOAC. The Board also discussed various sources of revenue for the coming fiscal year as follows:

1. Game, Fish and Parks will pay monthly rent for two staff offices in the amount of \$1000/month.
2. It is anticipated that Game, Fish and Parks and Brookings County will soon sign a 'Facility Use Agreement' whereby Game, Fish and Parks will pay the County a total of \$12,000.00 per year and be allowed to schedule shooting sports programs, outdoor education and other events in the facility.
3. It is anticipated Game, Fish and Parks will provide approximately \$15,000.00 per year to the BCOAC for range maintenance costs under a Federal Aid Program Grant.
4. Total annual income, including the above 3 sources, memberships and gift cards, suggest income for next fiscal year may be approximately \$115,000.00.

The Board then discussed the 'Building Fund' budget category and recommended the budget be established at a reasonable level with the understanding that the fund will be managed to that amount based upon a prioritization of needs. Replacement of building carpets is one identified priority at this time. In addition, work to improve the north parking lot is also a priority. The Board suggested that \$20,000.00 be allocated for BCOAC building needs with an additional \$20,000.00 allocated to the parking lot for asphalt and drainage improvements for a total of \$40,000.00.

The Board suggested reducing the 'Minor Equipment' budget to \$0 given the anticipated budget needs in other areas at this time

The Board suggested allocating \$7500.00 to 'Major Equipment' to purchase a new floor scrubber for the BCOAC. The plan would be to move the current small floor scrubber for use on the pistol range, although the scrubber will need to have replacement batteries installed soon (covered under range maintenance costs).

The Board suggested the 'Technology Requests' category be budgeted at \$0 dollars.

'Personnel Requests', including additional maintenance staff hours, will again be budgeted by Steffensen as appropriate.

5. ADJOURNMENT

Motion by Stanwick, Seconded by Krier to adjourn the meeting at 1 pm. Motion carried.

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Emmett Keyser
BCOAC Secretary
Brookings County