

MINUTES
BROOKINGS COUNTY OUTDOOR ADVENTURE CENTER
ADVISORY BOARD MEETING
Monday, June 25, 2018

The Brookings County Outdoor Adventure Center Advisory Board met on Monday, June 25, 2018 with the following members present: Ryan Krogman, Chairperson, Larry Jensen, Emmett Keyser, Tim Reed , Arden Sigl, Andy Dupraz and Martin Stanwick. Board members Tom Krier and Jerry Nold were absent.

1. CALL TO ORDER

Chairperson Ryan Krogman called the meeting to order at 7:00 pm.

2. DETERMINATION OF QUORUM

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

3. APPROVAL OF AGENDA

Chairman Krogman recommended to remove Agenda Item 7 d. Summer Membership Option. Motion to approve Agenda as amended by Reed, seconded by Stanwick. Motion carried.

4. APPROVAL OF MINUTES

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

5. INTRODUCTION OF NEW BCOAC DIRECTOR KRISTEN HEISMEYER

Chairman Krogman welcomed and then introduced the new Director, Kristin Heismeyer, to the BCOAC to the Advisory Board. Heismeyer provided background of her previous work experience and shared that she was excited to be serving in her new role.

6. FINANCIAL REPORT

Stacy Steffensen provided the Board with the BCOAC Financial Report (see information handout). She highlighted that revenue received to date was \$66,373.74 and covered facility expenditure information for the past several months of facility operations. She noted that 50% of the budget year had passed and commented that the Repair and Maintenance and Supplies and Materials budget line item expenditures were running higher than anticipated, however she reminded the Board that this budget was crafted with no previous operational cost information. Total operational expenditures to date was \$122,233.91. Motion by Reed, seconded by Sigl to accept the Financial Report. Motion carried.

6. a. FY2019 Budget. Stacy Steffensen and Chair Krogman identified proposed revenue and expenditure amounts for FY2019 for the BCOAC. They anticipate \$12,000 in revenue from GFP for staff office rent, \$12,000 in revenue from GFP as part of the anticipated facility use agreement, along with \$6,000 potential reimbursement under the GFP Range Maintenance Grant for maintenance of the range filter systems and equipment. Steffensen suggested it may be more realistic to use \$10,000 as the revenue figure for the GFP Range Maintenance Grant as she anticipated there would be improved tracking of range maintenance costs in

the coming year. She identified that the BCOAC Parking Lot Project was identified in the current proposed budget at \$150,000.

7. DISCUSSION AND ACTION ITEMS

7. a. Project to Pave South Parking Lot Road - Jensen shared information on the cost estimates he had gathered for parking lot improvement projects at the BCOAC. He was provided an estimate from Bowes Construction of \$5,687.50 for work to finish the south parking lot access road that was not completed during the original facility construction. Jensen is still working to coordinate discussions with the City of Brookings regarding possible work on the north parking lot. He advised the City Engineering staff would be conducting some surveys on the parking lot to gather elevation and slope information to help determine run-off flow direction during precipitation events. He advised it appeared there was potential to install drop inlets that would allow ponded water to drain effectively from the lot. The Board discussed that it may be appropriate that expenditures for the Bowes Construction work on the south parking lot road be taken from the Repairs and Maintenance budget line item to help appropriately track cost expenditures for the purpose of building accurate future budgets. The Board also suggested it may also be appropriate to code these expenditures to the County Capital Fund (301). Reed made a motion to request the parking lot improvement expenditures be taken from the 301 Fund, seconded by Sigl. Motion carried.

7. b. Advertising in City of Brookings Park and Rec 2018-2019 Fall and Winter Brochure - The Board discussed the potential to advertise the BCOAC in the City of Brookings Parks and Recreation Brochure. Steffensen was provided quotes for ads as follows: \$230 – full page ad, \$155 for ½ page ad. The Board indicated their preference for the ½ page ad. Director Heismeyer advised that SDSU has another opportunity for the BCOAC to place ads in the Bum Coupon Book. She advised that during the first weeks when students return from the summer break there are several thousand of these coupon books handed out. She suggested providing a free day pass in the coupon book to encourage use of the BCOAC facility by SDSU students. The Board also discussed the need to provide sufficient latitude to the Director to seek out advertising opportunities in various venues. Heismeyer suggested there may also be an opportunity to cost-share advertising with Game, Fish and Parks and she will contact GFP Communications Director Emily Kiel to discuss the idea further.

7. c. HVAC Operation Update - Stacy Steffensen provided an update on the HVAC System. She sent an email to Trane recently expressing concerns about the high humidity levels in the building gun range. Reed suggested it may be necessary to conduct a comprehensive analysis of the HVAC System at the BCOAC given the concerns expressed over the past several months about the overall functionality of the HVAC system. He also suggested it may be necessary to request that Trane address the identified issues with the system. Jensen suggested it may be appropriate to review the contract the Board currently has with Trane for HVAC system maintenance to see what requirements may be currently in place to help hold Trane accountable for the HVAC system operation.

7. d. Item removed from Agenda – Summer Membership Option

7. e. Other Items – GFP Internship Position - The Board was provided an update by the BCOAC Director regarding a partnership intern position that was created by GFP to work closely with the City of Brookings Park and Rec Program, GFP and the BCOAC. The intern will work as an employee of the City of Brookings and GFP will reimburse the City for 75% of the costs associated with the position. The intern will be working to help deliver a wide variety of City Parks and Rec programs related to outdoor recreation (kayaking, fishing, etc.) and will also work to coordinate and deliver shooting sports programs by working with the Director of the BCOAC.

8. COMMITTEE REPORTS

8. a. Pistol Range Committee Report. Sigl advised the Pistol Range Committee held a meeting to review and develop recommendations to revise standard range operating procedures for the BCOAC. He advised the Committee will likely recommend a major change to the manner in which guns are checked into the BCOAC range. He also suggested there may be some changes recommended to current SOPs that would provide flexibility in the requirement for a minimum number of RSOs on the range, depending upon the number of people using the range at the time. Sigl advised there was continued interest on the part of the National Guard to conduct additional qualifications training for their members at the BCOAC range. Director Heismeyer advised she would plan to attend the next meeting of the Pistol Range Committee.

8. b. Archery Range Committee Report. At present, the Archery Range Committee continues to investigate the concept of loaning archery target buttresses for use during summer archery shooting activities at other ranges. Director Heismeyer will look into the issue more closely and report back. Chairman Krogman asked if it may be possible to utilize the archery range for additional summer archery programming. Director Heismeyer advised she was working with the City of Brookings Parks and Rec staff and GFP Intern to see if a 'Circuit Day Camp Program' may be feasible. The concept would be to host the Day Camp Program on both the Dakota Nature Park grounds and in the BCOAC. Possible program activities would include kayaking, fishing, BB gun/.22 rimfire rifle shooting, and archery.

9. 4-H YOUTH ADVISOR'S REPORT

Youth Advisor Mack advised the 4-H Program has had a very busy summer of activities. They have conducted a baby sitting clinic, 2 day camps and dog obedience training sessions continue. Reed asked about placing of flags in the range for use in opening ceremony events and this will be invested further.

10. BCOAC DIRECTOR'S REPORT

Stacy Steffensen advised the new BCOAC Director, Kristin Heismeyer, started work just today. She updated the Board on the status of the number of part-time workers at the facility as well. Chairman Krogman asked if it may be possible to use the BCOAC as an alternate host site for outdoor recreational activities during inclement weather. Steffensen advised that she would contact Stacy with the City Parks and Rec Program to discuss this option. Jensen and Krogman suggested that perhaps the archery range could function for use during inclement weather and that it may be appropriate to establish some type of alternate fee structure for use of the facility (perhaps \$50/\$100) per hosted event.

11. NEXT MEETING DATE

The BCOAC Advisory Board will hold their next meeting at 7 pm on July 23, 2018. Future meeting dates identified by the Board include:

August 28, 2018
September 24, 2018
October 22, 2018
November 26, 2018
December 17, 201

Chairman Krogman suggested the Board discuss the 'indoor season' activities, including events, leagues and other opportunities for programming at the next Board meeting. Keyser suggested GFP would host a future meeting with Director Heismeyer to discuss the GFP Range Maintenance Grant, future joint programming opportunities, etc.

12. ADJOURNMENT

Motion by Stanwick, second by Reed to Adjourn. Motion carried and meeting adjourned at 8:30 pm.

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Emmett Keyser
BCOAC Advisory Board Secretary

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