



**PARK & RECREATION MEETING  
Minutes of October 5, 2011**

The Park and Recreation Board met on the above date at 7:00 p.m. with the following members present:

Karen Minshall, Chair	Present
Pam Proctor	Present
Cathy Combs	Present
Jeremy Toy	Absent
Rebecca Reese	Present

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

**APPROVAL OF MINUTES:** Cathy Combs made a motion to approve the September 7, 2011 minutes, seconded by Rebecca Reese. All in favor, the motion passed with a 3-0 vote (Pam arrived following this motion).

**VISITORS & GUESTS:**

- Shari Hennekes, representing Alexandria businesses
- Lori Trapnell, Alexandria Police Department, 635-4126

**OLD BUSINESS:** The entire meeting was devoted to the October 22 Haunted Walk, due to the scope of this event.

- Contact Sam to request the following: adjust timer on restroom locks, clean interior area of concession stand, clean restrooms. Cathy Combs volunteered to do this. Karen will contact Sam on status of gravel for parking area in small baseball field. Pam will confirm we can use the golf cart (Gator) and get key.
- Police Department's involvement
  - School Resource Officer (SRO) will pass out 500 trick or treat goodie bags.
  - Will prepare bags with water and food for the groups performing scenes around lake. This will prevent their approaching concession stand for these items.
  - Will expand concession stand menu this year—to include chili, nachos and cheese
  - Lori Trapnell clarified that they are raising funds for SRO and other community outreach events
  - Lori will see if the police department can bring two 8' tables to the park to use at concession stand and for registration (board members should bring own chairs).
- Registration
  - There will be two registration tables—one by concession stand and one deeper into baseball field where parking will take place.
  - Rebecca will provide a generator and light that will be placed by the registration table near the parking area.
  - Cash boxes—Cathy will bring park board's and Rebecca will bring one
  - Give glow necklaces and collect money at registration. No canned goods will be requested this year.
  - Need two registration signs made for these tables.
- Publicity
  - Need to update the web site park tab so it mentions the event.

- Announce event on marquees at city building and fire department and others as available.
- Pam to redo flyer and email to all board members, city building staff and Sharri Hennekees. Sharri will distribute to community and post on Facebook page.
- Pam to get Family Fest sign made to be put up with annual Haunted Walk sign. This will clarify that Family Fest event starts at 5:30 PM and Walk at 7:30 PM
- Program: Shari Hennekes confirmed that sixteen businesses will have booths. The board decided that was a sufficient number to merit beginning the event earlier, in advance of the haunted trail walk. That portion of the event will be referred to as the Family Fun Fest. Pam reported that twelve scenes will be performed around the lake trail by students from Bishop Brossart and Campbell County High Schools. Fourteen students also volunteered to serve as trail guides.
- DJ: Rebecca located a DJ for the event and negotiated a reduced rate.
- Schedule:
  - 4:00 PM – Set up will begin.
  - 5:30 PM – 9:00 PM Family Fun Fest—featuring booths and concession stand
  - 6:00 PM – High School students will sign in and begin setting up on lake trail
  - 7:30 PM – 9:00 PM Haunted Walk
- Parking--Explorers will direct traffic and set up cones and lanes. Give them free food from concession. Park will pay for their food.

**NEW BUSINESS:**

- Agenda items for next meeting.

**ADJOURNMENT:**

**MOTION:** Cathy Combs made a motion to adjourn, seconded by Pam Proctor. All in favor, the motion passed with a 4-0 vote.

Attested to and submitted by:

*Pam Proctor*  
Pam Proctor, Secretary

*Karen Minshall*  
Karen Minshall, Chairperson

Dated 11-2-11

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