



**PARK & RECREATION MEETING  
Minutes of October 2, 2013**

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

Jeremy Toy, Chair	Present
Pam Proctor	Present
Cathy Combs	Present
Steve Hamberg	Present
Fred Hollmann	Present

Jeremy Toy called the meeting to order at 7:00 pm.

**APPROVAL OF MINUTES:** Cathy Combs made a motion to approve the September 4, 2013 minutes, seconded by Cathy Combs. All in favor, the motion passed with a 5-0 vote.

**VISITORS & GUESTS:** Mayor Bill Rachford and Public Works Director Sam Trapp attended the meeting.

**OLD BUSINESS:**

1. Haunted Walk
  - a. Pam presented a task list identifying what had already been done and what still remained to be done in preparation of the event. It is included at the end of the minutes.
  - b. Boy Scout Troop 96 has requested permission to camp out overnight at the park following the Haunted Walk. They have an elaborate set up and it will be easier to take down in the daylight. The Mayor asked that Tom Reckner call him to get approval.
2. Upper Park Master Plan
  - a. Sam Trapp reported that a concrete trail along the playground side of the baseball field will be complete in time for the Haunted Walk. He showed the board the path on the master plan map. The board observed that it does not follow the master plan, for which Sam explained it required less cement to do his revised plan. The board asked Sam to please notify them before he makes such changes in the future.
  - b. Fred Hollmann presented his landscape specifications for Phase One, the area between the two upper parking lots. Cathy Combs will use this to solicit a bid from A. J. Jolly.
3. Disc Golf Course – Pam Proctor and Steve Hamberg met with Tim Webster, Tom Reckner and Tim Comer at the park to identify where to relocate the nine disc golf holes and to discuss how to design it as a Boy Scout project. Tim Webster said he would visit the park in the next few months and design the hole locations. Tom Reckner and Tim Comer said they thought there could be two scout projects around the new course.
  - a. Design and construct the tee-boxes and hole ID markers
  - b. Design and construct a sign for the signature hole and landscape that area.The board asked Pam to find out if the boy scouts are waiting on the design before they proceed and to ask Tim Webster when we can expect a design.
4. Budget – Cathy Combs and Jeremy Toy reported on a meeting they had with Karen Barto and Bill Rachford to address financial policies and procedures. Cathy submitted a

summary of the items discussed and the policies and distributed to each board member. Highlights follow:

- a. Park items that may be classified as "needs" come under the Public Works budget. Park items that may be classified as "wants" come under the Park and Recreation budget.
- b. Maintenance contracts must be done through the mayor's office and require a purchase order. Technically, all purchases require a P. O.
- c. Revenue generated by a park event goes into the general fund. Donations can go into the park budget but must be spent in the same FY. Or it can be put into the general fund, but not put into the budget until the year it is used.
- d. The board wants to coordinate budgets with Sam, so it knows what "needs" he has planned.
- e. Grants:
  - i. Any grant funding being sought by the board, whether awarded or not, has to be included in the P&R budget submitted to the council.
  - ii. If the grant funding was written into the submitted budget, but the grant was not awarded, the board will lose that amount of funding in its budget. It cannot use that approved budgeted funding for anything other than the identified grant project.
  - iii. If a grant opportunity is available, but the P&R budget has already been finalized for that fiscal year, the board may not apply for the grant.
- f. The board should have its 2013-14 budget drafted by the December board meeting.

#### NEW BUSINESS

- Troop 96 Eagle Scout Projects – discussed during the disc golf agenda item.
- Update on maintenance list – tabled until next meeting.
- Agenda items for next meeting

#### COMMUNICATION:

#### ADJOURNMENT:

**MOTION:** Cathy Combs made a motion to adjourn, seconded by Fred Hollmann. All in favor, the motion passed with a 5-0 vote.

Attested to and submitted by:

  
\_\_\_\_\_  
Pam Proctor, Secretary

  
\_\_\_\_\_  
Jeremy Toy, Chairperson CoChairperson

Dated 11/6/13

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	<b>October 19, 2013 HAUNTED WALK TASK LIST:</b>	<b>Person Responsible</b>
1	Set date based around CCHS football schedule	board
2	Contact student clubs ASAP inviting them to participate	Pam
3	Go out and present at student club meetings to recruited	Pam & Jeremy
4	Recruited local businesses to have booths	Shari Hennekes
5	Organize and oversee set up of business booths	Shari Hennekes
6	Set up and run concession stand	Sandy Decker
7	Send out News Release	Pam
8	Post on Enquirer Events Calendar	Pam
9	Get replacement numbers for date on highway signs	Pam
10	put up signs on highway	Sam Trapp
11	Contact Tech school, can they announce on their corner sign?	Pam
12	Contact Susan Prather, CCS, for permission to distribute flyers to schools	Pam
13	Create flyer for elementary schools	Pam
14	Make copies of flyer	Rebecca
15	Deliver flyers to schools Monday before Walk	Pam
16	Order glow necklaces	Pam
17	Get and set up sound system from Rebecca	Steve
18	Get and set up portable light from Rebecca	Steve
19	Get Halloween CDs	Rebecca
20	Ask Wal-Mart for donations of snacks and or gift cards	Jeremy
21	Prepare snack and water bag for each scene group	Pam
22	Arrange for generators to be rented, delivered, set up, returned	Jeremy
23	Check on batteries for flashlights for guides	Pam
24	cell phone numbers for everyone there	board
25	clean up concession stand	Sam Trapp
26	transport tables AND glow necklaces	Sam Trapp
27	Take money for Haunted Walk Registration	Cathy
28	Get keys for Gator and garage	Pam
29	Be on call - floater	Pam
30	Set up luminary	volunteers
31	Pack up luminary after event is over	volunteers
32	Get volunteers to manage parking, night of event	Pam
33	Email all volunteers, reminder what time to be there.	Pam
34	Email NHS students who signed up. Give them guidelines and details	Pam
35	Determine who gets two generators	Boy Scouts and Shelley A.
36	Train and direct Haunted Walk Tour Guides	Steve
37	Have team ready to collect flashlights at end of walk	Amy Hamberg
38	Sign in and direct Haunted Walk actors	Pam
39	Set up volunteer sign-in table and check in groups	Pam
40	Assign scenes a spot around lake (on map) and use Gator to escort them their	NHS student
41	Get volunteer hour sign-in sheets from teacher advisors	Pam
42	Have judges select three top winners	Mark Combs & Rick Neltner
43	Use air horn to signal end of walk to actors	Cathy
44	Request checks for prizes from city	Pam
45	Award prizes at board meeting	Board
46	Mail volunteer sign in sheets to teachers	Pam
47	Inventory supplies for next year--glow necklaces, flashlight batteries	Pam
48	Contact WalMart for left-over, unsold Halloween things	Pam