



PARK & RECREATION MEETING Minutes of December 4, 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 November 6, 2013 minutes, seconded by Fred Hollmann. All in favor, the motion passed with a 5-0 vote.

VISITORS & GUESTS:

OLD BUSINESS:

1. Upper Park Master Plan –
 - a. The area between the two upper parking lots has been landscaped by Jolly Landscaping and was done within the amount dedicated in the budget. Fred inspected and approved the job. Next year's budget will need to provide a larger amount for maintenance budget as improved areas develop.
 - b. Memorial Trees: A new policy must require 3" diameter trees for successful survival. The board recommends putting a minimum dollar amount to ensure this is done. Smaller trees won't survive without oversight. Also want plantings to conform to master plan. Another option is to consider donations to the improvement plan with a sign listing all who contributed in memory of a loved one.
 - c. The cement trail has been located 20 feet off the master plan specifications. Fred will make attempts to revise the master plan to accommodate change. Fred will be meeting with Sam Trapp to discuss. Jeremy would like to attend as well. Pam asked that they identify how Sam will finish the area where the new cement sidewalk connects with the new lower parking lot.
2. Budget – 2013 – 2014
 - a. Total expenses to date for this FY - \$1994.78
 - b. Plans for next FY – Phase 2a is to blacktop the new upper area of parking lot. This may be in the city plans and not have to come out of the park budget. Hold on phase 2b (relocating and paving the new basketball court). Instead plant trees along former blacktop path between playground and maintenance building. Budget \$6000 for that.
 - c. Ask city to demo the old basketball court when demoing former path.
 - d. Budget
 - i. Events remains the same - \$3500
 - ii. Maintenance - \$3500
 1. May - major initial clean up, includes mulch and raking
 2. Five monthly visits- June, July, August, Sept. & Oct. would be ideal. Fred will speak with Gary about costs
 - iii. Master Plan Phase 2 -\$6000—plant trees, sod

- iv. Capital Improvement - \$2000
 - 1. Security cameras
 - 2. Misc
 - 3. Signage

NEW BUSINESS

- 1. Playground equipment replacement – Get a sales rep to come out and provide a plan. We need to development a master plan for the playground area. Jeremy knows of a Kentucky firm. He will contact them. St. Mary has an attractive playground. Cathy will call them and see who their vendor was. Put a preliminary amount in the next FY budget.
- 2. Proposed Eagle Scout Project – revise the third one to replace the Stillwater steps. Pam will notify Tim Comers. First two projects approved.
- 3. Upper parking lot pavement – Jeremy will ask Sam Trapp when it will be repaved.
- 4. Agenda items for next meeting—
 - a. Upper park Master Plan
 - b. Budget
 - c. Playground replacement
 - d. Eagle scout projects
 - e. Upper parking lot repair
 - f. Rockscaping around big drain pipe into lake
 - g. Basketball court – new one, cost

COMMUNICATION: January meeting will be moved to the second Wednesday of January, January 8, 2014. We bid farewell to Steven Hamberg and thanked him for his great service. We will miss him.

ADJOURNMENT:

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

Attested to and submitted by:



Pam Proctor, Secretary



Jeremy Toy, Chairperson

Dated 1/8/2014

Dated 1/8/2014

	October 19, 2013 HAUNTED WALK TASK LIST:	Person Responsible
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