



**PARK & RECREATION MEETING
Minutes of November 5, 2014**

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:

Present: Jeremy Toy, Chair Cathy Combs
 Fred Hollmann Karen Minshall
 Pam Proctor

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

APPROVAL OF MINUTES: Cathy Combs made a motion to approve the October 1, 2014 minutes, seconded by Pam Proctor. All in favor, the motion passed with a 5-0-0 vote.

VISITORS & GUESTS:

OLD BUSINESS:

1. Budget –Park expenses to date are \$2117.57 plus \$1808.00 in capital improvements. However, the capital improvements (related to the disc golf course) were slated for last year's FY budget.
2. Playground equipment –Jeremy Toy and Karen Minschall reviewed catalogs and settled on two recommendations for purchase. They were seeking large pieces of equipment since large items are being removed.
 - Their first choice was on page 70 of Playcraft catalog. It lists for \$20,764.00, designed for ages 5 – 12 and fill an area of 40 feet X 40 feet. The estimated installation fee of 30% would bring it to \$26,799.00.
 - Their second choice was on page 75, lists at \$18,787.00 and takes an area of 44 feet x 30 feet. Jeremy will contact the sales rep and see if they can come down to our max budget of \$25,400 and make the first choice work.

The order will be divided into two purchase orders. The board agreed the new equipment should align in color with the existing equipment.

MOTION: Karen Minshall made a motion to purchase the first choice if there is a way to get it within our budget. If not, proceed with ordering the second choice. Cathy Combs seconded the motion. All in favor the motion passed 5-0-0.

3. Phase II Design - Fred Hollmann presented a design for the second phase of the park's five-year master plan to upgrade the upper area of the park. The design included trees along the path parallel to the playground area. The board was very pleased with the design and approved Fred putting the design out to bid. He will send it to two landscapers and return with their bids by the next board meeting. The board also has a grant from the conservation district for \$500 which could also be part of this design. Cathy Combs pointed out that the board needs to consider what the long term impact these additional plantings will have on the park's annual maintenance fee. Fred advises that all new plantings be fertilized. The board currently spends \$3200 annually on maintenance. The second phase will probably increase the fee another \$1000. The board also wants to put the maintenance out to bid. Following the receipt of bids for Phase II work, Fred will put the maintenance package out to bid. Jeremy said we need to brief the mayor on our plans and keep him apprised of the fact that we are continuing

on our five year plan. The next phase would be the basketball court and vegetation around it.

4. Haunted Walk – Pam submitted the following report on the 2014 Haunted Walk. Next year the board should communicate with A. J. Jolly and be sure it doesn't schedule events on the same date. Haunted Walk attendees should be spread out more, in order to give the performing groups time to regroup for the next set of visitors. Also, the ground rules need to be stressed to each group –emphasizing no touching the performers.

2014 Haunted Walk Summary

Expenses		
Vendor	Item	Cost
WalMart	flashlight batteries	\$12.69
Dollar Tree	candles	\$2.20
Staples	photocopies of flyer	\$49.90
Art's Rental	Heater	\$25.97
ldesign	Signage	\$62.00
Prizes	First Place	\$250.00
	Second Place	\$200.00
	Third Place	\$100.00
	TOTAL	\$702.76

Income	
Item	Amount
\$1 admission	\$504
TOTAL	\$504

NOTE: We had glow necklaces from last year, so we didn't need to purchase them this year

Organization	# of Volunteers
Bishop Brossart High School Beta Club	20
Campbell County High School Beta Club	43
Campbell County High School National Honor Society	13
Northern Kentucky University Students	18
Shelly and friends (local citizens)	4
BOY SCOUT Troop 96 - haunted scene	8
BOY SCOUT Troop 96 - concession stand	7
Police Department Explorers	3
Police Dept. Volunteers (VIP)	2
Bill Rachford	1
Barb Weber	1
Park Board	3
Total:	123

NEW BUSINESS

- 5. New message boards – Pam reported the two new outdoor message boards put up in the park by the lake are full of condensation and make it nearly impossible to read what is posted. Don Zalak, father of the Eagle Boy Scout who built the structure, is trying to correct this.

- 6. Agenda items for next meeting

COMMUNICATION

ADJOURNMENT:

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

Attested to and submitted by:

Pam Proctor
Pam Proctor, Secretary

Cathy Combs ~~Chair~~
Jeremy Tpy, Chairperson

Dated 12-03-14

Dated 12/3/14