



**PARK & RECREATION MEETING
Minutes of January 6, 2016**

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 Cathy Combs Karen Minshall
 Pam Proctor Fred Hollmann

Also Present: Bill Rachford, Mayor Kim Wagner, Recreation Dir.
 Sam Trapp, Public Works Supt.

APPROVAL OF MINUTES:

MOTION: Cathy Combs made a motion to approve the November 6, 2015 minutes, seconded by Karen Minshall. All in favor, the motion passed 5-0-0.

VISITORS AND GUESTS: None

OLD BUSINESS:

1. **Budget** – To date, the Board has spent \$5,715.
2. **Park Path** –Pam gave a summary of a conservation grant application requesting funds for the lake trail repairs. She met with County Extension agent D.J. Scully to get his recommendations on how to address the trail deterioration. He advised properly engineering the drainage ditches and culverts so storm water runoff flows into the lake and not under the trail. He recommended a hydraulic engineer for this task. Sam also said that over time, ditches become clogged with leaves and soil and must be routinely cleaned. His department can take care of this.

It was pointed out that the City contracts with Mark Brueggemann with CT consultants and that he could possibly design a repair for the drainage problem. Pam noted that an engineer with specific hydrology skills was needed. Cardinal Engineers was recommended as such a firm.

MOTION: Karen Minshall made a motion to have an engineer from Cardinal or CT propose a plan to mitigate the erosion, seconded by Cathy Combs. All in favor, the motion passed 5-0-0. Jeremy requested that he and Pam first contact CT Consultants and Cardinal to get their rates and see who they have qualified to work on this project. Jeremy will write up the specifications of what information the board wants. He will contact CT Consultants and Pam will contact Cardinal.

At the next board meeting, an engineering firm will be selected. A date will then be set for the engineer, D.J. Scully and Sam Trapp to walk the trail and discuss the problem and solution to water drainage, trail erosion and trail repair.

Cathy asked when the grant funds would be available if we are applying for funds to pay engineering fees for the path. Pam said the grant funds would not be awarded until April 1, which is after the date when the board wants to have an engineering plan in place. Therefore, Pam will revise the conservation grant to request funds for asphalt, an action that will take place after the funds are awarded.

Sam advised the Board to get the path paving project out to bid immediately, as the companies are starting to fill up bookings now. He also said an engineering company could put bid packages together for a nominal fee. He said the bid can specify specifics such as putting gravel along the edges.

NEW BUSINESS:

1. **Arbor Day** – Cathy Combs reported that National Arbor Day is April 29th and recommends holding the City’s Arbor Day celebration on Saturday, April 30th 10:00 a.m. to Noon. Pam will check to make sure the signs are updated from last year. The four trees to be ordered are: White Pine, River Birch, Red Oak and Black Cherry. The City will request delivery two days prior to the event. For the record, Cathy learned that trees may be ordered as early as September (rather than January) prior to the next Arbor Day.
2. **Agenda Items for Next Meeting were discussed:** Landscape Maintenance Contract and Arbor Day.

COMMUNICATION:

The Mayor introduced the Board to Ms. Kim Wagner, the new City Recreation Director. Kim will oversee the Park and Recreation Board and Recreation Center. The Mayor will transition out of his direct contact with the Board over the next several months.

The Mayor said the Board must hold elections of officers at the first meeting of the year. Elections were then held.

Cathy Combs was unanimously elected Treasurer.
Pam Proctor was unanimously elected Secretary.
Karen Minshall was unanimously elected Vice-Chair.
Jeremy Toy was unanimously elected Chair.

ADJOURNMENT:

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

Attested to and submitted by:



Karen M. Barto, City Clerk/Treasurer



Jeremy Toy, Chairperson

Dated 2/3/16 _____

Dated 2/3/2016 _____