



**PARK & RECREATION MEETING  
Minutes of November 2, 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                   Karen Minshall           Cathy Combs  
                          Pam Proctor

Also Present:   Kim Wagner, Recreation Director

Absent:           Fred Hollmann

**APPROVAL OF MINUTES:**

**MOTION:** Karen Minshall made a motion to approve the September 7, 2016 minutes, seconded by Cathy Combs. All in favor, the motion passed 4-0.

**VISITORS AND GUESTS:**

- Patrick and Sean Mertens, Boy Scout Troop 96 were present. They brought a sample of the bench Patrick is building for the Lake Trail. He would like to start November 12. Kim will spray paint the exact location where each new bench should be placed. Patrick will contact Sam Trapp about access to electric power for construction.

**OLD BUSINESS:**

1. **Budget – FY 16-17** – The total spent to date is \$32,839.60. A total of \$803 was collected during the Haunted Walk. A portion was used to purchase concession drinks for the student volunteers. The remaining \$782, was deposited.
2. **Haunted Walk** – The 2016 event was very successful. The board commended Kim Wagner for her excellent planning, great organization and smooth running of the event. She came with a list of notes for next year and a report on this year's expenses. The total cost was \$674.49, which included three cash prizes, two rental generators and some miscellaneous items. Board members contributed additional recommendations.
  - a. Advise whoever runs the concession stand to plan for up to 800 people. This year they only planned for 100 and ran out of beverages very early.
  - b. Purchase snacks for volunteers.
  - c. Compose the Haunted Walk groups of 15 people and launch them every 90 seconds.
  - d. Start at 7:25 PM (even though the sign says 7:30) to get a head start on the crowd.
  - e. Only have one guide per group. While many are there initially, they quickly get deployed and later delay the launch of groups waiting for guides.
  - f. Remind the guides to keep a thoughtful distance between their group and the next.
  - g. Have the judges go in a group, not individually.
  - h. Get more strings of lights to light the steps from the path to the Zombie Store.
  - i. Kim would like to get more signs to expand advertising the event next year. She notes that the small garage sale size is not too expensive.
  - j. Check school fall dates before selecting the date next year. Cathy Combs noted that we have traditionally held the walk two Saturdays before Halloween, which is what we did this year.
  - k. Rope off Stillwater Trail to prevent people from entering the Walk half-way around the trail.

- 3. **Conservations Grant** – Kim informed the board that the city of Alexandria has received a 2016 Environmental Stewardship Grant for the Tree Planting at Alexandria Community Park Project (\$1000 for trees and shrubs). The trees and shrubs will be planted around the maintenance garage at the park following the master plan design. A decision on what trees will be selected was tabled until the next board meeting so Fred Hollmann can make recommendations. The grant requires that native trees and shrubs be selected and that D. J. Scully approves the planting material and installation pricing before installation takes place. The planting will take place in the spring.

**NEW BUSINESS:**

- 1. **Agenda items for next meeting** - Budget, Conservation Grant, next year’s capital improvement project.

**COMMUNICATION:**

Kim Wagner said that a tree will be planted in the park in memory of a young boy and asked if the board had a recommendation for location. The board agreed Guidugli family, who is donating the tree, will be able to select the right location.

**ADJOURNMENT:**

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

Attested to and submitted by:

  
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 Karen M. Barto, City Clerk/Treasurer

  
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~~Jeremy Toy~~, Chairperson (Co Chair)

Dated 1-5-17

Dated 1-4-17