



**PARK & RECREATION MEETING
Minutes of November 6, 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	Absent	Pam Proctor	Present
Cathy Combs	Present	Steve Hamberg	Present
Fred Hollmann	Present		

Cathy Combs called the meeting to order at 7:00 pm.

APPROVAL OF MINUTES: Pam Proctor made a motion to approve the October 2, 2013 minutes, seconded by Steve Hamberg. All in favor, the motion passed with a 4-0 vote.

VISITORS & GUESTS: Shelley Abercrombie, Alexandria, Stephanie Wells, Alexandria, Brenda Decker, Alexandria.

OLD BUSINESS

- Haunted Walk Report - Pam submitted a report (attached). Recommendations for next year were discussed.
 - The attendance of 450 people is a manageable amount for this location and staff.
 - Fred suggested changing up the event, in order to get people to come back.
 - Steve suggested offering something for the younger children, such as a hay ride and having it while it is still light.
 - Pam advised creating a committee to brainstorm and plan the event, and meeting in early summer.
 - All agreed to cancel funfest. Businesses that want to could still be welcome to show up and pass out candy, just don't promote it, in case the businesses back out as they did this year, per Shari Hennekes.
- Upper Park Master Plan –
 - Cathy received the bids from Jolly for phase one. Fred said it was a reasonable quote. Cathy will forward the bid to the mayor for approval. Cathy will call Gary Jolly to be sure he has specified enough top soil, as the design calls for more than Jolly included in the bid. Fred Hollmann will oversee their work.
 - Baker memorial tree - Fred will arrange for a tree from Jolly and stake the area where the tree should be planted.
 - Conservation tree – Fred will arrange for a tree from Jolly and stake the area where the tree should be planted. Cathy will let Gary know that Fred is going to contact him.
- Disc golf course – Tim Webster has four holes designed and will contact the board to set up a meeting when the design is complete.
- Budget – FY 2013-2014 Cathy submitted the updated budget. Expenses to date are \$1260. For next FY budget, will need to expand how much allotted to landscape cleanup due to new bed in upper parking lot. An additional clean-up will be added as well. Fred will speak to Gary Jolly about this. The board will need the mayor's approval for this contract. Fred advised putting the spring clean up and summer maintenance on one purchase order and the summer and fall clean up and maintenance on a separate purchase order.

NEW BUSINESS

- Award Haunted Walk Prizes –
 - Shelley Abercrombie, Stephanie Wells and Brenda Decker were present to receive the first place prize for best scene at the 2013 Haunted Walk. The checks were not there; the guests were told the check would be mailed to Shelley. Cathy Combs will arrange this with Joann Hackworth. The board congratulated them and invited her back for next year's event.
 - The board asked for their feedback about the Haunted Walk. They requested not being located near lamp post; it gives off too much light. They suggested color coding the tour guide's flashlights so lead guide is green and back guide is red. They would like to see someone coming out of the lake as was done several years ago.
- Boy Scout Troop 96 – The troop requested that someone from the board attend one of their troop meetings and present the Haunted Walk prize to the entire troop at that time. Steve Hamberg agreed to do this. Cathy will see that Steve gets the check. Pam will forward Scout Master Mark Sees' contact information to Steve so he can confirm with the scout master which meeting he will attend.
- Safety Grant – the board does not have anything that qualifies for the 2013 grant.
- Update on maintenance list – Pam submitted updated list. The board reviewed and added comments. Pam will update with the board's revisions and submit to mayor for approval to forward to Sam.
- Agenda items for next meeting.

COMMUNICATION:

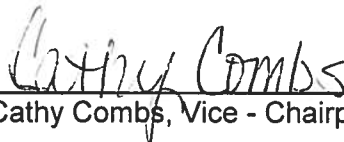
ADJOURNMENT:

MOTION: Fred Hollmann made a motion to adjourn, seconded by Steve Hamberg. All in favor, the motion passed with a 4-0 vote.

Attested to and submitted by:



Pam Proctor, Secretary



Cathy Combs, Vice - Chairperson

Dated 12/4/13

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2013 Haunted Walk Summary

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	12
Shelley Abercrombie and family	4
Boy Scout Troop 96	15
Community volunteers: Rick Neltner (P&Z), Patti Bush, Mark Combs, Amy Hamberg	4
Park Board: Steve Hamberg, Cathy Combs, Pam Proctor	3
Alexandria Police Department VIP's	4
Total:	118

Total number of scenes around lake: Twelve

Scene winners:

1. First Place \$250 - Shelley Abercrombie
2. Second Place \$200 – Campbell County High School Beta Club
3. Third place \$100 – Boy Scout Troop 96

Parking:

Alexandria Police Department VIP's – 4
 Alexandria Police Department Explorers—0, they were told the event was canceled
 Alexandria Police Department Officers – 1 or 2

Family FunFest - Canceled due to weather. However, Little Red School House still set up.

Concession – canceled due to weather

2013 Haunted walk Expenses	
Order Glow Necklaces (ordered for next 3 years)	\$437.14
Replace number on signs	\$10.00
Generator rental	\$42.00
Snacks for volunteers & batteries for flashlights	\$93.64
First place scene prize - Shelley Abercrombie	\$250.00
Second place scene prize – CCHS Beta Club	\$200.00
Third place scene prize - Boy Scout Troop 96	\$100.00
Total:	\$1,132.78

2013 Haunted walk Income	
\$2 admission	\$900
Total:	\$900