

Park Board Minutes

(monthly meeting)

Emery Lee Bldg

503 S. Park Ave.
Alexandria, IN 46001

Meeting Called to Order: 5:52 PM (After executive meeting regarding rental fees)

Members Present:, Sam Driffill *President*; Barrett Key, *Vice President*; Devin Powers, *Secretary*; Angie Hilligoss, *member*; Kim Terry, *member*; Tom Johns, *member*

Members Absent: none

Guests: Eric Freeman, Superintendent

Pledge of Allegiance led by Sam Driffill.

Approve Previous Minutes: One edit presented by Devin that #3 under New Business get changed from "...next 3 months..." to "...next 5 months...". Tom motions to approve January minutes the edit, Barrett seconded, no objections, motion carries.

Financial Report:

1. Eric explained the 2025 financial recap, presenting 4 pages of Park Financials.
 - a. 2025 Expenses were broken down monthly, noting that the pool cost around \$62,700 to run.
 - b. The next report showed revenue for the 2204 Park Fund. This revealed the pool operated at a loss of nearly \$27,000. The board is considering ways to improve the pool without closure to try to generate profit.
 - c. The third report shows the revenue & expenses regarding the 2211 Park Non-Revert Fund. This report showed several months wherethe Gas and Water utilities do not have charges listed. Eric will be examining this further. The Emery Lee building, along with concession revenue, operated at a loss of about \$4,600.00. The board believes the rate changes could help with this number.
 - d. The final report in this section showed the revenue & expenses regarding the 5505 Bob Rogers Center Fund. The Bob Rogers Center operated at a loss of around \$4,700.00 for last year. This building is not rented nearly as often as the Emery Lee building. The board members discuss finding ways to increase the use of the Bob Rogers Center or possibly removing it from the Park assets, giving it to the City or the Fire Department.
2. Eric explained how the 2026 monthly financial reports can be presented for future financial reports, with a sample on page 7 of the agenda packet. This report will show comparisons of the 2025 expenses versus 2026, as well as a running total of the Park budget. Eric proposes a new budget breakdown, distributing the funds to fill the park board's needs more efficiently. This proposed budget does take increased city water rates into consideration and gives a 6% raise to pool staff. Barrett motions to approve Eric's new proposed 2026 Budget breakdown, Angie seconded, no objections, motion carries.

Old Business/Follow-ups:

1. Rates were discussed at the executive meeting. The board focused on the Emery Lee Building, Bob Rogers Center, and the pool as a starting point. Tom motioned to accept the new rates decided in the executive meeting, Barrett seconded, no objections, motion passes. The following changes have been made:
 - a. A formal rental agreement will be drawn up to be more comprehensive and require the renter’s signature. The board will look into setting up an online payment option.
 - b. 2026 rates will no longer include a deposit refund. Renters will be asked to put a credit card on file as assurance that no damage is done to the rental. Details of this agreement will be covered in the newly made Rental Agreement. Any renter who is unable to put a card on file will be asked for a \$50 non-refundable deposit to cover potential damages.
 - c. Emery Lee Rates:

Hrs/Rm Rented	F/S/S/Holiday Rentals	M-R Rentals
Full Day/Rm Only	\$200.00	\$100.00
Full Day/Rm & Kitchen	\$250.00	\$150.00
Half Day/Rm Only	\$125.00	\$75.00
Half Day/Rm & Kitchen	\$175.00	\$100.00

- d. Bob Rogers Rates:

Hrs/Rm Rented	F/S/S/Holiday Rentals	M-R Rentals
Full Day/Rm Only	\$150.00	\$80.00
Full Day/Rm & Kitchen	\$200.00	\$120.00
Half Day/Rm Only	\$100.00	\$60.00
Half Day/Rm & Kitchen	\$150.00	\$80.00

- e. Harrison Square remains unchanged from 2025:
 - i. Full Day (9 a.m. – 10 p.m.): \$45
 - ii. Half Day (9 a.m. – 3 p.m. or 4 p.m. – 10 p.m.): \$25
 - f. Kiwanis Pavilion 1 remains unchanged from 2025:
 - i. Full Day Entire Building (9 a.m. – 10 p.m.): \$80
 - ii. Full or Half Day (9 a.m. – 10 p.m., 9 a.m. – 3 p.m. or 4 p.m. – 10 p.m.): \$25 per section (There are 4 sections in total)

Old Business/Follow-ups continues (Rental rates):

- g. Kiwanis Pavilion 2 remains unchanged from 2025:
 - i. Full Day Entire Building (9 a.m. – 10 p.m.): \$100
 - ii. Full or Half Day (9 a.m. – 10 p.m., 9 a.m. – 3 p.m. or 4 p.m. – 10 p.m.): \$25 per section (There are 5 sections in total)
- h. Greenspace rental is currently not priced. The board has tabled this for now, as the executive session had already run over. There are currently 7 proposed sections labeled A-G with the following proposed rates:
 - i. Electricity use: \$25/day/section
 - ii. Clean up: \$15/hr/staff member
 - iii. Rental chart:

Sections Rented	F/S/S/Holiday Rentals	M-R Rentals
Whole North field (Section A-D)	\$300.00	\$150.00
Whole South field (Section F&G)	\$200.00	\$100.00
Individual section pricing (Section A-E)	\$80.00/per	\$40.00/per
Individual section pricing (Section F&G)	\$60.00/per	\$30.00/per

- i. Pool rentals: Daily rates and Seasonal Passes were not changed at this time. Regardless of party size, the pool rentals were adjusted as follows:
 - i. Two hours (7 – 9 p.m.), Mon – Thu: \$100
 - ii. Two hours (7 – 9 p.m.), Fri – Sun: \$140
 - iii. Lifeguards are paid at \$10 per hour. The number of lifeguards is dependent on party size.
 - 1. Up to 75 guests = 2 lifeguards
 - 2. Up to 100 guests = 3 lifeguards
 - 3. Up to 125 guests = 4 lifeguards
 - 4. Up to 150 guests = 5 lifeguards
 - 5. Over 150 guests = 6 lifeguards
 - iv. Sponsored Pool Party Rates remain unchanged from 2025. The board will need to find out the current rates to make any needed adjustments.
- 2. Caretaker’s house: The board discussed how to move forward with the Caretaker’s house. They agree to have Barrett ask contractors to walk through and assess the work that needs to be done, with an emphasis that no items remaining in the home be disturbed. Three written estimates will be obtained and presented at the March meeting. The board asks that a certified letter be sent to John and Cora with a clear-out deadline in order to cover the board legally and give them a set time as a courtesy. The 30-day notice was already covered per the contract that was signed by the caretakers at their hire.

Old Business/Follow-ups continues:

3. Summer Staff:
 - a. Pool staffing will need to be done soon. The board recognizes that 2025 pool staffing was done primarily by Rachel Martin due to the board being newly appointed. The board is grateful for her help in this matter and would like to continue to get her input for the 2026 hiring, but take the actual decisions off her plate. Board would like to use more university students from AU and BSU. Barrett motions to have Rachel Martin present potential hires, with her recommendations, to the board, at which time the board will decide who will be offered the positions. Tom seconded, no objections, motion carries.
 - b. Barrett points out that mowing of the park needs to start in the very near future. With this in mind, the board is considering how to move forward with the caretaker position. It is discussed to make the caretaker's house an office rather than a home. The board is considering piecing the work out, finding semi-retired Alexandria residents who would enjoy mowing the parks for extra money. They consider getting the High School more involved with clean-up projects.
4. Eric reports that the "Mill Park" signage for "no overnight stays" has been purchased, but is uncertain if it has been installed. This will be looked into.

New Business:

1. Eric presented a Park Board Roster and 2026 Meeting Schedule to the board (page 15 and 16 of the agenda packet) for approval. Devin motions to approve the roster and schedule with the amendment to the meeting time being 5:30 rather than 5:00. Angie seconded, no objections, motion carries.
2. Kim provides details regarding the DAR tree planting event. Kim's contact is Carolyn Gruber. The event will take place on Arbor Day, April 24, 2026, with a ceremony and reception. Time has not been chosen yet.
 - a. The board must approve the tree and location for the planting. Kim will pick a few potential planting spots and recommend planting an Oak tree. She expressed concern about the Bradford Pear trees, as they are an invasive species.
 - b. Barrett states that a class from the school might be able to assist in digging the hole. The ceremony will have the presentation of a 10x16 plaque that will need a slab to attach to for the foot of the tree. Eric asked to find out where the current memorial stones have come from and if there are any size and stone requirements that should be followed.
 - c. The board would like to promote the DAR ceremony by advertising the event.
 - d. The updated details on the event will be presented at the March meeting.
3. The board discusses getting Facebook changed over to Parks and Recreation or creating a new page to allow the current page to be under City control. The board asked Eric to meet with Rachel Martin, asking for administrator rights for the Alexandria Pool Facebook page, letting her know the intent to change the name of the page to Alexandria Parks. If there is an issue with this, the board asked Eric to start an Alex Parks Facebook page that will partner with the pool page.

New Business continues:

4. The Park Board discussed opening a checking account that provides free non-profit checking, invoicing the city for \$5,000 to deposit into said account. They would like the president (Sam), secretary (Devin), and the superintendent (Eric) to have access and permissions on the account. They will be able to sign checks requiring only one signature with the goal of having liquid funds to meet park needs and to migrate the rentals from the process from City Hall to Park Board oversight. Barrett motions to move forward with the opening of the account. Tom seconded, no objections, motion carries.

Staff Report (pg 17 of the Agenda packet):

1. 2026 Goals and “to-do” list.
 - a. The board agrees to prioritize the pool. Devin suggested a partial shutdown of the pool since a complete closure would be hard on the city. The board is considering closing the pool house only if work cannot be done before or after the pool season. Considering all pool and pool house maintenance needed, the board agreed to learn the cost and timeline in pursuing improvements. The board is hoping the work could be done in August and October. The board discussed the need for a “robot pool cleaner” to replace the use of Rachel and/or Barrett’s personal cleaner. Tom has a contact at Mermaid and will pursue the company as a sponsor of the cleaner and other pool supplies.
 - b. Devin expresses wishes to install the LED sign as soon as possible. It is discussed how the sign will not only be a visual of Park and Recreation progress, but also a revenue maker in use of advertising. This would also be huge in the promotion of Park events and would be ideal to have operational before the 250-year celebration on June 20th. Barrett will send Eric an email with the LED sign details.
 - c. Tom recommended identifying items on the list that can be accomplished by student teams and approaching the schools for help.
 - d. Sam encouraged any member of the board to pursue any passion projects that might not be a top priority overall, but that they can knock out on their own for Park’s benefit. Devin expressed a desire to create a large aerial map of Beulah Park to hang in the Emery Lee building. This would be used for quick reference when the board discusses things in the park as well as a beautiful display for visitors of the building. The board mentioned adding information like tree species, amenities, and more. Tom recommended working with Mrs. Ficaglia, a teacher at AMJ/SHS, to have her class potentially work on this project. Kim offered to continue maintaining the flower beds around Emery Lee Auditorium.
2. Notes from the Todd Nasselroad/Rachel Martin meeting (pg 20 of the agenda packet)
 - a. Devin strongly recommended not pursuing Dog Park improvements at this time, as the Church at Broadway Park’s park plan includes moving the Dog Park to a location just west of the church. Further discussions will be had over the Broadway Park Concept plan in the future.

Staff Report (pg 17 of the Agenda packet) continues:

3. “Mill Park” trail design and Community Foundation Endowment meeting.
 - a. Libby Manning, from the Madison County Community Foundation, will be at the top of the April 22nd board meeting agenda to discuss the Alexandria Park Fund that is part of the Foundation’s endowment and the \$1-for-\$1 match the Foundation is offering this year on new gifts to endowed funds. Eric said he will have a two-prong fundraising plan at that meeting – one plan to increase the endowment by leveraging the \$1-for-\$1 match, and another that will focus on funding a specific park project to be accomplished in 2026.

Meeting Adjournment:

Tom motions to adjourn the meeting. Barrett seconded, no objections, motion carries.

Next Meeting: Wednesday, March 18, 2026, 5:30 at Emery Lee Building.

Meeting Adjourned: approximately 7:07 PM

Minutes Taken By: Devin Powers, Secretary, and Eric Freeman, Superintendent