

ROCHESTER PARK & RECREATION BOARD MEETING MEETING MINUTES

Date:2/9/2026

Time: 6:00PM

Location: 320 Main Street, Rochester, IN 46975

1. Call to Order

- Meeting called to order at 6:00pm by Tammy Williams
- Pledge

2. Roll Call - Board Members Present:

- Kim Landis, President
- Ed Richard, Vice President
- Mitch Hayes, Board Member
- Tammy Williams, Board Member

Approval of Minutes from Previous Meeting

- **Motion:** To approve the minutes, made by Ed Richard
- **Second:** Tammy
- **Result:** Motion approved.

3. Speak Presentations

Guest Speaker 1: Brice, PlayPros

- Reviewed playground pricing and equipment information.
- Discussed overall layout of the grounds.
- Considered preliminary pricing options.
- The maintenance department can complete some of the finishing work.
- Plan to approve the playground equipment, coordinate installation, and set up restroom facilities.
- Discussed placement of the pavilion on the left-hand side of the existing pavilion area
- Motion made by Ed Richard.
- Seconded by Tammy Williams.
- Motion approved.
- Proceed with ordering the equipment.

Guest Speaker 2: Ryan Clevenger, Golf Carts

- Spoke with Lee Cutting and Mayor Odell.
- Use of personal golf carts on the course is permitted with a trail fee, pending cart inspection.
- Question raised regarding whether to charge a fee per additional rider.
- The insurance company has approved this arrangement.
- The item has not yet been approved by the board.

Guest Speaker 3: Judi Leoniger, Usage of the Park

- Benefits for Cancer: Faith and the Fight and Joe's Hope
- Event Date: September 19
- Request to use the city park for a Hope and Faith Cancer Walk.
- All funds will remain local.
- The event will utilize the city park and the interior park roadway for a memorial walk.
- Vendors may participate and must complete a special event permit.
- Request includes the possible use of a canopy tent with stakes for a vendor booth.
- Board Approval:

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- The organization will manage its own funds.
- Pavilion rental approved.
- Special permits required for vendors and special event use.
- Coordination with the Board of Works required.
- Road Closure:
- If the road is closed for the walk, approval must be obtained from the Board of Works (Duane Border).
- Vendors may set up throughout the day.
- Luminary bags will be used for the evening memorial.
- Event Time: 3:00 PM – 9:00 PM.
- If the walking path follows the interior roadway loop, a road closure may not be necessary.
- Motion to approve made by Ed Richard.
- Seconded by Tammy Williams.
- Motion approved.

4. Reports

Duane & Landon

- All picnic tables have been constructed and are staged for placement; two tables will be installed at the Jaycee location.
- The next set of picnic tables will be installed at the golf course across from BnK as replacements.
- Motion made by Ed Richard to donate two picnic tables to the community garden on Picnic Street across from the sledding hill.
- Seconded by Tammy Williams.
- Motion approved.
- A tree near Pavilion 1 was removed due to safety concerns.

Jessica, Marketing Update

Grants - Info from NICF

You should fill out an Impact Grant application. Most of these projects are likely over the \$25,000 threshold, but if not, you can apply for a Community Support Grant.

Also, check the Everwise grant opportunity—it's due March 1.

You should also complete a township grant application. People from each township visit the park, so you can apply to multiple townships if it applies.

Parks Program Set Up

- Training Lindsay on receiving forms
- If they are given the scholarship, they are provided a code that gives them a zero and will not run through square. Only sign them up.

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Square with Taking payments - directly through Square not through the website.

- This can be used as online donations and ways to fundraise for events
- Motion to add a donation page by Ed Richard. Second by tammy.

Proposal to Increase Contracted Hours for Remainder of 2026

- Discussion to bring up at next board meeting

**This year has brought more ideas and opportunities that we are able to pursue, but additional time is needed to support this growth and ensure projects are completed thoroughly and on schedule.

While I delegate tasks where possible, many responsibilities remain part of my role, including event and marketing campaign planning, creating flyers, preparing social media content, attending meetings and taking minutes, grant searching and writing, phone calls, and managing emails.

I have a **proposal to increase my weekly hours**. I am consistently running out of my currently contracted time, and we have more projects, initiatives, and events planned for the remainder of 2026. Without an increase in hours, I will need to continue prioritizing on a week-to-week basis what can be completed.

I am requesting an additional **3 hours per week, increasing my schedule from 5 to 8 hours weekly**. This increase would be added to my regular bi-weekly payment, not issued as a separate payment.

With **46 weeks remaining in 2026**, this would result in an **increase of \$8,970** through the end of the year. I recommend implementing this adjustment for the remainder of 2026 and **reevaluating in January 2027**.

I truly enjoy this role, and any additional involvement I can provide to help support programs, events, and overall park initiatives would be greatly appreciated.

Scope of Ongoing Responsibilities (2026)

Parks Program Marketing & Social Media

- January–February: Set up registration forms and payment options
- March–May: Summer Parks Program preparation, marketing, social media, and Google updates

Golf Marketing & Social Media

- February: Course opening marketing
- March–April: *Swing for the Parks* fundraiser marketing
- March–December: Ongoing marketing, social media, and Google event updates

Pool Marketing & Social Media

- April: Pool opening marketing
- April–August: Ongoing marketing, social media, and Google updates

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Park Events & Community Updates

- September–December: *Light Up the Park* event marketing and updates
- Additional events and initiatives as scheduled (e.g., Music in the Park)

Additional Marketing & Administrative Support

- Friends of the Parks marketing campaigns, including design and social posting
- Social media outreach to encourage community participation
- Community photo coordination and posting
- Continued website updates
- Grant searching, writing, and follow-up

END MARKETING

Lindsay, Parks Program

- Waiting to hear from the Indiana Arts Grants - This week
- Halfway full with camp leaders
- 50% of camper leader return

Friends of the Park

- Five women attended the initial meeting to discuss planning and advertising strategies.
- Met with Jana Vance to discuss transportation for the Summer Parks Program.
- Ongoing discussion of upcoming events.
- Recruitment materials for Lights Up the Park have been uploaded to the shared Drive.
- Second meeting scheduled for March 7 to discuss a partnership with the school foundation.
- Applications submitted for a Community Foundation grant and Everwise funding.
- Continued focus on community outreach and promotional efforts.
- Recruitment underway for participation in the Nickel Plate parade.

5. Old Business

Kim,

- Pool Manager & Assistant - Creating the Ad (Board will look at Applications)
- Kewanna, June 29th-2nd
- Soldier Display at Centennial Park, White
- Pre-Fab Quote on the restroom for Jaycee Park. Look at local contractors. Make a motion by Ed, second by Tammy. All in Favor.

Golf Scramble

- 5 teams signed up
- Leanne will help with the Scramble

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6. New Business

- None

7. Public Comment

- Time for community members to share their thoughts or concerns

8. Next Meeting Date - March 9, 2026

9. Adjournment

- Motion made to adjourn by Tammy Williams
- Seconded by Ed Richard
- Motion carried or denied: carried.

Minutes submitted by:

Jessica Shafer, Marketing Consultant

Feb 9, 2026 at 7:59PM