

ROCHESTER PARK & RECREATION BOARD MEETING MEETING MINUTES

Date: 7/13/2026

Time: 6:00PM

Location: 320 Main Street, Rochester, IN 46975

1. Call to Order

- Meeting called to order at 6:00pm by Kim Landis
- 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 made by:** Ed Richard
- **Second:** Mitch Hayes
- **Result:** All in favor. Motion carried.

3. New Business, Speaker Presentations

a. Constellation Wireless

- Wanted permission to set up a tent

b. Kim Landis – Pavilion Improvements

Updated the landscaping across from B&K and planted new flowers.

Requested permission to paint the front of the pavilion and the support posts gray. The only expense would be paint and brushes. Kim will complete the painting and hire assistance if needed.

Motion: Tammy made a motion to approve the project, with Mitch seconding. Tammy also volunteered to help with the painting. All in favor. Motion carried.

- c. Board Members discussed and compiled a wish list of future improvements for Fansler Park. The list will be used to identify and pursue grant opportunities that align with the proposed projects.

4. Reports:

a. Duane/Landon, Park Update

Discussed camping in the parks following the July 1 state law regarding homelessness in public spaces. While individuals may be allowed to remain in the park if they are not causing disturbances, tents will not be permitted in the middle of the park.

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Met with representatives from the Vialytics program. The Street Department currently uses the software to track street maintenance, and it can also be used by the Park Department to manage capital assets such as playground equipment, track work orders, document inspections, and monitor park equipment. Landon has been set up in the system and is beginning to use it for park operations.

Kim asked about obtaining pricing information to support future grant applications. Items discussed included replacing pool loungers and exploring Sunbolt solar-powered charging stations that also provide shade. Jessica will research pricing and available options.

b. Jessica Shafer, Marketing/Funding Update

- Completed website updates for all departments, including adding new photos, updating events, refreshing blog content, and preparing a fall newsletter to be sent following the next Board meeting.

Light Up the Park

- Light Up the Park is scheduled for December 12th.
- Friends of the Park will assist with decorating and event teardown.
- Items needing discussion:
 - What time should the lights be turned on this year?
 - Who will serve on the planning committee?
 - Will decorations be handled by Board members only, or will community members be invited to participate as in previous years?

Events & Advertising

- The Sound Bowl Healing event has been confirmed for August 13th. Advertising will be posted this week on the website, Google, and Facebook.
- This week's scheduled event has been canceled.
- Continuing to create and manage social media content for all departments.
- Labor Day marketing planning:
 - Confirm whether the golf course will be open for play. The pool will be closed.
 - Promote parks, pavilion rentals, and other available amenities.

Pool Marketing

- Creating a Last Day of the Season campaign for the pool.

Parks Program Fundraiser Support

- Assisting Lindsay and the Parks Program with this week's fundraiser by creating flyers, social media content, and website updates.
- Sent out a newsletter requesting baked goods donations for the fundraiser.
- Ordered five yard signs for Rochester Park & Recreation featuring a large logo, website information, and space for interchangeable event decals.

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- Ordered 10 decals specifically for the Fish Fry fundraiser. Future event decals can be created, allowing the signs to be reused for multiple events.
- Signs will be available for pickup before the event, and Lindsay will be contacted regarding arrangements.

Funding Update

- No funding updates at this time. Waiting on the Board's priority list with estimated project costs to move forward with funding opportunities.

c. Anthony - Golf Update

Discussed the newly added dirt along the pool side of the golf course entrance and plans to improve its appearance. The Board agreed not to spend money until determining whether there is an existing landscaping plan. If no plan is in place, Anthony will obtain the materials needed to finish the area. The estimated cost to cover one side is approximately \$150–\$200 for a section measuring 162 feet by 10 feet.

The storm shelter on the golf course sustained damage after a tree limb fell through the roof. Two shelters remain on the course. The Board discussed whether to repair or remove the damaged structure and recommended obtaining a repair estimate before deciding whether to demolish it.

d. Lindsay Barts - Summer Parks Program Update

- i. Registration fees totaled approximately \$13,000.
 1. Total program funding, including grants and registrations, was approximately \$29,000. About half of the registration revenue was awarded as scholarships to participating families.
 2. Received an Indiana Arts Commission Grant to support this year's educational theme, Trail of Death. As part of the project:
 3. Bill Shewman created a community mural.
 4. Participants shared oral retellings from a book about the Trail of Death, which began in Rochester.
 5. Remaining grant funds will allow Bill Shewman to create a coloring book illustrating key events along the Trail of Death for use in next year's Parks Department programming.
 6. Improved registration and invoicing processes reduced the discrepancy between registered participants and actual attendance from the previous year, resulting in more accurate attendance records and time savings.
 7. The program entered its final week and was reported to have had a successful summer.
- ii. Attendance increased by approximately 10% compared to last year.
- iii. Budget Update
 1. Employee wage expenses are approximately halfway through processing, with payroll for Weeks 4 and 5 still to be submitted.

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2. The program is projected to finish the season with a positive net balance.
- iv. Friends of the Park Update
 1. The July 17 Fish Fry fundraiser was fully staffed with all volunteer positions filled.
 2. 125 presale tickets were sold.
 3. The community movie night was postponed.

b. Lori Simpson - Pool Update

Swim lesson enrollment increased to 108 participants, up from 78 last year, generating approximately \$3,120 in revenue. The Health Department has been invoiced for its portion of the swim lesson scholarship program, covering \$40 per participant. Pool attendance reached 6,952 visitors this season. Attendance was slower during June but increased as the season progressed.

Many pool loungers are reaching the end of their lifespan. The plastic is breaking, requiring several to be discarded, leaving approximately 50 loungers remaining. Replacement options will be explored. Discussed installing a lock or fence around the dumpster, as it is intended for staff use only and not for public access. A total of 4,281 daily individual admission passes have been sold this season.

5. Old Business:

- A. Amy Roe provided an update on the Lakeview Park Bridge project. After meeting to review the project, it was decided to delay applying for the current grant opportunity. The project will be divided into two separate efforts: a bridge project and a trail project, allowing each to be pursued independently for future funding.

HWC Engineering will provide civil engineering services for the project. Future plans will ensure the project is designed to meet Indiana Department of Natural Resources (DNR) standards.

B. Tammy - V3 Update

Duane has begun updating the Park Department job descriptions. Onboarding forms are being added to the new employee packet to streamline the hiring and orientation process.

6. Public Comment: Time for community members to share their thoughts or concerns

- N/A

7. Next Meeting Date:

- Special Meeting: July 27th at 6:00PM
- August 10th, 2026

8. Adjournment

- Motion made by: Tammy at 7:47PM

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- Seconded by: Ed
- Motion: All in favor. Motion carried.

Minutes submitted by:

Jessica Shafer: Secretary and Marketing Consultant

August 4, 2026