

ROCHESTER PARK & RECREATION BOARD MEETING MEETING MINUTES

Date: 11/10//2025

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

3. Approval of Minutes from Previous Meeting

- Motion to approve minutes by Mitch Hayes
- Seconded by Ed Richard
- Motion Approved or denied: Approved

Speaker Presentations, Q&A Session with Speakers

Guest Speaker 1: [Amy Roe/Chuck Lehman, Park Board Training]

The board discussed the educational construct of roles within the board and recent conversations with Andy regarding policies and procedures. Chuck Lehman, who previously worked with Amy, submitted a revised contract for \$6,000 to assist with explaining the Indiana Code and identifying roles and responsibilities. The proposed process would run from January through June 2026, totaling four hours of work, and would result in a completed manual. Tammy Williams suggested she could assist with this process in place of hiring a consultant. The board agreed to review the contract and revisit the plan next month.

Guest Speaker 2: [Gary Hartwig, Financial Report]

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Guest Speaker 3: [Mayor O'Dell, Playground Project]

The board discussed building an investment approach for playground equipment and the potential use of bonding as a financial tool. Bryce Sheets from NCL Financing provided information on funding options, estimating a total cost of \$1.7 million to complete playground equipment projects at City Park, Fansler Park, and Jaycee Park in 2027–2028. The discussion also included plans for a new maintenance and storage building for golf supplies to relocate items currently stored at the pool. This approach would help cover major investments planned over the next five years. Financial reports were provided to the board for review. This would provide a shop where equipment can be worked on in a controlled environment.

4. Reports

Nathan - Golf Course Maintenance

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- Cleaned up the course and maintenance preparing for winter and will be shutting down the course at the end of December.

Lee - Golf Course

- Proposing to raise the green fees and off season rates for green fees. Memberships would stay the same.
- The course is in good condition.

Jessica - Marketing Update

Impact Grant Report - filled out for the money for the climbing wall to NICF.

Grant Funding – NICF Grant Received for Light Up the park

- **Amount:** \$4,200
- **Purpose:** Funds will be used for reusable *Light Up the Park* displays and possibly candy cane boxes.
- Motion for the park board to match the \$4,200 grant by Ed Richard.
- Second by Tammy Williams.
- Motion carried.

Displays and Lighting

- **Leads:** Ed & Tammy
- **Responsibilities:** Oversee ordering of lights and displays.
- **Suggested Approach:**
 - Begin with uniform string lights for all pavilions.
 - Add additional displays outside of the pavilions.
 - Ordering through the City for no taxes on products - tax exempt.

Community Engagement

- **Follow-Up:** Email sent to local businesses informing them about the grant and expansion of the event.
- **Pavilions Open:** 3 small, 1 reserved
- **Sponsors Committed So Far:**
 - *Girls on the Run* (Cheryl Grieger) – Children-themed lights and yard decorations.
 - *SoVan Media LLC* (Hannah Gordon) – “Jesus Light Display.”
 - *Affordable Hearing* (Chuck Smith) – Decorating a pavilion (ideas TBD).
 - *Church of the Heartland* (Michele Howard) – Participation at the big pavilion, handing out items, possibly providing music.
 - *RTC* - Working with Lesley (Waiting to confirm with REMC)
- **Volunteers** - assisting with setup, takedown, and event-day duties (5 signed up)

Maintenance & Setup

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- **Discussion with Duane:**
 - **Flagpole Christmas Tree**
 - Proposed location: Middle flower bed near the entrance off Park Road (existing flagpole)
 - Electricity can be run across and covered with a small barrier or speed bump
 - Display duration: Dec. 13 – Jan. 4
 - **Hanging Lights**
 - Request assistance from Landon and the Street Department to hang lights using the bucket truck, Dec. 8–12

Barriers and Traffic Flow

- **Request to Board of Works:**
 - Approve use of barriers for the north entrance (preferably for the entire event, Dec. 13 – Jan. 3)
 - Purpose: Maintain one-way driving route under the tunnel and around the park to ensure visitors do not miss displays
 - Duane and Landon will present

Special Roles

- Trent: Potentially dress as Santa

Landon Notz/Duane Border - Park Supervisor and Maintenance

Daily Duties: Bathrooms / Mowing / Landscaping / Trash / Inspections / Maintenance, etc.

City Park

- Painted playground equipment and other park structures
- Winterized splash pad
- Winterized water fountains
- Winterized bathrooms
- Winterized frisbee golf cages near the sledding hill

Fansler Park

- Painted merry-go-round and other park equipment
- Winterized bathrooms

Boat Ramp / Lake

- Repaired storm drainpipe near the pier
- Replaced and painted sign near the loading dock

Winterized bathrooms

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- Ran power to pavilion and butterfly garden

Other Projects

- Installed bike rack and bench near Race Street walking path
- Removed sod for Santa House at Centennial Park
- Removed wind nets at pickleball courts
- Winterized pool facility and bathrooms
- Ran wiring at the pool for light poles
- Installed chicken wire around damaged memorial tree at the golf course
- Shut off water at all parks
- Repaired showers at the Wellness Center

Duane

The house has been torn down, and cleanup will take place soon. Paving at City Park is expected to be completed this week, including the addition of rumble strips and traffic control markings, with the driving portion of the project finishing up as well. The board also discussed the lake bathrooms and wastewater system, which are currently connected to the Airvac system. The plan includes removing the nearby real estate house from the line and exploring options to redesign the bathroom system. Upgrading to an independent, newer system would require installing a pod, making this a potential future project that would also involve replacing existing equipment.

5. Old Business

Kim - Picnic Table, Charcoal Grills

A proposal from Bryce Sheets was presented to add ten additional picnic tables. PlayPros offered to store the tables over the winter and deliver them next spring. The grills have also been delivered and are scheduled to be installed by the end of 2025. Ed Richard made a motion to purchase ten more tables for \$19,000 to be used at the parks, with Tammy Williams seconding the motion. The motion was carried.

6. New Business

- None

7. Public Comment

Janel Mulligan from the Girls Softball League at Blacketor Complex shared that the league received a grant for new playground equipment and has been in contact with board member Ed Richard to discuss vendor options. Ed suggested that once the new equipment is installed, the old equipment be donated and kept within the community rather than stored in a warehouse. A motion was made to give the softball and soccer fields the first opportunity to move forward with their playground project. Tammy Williams seconded the motion, and it was carried.

8. Next Meeting Date - December 8, 2025

9. Adjournment

- Motion made to adjourn by Mitch Hayes at 7:23PM.

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- Seconded by Ed Richard.
- Motion carried or denied: carried.

Minutes submitted by:

Jessica Shafer, Marketing Consultant

Nov. 10, 2025 at 8:15PM.