

# ROCHESTER PARK & RECREATION BOARD MEETING MEETING MINUTES

**Date:**4/13/2026

**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:** To approve the minutes, made by E Richard
- **Second:** Tammy Williams
- **Result:** Motion carried

## 3. New Business, Speaker Presentations

### Lindsay Barts

The summer programming will include donation-based yoga sessions held by the pool on Mondays throughout June and July. In addition, donation-based sound healing events will be offered by the pool, providing a relaxing wellness experience for the community. Community Yoga in the Park, led by Roots Yoga, will also be available as part of the seasonal wellness offerings.

### Andy Perkins (Kim Landis)

Andy Perkins prepared a resolution authorizing virtual meetings. The title of the resolution was read aloud and presented for approval. Tammy made a motion to approve the resolution for virtual meetings under IC 5-14-1.5-3.5. Ed seconded the motion, and the motion carried unanimously with all in favor. The resolution was approved.

## 4. Reports

### Duane/Landon, Park Update

Landon Notz reported that the park bathrooms are now open. However, the men's bathroom at the boat ramp is currently closed. Options being considered include replacing the entire toilet system or redoing the mechanical room; standard drain work is expected, and quotes are currently being obtained. The pickleball court has also been temporarily closed.

For the main parks, plans are in place to install parking blocks, including the addition of six handicap-accessible spaces.

At Jaycee Park, a meeting is scheduled with Larry Cheesman to begin the project process. Demolition is set to begin on April 14. A question was raised regarding the bathroom door orientation, confirming it faces 12th Street.

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Duane provided additional updates on Jaycee Park improvements. Plans include removing three trees off 12th Street and excavating from tree level to create approximately ten parking spaces, including two handicap-accessible spots. A fence around the playground area is also being considered, with pricing still pending; black fencing is being suggested.

Regarding the pool, a valve that was leaking last year has been removed. It will be replaced with a copper line and elbow connection, and work will also include the heater. The pool chair lift was determined to be unrepairable due to discontinued parts. A new upgraded model has been ordered; however, a replacement mount has not yet been secured.

### **Jessica Shafer, Marketing/Funding Update**

Patronicity grant discussions included a decision to hold off on moving forward until the project is more fully prepared. Updates were also provided regarding the Swing for the Parks fundraiser.

For advertising, the Shoppers Guide option was reviewed at a cost of \$135.00 for a full-color 3.5" x 5" ad, with color suggested for maximum visibility. Radio advertising was also discussed, with ads priced at \$9.50 each. Promotion is recommended to begin two weeks prior to the event, running twice daily, starting May 28 (the Thursday after Memorial Day).

Regarding the Duke Foundation Grant, it was noted that the funding is intended for new and exciting projects rather than maintenance-related items. In preparation for future applications, it was emphasized that a comprehensive list of potential projects with associated cost estimates will be needed to move forward with grant submissions.

### **Anthony - Golf Update**

Brantlyn (guest) inquired about the SandPro machine for use at the softball diamonds, with the possibility of donating it to the nonprofit Rochester Girls Softball League. Utility vehicles were also discussed, with estimated costs ranging from \$16,000 to \$25,000.

Additional equipment opportunities were reviewed as "exploding offers" for used equipment requiring prompt approval. This included a rough mower priced at approximately \$39,000. A motion was made and seconded to approve equipment purchases as they become available, not to exceed \$125,000 total. The motion was approved unanimously.

Cart path maintenance was also discussed, including sealing approximately 4,000 square feet. The cost to seal existing areas and address sections that cannot be replaced is estimated at \$3,500, with work planned within the next few weeks.

Tree maintenance updates included removal of trees near Hole 9, as well as clearing a cluster of trees near the pond.

An update was provided on Rush, the new goose control dog at the course. She is actively working to deter geese. It was noted that when she is working, she should not be approached, but she may be petted once her work is complete. She is generally friendly and approachable with care.

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### **Lee - Golf Update**

An update was provided on computer replacements, with the ordering process currently in progress.

It was also noted that the first school event of the year was held successfully and went smoothly, marking a strong start to the season's larger events.

The Leadership Development group attended today's Park Board meeting.

### **Lindsay, Summer Parks Program/Friends of the Park**

A full employee list was provided and will be followed by onboarding and training sessions scheduled for June with Jane as part of the recruitment process.

Budget discussions included maintaining employee costs at last year's levels, along with educational and operational expenses. Additional funding efforts include a letter-writing campaign and planned fundraising initiatives with projected goals, including a fish fry event.

Transportation remains the largest expense. A partnership with the daycare program was established, providing a \$25 weekly discount. Scholarship allocations have also been increased. An updated hourly report was reviewed to better outline priorities, accomplishments, and future goals; May's report is still pending updated hours.

The Friends of the Park group, consisting of five members, has held two meetings with minutes recorded. Approval is needed for participation in a May 2nd event where Parks has been asked to help promote a vendor event and citywide garage sale organized by RDP. Flyers for the summer parks program will also be distributed.

Planning discussions included "Light Up the Park" with ongoing coordination and outreach efforts to generate additional family-friendly events.

A fish fry fundraiser is being developed, potentially including field games and a "Parkival" style event on the final day. The proposed timing is Friday evening from approximately 5:00–7:00 PM at City Park, with presale tickets and a possible drive-through option. Logistics are still being finalized, including truck hookup requirements for the fish fry. Lindsay will coordinate further details.

Additional programming ideas include a Music and Movie Night in the Park featuring an inflatable screen and projector. A grant application is pending to help cover costs, which may also include the Manitou Monsters band. The Friends of the Park suggested August 1st at City Park as a potential date, weather permitting, with a possible rain delay plan. The event would be held in the evening around sunset, with a donation-style fundraising approach rather than an entry fee. Volunteers would circulate with donation buckets, and strong community support is anticipated, particularly from local teachers involved in the Friends group.

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### **Lori, Pool Update**

A training update was provided regarding work with Alisha Washman, who conducted lifeguard certification training. The first in-person class is scheduled for Sunday and originally included 20 participants; of those, 8 are expected to serve as lifeguards for the upcoming season, including 7 returning staff members. Due to expanded amenities such as the slide and climbing wall, staffing needs have been adjusted, with a recommendation to increase hiring from 12 to 14 lifeguards.

Charlee and Lori are also in the process of renewing their lifeguard certifications. A request was made to compensate Alisha \$800 for her instruction and training time, which includes modified class structure—4 hours for the initial session and a full 6-hour session next week covering CPR, AED, and first aid. The written exam will be completed last, along with additional preparatory work provided by Alisha. A motion was made by Ed and seconded by Tammy to approve payment of \$800 for the lifeguard certification training, and the motion carried unanimously.

Discussion then moved to staffing adjustments for Charlee Schwank, who requested a wage increase to \$35 per hour. She is also able to assist at the pool as needed. Her current rate is \$25 per hour, and the proposed increase would result in an estimated additional cost of up to \$240. A motion was made by Tammy and seconded by Kim to approve the wage increase to \$35 per hour, and the motion passed.

Swim lesson programming was also reviewed, with lessons priced at \$80 each, of which the Health Department will cover \$40 for eight lessons. An REMC “round-up” grant opportunity was also mentioned as a possible funding source.

The pool is scheduled to begin filling soon, with chemical balancing to follow.

Concessions were discussed, noting that the stand was reopened last year but was not profitable after accounting for product costs and staffing expenses. Currently, one employee is assigned to operate it, though consideration was given to utilizing lifeguards to help offset labor costs while maintaining service to the community. Board members noted that continuing the concession stand places financial risk on the Park Board, while discontinuing it would shift reliance to vending machines.

Ed suggested hiring two non-lifeguard employees specifically to operate the concession stand. Lori will include concession operations in the budget review. Previous staffing levels included two employees at approximately \$420 per week each, working six hours per day. Ed also proposed further research into concession operations and potential restructuring options.

## **5. Old Business**

### **Tammy Williams**

B3 Workshop: Permission was requested to move forward with the development of a comprehensive Park Board manual. This would include onboarding materials, updated job descriptions, bylaws, a code of conduct, a resource guide, and guidance on how to be successful as a Park Board member.

The intent is to incorporate ongoing updates into each meeting, with regular progress reports shared. All members will be expected to participate in contributing to various sections throughout the process.

The final product will serve as a living document, allowing for updates and adjustments as needed over time.

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## **Ed Richards**

### **Light Up the Park**

It was noted that all donations must be approved by a vote of the Park Board. The Board agreed it would be willing to accept new or refurbished Christmas items. A motion was made by Tammy and seconded by Kim, and the motion carried.

Discussion included the purchase of 3D Christmas trees, described as fold-out dimensional displays intended for placement in the center of the park. The Light Up the Park initiative has a \$10,000 budget; however, these items would total approximately \$4,100 and would be considered an additional expense outside of the existing budget allocation. Further research will be completed, and the item will be brought back for a vote at the next meeting. Ed made a motion to purchase the trees from Christmas Lights Last, not to exceed \$4,500. The motion was seconded by Tammy and carried unanimously.

Duane and Landon will work on constructing a donation box to support monetary contributions for the program.

Purple Tent of Hope - It was also approved that the Purple Tent of Hope may be set up over the summer near the lake area. They will continue to rent the pavilion as needed for their activities.

## **Kim Landis**

**Kiwanis** – May 6th Meeting: Provide an update on current Park Board projects and ongoing initiatives.

**Pavilions:** Consideration was given to pouring additional concrete around the pavilions at Jaycee Park and Fansler to provide extra seating areas. The step-off pavilion currently has a drop-off, and the goal is to eliminate these step-downs for improved safety and accessibility. These options will be further evaluated, and no final decisions will be made until the sidewalk installation phase is scheduled.

## **6. Public Comment**

- Time for community members to share their thoughts or concerns

## **7. Next Meeting Date - May 11, 2026**

## **8. Adjournment**

- Motion made to adjourn by mitch
- Seconded by tammy
- Motion carried or denied: carried

## **Minutes submitted by:**

Jessica Shafer, Marketing Consultant

April 13, 2026 at 7:55pm