

# ROCHESTER PARK & RECREATION BOARD MEETING MEETING MINUTES

**Date:** 6/9/2025

**Time:** 6:02PM

**Location:** 320 Main Street, Rochester, IN 46975

## 1. Call to Order

- Meeting called to order by at 6:01PM

## 2. Roll Call

- **Board Members Present:**
  - Kim Landis, President
  - Mitch Hayes, Board Members
  - Jon Burnett, Board Member
- **Board Members Absent:**
  - Ed Richard, Vice President
- **Staff Absent**
  - Lee Cutting, Anthony Johnson

## 3. Approval of Minutes from Previous Meeting

- Motion to approve minutes from Kim
- Seconded by Mitch
- Motion carried/failed. Motion carried.

## 4. Public Comments

- N/A

## 5. Old Business

### Lori Simpson - City Pool Update

- The new pool liner has been installed. Staff will begin filling the pool and adding chemicals early in the week. The goal is to open by mid-to-late week, or no later than the weekend.
- Lifeguards are currently painting and cleaning the facility, with just a few days of preparation remaining.
- The Square payment machine has been set up and is ready for use. Staff should connect with Beth to finalize the banking and routing information.

### Landon Notz - Park Supervisor Report

#### City Park

- Splash Pad up and running
- Repaired broke entrance sign
- Removed vandalism in park/bathrooms
- Removed dead trees
- Water fountain leaks/issues (parts are ordered)
- Fixed trippage and put covers on chains holding the tire swings etc.

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- Painted hand dryers
- Added pea gravel where needed

## **Jaycee Park**

- Repaired water fountain
- Repaired basketball nets

## **Fansler Park**

- Removed big tree limbs/storm damage
- Repaired basketball nets

## **Boat Ramp**

- Repaired sink in women's restroom
- Raked sand at lake

## **Golf Course**

- Helped with the memorial sign

## **Pool/Pickleball**

- **Pools:** cabinets, fridge, sink, light switches, doors, storage shelves, replaced water heater, fixed leaks in pro shop and concession stand, removed wood covering windows from winterizing, ordered valves for the bathrooms (on our to do list)
- **Pickleball:** repaired the wind net and tree issues from storm damage

## **Duane - Updates**

### **Project Funding & Draws**

- The board approved the first draw of the pool revitalization project funding.
- Costs are categorized and funds are being disbursed to contractors accordingly.
- Six draws have been made to date; one final draw will be requested after project completion.
- A final invoice will be submitted once all work is complete.

### **Facility Updates**

- The main entrance door to the pool will be replaced with a commercial-grade door (not residential), installed by Chris Brown at Rochester Glass.
- The new active door will be adjusted to avoid swinging outward into the wind.

### **Building Assessment**

- During a recent walk-through of the pool building, it was noted that the roof will likely require replacement within the next five years.
- Estimated cost for soffit and fascia repairs and a new steel roof: \$50,000–\$70,000.
- This will be kept on file for future planning and budgeting.

### **Lindsay Barts - Summer Parks Program**

- Today marked the first day of the parks program.

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- A total of 99 children are registered for this year.
- Attendance figures will be reported at the next Park Board meeting.
- The budget was provided; scholarship totals are still being finalized. So far, 25 scholarships have been awarded.
- All camp leaders demonstrated excellent participation on the first day.
- Grant support includes \$5,000 from Duke Energy, with \$15,000 allocated for education expenses.
- It is anticipated that approximately 50% of the Park Board's costs will be recouped through these grants.

### **Jessica Shafer - Marketing Update**

#### **GOLF**

- Golf postings for outings, closings, and holidays - Ongoing

#### **PARKS**

- An external hard drive has been ordered and is currently being used to back up all files.
- The May meeting minutes have been completed.
- A grant application has been finished and submitted.
- New summer photos have been taken.
- Scheduling of social media posts and holiday content is ongoing.
- The Summer Newsletter, which includes updates on the park program, pool, Swing for the Parks fundraiser, and the approved 5-year plan, has been completed.

#### **Hosting Fee Approval**

- A hosting fee of \$432 was proposed for payment.
- An invoice will be sent to Karen to ensure payment by June 18th.
- A motion to approve the hosting fee was made, seconded by Jon Burnett, and approved unanimously.

#### **PARKS PROGRAM**

- Working with Lindsay and Morgan at Winning Edge on shirts

#### **SWIM**

- Keeping community informed by replying to comments and emails

#### **MAY ANALYTICS - Past 28 Days**

##### **Parks Facebook Overview**

**Views** - 56.3K (27% from followers, 73% from non-followers)

**Reach** - 9.2K (789 from followers, 8,543 from non-followers)

**Content interactions** - 1.2K (508 from followers, 650 from non-followers)

**Followers** - 864 (83 New)

##### **Parks Website Overview - Last 30 Days**

- Site Sessions - 2,210 (1,471 unique visitors)
- Clicks to Top traffic sources
  - >Google (Organic) - 977

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**Date:** 6/9/2/2025

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>Direct - 841

>Facebook (Organic) Sessions - 209

>Top page visit - Golf (1,060)

### **Golf's Google**

- People viewed your Business Profile - 3,379
- Asked for direction - 760
- Calls - 634
- Website Clicks - 1,559

### **Park's Google**

- People viewed your Business Profile - 1,805
- Directions (City Hall) - 277
- Website Clicks - 55

### **Pool's Google**

- People viewed your Business Profile - 766
- Calls - 41
- Directions - 261
- Website Clicks - 221

### **Kim Landis**

- The pool murals will be repainted by Jim Scott at no cost for labor. The Park Board will cover the cost of supplies.
- An additional estimate from Paul Pemberton was received for repainting areas poolside in green and turquoise, with a total cost of \$1,280.
- A motion to approve the estimate was made by Jon Burnett, seconded by Mitch Hays. Motion carried.

## **6. New Business**

### **Paul Leasur - 3-on-3 Basketball Tournament**

- Approval was granted for the use of the park to host the 3-on-3 basketball tournament.
- Insurance and participant waivers will be required for the event.
- The first tournament date is scheduled for next month on the 26th, with games beginning at 8:00 AM for youth teams and 1:00 PM for adult teams.
- All registered teams will play on the same day.

### **Jeff Pass - Flybrary**

- The Flybrary is a statewide public art and community engagement initiative that connects local woodworkers and artists to build creative boxes, similar in concept to "take a book, leave a book" libraries.
- These boxes will be stocked with art and craft supplies donated by the community and placed in public parks across Indiana.

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- The project is sponsored by 27 companies and comes at no cost to the park. All boxes will be maintained and restocked by the organizing group.
- The goal is to promote public art and attract visitors, as Flybrary locations have been known to draw tourists from 25–30 miles away once mapped.
- The next step is to connect with local artists to begin creating and installing the boxes.
- Parks staff will regularly monitor the Flybraries to ensure the “take one, leave one” system is working properly and supplies are not depleted.
- A motion to approve placement in the park (at the dam and boat ramp area) was made by Mitch Hayes, seconded by Jon Burnett, and motion carried.
- <https://jeffpassdesigns.com/indiana-flybrary>

### **Officer Andy Shotts - Pavilion Fee Waiver Request**

- Officer Andy Shotts submitted a request for a fee waiver for the rental of the large pavilion at the park.
- The event, Police at the Park, is scheduled for August 2nd from 4:00–6:00 PM, and will include vendors and community engagement activities.
- A motion to approve the fee waiver was made by Mitch Hayes, seconded by Jon Burnett, and the motion carried.
- Mitch Hayes addressed Park sign to Andy - damaged, caught and paying restitution on the sign

### **Neveah Shull: Hammocks in the Park - Eagle Scout Project Proposal**

- Neveah Shull, of Troop 220, presented an Eagle Scout project proposal titled "Hammocks in the Park." The project aims to create unique, relaxing hammock hangout areas at various park locations.
- Hammocks would not be included, but stands would be installed to allow visitors to bring and use their own.

### **Proposed Locations (4 to 6 stands):**

**Lakeside Park** – near the beach and butterfly garden

**City Park** – near the splash pad and behind the park around the large tree

### **Hammock Stand Options & Costs:**

**Option 1** – Permanent Installation:

- \$60 for one set
- \$25 for each additional post

**Option 2** – Removable Installation:

- \$130 per stand

### **Potential Funding Sources:**

- Grant application through the Northern Indiana Community Foundation (NICF)
- Donation from Rochester Park & Recreation
- Community fundraiser
- Donations from friends, family, or local residents
- Duke Energy may be contacted to donate telephone poles if available

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- The estimated project timeline is 2–3 weeks after submission to the Sagamore Council.
- Neveah also plans to include a sign or plaque identifying the area as part of an Eagle Scout project and explaining its purpose.
- A motion to approve the project was made by Jon Burnett, seconded by Mitch Hayes, and the motion was approved.

### **Amy Roe - Project Presentation & Grant Update**

- Amy announced that the presentation by Chuck has been rescheduled to July 14th to allow for updates to the proposal.
- She noted that new information from Beth has resulted in a revised proposal with updated cost estimates.

### **Kim - Grand Opening of the pool**

- Chamber of Commerce Involvement
- The Chamber of Commerce will provide refreshments for the event.
- They will assist with the ribbon-cutting ceremony.
- The event will be featured in the local shoppers guide.

### **Grant Update (DNR)**

- According to Kim Landis, there are no available DNR grants for this project at this time.

### **Beth - Live Streaming Implementation**

- The deadline to implement live streaming is July 1st.
- Setup will begin on June 21st.
- A member of the Park Board needs to be trained to operate the system to ensure that all meetings are streamed live going forward.

### **Duane - Pool Season Extension Discussion**

- Lori was consulted about extending the pool season through Labor Day.
- The proposal is to keep the pool open on Fridays and Saturdays after the normal closing date, with the possibility of opening on Sundays as well.
- Focus will be on promoting and encouraging private party bookings during this extended period.
- Field trip opportunities were also suggested to increase usage.
- There will be no changes to admission or rental fees at this time.

### **7. Adjournment**

- Motion to adjourn by Jon Burnett, at 6:58PM
- Seconded by Mitch Hayes
- Motion carried.

### **Minutes submitted by:**

Jessica Shafer, Marketing Consultant

6/17/2025