

ROCHESTER PARK & RECREATION BOARD MEETING MEETING MINUTES

Date:5/11/2026

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
- **Second:**
- **Result:** Motion

3. New Business, Speaker Presentations

Kim Landis

- Kim presented the proposal on behalf of Paul for the 3-on-3 basketball tournament, which required board approval for the event. Mitch stated that proof of purchase had been provided. Ed made a motion to approve the 3-on-3 tournament, with Mitch seconding the motion. All were in favor, and the motion carried.

4. Reports

Kim Landis/Duane

- Duane spoke with Beth regarding the budget for fencing improvements at Jaycee Park. A quote of approximately \$17,000 was received for a 5-foot chain link fence. Discussion included potential parking improvements, including the removal of three trees and having the City cut back approximately 30 feet along 12th Street to allow for a sidewalk with ADA access and additional parking. ADA parallel parking along Monroe Street was also discussed. The proposed improvements would utilize funds saved from the turf project.
- Plans include replacing the existing fence and adding decorative fencing around the playground area that would align with the parking improvements. The total projected cost for the parking and fencing project would remain under the \$91,000 not spent on turf. It was suggested that approval be given for the parking and fencing improvements with the understanding that final details would continue to be worked out.
- Brice from PlayPros will provide pricing for benches, and Kim will obtain quotes for three benches. Jess will provide an update on the status of the playground project.
- Discussion also included public entrance and accessibility options, including an ADA-accessible gate, spring gate option, or an opening similar to the skate park entrance. At least one gate would need to be large enough for maintenance access. Duane suggested adding two standard pedestrian gates for public use — one on the 12th Street side near the parking area and one near the pavilion side.

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- Additional sidewalk improvements were discussed, including a 5-foot sidewalk around the restroom building that would align with the west side of the pavilion and provide access to the playground area.
- Ed made a motion to allocate up to \$91,000 of the remaining project funds for the parking and fencing improvements. Tammy seconded the motion. All were in favor, and the motion carried.
- Ed also made a motion to purchase four benches from PlayPros to match the playground equipment colors.
- Mitch second. All in favor. Motion Carried.

Duane/Landon, Park Update

- The pickleball courts are now complete and open for use.
- Staff traveled to Warsaw to pick up the new Christmas trees for the holiday season.
- Locations for the hammocks have been marked, and installation work is scheduled for May 23rd. Local youth will be assisting with the setup process.
- Work is also underway to install the diving board and ADA pool lift.
- Discussion was held regarding the dock, which is currently sinking. The dock will be removed from the water to determine the cause of the issue, and a plan for repairs or replacement will be developed.
- Waste water called and has located the parts to get the men's bathroom back up and running at the pickleball courts.
- Additional signage and pavement markings will be added throughout City Park. Duane stated that he plans to speak at the Board of Works meeting to request increased patrols in the park during that time to help address ongoing concerns.

Jessica Shafer, Marketing/Funding Update

1. SWING FOR THE PARK FUNDRAISER

- Raised \$6,000 total
- Registered Teams - 10 (\$260 each - \$2,600)
- Hole Sponsors - 17 (\$200 each - \$3,400)
 - Sent all the new signs to print
- Donations - 11 businesses

2. Pool

- Swim Lesson Registration on the website
 - Payments made through Square and reports are automatically sent to City Hall
 - The automated message after the payment clears: contact Lori for a time slot. Next year we can make a time slot selection in a different way.
- Opening Day
 - Flyer
 - Post to Facebook
 - Update Google Calendar and Business
 - Update website page

3. Golf

- Created social media designs for all currently scheduled calendar events

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- Scheduled to Facebook through mid June
- Updated Google Calendar and Business
- Update website page

4. **Lindsay**

- Parks Program Designs
 - Daycare flyer and posts
 - Registration flyer and posts
- Roots Yoga
 - Yin Yoga class flyer for at the pool
 - Yoga at the park flyer

Lindsay, Summer Parks Program/Friends of the Park

- Delivered by Duane:
 - Staff positions have been filled for the program
 - Currently 151 children have signed up
 - Approximately \$4,100 has been collected so far in registration payments
 - Program supplies and needed items for this year's program have been ordered .

Lori, Pool Update

- Opening Day for the City Pool is scheduled for May 30th, opening after Memorial Day weekend when more students are out of school. The pool season will run through August 16th.
- Programming updates include:
 - Yin Yoga will take place on Tuesday nights
 - Water Aerobics will be held on Monday and Wednesday nights with Heather McGriff serving as the instructor
- Please note: if the pool is reserved for a private party, Water Aerobics and Yin Yoga classes may be canceled due to scheduling conflicts.
- Pool operations are underway, with the pool started up last week and staff currently working on balancing and preparing the chemicals for the season.
- An event has been scheduled with Rochester Middle School for May 28th. Fifth, sixth, and seventh grade students will attend in two separate groups. Six lifeguards will be on duty, and teachers will assist with organizing students around the wall, slide, and restroom areas. Payment details for the event are still being discussed.
- Swim Lessons are also being finalized:
 - The first two weeks will be evening sessions
 - The third and fourth weeks will move to morning sessions
- Seasonal staff has been hired, and appointments are currently being scheduled for required screenings.

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5. Old Business

Tammy Williams - V3 Workshop

- Discussion was held regarding the Code of Conduct, with feedback being requested on the current process and procedures. Job descriptions will also be reviewed and updated as part of the ongoing evaluation process.
- Additional discussion included signature lines and onboarding procedures for new members joining the organization.
- More information and updates will be provided as they become available.
- We did receive the summary of the workshop about V3.

Ed - Light up the Park

- Approved purchase of 10 ft, 12 ft, and 15 ft Christmas trees for placement in the center of the park
- Purchased an additional standing soldier figure for the America 250 display

6. Public Comment

- Time for community members to share their thoughts or concerns

7. Next Meeting Date - June 8, 2026

8. Adjournment

- Motion made to adjourn by Mitch.
- Seconded by Tammy.
- Motion carried or denied: carried

Minutes submitted by:

Jessica Shafer, Marketing Consultant

May 11, 2026 at