

ROCHESTER PARK & RECREATION BOARD MEETING MEETING MINUTES

Date: 5/12/2025

Time: 6:02PM

Location: 320 Main Street, Rochester, IN 46975

1. Call to Order

- Meeting called to order by Kim Landis at 6:02PM

2. Roll Call

- **Board Members Present:** Kim Landis, Ed Richard, Mitch Hayes
 - Kim Landis, President
 - Ed Richard, Vice President
 - Mitch Hayes, Board Members
- **Board Members Absent:**
 - Jon Burnett
- **Staff Present:**
 - Lee Cutting, Landon Notz, Lori Simpson

3. Approval of Minutes from Previous Meeting

- Motion to approve minutes from Ed Richard
- Seconded by Mitch Hayes
- Motion carried/failed. Motion carried.

4. Public Comments

- N/A

5. Old Business

Lori Simpson - City Pool

General Admission Entrance Fee increase: Would like to increase the entrance fee by \$1 (From \$4 to \$5 entrance fee)

- Motion to increase pricing by ed richard \$4 to 5
- Motion second mitch hayes
- Motion: approved

Potentially opened by the end of the month or the beginning of June

Summer Parks Program Collaboration

Pool Parties - increasing from \$100 to \$200 (under 30 people) \$150 to \$300 for over 30 people

Motion to increase from party fees from \$100 to \$200 and \$150 to \$300 by Ed Richard

Second by: Mitch Hayes

Motion: Approved

Notes about pool parties:

- 2 hour time frame for private pool party
- Party room any time a day - \$25 per hour (part of the package when they have the private party)
- Larger party need a lifeguard with over 30 people (No max aside from pool max)

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Swim lessons: This year having 2 sessions. The first one from 9am to 11am with break sessions, second session from 4 to 6pm.

- 8 lessons total of 30 min

Charlee Swank pay increase: \$15/hour doubled to \$30/hour about 5 hours a day

Motion to increase pricing to \$25 an hour by ed richard

Motion second: Kim Landis

Motion: approved

Card machine inquiry & research

- Square machine, investing, figuring out the process of doing reports, goes straight to the City Pool bank account. Concerns about reporting. 3.5% processing fee + .14 cents per transaction (categories, product list with pricing, payment options, split payments) - receipt options (unknown)

CPL - Lori is enrolled.

Created a pool list of work that needs to be done, lifeguards can do (inside painting).

- Landon Notz, Supervisor - check out the water heater in the pool party room & Door missing to cover up. Hot water needs turned on, 2 pipes on the ceiling in the boiler room (boiler and hot water heat - take down heater pipe - paint it),

Final lifeguard testing is this sunday the 18th - have a staff trained

Lee Cutting - Golf Course

- T-Snap - what info do I need here?
- Boys season is coming to an end
- Indiana golf association is coming, junior tours
- Preparing for upcoming outings
- Managing calendar, Google and social media (outings and closings)

Golf Maintenance Update - Anthony Johnson

- 8, 5, 15 - replaced drains
- Bunker repairs on 5, 6, 15
- Sprayed rough, fairways, tees and greens
- Fert on greens and tees
- Aerated greens
- Cleaned up waste bunkers
- Replaced shutoff valve on 17 bridge
- Toro 3200 out front delivered. Still waiting on tri-flex greens mower

Summer Parks Program – Lindsay Barts

- Budget - above registration projections and fundraising projections.

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- Educational fund is accurate.
- Grants Awarded:
 - Duke Energy (pending), Good Oil (secured).
- Fundraiser:
 - Chicken dinner & car wash at Faith Outreach – June 14.
 - Goal: Raise ~\$1,000.
 - Yard signs for the event

- Volunteers: All secured.
- Camp Registrations:
 - Over 30 per every week for over a month.
 - About 1/3 requesting scholarships.

- Field trips and dates confirmed.
- Lunch update: Lindsay will check into external school support being cut.
- Marketing: Abigail appeared on First Federal Radio and spoke at Optimist Club.

Swing for the Parks Golf Scramble - Kim Landis

- Fundraising total:
- Golf Scramble Sponsors:
- 23 sponsors total.
- Food: USI via Harvest Moon.
- Water: Donated by Culligan.
- Pop: Provided by Coca-Cola rep.
- Drink tickets for all attendees.
- Must pay separately for beer in the club house

Marketing Update - Jessica Shafer

GOLF

- Meeting with Lee for Golf schedule
- Created designs through May for closings, Matches and League dates
- Scheduled posts through May 23rd (Only 2 weeks in advance)

SWING FOR THE PARKS

- Create thank you design
- Create hole sponsor design thank you
- Raffle & Donations list thank you design
- Meeting Kim on May 9th - Mellow Mug

PARKS

- External Hard Drive - \$105 (ed motion to purchase by ed less than \$150, second by mitch hayes)
- Minutes Page - need correct minutes for march and april
- Help finish Grant with NICF
- Sent out a newsletter - continuing to get new subscribers.

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- Music in the Park (Magician, Crafts, Live Music, Hot Dog cart, Taco Truck)

SWIM

- Waiting for opening info/Ribbon Cutting
- Any additional social posts

APRIL ANALYTICS

Parks Facebook Overview

Views - 19.1K

Reach - 4.1K

Content interactions - 689

Followers - 784 (32 New)

Parks Website Overview - Last 30 Days

- Site Sessions - **1,321** (1,005 unique visitors)
- Clicks toTop traffic sources
 - >Google (Organic) - 520
 - >Direct - 568
 - >Facebook (Organic) Sessions - 174
 - >Top page visit - Page (#)

Golf's Google

- People viewed your Business Profile - 1,919
- Asked for direction - 514
- Calls - 401
- Website Clicks - 1,004

Park's Google

- People viewed your Business Profile - 634
- Directions (City Hall) - 72
- Website Clicks - 24

Pool's Google

- People viewed your Business Profile - 346
- Directions - 243
- Website Clicks - 97

6. New Business

Tim Carson (NCI Regional Planning Council)

- Offers grant writing & strategic planning help:
 - Focus: Land & Water Conservation Fund (DNR).
 - Planning grant help via HUD/OCRA.
 - Pre-award costs count toward local match.
 - Project minimum: \$500,000; min grant request \$25,000; max \$2M.
 - Timeline: May meeting required for 2026 application.
 - High chance of funding if well-scoped.

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- Census surveys and accessibility data support required.
- Need to define scope, equipment, and location now.

Legal/Structural Updates – Amy Roe

- Identified discrepancy in legal setup:
- Board currently functioning under IC 36-10-4.
- Should be under IC 36-10-3 for compliance, flexibility, and grant eligibility.
- Key Issues:
- Misalignment creates grant red flags.
- Limits authority and effectiveness.

Proposal:

- \$6,000 for legal consultation, pre-work, and half-day session.
- Additional \$5,000 for support in strategic planning assistance.
- Total: \$11,000 investment for structural overhaul and grant-readiness.
- Recommendation: Schedule workshop in June.
- Deliverables: Clear flow chart of roles, responsibilities, and authority.

7. Staff Reports

Park Supervisor Report - Landon Notz

City Park

- Splash pad perimeter drain installed
- Repaired east bathroom men's door handle
- Spring horse feature removed due to broken spring

Jaycee Park

- Small slide scheduled to be removed due to broke slide section
- Added pea gravel where needed

Fansler Park

- Replaced Seal on Men's Toilet
- Planted Grass Seed

Boat Ramp

- Repaired hole in pier
- Adjusted vac pressure in bathrooms
- Clean around pavilion

Golf Course

- Cleaned up leaves and debris around pavilion

Pool

- Assisted with the installation of pickleball wind net
- Scott Kistler added a small storage shed for misc. Equipment

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- Replaced the main water valve to the pool
- Water turned on
- Bathroom for pickleball opened

8. Adjournment

- Motion to adjourn by Ed Richard at 7:55PM
- Seconded by Kim Landis.
- Motion carried.

Minutes submitted by:

Jessica Shafer, Marketing Consultant

5/13/2025