



**Rochester Recreation Master Plan  
City Manager Self Directed Work Group  
October 23, 2023  
Recreation Conference Room 1**

**Attendance: Katie Ambrose, Sheila Colson, Laura McDormand, Travis Bissonette, Jenn Marsh, Lisa Murphy, Stephen Geis, Shanna Saunders, Judi Toner, Jen Czysz, Marie Lejeune, Katherine Parker-Wright, Lauren Krans, Steve Trepanier**

1. Introductions and review of Team Charter

2. City Manager Introductions

Overview of a self-directed work team, including City Staff, Community Members, School Representatives and Consultants. City Manager Ambrose explained the nature and expectations of a City Manager Self-Directed Work Group. She will only attend the first meeting unless invited back for updates. Director Krans reviewed the Team Charter and expectations. Sheila Colson made a motion to adopt and Marie Lejeune seconded. Voted unanimous to accept. Meetings will be the second Wed of the Month at noon.

3. Update: Recent Data Collection

Stephen Gies of SRPC provided an update of recent data collection including an update of parks, listing of school and city owned facilities as well as privately owned facilities for Recreation. Pedestrian counters have been added to the Senior Activity Center, Recreation Department and Arena. Also gathering information on usage of city parks. Reviewing current conditions and maintenance needs of parks, etc. He will need volunteers to assess parks and capture images of the conditions. Judy Toner mentioned that there are several volunteers that are looking to help with site assessments. Director Krans mentioned the importance of including the school facilities for use and identifying availability of use and who is responsible for the location. Ideally, we would like one big list of all locations within the community. Marie Lajeune inquired about the Library being included on the site list and confirmed that it was.

4. Update: Process Since Previous Plan

a. What has been accomplished? Director Krans reviewed the 2011 Master Plan goals and provided a snapshot of where the department is at with those goals. She provided the team with a list of those goals along with a status update. CM Ambrose suggested adding a subcategory for little to no progress items. Jen Czysz recommended including information on whether goals were tried and a decision was made to not proceed or did we pivot from the original goal. Lisa Murphy recommended including additional information, such as a comment line, on the items that were listed as "in progress" so when reviewed by others they will know where



the project stands. Director Krans will update the list and bring it back to the next meeting.

b. What has changed? Director Krans discussed the department re-organizational plan over the past year and the expected changes in the next six months, including a new part time Senior Services Coordinator and Facilities and Operations Attendant. The department, while still comprising two budgets, Rec Budget and Arena Budget, operates under three main categories: Facilities/Operations, Community Engagement/Events and Programs/Services.

c. Anything from the old plan that needs to be retained?

#### 5. Discussion: Looking Forward at Recreation Facilities

a. What improvements are commonly needed or are you aware of? Judy Toner mentioned accessibility to both indoor or outdoor facilities as well as temperature control and the need for program storage. Assistant Director Trepanier discussed equipment condition as well as parking. Jen Marsh brought up signage about the who to contact regarding the facility. Sheila Colson brought up layout and spacing. Are we using space in the best way possible. Travis Bissonette talked about the challenge of fundraising for infrastructure at Roger Allen Park including wells, parking lot, fencing and buildings. The park is safe and fields are in great shape, but the need is there for ongoing maintenance on the other items. Jen Czysz talked about sourcing for finances for the projects. Shanna Saunders discussed the need for security and prevention of vandalism. City Manager Ambrose discussed including other departments to synergize and prepare for growth.

b. Would you be willing to help us conduct site assessments? Please let Stephen Geis know if you are able to help with this aspect of the project.

#### 6. Discussion: Outreach Component

a. Community Events – Lisa Murphy indicated that SRPC will bringing another staff member to discuss upcoming community events where they are able to survey participants on needs within the community. City Manager Ambrose suggest working with Matt Wyatt to post on surveys on the City's website. Jenn Marsh suggested subscribing to the Rochester Post and you will get updates on what is going on in the community.

#### 7. Discussion: What partners are not part of this committee that we should be in contact with:

a. Include youth from High Schools

**b. Next Meeting: Wednesday November 8<sup>th</sup> @ 12pm**