

Seymour Parks & Recreation Department
Board Minutes
March 9, 2026, at 4 pm

Members in attendance were Monica Riley, Gary Green, Kendra Zumhingst, and Bill Castetter. Members of the Parks Department present were Chad Keithley, Tracey Cole, Allycen Wheeler, Kerry Bevers, and Emily Goens. Also in attendance was Mayor Matt Nicholson.

Monica called the meeting to order. A motion to approve the February minutes was made by Kendra and seconded by Gary. Motion carried with one abstention. A motion to approve the February claims was made by Kendra and seconded by Bill. Motion carried.

Kendra made a motion to approve both the 2211 and 2503–9 February balances. Gary seconded the motion. Motion carried for approval of both funds.

Updates:

- Chad noted that he has been in communication with the City Attorney regarding the matter of naming an item or park in honor of former long-time board member Art Juergens. Following discussion, it was recommended to table the item until the next meeting to allow time for further research and to gather member and family input on preferred options.
- Chad reported that the City Attorney provided a memorandum recommending the adoption of a Concussion Management Program policy. This program was recommended by the City's insurance provider. The program is free and includes a brief online training for volunteer coaches to learn how to recognize and respond to concussions. The training must be renewed every two years. Kendra made a motion to accept the Concussion Management Policy Park and Rec moving forward. Bill seconded the motion. Motion carried.
- Chad stated that interviews for park concessions have been completed, drug screens are underway, and 21 new employees have been hired. New POS systems have been received and are being set up at Freeman Field Recreational Complex and Kasting Park. The Board of Health inspections are scheduled for March 13, 2026 at 9 a.m. The first tournament of the season is scheduled for this coming weekend. Chad also noted the City Council would be considering amending the salary ordinance to increase the temporary labor line and to appropriate funds for concession supplies. Concession staff will be paid from the temporary labor line.
- Chad presented a Memorandum provided by the City Attorney outlining guidelines for mobile food vendors wishing to participate in park facilities. The agreement defines vendor and city responsibilities and states that vendors may not sell items that directly compete with park concessions. Having a set fee for vendors to operate was discussed and concluded that \$100 a day is reasonable. Kendra made a motion to accept the memorandum to allow for the food trucks to operate during tournaments with a fee of \$100 a day. Gary seconded the motion. Motion carried.

Park Incidents:

- None at this time.

Program/Leagues Update:

- Spring Soccer League- This event will take place at the Freeman Field Recreational Complex soccer fields. Games will begin the week of April 13, 2026. For ages 4 to 15, the cost is \$60 and for ages 2 to 3, the cost is \$25. The registration fee includes a t-shirt for each participant. Registration is now open through March 23, 2026.
- Pampered Tea for Two- This event is being held on March 14, 2026, at Knights of Columbus from 10 a.m. to 12 p.m. Registration is now closed.
- Breakfast with the Easter Bunny- This event will be held on March 28, 2026, at the Seymour Community Center from 9 a.m. to 11 a.m. It is \$5 per person. Pancakes, sausage, and drinks will be provided.
- Easter Egg Hunt- This event will be held at Gaiser Park on April 4, 2026 beginning at 10 a.m. Bring your own basket to collect eggs. There will be collectively 6,000 eggs divided into four different age groups ages 0-12. There will be a grand prize for each age group. Mighty Mini Donuts will be set up prior to the event and Easter Bunny pictures will be provided courtesy of Walgreens. Sponsors for the event are Rose Acre Farms, Greemann's Furniture and Mattress Gallery, Stahl Insurance, Seymour Taco Bell, and Guardian Bikes.

Reservation Requests:

- Ann Green with Jackson County Democratic Central Committee has requested to reserve Crossroads Park on March 28, from 10:00 a.m. to 2:00 p.m. This is for a peaceful demonstration of Democracy. She has submitted the rental agreement and COI for the event. Kendra made a motion to approve the reservation. Bill seconded the motion. Motion carried.
- Sasha Sitterding with Seymour Main Street has requested to reserve Crossroads Park on May 27, June 24, July 22, August 5, and August 25, from 11 a.m. to 1 p.m. This is for their annual Chamber Picnics. She has submitted the rental agreement and COI for the event. Kendra motioned to approve the reservation. Gary seconded the motion. Motion carried.

Miscellaneous Business:

- Chad announced that the Park employees attended CPR, First Aid, and AED training and will be receiving their certifications within two or three weeks.
- Chad informed the Park Board members of the next pool progress meeting. It is being held on Friday, March 13, 2026, at 1:30 p.m. This is a meeting to update if the contractors are on par with the timeline of the project.
- Chad passed out a concessions handbook for concession stand employees. The handbook was approved by the HR Director and needs to be reviewed by Park Board members.

Kendra made a motion to adjourn the meeting. Bill seconded. Motion carried.

The next Parks Board meeting is scheduled for Monday, April 13, at 4 p.m.