

**MELROSE PARKS AND RECREATION BOARD
REGULAR MEETING
WEDNESDAY, JANUARY 22, 2025 – 6:00 P.M.**

A.I. #1 CALL TO ORDER/ROLL CALL

The Melrose Parks and Recreation Board met in a Regular Meeting on Wednesday, January 22, 2025, at 6:00 p.m. at the Melrose City Center pursuant to due notice being given thereof. Present were Board Members, Mark Niehoff, Craig Schiffler, Dave Berscheit, Streets/Parks Supervisor Andrew Rousslange, City Administrator Colleen Winter, and Community Development Director Sheila Hellermann. Board Member Dave Rahn and Lindsey Chmielewski were absent. Being this is the organizational meeting Community Development Director Sheila Hellermann called the meeting to order.

A.I. #2 OATH OF OFFICE

The Council at its January 7, 2025, meeting, appointed Mr. Mark Niehoff to the Park and Recreation Board as the Council representative for a one-year term.

Community Development Director Hellermann administered the Oath of Office to Mr. Niehoff.

A.I. #3 APPOINTMENT OF OFFICERS

The Board next gave consideration to appointing a Chair, Vice Chair, and Secretary for 2025. Ms. Hellermann stated that in 2024, Justin Frieler served as Chair, Craig Schiffler as Vice Chair, and Dave Berscheit as Secretary

A motion was made by Mr. Berscheit, seconded by Mr. Schiffler and unanimously carried appointing Mr. Niehoff as Chair, Mr. Schiffler as Vice Chair, and Mr. Berscheit as Secretary for 2025.

Mr. Niehoff then chaired the remainder of the meeting.

A.I. #4 APPROVAL OF AGENDA

A motion was made by Mr. Berscheit, seconded by Mr. Schiffler and unanimously carried that the agenda be approved as submitted.

A.I. #5 APPROVAL OF MINUTES

A motion was made by Mr. Berscheit, seconded by Mr. Schiffler and unanimously carried that the minutes of the Board's November 13, 2024, Meeting be approved as submitted.

A.I. #6 REPORTS

- a. Community Development Director Hellermann asked the Board what their thoughts were regarding a golf outing. The Board by consensus, determined not to hold this event. Director Hellermann stated that her and Streets/Parks Supervisor will be working with Utility Billing Clerk Lisa Braun on the Sauk River Watershed Festival. The Melrose Chamber of Commerce is planning on having the Farmers Market in the Sauk River Park again this year.

- b. Streets/Parks Supervisor Andrew Rousslange provided an update. The ice rink is open. There has been some vandalism in the warming house. Streets/Parks Supervisor has been working on obtaining quotes for epoxying the flooring on the pavilion in Sauk River Park. Mr. Rousslange will also be purchasing more trees for the parks.

A.I. #7 ACTION ITEMS

None

A.I. #8 OLD BUSINESS

- a. The reservation system with Campspot went live. Since going live around January 1st, we have had 22 reservations made – right now mostly Thursday-Sundays in June, July and August. Total revenue so far is slightly over \$1,000. Total revenue in 2024 was \$21,763.50. Previously the highest year was 2021 with \$14,592.69. We will be monitoring how the reservation system affects revenue and the utilization of the campground.

Some questions have come up. Campers are asking for extended restroom hours (or have it open 24 hours a day). The Board agreed to try leaving the restrooms open 24 hours. Staff appraised the board regarding the reservation systems change fees when campers decide to move sites. There is a cancellation fee if the reservation is cancelled 48 hours after booking.

- b. Community Development Director Hellermann stated that she has applied for a grant through Bernick's for the baseball field, however she has not heard anything back regarding who was awarded the grants. Ms. Hellermann is looking for input on what improvements are the priority, including scoreboard, field condition, and dugouts. Streets/Parks Supervisor will continue working on the scoreboard. If the city does not receive the Bernick's grant they will begin to solicit donations or sponsors.
- c. Park Board discussed the final plans for the fishing platforms. The frames have been delivered. The Parks and Recreation Board discussed the platform material – rock vs. concrete slab. The Board reviewed the signage that is required as part of the LCCMR grant. This is the final item to close out the LCCMR grant.

A motion was made by Mr. Schiffler, seconded by Mr. Berscheit and unanimously carried approving the signage as presented.

- d. The City Council has moved its Thursday, June 19th meeting to Wednesday, June 18th due to the Juneteenth holiday. The Park Board will need to reschedule its meeting.

A motion was made by Mr. Berscheit, seconded by Mr. Schiffler and unanimously carried rescheduling the Wednesday, June 18, 2025 to Tuesday, June 17, 2025 at 6:00 p.m.

A.I. #9 NEW BUSINESS

- a. Discussions have taken place regarding the membership of the Park Board. This includes whether MADA and the Planning & Zoning Commission should have representation or whether we should expand the number of at-large members to allow more people to be on the Parks and Recreation board. At the City Council on Thursday, January 16th, the Council decided to look at expanding to seven (7) members allowing for two additional at-large board members. They will consider an ordinance change at their February meeting.
- b. The Board next discussed the skating rink and warming house. The warming house needs repairs. Since the skating rink and warming house are currently on property owned by Cura, Board Member Schiffler believes it would be prudent to relocate the rink and warming house onto city owned property. Staff will research the cost of a new skating rink and warming house.
- c. The Board discussed the possibility of a dog park. The Board recommended placing it in the pole yard. Staff will obtain costs for fencing.
- d. The Parks and Recreation Board reviewed the signage mock-ups for Meadowlark Park.

A motion was made by Mr. Berscheit, seconded by Mr. Schiffler and unanimously carried approving the 2D design signage with the bird at a cost of \$995.

A.I. #10 INFORMATIONAL ITEMS

- a. The next Parks and Rec Board meeting is scheduled for Wednesday, April 23, 2025.

A.I. #11 ADJOURNMENT

A motion was made by Mr. Berscheit seconded by Mr. Schiffler and unanimously carried that the meeting be adjourned at 7:10 p.m.


PATRICIA HAASE – CITY CLERK