

**MELROSE PARKS AND RECREATION BOARD
REGULAR MEETING
WEDNESDAY, OCTOBER 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, October 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, and Julie Baum, City Administrator Colleen Winter, Streets/Parks Supervisor Andrew Rousslange, and Community Development Director Sheila Hellermann. Board Members Justin Frieler, Joe Woeste, and Lindsey Chmielewski were absent. Chair Niehoff called the meeting to order.

A.I. #2 APPROVAL OF AGENDA

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

A.I. #3 APPROVAL OF MINUTES

A motion was made by Mr. Schiffler, seconded by Mr. Berscheit and unanimously carried that the minutes from the Board's August 13, 2025, Regular Meeting be approved as presented.

A.I. #4 REPORTS

- a. Community Development Director Sheila Hellermann stated that staff is working on the Railroad West Park. Ms. Hellermann has received an estimate from Kraemer Lumber for the restroom in the amount of \$160,000. The prefab restroom is approximately \$130,000. Night to Unite is looking to make changes for next year with different entertainment but still focus on neighbors and community.
- b. Streets/Parks Supervisor Andrew Rousslange stated that parks have been winterized for the year. The Eagle Scout disc pads are completed.

A.I. #5 ACTION ITEMS

None

A.I. #6 OLD BUSINESS

- a. Streets Parks Supervisor Andrew Rousslange noted that there is still an issue with the dump station, so it is currently closed. Staff is looking at redesigning the dump station. It was recommended to install a water flex hose and put a 90-degree elbow in at 2 or 3 feet.
- b. Staff is finalizing the comprehensive plan since the termination of the contract with the consultant. The Park and Rec Board reviewed the revised chapter for Parks. We have significantly re-worked the initial draft. Planning & Zoning Commission

provided positive feedback on three other chapters at its meeting on Monday, September 29th. The Parks and Rec Board had no additional comments.

- c. The Sauk River Park campground was closed for the session October 1st. The Park Board reviewed the revenue and other data about which sites had the most reservations and times of greatest use.

For 2026, on the fee schedule for the city, it has been suggested to include:

- Fee for Late Check Out - \$40
- Fee for Parking in Unauthorized Spot - \$40
- Dump Station - \$5.00 (now it is just suggested)
- Damage to the Campground – actual cost

The fees could be charged to the card on file and included on the Campspot site and our website.

A motion was made by Mr. Schiffler, seconded by Ms. Baum and unanimously carried recommending Council approval of the 2026 park fees.

A.I. #7 NEW BUSINESS

- a. The Park and Rec Board reviewed the proposed 2026 meeting schedule. The Board by consensus approved the 2026 meeting schedule.
- b. At the Council's first meeting in January 2026 consideration will be given to making appointments to the various boards and commissions. A notice regarding same will be published in the Star Post on October 22 and November 5 informing residents that those interested in seeking appointment should submit their application to the City Clerk by no later than Friday, November 14, 2025. Applications are available at the Melrose City Center. Terms are expiring on the following boards and commissions:
 - Melrose Parks and Recreation: Two members (three-year term) Term expiring: Craig Schiffler and Lindsey Chmielewski.
- c. The Chamber is planning the drive-through holiday lights display again. This event is sponsored by the Melrose Area Chamber. All donations from the drive-through go to the park fund.
- d. Other events planned for 2026 in the park were also reviewed, including 2026 Riverfest, and the Farmers Market.

A.I. #8 INFORMATIONAL ITEMS

- a. Next Meeting – Wednesday, January 21, 2026, at 6:00 p.m.

A.I. #9 ADJOURNMENT

A motion was made by Mr. Berscheid seconded by Ms. Schiffler and unanimously carried that the meeting be adjourned at 6:42 p.m.

PATRICIA HAASE – CITY CLERK