

**MELROSE PARKS AND RECREATION BOARD
REGULAR MEETING
WEDNESDAY, NOVEMBER 13, 2024 – 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, November 13, 2024, at 6:00 p.m. at the Melrose City Center pursuant to due notice being given thereof. Present were Board Members Justin Frieler, Craig Schiffler, Dave Berscheit, Lindsey Chmielewski, City Administrator Colleen Winter, Streets/Parks Supervisor Andrew Rousslange, and Community Development Director Sheila Hellermann. Board Member Dave Rahn was absent. Chair Frieler called the meeting to order.

A.I. #2 APPROVAL OF AGENDA

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

A.I. #3 APPROVAL OF MINUTES

A motion was made by Mr. Berscheit, seconded by Mr. Schiffler and unanimously carried that the minutes from the Board's August 21, 2024, Regular Meeting, be approved as presented.

A.I. #4 REPORTS

- a. Streets/Parks Supervisor Andrew Rousslange stated that the campground and parks have been shut down. The canoe launch has been removed. The basketball court has been striped. The board discussed leaving cornhole bags at the park for public use.
- b. Community Development Director Sheila Hellermann reported the comprehensive plan park chapter is being reviewed by the steering committee. It will be brought before the park board at a future meeting. The city will be closing on the Roach Development project. Roach Development will own the 25 lots in Railroad West. We will continue to work with them as we move to a construction start in 2026 for their 34-unit townhome project.

A.I. #5 ACTION ITEMS

None

A.I. #6 OLD BUSINESS

- a. The Board reviewed the financial and usage information from the Sauk River Park campground for 2024 and compared it to prior years.
- b. The Board discussed a reservation system for the park. Staff attended a demonstration of Campspot, which staff reviewed with the Board. The cost for the software is \$100/month. The board by consensus determined to leave 4 full-

service sites (along the baseball field) and the primitive sites as drop in sites not requiring a reservation. The board determined that a refund would be allowed with a 48-hour cancellation notice. The board directed staff to mail out notification to past campers and to publish on Facebook of the upcoming change to a reservation system. The Board has determined to increase the full-site fees to \$35.00. It was also determined not to install wi-fi at this time.

A motion was made by Mr. Schiffler, seconded by Mr. Berscheit and unanimously carried approving the contract with Campspot.

A motion was then made by Mr. Schiffler, seconded by Ms. Chmielewski and unanimously carried to increase the full-service sites to \$35/day.

- c. Staff provided an update on the Holiday Lights Display in the Sauk River Park campground that the Chamber is planning. Currently they have 5 reservations, however they are anticipating additional displays.

A.I. #7 NEW BUSINESS

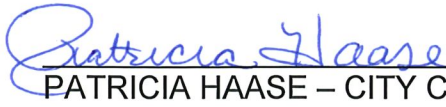
- a. The Park and Rec Board review the proposed 2025 meeting schedule. The Board by consensus approved the 2025 meeting schedule. Mr. Schiffler is requesting that Justin Frieler be appointed as a member at large.
- b. Staff are seeking grant possibilities for the park. In September, staff applied for a Bernick Family Foundation grant for baseball field improvements and the pickleball court. Staff would also like to seek out grants to pay for the improvements for the Railroad Avenue Park to be developed in 2026. The Board authorized staff to seek grant funding for future improvements for the Railroad Avenue Park.
- c. Board discussed the snowmobile signs on the city's trail system and requirements. Justin Frieler stated that the signs had been updated in 2023.
- d. The Board discussed the bike program and ideas moving forward. As the end of the 2024 season, all the bikes in the shelter are pretty much wrecked. Coborn's only reports one person using the program during summer 2024. The board discussed accepting donation of bicycles for the program. The board determined it be an open program and will not require the bicycles to be signed out.
- e. Braden Zimmer with Boy Scout Troop 68 addressed the Parks and Rec Board. He is working on his Eagle Scout rank. As his project he would like to re-do the t-pads on the disc golf course located in the Sauk River Park. He would like to fund raise to have concrete t-pads. He is proposing 6 X 10 pads. The Parks and Recreation Board was supportive of the project.

A.I. #8 INFORMATIONAL ITEMS

- a. Next Meeting – Wednesday, January 22, 2025, at 6:00 p.m.

A.I. #9 ADJOURNMENT

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


PATRICIA HAASE – CITY CLERK