

**MELROSE PARKS AND RECREATION BOARD
REGULAR MEETING
THURSDAY, OCTOBER 27, 2022 – 6:00 P.M.**

AGENDA

1. Call to Order/Roll Call
2. Approval of Agenda
3. Approval of Minutes
4. Reports
5. Action Items
6. Old Business
 - a. Sauk River Park Fundraising Updates
 - i. Lions Club Feedback from Meeting and Approach
 - ii. Bernick's Family Foundation Grant
 - iii. Bowling Tournament update
 - b. Campground Road and Site Improvements Update
 - c. Sauk River Park Shower/Restroom Facility Update
 - d. Budget Review
7. New Business
 - a. Notice of Appointments
 - b. 2023 Proposed Meeting Schedule
 - c. MNDOT Active Transportation Infrastructure Grant
8. Informational Items
9. Adjournment

**MELROSE PARKS AND RECREATION BOARD
REGULAR MEETING
THURSDAY, OCTOBER 27, 2022 – 6:00 P.M.**

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

The Melrose Parks and Recreation Board met in a Regular Meeting on Thursday, October 27, 2022, at 6:00 p.m. at the Melrose City Center pursuant to due notice being given thereof. Present were Board Members Justin Frieler, Dave Berscheit, Craig Schiffler, and Sara Hoffner, City Administrator Colleen Winter, Streets/Parks Supervisor Gary Middendorf, and City Planner Sheila Hellermann. Board Member Joelene Wieling was absent. Chair Frieler called the meeting to order.

A.I. #2 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. #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 25, 2022, meeting be approved as presented.

A.I. #4 REPORTS

None

A.I. #5 ACTION ITEMS

None

A.I. #6 OLD BUSINESS

6a. Old Business

- a. Sauk River Park Fundraising updates
 - i. Lions Club feedback from meeting and approach

Administrator Winter attended the Melrose Lions meeting on Wednesday, October 12th. Feedback provided after the meeting was that they are interested in a particular project in the park. An identifiable project or improvement that they can contribute to financially and with labor from Lions Club members. Information and pricing is being gathered about playground equipment which will be available at the meeting from Flagship Recreation. They provide the option of having on-site supervision of a community construction project. The Board determined that the playground equipment should be for ages 2 to 8 years of age. Staff will propose to the Lions the playground equipment as their project.

- ii. Bernick's Family Foundation grant

On October 18th Staff was notified that our Letter of Intent for a Bernick's Family Foundation Grant advanced to the next round and we are being asked to submit a full application. The letter of intent we submitted addressed the basketball court

primarily, and secondarily the playground equipment. The original letter of intent contained an ask of \$38,000. The limit was \$40,000. Commission members' ideas are sought as to the approach for the full application which is due on November 9th. Ms. Hellermann provided Information and quotes on a basketball court. This will also have a community construction option if the Lions are interested in participating. Ms. Hellermann also obtained cost estimates for a pickle ball court. The Board determined to request a full concrete basketball court in the Bernick's grant application.

iii. Bowling Tournament

We have set a date of January 7, 2023, for the bowling tournament. We need to begin working on the details of this fundraising event. Board Member Schiffler will meet with staff to begin organizing the event.

- b. All of the water and electric for the campsites has been completed. At the October 20th Council meeting the contract for the road and site preparations was discussed. The contract for Landwehr to put in the road and campsite pads is null and void due to timing issues. This gave us the opportunity to work with local contractors to get bids for this project. A bid of \$54,066 from Craig Tschida Excavating was accepted. Improvements will be completed yet this fall.
- c. At the October 20th Council meeting the necessary work for the Sauk River Park shower/restroom facility was discussed. The City Council took action and authorized we proceed with engineering and construction bid spec preparation from Design Tree. The total estimate was \$14,000. The day after the Council meeting, Staff executed the contract and Design Tree has estimated four weeks until drawings and bid specs are ready. After drawings and specifications are received, we will advertise and seek bids for the construction of the project.

We have received a plan review approval letter from Stearns County on our campsite application and the license will be issued next year. Staff has also been in contact with Stearns County Environmental Services. Stearns County would consider issuing a provisional license to the City to open the campground in the spring if the bathroom/shower facility is under construction, though not complete.

The Board determined the following features: Flush valves for toilets, LED packs for lighting, electric dryers, plumbing fixtures hard wired, and stainless face plates, on demand hot water heaters, steel roof matching with pavilion.

- d. The most up-to-date budget for the Sauk River Park project was reviewed. This will be brought back at the next meeting with updated numbers.

A.I. #7 NEW BUSINESS

- a. At the Council's first meeting in January 2023 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 19 and November 2 informing residents that those interested in seeking appointment should submit their application to the City Clerk by no later than Friday, November 18, 2022. Applications are available at the Melrose City Center. Terms are expiring on the following boards and commissions:

- Public Utilities Commission- One Member (three-year term)
Term expiring: Eric Seanger
 - Planning and Zoning Commission – One member (four-year term)
Term expiring: Shawn Mayers
 - Melrose Area Development Authority: One member (six-year term)
Term expiring: Jerome Duevel
 - Melrose Parks and Recreation: Two members (three-year term) Term
expiring: Craig Schiffler and Joeline Wieling
- b. The Park and Recreation Board reviewed the 2023 meeting schedule. The Park Board to adopt a meeting schedule for 2023. The Board by consensus opted to move their meetings to the 4th Wednesday of the month at 6:00 p.m. The Board will have a Special Meeting on Wednesday, December 7, 2022.
- c. Earlier in October, staff submitted a Letter of Intent for a MNDOT Active Transportation Grant for the sidewalk/trail from 5th Avenue to 11th Avenue, extending a sidewalk from the intersection until Daylight Court along County Road 168. The deadline for MNDOT to provide feedback and make recommendation regarding proceeding to a full application is October 31st.

A.I. #8 INFORMATIONAL ITEMS

None

A.I. #9 ADJOURNMENT

A motion was made by Mr. Berscheit, seconded by Mr. Schiffler and unanimously carried that the meeting be adjourned at 6:50 p.m.

PATRICIA HAASE – CITY CLERK