

**MELROSE PARKS AND RECREATION BOARD
SPECIAL MEETING
WEDNESDAY, DECEMBER 7, 2022 – 6:00 P.M.**

AGENDA

1. Call to Order/Roll Call
2. Approval of Agenda
3. Approval of the Minutes
4. Old Business
 - a. Sauk River Park Restroom/Shower Facility Plans and Specs
 - b. Park & Rec Fund Raiser – Bowling Scramble
5. New Business
 - a. Meadowlark Park Trail
6. Adjournment

Next Meeting: Wednesday, January 25, 2023

**MELROSE PARKS AND RECREATION BOARD
SPECIAL MEETING
WEDNESDAY, DECEMBER 7, 2022 – 6:00 P.M.**

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

The Melrose Parks and Recreation Board met in a Special Meeting on Wednesday, December 7, 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, Sara Hoffner, City Administrator Colleen Winter, and Streets/Parks Supervisor Gary Middendorf. 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. Schiffler, seconded by Mr. Berscheit and unanimously carried that the agenda be approved as submitted.

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 October 27, 2022, meeting be approved as presented.

A.I. #4 OLD BUSINESS

- a. Staff has received draft plans and specifications for the restroom/shower facility from Design Tree in Alexandria. Parks Supervisor Gary Middendorf has suggested that Board members go to Sauk Centre to review their facility. They used Design Tree as well and there are things Sauk Centre incorporated that the board preferred to the current restroom/shower design. Board to determine what changes should be made to the plans and specifications so they can be sent out for the bid process.

The Board discussed and finalized the design of the restroom shower facility.

A motion was then made by Mr. Berscheit seconded by Ms. Hoffner and unanimously carried pursuing a redesign of the facility by Design Tree and the option for a concrete or steel roof.

- b. The first annual Park & Rec Board Bowling Tournament is being planned for Saturday, January 7th. Craig Schiffler has been working with CAP Enterprise on the fire rings and the first one is ready and can be viewed at Melrose Bowl.

A.I. #5 NEW BUSINESS

- a. Since the first snow fall, we have received a request from the residents near Meadowlark Park for additional snowplowing in the park. Board members discussed the request.

A motion was made by Mr. Berscheit, seconded by Mr. Schiffler and unanimously carried recommending to the Council that the Street Department not maintain the Meadowlark Park Trail at this time.

A.I. #6 ADJOURNMENT

A motion was made by Mr. Berscheid, seconded by Ms. Hoffner and unanimously carried that the meeting be adjourned at 7:05 p.m.

PATRICIA HAASE – CITY CLERK