

**MELROSE PARKS AND RECREATION BOARD
SPECIAL MEETING
WEDNESDAY, MARCH 16, 2022 – 6:00 P.M.**

AGENDA

1. Call to Order/Roll Call
2. Approval of Agenda
3. Old Business
 - a. Sauk River Park Campsite Conceptual Plan
4. Adjournment

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

The Melrose Parks and Recreation Board met in a Special Meeting on Wednesday, March 16, 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, Joeline Wieling, Sara Hoffner, City Administrator Colleen Winter, and Streets/Parks Supervisor Gary Middendorf. Chair Frieler called the meeting to order.

A.I. #2 APPROVAL OF AGENDA

A motion was made by Ms. Hoffner, seconded by Ms. Wieling and unanimously carried that the agenda be approved as submitted.

A.I. #3 OLD BUSINESS

- a. The Park & Recreation Board continued the conceptual planning of the Sauk River Park and campsites. Staff presented a site plan drawing of the proposed campsite locations. Park Board will need to approve the concept layout and then we will need to authorize SEH to proceed forth with an estimate. With this current layout the basketball court would be eliminated as well as a portion of the soccer field. City Administrator Winter had an opportunity to visit with Ceil Strauss of the DNR regarding the floodway which the whole park is located in. In reviewing our ordinance, it appears that we will need to go through a Conditional Use Permit process for the shower/bathroom building. Staff will be working with SEH on this project. As part of the process, we had discussed utilizing Outdoor Recreation funds and we may still want to look at that due to the expense. City Administrator Winter and Streets/Parks Department Supervisor Gary Middendorf met with Stearns County to discuss the requirements. Per Stearns County the campsites must be at least 2,000 square feet. Therefore, the plan was revised to accommodate 18 campsites. A wall from the current restrooms must be kept in order to be able to rebuild the shower/restrooms in its existing location.

The Parks and Recreation Board reviewed the revised campsite plan

A motion was made by Mr. Berscheit, seconded by Ms. Hoffner and unanimously carried approving the campsite plan.

City Administrator Winter provided an estimated costs for the campsite improvements at a total of \$279,933 breakdown as follows:

- campsites \$80,000
- electric \$34,000
- water \$15,000
- shower/bathrooms \$125,000
- fire rings \$5,875
- picnic tables \$20,000

Provided the fire rings and picnic tables are donated and including the grading costs at approximately \$20,000 the city's cost would be approximately \$131,558. This cost does not include the fish benches and canoe launch area. There is currently \$228,000 in the parks and recreation set-a-side funds.

A motion was made by Ms. Wieling, seconded by Mr. Berscheit and unanimously carried recommending the Council authorize staff to submit the MNDNR Outdoor Recreation Grant Application.

City Administrator Winter will obtain the cost for grading of the campsites and construction of the showers/restroom.

A.I. #4 ADJOURNMENT

A motion was made by Mr. Berscheit, seconded by Ms. Hoffner and unanimously carried that the meeting be adjourned at 6:40 p.m.

PATRICIA HAASE – CITY CLERK