

**MELROSE PARKS AND RECREATION BOARD
REGULAR MEETING
WEDNESDAY AUGUST 13, 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, August 13, 2025, at 6:03 p.m. at the Melrose City Center pursuant to due notice being given thereof. Present were Board Members Mark Niehoff, Justin Frieler, Craig Schiffler, Dave Berscheit, Lindsey Chmielewski, Joe Woeste, and Julie Baum, City Administrator Colleen Winter, Streets/Parks Supervisor Andrew Rousslange, and Community Development Director Sheila Hellermann. Chair Niehoff called the meeting to order.

A.I. #2 APPROVAL OF AGENDA

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

A.I. #3 APPROVAL OF MINUTES

A motion was made by Mr. Frieler, seconded by Ms. Baum and unanimously carried that the minutes from the Board's June 17, 2025, Regular Meeting be approved as presented.

A.I. #4 REPORTS

- a. Community Development Director Sheila Hellermann provided an update. Earlier today a resident went to the park with a drone to document the amenities and improvements to the park, which we can use to close the park grant and for marketing. The school put its first layer of pavement on this morning. They will be replacing the panels they removed from the sidewalk we installed with the Active Transportation Grant. We are discussing sidewalk repairs to Main Street and what should be done before winter and what a complete replacement from 2nd to 5th would cost. We are having discussions about food trucks and our current ordinance which does not charge if the truck is on private property vs. public. With the changing world regarding food trucks, we may need to look at the ordinance and define private party vs. public sales or something different.
- b. Streets/Parks Supervisor Andrew Rousslange provided an update, including the installation of the new scoreboards in the park today by Freeport State Bank.

A.I. #5 ACTION ITEMS

None

A.I. #6 OLD BUSINESS

- a. The Board needed to finalize a list of improvements to be completed before this winter season on the hockey rink. Supervisor Andrew Rousslange went through the list of repairs he anticipated making and the Board agreed those were sufficient. Supervisor Andrew Rousslange also brought forward the idea of asking

the hockey association to donate their "old" items. Supervisor Andrew Rousslange encouraged members to reach out to him if they had ideas after the meeting.

- b. The Park Board reviewed the latest Occupancy Report and Revenue Report for the Sauk River campground, and the survey results from "reason for visiting." The Board also reviewed the comments and reviews left on Campspot. It was noted the major draw and favorite part of the camping experience is the river being there.

A.I. #7 NEW BUSINESS

- a. The City Council will meet on Thursday, August 21st for a budget retreat. We discussed the restroom options for Railroad West and agreed a family restroom would be sufficient. Staff was directed to get estimates before the October meeting. Currently we have \$250,000 budgeted for next year for the "relocation of the CentraCare park." Given the recent information that the CentraCare/CURA park is not going away for at least five years, it was agreed the Railroad West park could use those funds because of its close location. It was agreed \$250,000 should be sufficient in the budget. Staff was encouraged to get bids from local contractors, in addition to exploring the drop in restroom which was used in Willmar. A second pickleball court was discussed in Sauk River Park

A motion was made by Mr. Schiffler, seconded by Ms. Chmielewski and unanimously carried to add an additional \$20,000 to the budget – making it \$270,000 for the Railroad West park and a second pickleball court in Sauk River Park in 2026. We will also be writing grant applications for this. City Administrator Winter and Streets/ Parks Supervisor Andrew Rousslange also talked about the line items already in the budget including for the bench program, gravel for maintaining the park during the 2026 summer season, lighting in the pavilion, upgrades to the restrooms in the pavilion. These items have already been included in the budget by Supervisor Andrew Rousslange (above and beyond the \$270,000).

Also discussed was the dump station and whether it needs complete replacement. Next week needed repairs to the one side will be attempted. If they do not work, staff was directed to look at the cost of complete replacement.

Member Schiffler brought up two items for the Park Board to consider – a chest freezer for the kitchen and a band shelter. The Park discussed the two ideas. The chest freezer would be for Riverfest, which is a two day event held by the Chamber. It was agreed by consensus that the Chamber should just get a freezer truck that day. The band shelter was discussed. It was agreed to get quotes and potentially look at a band shelter, and electric power in the soccer field area, in the 2027 budget.

- b. The Park Board by consensus agreed not to expand the campground by 4-5 additional sports in 2026. Staff was directed to include this item in the 2027 budget – including pads, electric, water, sewer, benches, firepits, etc. We will maintain the current size of the campground for 2026.

- c. The Park Board reviewed the camping fees. It was determined by consensus to keep the camping fees at \$35 for the 2026 season. Deposits and fees for park rental were also discussed.

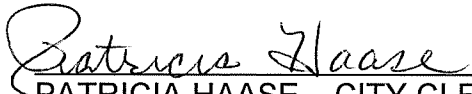
A motion was made by Mr. Woeste, seconded by Mr. Frailer and unanimously carried to raise the damage deposit for the pavilion and the baseball field use to \$250, which is completely refundable if things are not abused. The actual rent of the pavilion and fields will stay the same as we want to encourage people to keep using the park.

A.I. #8 INFORMATIONAL ITEMS

- a. Next Meeting – Wednesday, October 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 7:15 p.m.


PATRICIA HAASE – CITY CLERK