

**MELROSE PARKS AND RECREATION BOARD
REGULAR MEETING
WEDNESDAY, FEBRUARY 4, 2026 – 6:00 P.M.**

1. CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE

The Melrose Parks and Recreation Board met in a Regular Meeting on Wednesday, February 4, 2026, at 6:00 P.M. at the Melrose City Center pursuant to due notice being given thereof. Present were Board Members Mark Niehoff, Craig Schiffler, Dave Berscheit, Julie Baum, Justin Frieler, Joe Woeste, and Lindsey Chmielewski and Community Development Director Sheila Hellermannn. Since this was the Board's organizational meeting, Community Development Director Hellermannn called the meeting to order. The Board then recited the Pledge of Allegiance.

2. OATH OF OFFICE

At its January 6, 2026 meeting, the City Council reappointed Lindsey Chmielewski and Craig Schiffler to the Parks and Recreation Board for three-year terms. Mark Niehoff was reappointed as the Council Representative. Community Development Director Hellermann administered the oath of office to Board Members Chmielewski, Schiffler, and Niehoff.

3. APPOINTMENT OF OFFICERS

Community Development Director Hellermann solicited nominations from the Board for the election of Chair, Vice Chair, and Secretary for 2026. Board Member Niehoff served as Chair, Board Member Schiffler served as Vice Chair, and Board Member Berscheit served as Secretary for 2025.

A motion was made by Board Member Baum, seconded by Board Member Woeste, and unanimously carried to reappoint the officers for 2025 to their same positions for 2026.

Chair Niehoff chaired the remainder of the meeting.

4. APPROVAL OF AGENDA

A motion was made by Board Member Baum, seconded by Board Member Woeste, and unanimously carried to approve the agenda.

5. APPROVAL OF MINUTES

A motion was made by Secretary Berscheit, seconded by Board Member Baum and unanimously carried to approve the minutes from the Board's October 22, 2025, Regular Meeting.

6. REPORTS

a. Community Development Director Update

Community Development Director Hellermann provided the following update. The Jennie-O Turkey Store downtown redevelopment is continuing. The city has advanced to the next round of consideration for the Minnesota Small Cities Grant for rehabilitation of homes. This grant would be for 20 homes in the city, which would each get up to \$25,000 of free money towards essential home improvements. Examples include installing energy efficient windows or siding and/or water protection measures like new gutters. This is only for single family homes, whether owner-occupied or rental units. Before applying for this grant, the city had to show that there was interest. Community Development Director Hellermann delivered over 200 surveys to residents last fall, and received responses that there are already 30 people who are interested in participating in the program. If we get the grant, the funds would not be received until fall, so work would likely not begin until next year.

Members asked Hellermann whether there have been any ideas suggested about potential redevelopment of the former Jennie-O downtown parking lot. There have been suggestions about creating a park, recreational facilities, and/or housing. There was further discussion about potential housing options that could be built at the location.

b. Streets/Parks Supervisor Update

Streets Parks Supervisor Andrew Rousslange provided the following update. Sticks, pucks and hockey nets for the outdoor rink were delivered around the end of the past year, so those are in place. Parts for the RV dump station have come in, so can hit the ground running on that project once the weather warms up. New benches came in, the only issue was that the color is slightly different than other benches we already have installed.

7. ACTION ITEMS

- 7a. Railroad West Park Playground
- 7b. Railroad West Park Bathroom/Pavilion

Community Development Director Hellermann, Streets/Parks Supervisor Rousslange, and Board Member Woeste presented. The proposed bathroom pavilion structure in the new Railroad West Park was originally planned to have two bathrooms, a utility room, and a covered area for 6 to 8 picnic tables. A quote was received from Kraemer Lumber for this design with a cost of \$160,000. Through discussions between Streets/Parks Supervisor Rousslange and Board Member Woeste, it was proposed to dial back the design. To reduce costs, the design can be modified to just contain one unisex bathroom and a utility room, plus a covered area for 2 to 3 picnic tables. Since the park is in town, the facility can be more suited to use just in the summer as it likely will not get much use during the winter and colder months.

Community Development Director Hellermann discussed that the overall budget for the

park is \$250,000, so what is spent on the bathroom and pavilion directly leads into what can be spent on the playground equipment. Board Member Woeste said that with the changes to the bathroom/pavilion design, the structure should only cost around \$100,000 in comparison to the larger design being quoted at a higher number. Site work is estimated to cost around \$50,000, and the playground will be around \$100,000, so the most that we want to spend on the bathroom/pavilion is \$100,000. There is also an idea to add a walking trail around the park that Hellermann is applying for a grant for.

Community Development Director Hellermann said there were two estimates that were received for the playground. The first is from Landscape Structures/Flagship Recreation for \$97,000. This proposal includes a section for 5-12-year-old children and a section for 2-5-year-old children. The planning for this park just included a 5–12-year-old playground so the section for younger children could be removed from this design to reduce the cost. The second estimate is from Midwest Playscapes/Playworld. The design includes just a section for 5- to 12-year-old children and would cost \$79,998.96.

Discussion took place on different playground options that could be chosen and on what playground equipment items might be added or removed from the designs that were included with the quotes. Community Development Director Hellermann also asked the Board how a name for the park should be chosen. Members suggested different ways of getting name suggestions from the public, or whether a donor would like to contribute a certain amount towards the park's construction in exchange for the naming rights. The current proposed name for the park continues to be Railroad West Park until any further developments.

The Board made a recommendation to the City Council that pending an additional quote for the bathroom/pavilion for review, the Board will be recommending the City spend no more than \$100,000 for the bathroom/pavilion, no more than \$100,000 for the playground, and no more than \$50,000 on the site work to stay within the \$250,000 budget for the park.

7c. Sauk River Pickleball Court

Community Development Director Hellermann presented. Two estimates were received for a second 30'x60' pickleball court to be built at Sauk River Park. The first is from Beuning Masonry, for a cost of \$12,000. The second estimate is from Worms Lumber & Ready Mix. Their cost would be \$13,569.99. Board members expressed support for choosing the quote from Beuning Masonry, and there was discussion about whether a fence could be added by the pickleball courts once the new court has been installed. Community Development Director Hellermann stated that discussion about a fence could be brought up at future meetings as the pickleball court will not be installed for several months even after approval by the City Council later this month.

The Board made a recommendation to the City Council to approve the estimate for the construction of a pickleball court at Sauk River Park submitted by Beuning Masonry for a cost of \$12,000.

8. OLD BUSINESS

a. RV Dump Station Update

Streets Parks Supervisor Rousslange presented. The pipes have been replaced and the disposal method set up so the dump station should be in working order for the coming season.

b. Dog Park

Community Development Director Hellermann presented. The city has received an email from a resident interested in establishing a dog park, and a proposed location. However, the proposed location is on private property and unavailable. The question is whether the Board is interested in establishing a dog park and evaluating potential locations in the city. Board members discussed the topic and mentioned several potential spots where a dog park could go, such as the pole yard near the bowling alley, in Sauk River Park, near the Fire Hall, or by the Veterans Memorial Park. Members also discussed the various requirements of a dog park, including how it would be cleaned and maintained, and whether fencing and other equipment would be needed. There was also discussion about how parking would work in each of these proposed locations as well. The Board decided to table the conversation until the next meeting.

9. NEW BUSINESS

a. Summer 2026 Ideas

Community Development Director Hellermann presented. Riverfest continues to be a challenge with a shortage of parking in Sauk River Park for the event. The latest discussion from the Riverfest planning committee is that the only parking in Sauk River Park during Riverfest this year will be handicap parking and parking for volunteers helping out with Riverfest. The goal will be that attendees can park in the Melrose Schools parking lot and that a shuttle service could be set up from another parking location.

Another idea that was brought up for this summer was a pop-up splash pad sponsored by the Fire Department. Other fire departments in the area have run once a month events in the summer where children can attend and have a splash pad type experience with different water features and equipment set up. Board members asked whether an event like this could include business sponsors and involvement, in addition to the Fire Department. The Board recommended moving forward with planning this event.

10. INFORMATIONAL ITEMS

a. Next Meeting – Wednesday, April 8, 2026, at 6:00 p.m.

11. ADJOURNMENT

A motion was made by Board Member Baum, seconded by Secretary Berscheit, and unanimously carried to adjourn the meeting at 7:01 P.M.

A handwritten signature in black ink, appearing to read "Connor Kockler", with a long, sweeping horizontal stroke extending to the right.

CONNOR KOCKLER – CITY CLERK