

**MELROSE PARKS AND RECREATION BOARD
REGULAR MEETING
WEDNESDAY, APRIL 23, 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, April 23, 2025, 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, Lindsey Chmielewski, Justin Frieler, Joe Woeste, City Administrator Colleen Winter, Streets/Parks Supervisor Andrew Rousslange, and Community Development Director Sheila Hellermann. Board Member Julie Baum was absent. Chair Niehoff called the meeting to order.

A.I. #2 OATH OF OFFICE

- a The City Council at its February 20, 2025, meeting expanded the park board from 5 to 7 members, keeping the seats on the board held by the MADA and Planning & Zoning representatives. The Planning & Zoning Commission has appointed Dave Berscheit to continue his service on the Park Board as its representative. MADA has appointed Joe Woeste to serve as its representative. The Council at its April 16, 2025, meeting appointed Justin Frieler and Julie Baum to the Parks and Recreation Board, each for a three-year term.

Community Development Director Sheila Hellermann administered the Oath of Office to Joe Woeste, Dave Berscheit, and Justin Frieler.

A.I. #3 APPROVAL OF AGENDA

A motion was made by Mr. Berscheit seconded Mr. Niehoff and unanimously carried that the agenda be approved as submitted.

A.I. #4 APPROVAL OF MINUTES

A motion was made by Frieler, seconded by Mr. Schiffler and unanimously carried that the minutes from the Board's January 22, 2025, Regular Meeting, be approved as presented.

A.I. #5 REPORTS

- a. Community Development Director Sheila Hellermann stated that there are a couple of changes to Riverfest. Due to parking challenges Mayers will be running a shuttle service from the church to the park all day long. The Mass will still be held on the soccer field. The Edwin Clark reveal will be held on Friday May 2, 2025 at 5:00 p.m. There has been some business interest in a cannabis shop in the Bruder's Butcher Shop, however it is located too close to the park and school. A coffee shop with a wine bar is opening at Riverside Flats. The school district will be using the soccer field on Wednesday afternoons for community ed. The Farmers Market will be held every Wednesday at the Sauk River Park beginning June 4 through October 1.

- b. Streets/Parks Supervisor Andrew Rousslange stated that the local Girl Scout Troop will start their project tomorrow. They will be planting some flowers and doing flower planter clean-up at the city center. The Eagle Scout project is working on getting donations for the disc golf pads. The kayak launch is in. The restrooms are open. The Streets and Parks Department will be doing landscaping along Wobegon Crossing. The pickle ball court area has been scraped, and sand has been brought in. The epoxy coating of the pavilion, bathroom, and kitchen floor has been completed. The Water Fest will be held at the Sauk River Park on Thursday, May 8.

A.I. #6 ACTION ITEMS

- a. Office Coordinator/Accounting Clerk Stacy Funk has designed a logo for the campground. The Park Board reviewed the logo for signage at the campground at Sauk River Park

A motion was made by Ms. Chmielewski, seconded by Mr. Woeste and unanimously carried approving the logo.

A.I. #7 OLD BUSINESS

- a. The reservation system with Campspot has been live since the beginning of the year. There has been a lot of interest.
- b. We need to finalize the information center. The board discussed material and construction of the information center.
- c. Discussion continued regarding relocation of the skating rink. Staff obtained quotes from a contractor to provide the hockey rink, with warming house and restroom. The cost came in at approximately \$500,000. The Board will continue to look at location options. Staff will contact Cura regarding the timeline for relocating the hockey rink. The Board discussed not placing the rink at the future west end park. Discussion continued about amenities that would be needed at the west end park.

A.I. #8 NEW BUSINESS

- a. Staff provided an update on recent discussions with Freeport State Bank about the improvements needed to the baseball fields, including scoreboards and fields. Mr. Hemker has authorized staff to obtain quotes for the improvements. Mr. Hemker has purchased new bases, a pitching mound, and a groomer. Mr. Hemker will work on updating the scoreboard.
- b. We need at least one more bench in the park by the new pickleball court. Streets/Park Supervisor Rousslange has updated pricing. The Board approved of reviving the park bench program.

A motion was made by Mr. Schiffler, seconded by Mr. Berscheit and unanimously carried to order ten park benches.

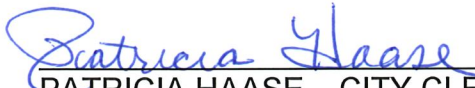
- c. Park Board discussed fundraising – sponsoring trees or more benches? Something else? The Board by consensus approved of soliciting tree donations and the park bench program.

A.I. #9 INFORMATIONAL ITEMS

- a. The next Parks and Rec Board meeting is scheduled for Tuesday, June 17, 2025, at 6:00 p.m.

A.I. #10 ADJOURNMENT

A motion was made by Mr. Frieler seconded by Mr. Schiffler and unanimously carried that the meeting be adjourned at 7:12 p.m.


PATRICIA HAASE – CITY CLERK