

**MELROSE PARKS AND RECREATION BOARD
REGULAR MEETING
WEDNESDAY, APRIL 24, 2024 – 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 24, 2024, at 6:00 p.m. at the Melrose City Center pursuant to due notice being given thereof. Present were Board Members Justin Frieler, Craig Schiffler, Dave Berscheid, Dave Rahn, Lindsey Chmielewski, City Administrator Colleen Winter, Streets/Parks Supervisor Andrew Rousslange, and Community Development Director Sheila Hellermann. Chair Frieler called the meeting to order.

A.I. #2 APPROVAL OF AGENDA

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

A.I. #3 APPROVAL OF MINUTES

A motion was made by Mr. Schiffler, seconded by Mr. Rahn and unanimously carried that the minutes from the Board's January 24, 2024, Regular Meeting, be approved as presented.

A.I. #4 REPORTS

- a. Streets/Parks Supervisor Andrew Rousslange provided an update. Next week the Streets/Parks department will begin working on the extension of the camping pads along the river. The kayak launch has been installed. Two grills have been purchased and will be installed. They will be doing some work on the baseball diamonds.
- b. Community Development Director Sheila Hellermann provided an update. The contractor has begun work on the sidewalk along County Road 168. Ms. Hellermann provided an update on the 2024 street projects.
- c. City Administrator Winter noted that we will be receiving the final LCCMR grant payment. We do need to make sure we abide by signage requirements.

A.I. #5 ACTION ITEMS

None

A.I. #6 OLD BUSINESS

- a. Staff reviewed the final items needed for the LCCMR grant and gave updates. One of them is the fishing platforms and the kayak launch. The kayak launch has been installed. One of the fishing platforms will be installed halfway to the primitive sites that is cleared of vegetation. The other fishing platform installation site is to be determined. Streets/Parks department will look at a couple of options. Signage will be placed on the railings of the fishing platforms.
- b. The Board next discussed fund raising. Mr. Rousslange suggested picnic table

donations.

- c. The board next discussed the tree location. The Streets/Parks Department has ordered and received 25 trees. The Board gave some general guidance as to placement in the park. Trees may also be planted in other areas of the city.
- d. The Board discussed the placement of the dumpster. It was determined to place it on the west side of the restrooms.
- e. Staff asked if there were any final park additions for 2024. The board recommended purchasing a set of concrete cornhole boards in Sauk River Park. Also in the future maybe moving the one volleyball court plus adding another one. Perhaps also a horseshoe pit. It was also suggested installing another pickle ball court in Meadowlark Park.

A motion was made by Mr. Schiffler, seconded by Mr. Rahn and unanimously carried approving the purchase of the concrete cornhole boards and ladder toss.

- f. Board Member Schiffler has received an estimate for the materials for an information center.

A motion was made by Mr. Schiffler, seconded by Mr. Rahn and unanimously carried approving the information center not to exceed \$4,000.

A.I. #7 NEW BUSINESS

- a. Staff has received a request to rent out the pavilion and campground on June 21, 2025, for a wedding. 200 people using the facilities – June 20 (coming in) to June 22 (checking out) 2025. I assume pavilion use is Saturday only. We allow the Bueckers group to do something similar. The Bueckers group is more during the week. We need to establish a policy and, if we allow it, the fees we would charge.

A motion was made by Mr. Schiffler, seconded by Mr. Rahn and unanimously carried establishing a policy charging \$500 for the damage deposit and \$2000 for two nights rental of the entire campground plus the pavilion.

- b. The Farmer's Market is in the Sauk River Park this summer. Staff would like to discuss the idea of the Park Board/City hosting or co-hosting the 1st one of the season as a welcome to the park – with tours of the restroom, the kayak launch should be in, basketball court complete, walk through the campground, Lions playground will be done, etc. This date is Wednesday, June 5th.

The Board by consensus agreed to Park Board/City co-hosting the Farmer's Market on Wednesday, June 5.

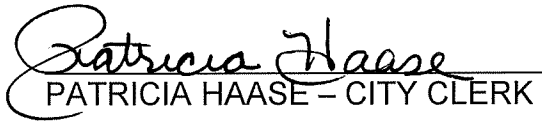
- c. Board Member Frieler has been looking at bringing a Wifi option to the park. The Board discussed what is needed to get this accomplished. The board by consensus determined that Mr. Frieler should continue to research the cost of bringing Wifi to the Sauk River Park

A.I. #8 INFORMATIONAL ITEMS

- a. The Parks and Recreation Board next meeting is scheduled for Wednesday, June 19th @ 6 PM. This needs to be changed due to Juneteenth holiday. The Board by consensus rescheduled the June 19 meeting to Tuesday, June 18th at 6:00 p.m.
- b. WaterFest, a SRWD educational event with students from Melrose and Sauk Centre will be held in the Sauk River Park on May 9, 2024. It usually alternates between the two cities but has been held in Sauk Centre the last two years due to the bridge project and last summer's construction.
- c. The Lions are constructing the playground by the campground on May 2-4. Bill Rieland, from our Street/Parks department is leading the installation project for the Lions.

A.I. #9 ADJOURNMENT

A motion was made by Mr. Rahn seconded by Mr. Berscheit and unanimously carried that the meeting be adjourned at 6:55 p.m.


PATRICIA HAASE – CITY CLERK