

**MELROSE PARKS AND RECREATION BOARD
REGULAR MEETING
WEDNESDAY, JANUARY 25, 2023 – 6:00 P.M.**

AGENDA

1. Call to Order/Roll Call
2. Oath of Office
3. Election of Officers
4. Approval of Agenda
5. Approval of Minutes
6. Reports
 - a. City Planner Report
7. Action Items
8. Old Business
 - a. Sauk River Park Restroom/Shower Facility
 - b. Bernick Family Foundation Grant
 - c. Fundraising Efforts
9. New Business
 - a. Railroad West Planned Unit Development
10. Informational Items
 - a. Next Meeting – Wednesday, April 26, 2023
11. Adjournment

**MELROSE PARKS AND RECREATION BOARD
WEDNESDAY, JANUARY 25, 2023 – 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, January 25, 2023, 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 Berscheit, Streets/Parks Supervisor Gary Middendorf, and City Planner Sheila Hellermann. Board Member Sara Hoffner was absent. Board Member Lindsey Chmielewski attended via phone call. City Planner Hellermann called the meeting to order.

A.I. #2 OATH OF OFFICE

The Council at its January 5 meeting, reappointed Mr. Justin Frieler to the Park and Recreation Board as the Council representative for a one-year term. The Council reappointed Craig Schiffler to a three-year term. The Council at its January 19, 2023 meeting appointed Lindsey Chmielewski to the Parks and Recreation Board also for a three-year term.

City Planner Hellermann administered the Oath of Office to Mr. Frieler, and Mr. Schiffler. Ms. Chmielewski did not attend in person; therefore the oath of office will be administered at a future date.

A.I. #3 APPOINTMENT OF OFFICERS

The Board next gave consideration to appointing a Chair, Vice Chair, and Secretary for 2023. Ms. Hellermann stated that in 2022, Justin Frieler served as Chair, Craig Schiffler as Vice Chair, and Dave Berscheit as Secretary

A motion was made by Mr. Schiffler, seconded by Mr. Berscheit and unanimously carried appointing Mr. Frieler as Chair, Mr. Schiffler as Vice Chair, and Mr. Berscheit as Secretary for 2023.

Mr. Frieler then chaired the remainder of the meeting.

A.I. #4 APPROVAL OF AGENDA

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

A.I. #5 APPROVAL OF MINUTES

A motion was made by Mr. Schiffler, seconded by Mr. Berscheit and unanimously carried that the minutes of the Board's December 7, 2022, Special Meeting be approved as submitted.

A.I. #6 REPORTS

- a. City Planner Hellermann provided an update on the Arts Council. They have worked with the Melrose Lions to support and provide the labor for the installation

of the Melrose sign. They are also working on an informational sign for Edwin Clark.

A.I. #7 ACTION ITEMS

None

A.I. #8 UNFINISHED BUSINESS

- a. Design Tree is finalizing the revised restroom drawing and the structural specifications for the bid process. Mechanical and plumbing specifications will be prepared by staff. Ms. Hellermann has not received the final drawing; however she will email it to the Parks Board for final review when she receives it.
- b. Staff has been notified that we were awarded \$15,000 from the Bernick Family Foundation for the Sauk River Park. Ms. Hellermann stated that the grant was written for the installation of a basketball court at the Sauk River Park. The estimate cost for the court is \$40,725 not including poles, hoops and painting. Ms. Hellermann has given this information to the Melrose Lions as they are still looking for a project. Streets Parks Supervisor stated that the cost may be reduced by doing some of the prep work in house. Staff is recommending the court be located to the north of the last campsite road, nearer to the park road than County Road 13.
- 8c. The Bowling Tournament was cancelled due to a lack of teams. The fundraising regarding the fire rings has been successful with 16 of 19 sponsored so far. We can discuss the final 4 fire rings and other ideas for fundraising. The Melrose American Legion Post 101 donated \$1,000 and the Lions will be reviewing our request at their January 25th meeting.

These are the sponsored fire rings:

Melrose Bowl (2)
Interstate Service (2)
Leedstone
JD's Taphouse
State Farm
Landwehr Construction
Coborn's
NAPA
Freeport State Bank
Melrose Electric
Melrose American Legion (2)
CAP
Travis Frieler

=====16 total @ \$275 each = \$4,400

A.I. #9 NEW BUSINESS

- a. The Planning & Zoning Commission, at a January 9th special meeting, discussed the zoning for the Railroad West (former Theiler) property. It was determined to move forward with a Planned Unit Development. GC Real Estate Partners is proposing a 72-unit multi-family development on the west side using

approximately 4-5 acres. The east side is being platted for single family housing. The Planning & Zoning Commission discussed a possible park in the middle 2-3 acres. Ideas from the Parks & Recreation Board are sought regarding this Planned Unit Development. Ms. Hellermann stated that Development Consultant Traci Ryan, who has been talking with the potential developer of Railroad West, is asking if in lieu of installing a tot park for their apartment complex if they could donate approximately \$10,000 to the city to use toward a public park in the area that could be used by their tenants. Board Member Frieler had suggested that the potential developer incur the cost for landscaping of the park area in addition to a payment of \$10,000. Streets Parks Supervisor Middendorf stated that the board would need to consider what amenities the park would have as well as if they would have a permanent bathroom facility or just a rented unit(s). The issue of access to the park as well as parking was also discussed.

The Park Board by consensus determined that this would need to be looked into further prior to making any decisions and no definite answer can be given at this time. The Board by consensus agreed that in terms of the PUD there should be an out lot designated as a future park.

A.I. #10 INFORMATIONAL ITEMS

- a. The next Parks and Rec Board meeting is scheduled for Wednesday, April 26, 2023.

A.I. #11 ADJOURNMENT

A motion was made by Mr. Berscheit seconded by Mr. Schiffler and unanimously carried that the meeting be adjourned at 6:45 p.m.

PATRICIA HAASE – CITY CLERK