

**MELROSE PARKS AND RECREATION BOARD
REGULAR MEETING
WEDNESDAY, JANUARY 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, January 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 Berscheit, Streets/Parks Supervisor Gary Middendorf, Andrew Rousslange, City Administrator Colleen Winter, and Community Development Director Sheila Hellermann. Board Member Dave Rahn and Lindsey Chmielewski were absent. Being this is the organizational meeting Community Development Director Sheila Hellermann called the meeting to order.

A.I. #2 OATH OF OFFICE

The Council at its January 4 meeting, reappointed Mr. Justin Frieler to the Park and Recreation Board as the Council representative for a one-year term.

Community Development Director Hellermann administered the Oath of Office to Mr. Frieler.

A.I. #3 APPOINTMENT OF OFFICERS

The Board next gave consideration to appointing a Chair, Vice Chair, and Secretary for 2024. Ms. Hellermann stated that in 2023, 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 2024.

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. Berscheit, seconded by Mr. Schiffler and unanimously carried that the minutes of the Board's October 25, 2023, Meeting be approved as submitted.

A.I. #6 REPORTS

- a. Community Development Director Hellermann provided an update. Kwik Trip is scheduled to open February 29, 2024. The Riverside Flats apartment complex will begin giving tours in March, and plan to open in June. Ms. Hellermann provided an update on the Wobegon Crossing apartment complex. The City held an Open House on Monday January 22 for the 2024 Main Street project.

A.I. #7 ACTION ITEMS

None

A.I. #8 OLD BUSINESS

- a. Staff is researching options for the final pieces of the LCCMR grant requirements. There are still a couple of open items that need to be addressed fishing platforms, kayak launch and signage. Staff is working with Adam Hjelm, Public Outreach/Education Coordinator at Sauk River Watershed District about his suggestions for educational signage in the park. City Administrator Winter stated that LCCMR has approved using funding towards the bath/shower facility, therefore the city will pay for the fishing platform, kayak launch, and signage.

The Park Board by consensus recommended two MINNCOR fishing platforms. Staff will check if the DNR has money in their Get Out MN Great Program. The Board determined that the educational signage to be displayed on the fishing pier. They also recommend a three-sided outdoor bulletin board display.

A motion was made by Mr. Berscheit, seconded by Mr. Schiffler and unanimously carried authorizing the purchased kayak launch of the EZ Dock from Marine Dock & Lift Company not to exceed \$7,500 and after DNR permitting is checked.

- b. As soon as the winter weather is behind us, staff will be striping the basketball court. The Melrose Lions will be installing the playground by the campground. It has been delivered to us. Staff is working on the signage acknowledging the Bernick's grant for the basketball court. The sidewalk along County Road 168/5th Street NE will be completed in the spring. Does the Park Board have other projects for 2024 they want staff to work on for parks and trails?

The Park Board confirmed we will not be taking reservations in the Sauk River Park campground. We will try it this year. Staff will keep track of the number of calls for reservations.

Melrose Area Chamber of Commerce is asking if they can park on the green space during Riverfest. Board Member Schiffler was not in favor of parking on green space. The Board concurred.

Electric car charging in the park. Do we want to prevent people from charging cars at the campsite. The Board recommends signage stating no electric vehicle charging.

Community Development Director Hellermann stated there is an AARP grant for up to \$10, 000. Would the board like Ms. Hellermann to apply for the grant, and if so what should it be used for? The Board supported submittal of the grant application for the purchase of additional park benches.

- c. We have received donations to trees. Park Board to discuss location, types, and other recommendations.

A motion was made by Mr. Berscheit, second by Mr. Schiffler authorizing the purchase in the amount of \$5,000 of trees.

A.I. #9 NEW BUSINESS

- a. Andrew Rousslange, new Streets/Park Supervisor introduced himself and spoke about his time with the City of Sauk Centre This is Gary Middendorf's final meeting. He is retiring February 29th as the Streets/Park Supervisor.
- b. We are in the process of updating the comprehensive plan. The Board reviewed the Parks and Trails chapter of the plan.

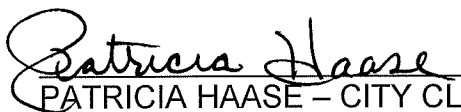
The Board recommended removing the park designation in the wellhead protection area as well as by the firehall. Streets/Parks Supervisor Middendorf suggested a possible trailhead by the bicycle shed. Board Member Justin Frieler suggested the pole yard as another possibility.

A.I. #10 INFORMATIONAL ITEMS

- a. The next Parks and Rec Board meeting is scheduled for Wednesday, April 24, 2024.
- 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. Due to the Main Street project during summer 2024, the weekly Farmer's Market will be held in Sauk River Park.

A.I. #11 ADJOURNMENT

A motion was made by Mr. Berscheit seconded by Mr. Schiffler and unanimously carried that the meeting be adjourned at 7:10 p.m.


PATRICIA HAASE – CITY CLERK