

**MELROSE PARKS AND RECREATION BOARD
REGULAR MEETING
WEDNESDAY, APRIL 12, 2023 – 6:00 P.M.**

AGENDA

1. Call to Order/Roll Call
2. Oath of Office
3. Approval of Agenda
4. Approval of Minutes
5. Reports
 - a. City Planner Report
6. Action Items
 - a. Sauk River Park Restroom/Shower Facility
7. Old Business
 - a. Basketball Court
 - b. Sidewalk Grant
 - c. Benches
8. New Business
 - a. Melrose Lions Playground Donation
 - b. Campground Park Rules
 - c. Remaining items in LCCMR grant
 - d. Golf Scramble 2023
9. Informational Items
 - a. Welcome to Melrose Sign
 - b. Next Meeting – Wednesday, June 21, 2023
10. Adjournment

MELROSE PARKS AND RECREATION BOARD
WEDNESDAY, APRIL 12, 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, April 12, 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, Sara Hoffner, Streets/Parks Supervisor Gary Middendorf, and City Planner Sheila Hellermann. Board Member Lindsey Chmielewski attended via phone call at 6:10 p.m. as a non-voting member. Chair Frieler called the meeting to order.

A.I. #2 OATH OF OFFICE

As Lindsey Chmielewski did not attend in person, the Oath of Office was not administered.

A.I. #3 APPROVAL OF AGENDA

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

A.I. #4 APPROVAL OF MINUTES

A motion was made by Mr. Schiffler, seconded by Ms. Hoffner and unanimously carried that the minutes from the Board's January 25, 2023, Regular Meeting, meeting be approved as presented.

A.I. #5 REPORTS

- a. City Planner Hellermann presented the following report:

Regarding Riverside Flats, on the former Kraft lot, soil boring work was done earlier this month by the developer's environmental consultant. In talking with the developer, they have gone out for bids on the project. They have submitted plans and specifications for preliminary review. We are anticipating a closing date and building permit application.

Kwik Trip is wrapping up demolition. Their permit applications are coming in. They will be working on site preparation and soil/wetland work for a couple months. Construction begins in early July.

Regarding Railroad West, at the next Council meeting we will be holding a public hearing on the vacation of the existing utility and drainage easements and rights of way in Melrose Meadow View plat as we move forward with re-platting. Meetings with property owners regarding right of way are complete. Attorney Dymoke is drafting the written agreements in line with our verbal agreements. It is planned to have a joint working meeting of the Planning & Zoning Commission and the City Council on the layout and expectations for the Planned Unit Development.

The comprehensive plan RFP has been sent out and we received one proposal. It is being reviewed.

There are some ordinance changes working through the system – nuisance concerns, building permit penalties, a change regarding steel roofs in residential areas.

A.I. #6 ACTION ITEMS

- a. Bids were opened at 5:00 this evening for the Sauk River Restroom/Shower Facility Bids were received from St. Rosa Lumber and Boulder Creek Inc out of Willmar. The low bid was from St. Rosa Lumber in the amount of \$299,665. The LCCMR grant budget was also reviewed. It appears that the shortfall is approximately \$50,000 or \$60,000. Staff will do another review of all costs.

A motion was made by Mr. Schiffler, seconded by Mr. Berscheit and unanimously carried recommending the Council award the Sauk River Restroom/Shower Facility to St. Rosa Lumber in the amount of \$299,665.

A.I. #7 OLD BUSINESS

- a. We have received \$15,000 for the basketball court from the Bernick Family Foundation. Ms. Hellermann stated that staff will need to obtain quotes for the concrete. Staff presented information on the basketball hoops. The Park Board discussed the location of the basketball court. Staff will mark a proposed location for the Parks and Rec Board to visit and consider at the next regular meeting.

A motion was made by Mr. Berscheit, seconded by Ms. Hoffner and unanimously carried approving the purchase of the basketball hoops contingent upon council approval of the basketball court.

A motion was made by Mr. Berscheit, seconded by Schiffler and unanimously carried recommending the Council move forward with estimates to complete the basketball court.

- b. Staff has been notified that we were awarded \$351,725 for the sidewalk along 5th Street NE which will connect Daylight Court and 5th Avenue. This will be a concrete sidewalk.
- c. The benches have been delivered. Street and Park Supervisor Middendorf stated that the donors have determined the location of the benches. The city will install benches, and Mr. Travis Frieler will create the plaques.

A.I. #8 NEW BUSINESS

- a. We were notified by the Melrose Lions that they are willing to donate and install the new playground equipment for the small area near the campground.

A motion was made by Mr. Schiffler seconded by Mr. Berscheit and unanimously carried making recommendation to the Council approving ordering the

playground equipment.

- b. The Park Board needs to develop guidelines for the campground. There are some things which must be discussed per our Conditional Use Permit due to the floodplain. Park Board reviewed current city ordinance regarding parks rules and guidelines. Staff will research and bring back recommendations.
- c. There are final items needed for the Sauk River Park which are included in the LCCMR workplan including the kayak launch and educational signage. Staff will further research the requirements for the fish bench. The local 4-H group will plant and maintain flowers at the Sauk River Park entrance.
- d. The Park and Rec Board Golf Scramble has been held in summer. Last year it was cancelled due to lack of teams. Board Member Chmielewski suggested perhaps sponsoring a family event fund raiser.

The Parks and Recreation Board by consensus determined not to move forward with holding the golf scramble.

A.I. #9 INFORMATIONAL ITEMS

- a. The Welcome to Melrose sign is proceeding with installation now by the Melrose Lions.
- b. The next Parks and Rec Board meeting is scheduled for Wednesday, June 21, 2023.

A.I. #10 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