

**MELROSE PARKS AND RECREATION BOARD
REGULAR MEETING
THURSDAY, APRIL 25, 2019 – 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
7. Action Items
 - a. Rodeo
 - b. Bike / Snowmobile Shelter
 - c. Emerald Ash Borer
8. Old Business
 - a. Zipline
 - b. Country Club Trail to Meadowlark Park
 - c. CSAH 65 Sidewalk
9. New Business
10. Informational Items
 - * a. Update on Park Projects
11. Adjournment

* Amendment

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THURSDAY, APRIL 25, 2019 – 6:00 P.M.**

A.I. #1 CALL TO ORDER/ROLL CALL

The Melrose Parks and Recreation Board met in a Regular Meeting on Thursday, April 25, 2019 at 6:00 p.m. at the Melrose City Center pursuant to due notice being given thereof. Present were Board Members Justin Frieler, George Jensen, Bob Mayers, Adam Paulson, Finance Director/Acting City Administrator Tessa Beuning, and Streets/Parks Supervisor Gary Middendorf. Board Member Dave Berscheit was absent. Finance Director/Acting City Administrator Beuning called the meeting to order.

A.I. #2 OATH OF OFFICE

The Council, at its January 3, 2019 meeting, took action appointing Justin Frieler as the Council Representative for a one-year term.

Ms. Beuning 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 2019. Ms. Beuning stated that in 2018, George Jensen served as Chair, Adam Paulson as Vice Chair and Bob Mayers as Secretary.

A motion was made by Mr. Mayers, seconded by Mr. Paulson and unanimously carried that the Parks and Recreation Board adopt this slate of officers for 2019.

Mr. Jensen then chaired the remainder of the meeting.

A.I. #4 APPROVAL OF AGENDA

A motion was made by Mr. Mayers, seconded by Mr. Frieler and unanimously carried that the agenda be approved as amended.

A.I. #5 APPROVAL OF MINUTES

A motion was made by Mr. Mayers, seconded by Mr. Paulson and unanimously carried that the minutes of the Board's October 25, 2018 Regular Meeting be approved as submitted.

A.I. #6 REPORTS

None

A.I. #7 ACTION ITEMS

- a. Ms. Beuning stated that Sophie Sabinash contacted staff last fall regarding the Fall Classic Rodeo. They would like to utilize the Sauk River Park. The organizers are proposing to make temporary modifications to the park to allow for the rodeo and other events.

Mr. Jensen recommended contacting Ms. Sabinash to provide additional details as to what they will need for the event.

Streets/Parks Supervisor Middendorf stated that staff will need direction as to how much time they are required to assist in setting up the event.

Mr. Mayers is recommending that the City obtain a damage deposit.

A motion was made by Mr. Mayers, seconded by Mr. Frieler and unanimously carried to charge a \$1,500 damage deposit based on the whole park being rented.

Ms. Sabinash will be contacted to get further details of the event.

- b. The Bike and Pedestrian Committee applied for a grant which could be used for a bike shelter over by Coborn's. Mr. Frieler had Kraemer Lumber draw up a design to be used for the grant application.

Mr. Jensen asked what is the intent of the bike program? Ms. Beuning stated that by moving the bike rental by Coborn's and having them administer the rental, the City would get a better insight as to the bike rental usage. This would be on a trial basis. The City is requesting \$5,200 in grant funding to cover the staffing costs, as well as concrete, and materials to build a bike shelter.

The discussion this evening is to determine if the City does receive grant money, would the City be willing to contribute towards a bike shelter.

Streets/Parks Supervisor Middendorf spoke with the Craig, the manager at Coborn's, and he stated that Coborn's would be interested in signing out the bikes. He stated that he would like to attend the next Bike and Pedestrian Committee meeting and see what it would entail; however, he believes Coborn's would be interested in signing out the bikes.

Mr. Jensen would like more information as to whether a trailhead is required in order to apply for grants and are restrooms mandatory at the trailhead.

The Board, by consensus, determined that further information be obtained and to move forward with the project and bring it back to the Board's June meeting.

Mr. Mayers inquired as to the possibility of purchasing the property located at 116 Main Street E for a trailhead. The Board, by consensus, thought this would be a viable option. Mr. Mayers will inquire with the property owner.

- c. Streets/Parks Supervisor Middendorf gave an update on the Emerald Ash Borer. Mr. Middendorf stated that there are several ash trees in the Sauk River Park and would like some direction regarding if they should try and salvage the trees or replace them. The treatment would cost approximately \$10-\$15 an inch and lasts for two years. Mr. Middendorf stated that this is for informational purposes and is just looking for some input from the Board.

Mr. Frieler stated that he does not think treating the trees would be cost-effective especially since there is no guarantee that it will save the tree.

The Board, by consensus, determined to start budgeting for tree replacement and unless there is a more cost-effective way of treating, the Board is not in favor of treating the ash trees.

A motion was made by Mr. Mayers, seconded by Mr. Frieler not to treat the trees for Emerald Ash Borer and to start a budget for replacing the trees.

A.I. #8 UNFINISHED BUSINESS

- a. Streets/Parks Supervisor Middendorf provided an update on the zip-line. Mr. Frieler stated that the money raised this year at the golf scramble will go towards the installation of the new zip-line in the Sauk River Park. The golf scramble will be held June 14, 2019.
- b. Streets/Parks Supervisor Middendorf presented quotes for the Country Club Trail project. Mr. Middendorf obtained quotes from Riley's Construction for \$12,692 and another bid of \$17,000 for the bituminous. A quote for the cement work was approximately \$3,400. It was budgeted for \$25,000. Staff would preform most of the prep work.

A motion was made by Mr. Paulson, seconded by Mr. Mayers and unanimously carried recommending to the Council to approve the Country Club Trail project.

- c. Streets/Parks Supervisor Middendorf provided an update on the CSAH 65 sidewalk project. The bids were opened on April 18, 2019. Three bids were received. The Council, at their April 18 Special Meeting, awarded the project to Worms Ready Mix in the amount of \$176,960.38. This cost will be reduced by approximately \$5,500 as City staff will maintain the sod. An additional \$3,000 to \$4,000 will be saved with less sediment controls by doing the project a block at a time.

The City has been notified that it will receive \$10,000 from the State Farm Community Fund. These funds will be allocated to the project. It is also approved to use a portion of TIF funds with the Jennie-O Turkey Store (JOTS) boundaries to offset a portion of the cost. Plus, if funds are available, they could be spent outside of the JOTS TIF District to cover other portions of the sidewalk along CSAH 65.

A.I. #9 NEW BUSINESS

None

A.I. #10 INFORMATIONAL ITEMS

- a. Streets/Parks Supervisor Middendorf distributed a photo of the picnic tables that have been placed in the Sauk River Park.

Mr. Middendorf stated that the Eagle Scout who had expressed an interest in refurbishing the park benches had never contacted staff.

Mr. Middendorf stated that the installation of permanent electricity at the Sauk River Park has been put on hold. Staff needs to contact Glen Kemper.

Ms. Beuning stated that the golf scramble will be held Friday, June 14, 2019.

A.I. #11 ADJOURNMENT

A motion was made by Mr. Mayers, seconded by Mr. Paulson and unanimously carried that the meeting be adjourned at 7:15 p.m.

PATRICIA HAASE – CITY CLERK