

**MELROSE PARKS AND RECREATION BOARD
REGULAR MEETING
THURSDAY, AUGUST 29, 2019 – 6:00 P.M.**

AGENDA

1. Call to Order/Roll Call
2. Approval of Agenda
3. Approval of Minutes
4. Reports
5. Action Items
 - a. Fee Schedule Clarification
6. Old Business
 - a. Streets/Parks Projects:
 - 1) Picnic Tables and Benches
 - 2) Bike Shelter
 - 3) Zipline
 - 4) Trails
 - b. Melrose Fall Festival / Rodeo
7. New Business
 - a. Emerald Ash Borer
8. Informational Items
 - a. Next Meeting
9. Adjournment

THURSDAY, AUGUST 29, 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, August 29, 2019 at 6:00 p.m. at the Melrose City Center pursuant to due notice being given thereof. Present were Board Members Bob Mayers, Justin Frieler, Adam Paulson, Dave Berscheit, City Administrator Colleen Winter, and Streets/Parks Supervisor Gary Middendorf. Board Member George Jensen was absent. Vice Chair Paulson called the meeting to order.

A.I. #2 APPROVAL OF AGENDA

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

A.I. #3 APPROVAL OF MINUTES

A motion was made by Mr. Frieler, seconded by Mr. Mayers and unanimously carried that the minutes from the Board's June 25 Regular Meeting be approved.

A.I. #4 REPORTS

None

A.I. #5 ACTION ITEMS

- a. At the Board's June 25 meeting, the fee that is being charged for the Soccer League was discussed. It was determined that the fee of \$100 would stay the same and the damage/refund deposit would increase to \$1,000. In reviewing the Fee Schedule, there are no other park-related events that are charged that price. To be consistent, it is recommended that ALL damage/refund deposits be increased to \$1,000. The other option would be to make the damage/refund deposit \$100 for ALL events but charge the Soccer League \$100 plus \$25 per week after the fourth week. This would then be consistent and fair with the rest of our park fees and it is a better way for the City to deal with staff costs associated with clean up after events. This same structure would apply to any league that plays for more than four weeks.

Staff is recommending discontinuing the profit/nonprofit designation and charge the same fee. It was also recommended that the City not charge youth organizations.

After further discussion, the Board, by consensus, requested staff to research the cost of the upkeep of the park and to look at establishing separate fees for the shelter and the fields.

A.I. #6 UNFINISHED BUSINESS

- a. Streets/Parks Supervisor Gary Middendorf gave an update on the picnic tables

and benches, bike shelter, zipline, and trails.

- b. City Administrator Winter stated that the New Munich Jaycees are sponsoring a Fall Festival and Rodeo. This is not a City or Chamber sponsored event. Ms. Winter and City staff have been working with the organization on set-up and assisting with other details of the event. All insurance documentation has been received.

A.I. #7 NEW BUSINESS

- a. City Administrator Winter stated that Emerald Ash Borer has been identified in Sauk Centre. Although it has not been detected in Melrose, she is looking at how to address the issue. She noted that under Section 95.10 of the Municipal Code, the City of Melrose addresses diseased trees, but the language is not specific. Staff provided a copy of an ordinance from the City of Sauk Centre, along with a map and information pamphlet regarding Emerald Ash Borer. City Administrator Winter is recommending the Board look at revising the ordinance at a future meeting.

A.I. #8 INFORMATIONAL ITEMS

- a. The next Board meeting will be held on Thursday, October 24, 2019 at 6:00 p.m.

A.I. #9 ADJOURNMENT

A motion was made by Mr. Mayers, seconded by Mr. Berscheit and unanimously carried that the meeting be adjourned at 7:00 p.m.

PATRICIA HAASE – CITY CLERK