

**MELROSE PARKS AND RECREATION BOARD
REGULAR MEETING
TUESDAY, JUNE 25, 2019 – 6:00 P.M.**

AGENDA

1. Call to Order/Roll Call
2. Approval of Agenda
3. Approval of Minutes
4. Reports
 - a. Golf Scramble Update
5. Action Items
 - a. Soccer Field Rental Fees / Policy
6. Old Business
 - a. Picnic Table and Benches
 - b. Bike Shelter
7. New Business
 - a. Budget / Five Year Capital Improvement Plan
 - b. Comprehensive Plan Update
8. Informational Items
 - a. Next Meeting
9. Adjournment

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TUESDAY, JUNE 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 Tuesday, June 25, 2019 at 6:00 p.m. at the Melrose City Center pursuant to due notice being given thereof. Present were Board Members George Jensen, Bob Mayers, Justin Frieler, City Administrator Colleen Winter, Streets/Parks Supervisor Gary Middendorf, and Community Development Director Lisa Atkinson. Board Member Adam Paulson was absent. Chair Jensen called the meeting to order. Board Member Berscheit arrived at 6:30 p.m.

A.I. #2 APPROVAL OF AGENDA

A motion was made by Mr. Mayers, seconded by Mr. Frieler and unanimously carried that the agenda be approved as amended moving item 7b to after the approval of minutes.

A.I. #3 APPROVAL OF MINUTES

A motion was made by Mr. Mayers, seconded by Mr. Frieler and unanimously carried that the minutes from the Board's April 25 Regular Meeting and the May 21 Special Meeting be approved.

A.I. #4 REPORTS

- a. City Administrator Winter stated that the City held its 7th Annual Golf Scramble on June 14. There were 14 teams participating this year. The estimated profit was \$5,963. The proceeds will be used towards the new zip line at the Sauk River Park.

Mr. Jensen suggested sending out letters to team captain or members once a date has been set for the 2020 Golf Scramble and to get their input on the tournament.

Board Member Berscheit arrived at 6:30 p.m.

A.I. #5 ACTION ITEMS

- a. City Administrator Winter noted that for several years, the Sauk River Park soccer fields have been rented to the local soccer group. The agreement allows the group to utilize the soccer fields on Saturdays throughout the season for a fee of \$100. This week, staff has received a complaint regarding the condition of the public restrooms. A resident had reserved the pavilion for a graduation party and stated that the restrooms were filthy and had a strong odor. Due to the number of participants for soccer, the restroom gets utilized a lot and sometimes left in disarray.

The Board discussed raising the damage deposit fee. Staff also will bring the soccer group in to discuss conditions of the park and make them aware that the

City will be retaining their \$100 damage deposit. The deposit also requires that they pay for any additional clean up and maintenance fees for the remainder of the year.

A motion was made by Mr. Mayers, seconded by Mr. Frieler and unanimously carried recommending the Council raise the league damage deposit to \$1,000 to be escrowed. The deposit goes towards any additional clean up and maintenance fees.

A.I. #6 UNFINISHED BUSINESS

- a. Streets/Parks Supervisor Gary Middendorf is looking for input from the Board regarding the repair/replacement of park picnic tables and benches. Mr. Middendorf stated that the many of wood tables and benches are in need of repair.

A motion was made by Mr. Frieler, seconded by Mr. Berscheit and unanimously carried to purchase an additional five low maintenance tables in 2019.

A motion was then made by Mr. Frieler, seconded by Mr. Mayers and unanimously carried to set up a Memorial Bench Program for a donation of \$500 a bench could be purchased by individuals and/or businesses and have a plaque engraved with their name on it. The City would absorb the remaining cost.

- b. Staff has staked out the proposed area for the bike shelter. Community Development Director Atkinson and Streets/Parks Supervisor Middendorf have been in contact with MnDOT regarding the setbacks. MnDOT has approved the bike shelter location as well as the new sidewalk to the trail; however, it will require a permit. Staff will be submitting the permit application. MnDOT has informed the City that the current bike repair station will need to be relocated next to the shelter and 25 feet from the mid-line of the trail.

The Board, by consensus, agreed with the placement of the bike shelter as staked and recommended same or similar colors to the Public Works Building.

A motion was made by Mr. Berscheit, seconded by Mr. Mayers and unanimously to purchase eight bicycles for the bike program, to be a mix of men, women and children's bicycles.

A.I. #7 NEW BUSINESS

- a. The Board next discussed the budget and Five-Year Capital Improvement Plan.

The Board, by consensus, determined to budget \$5,000 for tables and \$5,000 for trees in 2020. The Board allocated \$20,000 each year beginning 2021 through 2025 for replacement or new park equipment.

- b. Community Development Director Atkinson noted that staff has been working on updating the existing 2030 Melrose Comprehensive Plan in preparation for the 2040 Comprehensive Plan. The first few chapters have been updated on the

document but quite a few chapters still need to be addressed. Overall, the document is in the early stages of being updated. Staff is hoping to do a significant portion of the updating in-house to save costs; however, at the minimum, the community input/survey portion will likely need to be completed by a consultant.

Below are two main questions to be addressed, including staff comments regarding the topics. Then there is an overview of the revisions underway on the document, including restructuring parts of the Plan. Finally, Chapter 2 is included in draft form, which includes an overview of the Visions, Goals and Strategies. Comments from review of this chapter will be helpful in setting the tone for updating the overall document.

The two questions for your consideration:

Question 1: What Level of Community Input is Desired?

- a. **Online Survey**
- b. **Paper Survey**
- c. **Open Forum(s)**

The direction for community input needs to be determined by the Commission and Council. In the past, it seems several open-house and listening sessions were held to gather public input. A citizen survey was also utilized in the past. Another option available is a "Survey Monkey" type of on-line survey with paper copies. There are limitations to having more than one survey type in that sometimes people may submit more than one survey, especially if it is anonymous. The City could send notice of the survey or an actual paper copy of the survey in a future utility bill, but electronic payment (automatic withdrawal) bills may not be opened on time to respond to the survey if at all, so using multiple methods of informing the public would need to be used. (Facebook, newspaper, etc.)

Question 2: Does the City want to form a Comprehensive Plan Committee to review the draft versions and provide input?

The Board, by consensus, would like to see public input through both on-line and mailed surveys. The Board would also like to see public input through town hall or public forum meetings. The committee should be composed of various board representatives and community members, not to exceed 10 to 12 people.

A.I. #8 INFORMATIONAL ITEMS

- a. The next Board meeting will be held on Thursday, August 22, 2019 at 6:00 p.m.

A.I. #9 ADJOURNMENT

A motion was made by Mr. Frieler, seconded by Mr. Berscheit and unanimously carried that the meeting be adjourned at 7:45 p.m.