

1. Agenda And Packet

Documents:

[JANUARY 14, 2025 PNR AGENDA.PDF](#)

[JANUARY 14, 2025 PNR AGENDA PACKET.PDF](#)

City of Excelsior
Park and Recreation Commission
Agenda

Tuesday, January 14, 2025

106 Center Street (new temporary Council Chambers)

6:15 PM

1. CALL TO ORDER/ROLL CALL
2. AGENDA APPROVAL
3. APPROVAL OF MINUTES
 - a) December 10, 2024 PNR Meeting Minutes
4. CITIZEN REPORTS or COMMENTS
5. NEW BUSINESS
 - a) Columbarium at Oak Hill Cemetery (materials provided at meeting)
6. UNFINISHED BUSINESS
 - a) Commons Use Policy
 - b) 2025 Projects- Discussion Only
 - c) Studer Park- Discussion Only
7. MISCELLANEOUS / COMMISSIONER COMMENTS
 - a) Recent City Council Action
8. VERBAL REPORTS FOR DISCUSSION
 - a) Updates on Oak Savanna Project, Commons Ballfield and other Commons Projects
9. UPDATES/INFORMATION
 - a) Community Gardens and Garden Plot Committee
 - b) Adopt-a-Seat, Adopt-a-Garden, and Adopt-a-Tree Programs
 - c) Oak Hill Cemetery
 - d) Concerts in the Park/Bandshell Update/ Concession Stand PAC
 - e) Excelsior Park Maintenance Log
 - f) Discussion on Port Bell
 - g) Studer Park
 - h) Gazebo/Mitten Pond
10. MONTHLY FINANCIAL REPORTS
 - a) November 2024 Park Fund Report
11. ADJOURNMENT

Notice: Some items on this agenda are important enough to City Councilmembers that a quorum of the Council may be present to receive information leading to their future deliberations and eventual decision.

City of Excelsior
Park and Recreation Commission
Agenda

Tuesday, January 14, 2025

106 Center Street (new temporary Council Chambers)

6:15 PM

1. CALL TO ORDER/ROLL CALL
2. AGENDA APPROVAL
3. APPROVAL OF MINUTES
 - a) December 10, 2024 PNR Meeting Minutes
4. CITIZEN REPORTS or COMMENTS
5. NEW BUSINESS
 - a) Columbarium at Oak Hill Cemetery (materials provided at meeting)
6. UNFINISHED BUSINESS
 - a) Commons Use Policy
 - b) 2025 Projects- Discussion Only
 - c) Studer Park- Discussion Only
7. MISCELLANEOUS / COMMISSIONER COMMENTS
 - a) Recent City Council Action
8. VERBAL REPORTS FOR DISCUSSION
 - a) Updates on Oak Savanna Project, Commons Ballfield and other Commons Projects
9. UPDATES/INFORMATION
 - a) Community Gardens and Garden Plot Committee
 - b) Adopt-a-Seat, Adopt-a-Garden, and Adopt-a-Tree Programs
 - c) Oak Hill Cemetery
 - d) Concerts in the Park/Bandshell Update/ Concession Stand PAC
 - e) Excelsior Park Maintenance Log
 - f) Discussion on Port Bell
 - g) Studer Park
 - h) Gazebo/Mitten Pond
10. MONTHLY FINANCIAL REPORTS
 - a) November 2024 Park Fund Report
11. ADJOURNMENT

Notice: Some items on this agenda are important enough to City Councilmembers that a quorum of the Council may be present to receive information leading to their future deliberations and eventual decision.

City of Excelsior
Hennepin County, Minnesota
Minutes
Park and Recreation Commission
Tuesday, December 10, 2024

1. CALL TO ORDER

Commissioners present: Chair Wolfe, Bolles, Vogel, Smith
Commissioners absent: Pike, Schmidt, Sobiech

Also present: Public Works Director Amundsen, Dock Renters

2. AGENDA APPROVAL

Commissioner Bolles moved, Commissioner Vogel seconded to approve the agenda. Carries 4/0.

3. APPROVAL OF MINUTES

a) Commissioner Bolles moved, Commissioner Vogel seconded, to approve the minutes from the November 12, 2024 PNR Commission Meeting. Carries 4/0.

4. CITIZEN REPORTS OR COMMENTS

None

5. NEW BUSINESS

a) End of Season Meeting with Dock, Buoy, and Slide Renters

The PNR Commission conducted the end of season meeting. Attendees were asked to comment. Comments provided were as follows:

-Attendees asked why there was a deadline of October 31st for boats to be removed. Staff stated that it was a date certain to avoid potential issues with weather that would flash freeze the lake and render the renter unable to remove the boat and to protect from potential damage if the boat were unable to be removed. The attendees and Commission asked staff to determine whether there was a way to be more flexible in the removal date to allow dock renters to utilize the facilities if the weather cooperated. Director Amundsen stated he would discuss with City Clerk Bajda.

-Lighting at gates was discussed and attendees asked if the lighting could be improved to be brighter. Staff stated they would look to upgrade the lighting at the gate entrances and also that they are working toward upgrading the access gates to include a push button door handle that would be easier than the existing locks that are utilized.

-Larger boats were brought up at the meeting by attendees. Attendees stated that boats that are longer, typically pontoons, tend to leave their props out of the water and it impacts ingress and egress within the driving lanes of the piers. Staff stated they would send a reminder to dock renters to not impact the boat driving lanes.

-Attendees also asked about a slip that did not have a boat all summer and staff stated they would investigate the situation to resolve.

-Staff discussed communicating concerns in the materials sent to dock renters renewing for 2025 to include the issue with boats impacting the boat driving lanes and the improper tying of boats and potential damage to docks resulting from it.

b) Commons Use Policy

The PNR Commission discussed the Commons Use Policy which intends to implement certain criteria on how proposals for different uses in The Commons are evaluated. Staff asked the Commission to begin discussions on the criteria and framework for the policy. The Commission started contemplating criteria and developed the following thoughts and criteria considerations:

-Uses in The Commons should not impede upon view corridors, aesthetics of the park, should be low noise, minimized light pollution and be low impact in nature.

-Commissioner Bolles stated that the Commission should contemplate the worst possible use and create policy that provides coverage to avoid these.

-Commissioner Vogel stated that the Commission should develop guiding principles utilizing The Commons Master Plan and uses should be focused on enjoyment of the park and lake.

-Any use should be a vehicle for further enjoyment of the park and lake and should not interfere with the use of The Commons as it is today.

-Seasonality and winter use need to be contemplated. Recreational opportunities and passive use are most important.

-Chair Wolfe stated that all use should be open to the public and no private use.

-Allow for allotted time slots to determine how many visitors are allowed at any given time to minimize amount of people.

-Consider different levels of use. For example, a level 1 use would be permanent, and a level 2 use would be seasonal.

The Commission determined it will discuss more at their January meeting.

6. UNFINISHED BUSINESS

a) 2025 Projects

Continued to future meeting.

b) Peace Pole- Discussion Only

Continued to future meeting.

- c) Studer Park- Discussion Only
Continued to a future meeting.

7. MISCELLANEOUS/ COMMISSIONER COMMENTS

- a) Recent City Council Action
No recent action discussed.

8. VERBAL REPORTS FOR DISCUSSION

- a) Updates on Oak Savanna Project, Commons Ballfield and other Commons Project
Staff provided an update on The Commons Ballfield Project.

9. UPDATES/INFORMATION:

- a) Community Garden Plots and Garden Plot Committee; no action taken.
- b) Adopt-a-Seat, Adopt-a-Garden, and Adopt-a-Tree Programs; no action taken.
- c) Oak Hill Cemetery; no action taken
- d) Concerts in the Park/Bandshell Update/Concession Stand; no action taken.
- e) Excelsior Park Maintenance Log; no action taken.
- f) Discussion on Port Bell; no action taken.
- g) Studer Park; no action taken.
- h) Gazebo/Mitten Pond; no action taken.

10. MONTHLY FINANCIALS:

- a) November 2024 Park Fund Report; no action taken.

11. ADJOURNMENT

Motion by Vogel to adjourn, seconded by Bolles. Carries 4/0

Respectfully submitted,
Tim J. Amundsen

MEMORANDUM

Re: 6(a)- Commons Use Policy

Date: January 14, 2024

To: Parks and Recreation Commission

From: Tim Amundsen, Public Works Director

At the October 21st City Council work session, the Council discussed proposals for certain uses in The Commons to include a potential sauna and cold plunge pilot, concession operations at the new plaza, and existing uses such as the Wai Nani kayak and paddleboard rental. The following language was presented by staff at the work session:

3. Does the Council want to establish evaluation criteria and a review process for future proposals in the Commons?

The criteria that is included in the packet was originally developed by a member of Community for The Commons (C4C). If the Council was interested in developing evaluation criteria and a review process, staff would recommend having the Park and Recreation Commission develop a review process and criteria for evaluating proposals.

Following the work session, the City Council directed staff to have the Parks and Recreation (PNR) Commission begin work on a Commons use policy. The policy intends to implement certain criteria on how proposals for different uses in The Commons are evaluated. The intent of the use policy is to ensure that certain criteria are established to provide a benchmark for future proposals to meet prior to City review. The PNR Commission will help to establish the evaluation criteria and framework in which to review proposals and create a process and guidelines on what is allowed and not allowed in The Commons in terms of acceptable uses.

At the December 10th PNR Meeting, the Commission discussed preliminary considerations for potential criteria. The Commission started contemplating criteria and developed the following thoughts and criteria considerations:

- Uses in The Commons should not impede upon view corridors, aesthetics of the park, should be low noise, minimized light pollution and be low impact in nature.
- Commissioner Bolles stated that the Commission should contemplate the worst possible use and create policy that provides coverage to avoid these.
- Commissioner Vogel stated that the Commission should develop guiding principles utilizing The Commons Master Plan and uses should be focused on enjoyment of the park and lake.
- Any use should be a vehicle for further enjoyment of the park and lake and should not interfere with the use of The Commons as it is today.
- Seasonality and winter use need to be contemplated. Recreational opportunities and passive use are most important.
- Chair Wolfe stated that all use should be open to the public and no private use.
- Allow for allotted time slots to determine how many visitors are allowed at any given time to minimize amount of people.

- Consider different levels of use. For example, a level 1 use would be permanent, and a level 2 use would be seasonal.

Staff is asking the Commission to continue on working toward a draft Commons Use Policy. Once the PNR Commission finalizes a draft use policy it will be recommended to the City Council for review and approval.

Action:

Discuss the evaluation criteria and review process for future proposals in The Commons to develop a Commons Use Policy.

Information to be Provided by Parties Seeking to Add a Structure/Feature to the Commons Master Plan

March 18, 2020

Siting and Design

- What type of structure/feature is being proposed to be added to the Commons Master Plan?
 - Function(s)
 - Infrastructure required
 - Electric/Gas
 - Water
 - Sewer
 - Stormwater management
 - Lighting
 - Sidewalks
 - parking
 - Dimensions
 - Materials
 - Architectural renderings, elevations
- Where is the structure/feature proposed to be sited?
 - Siting requirements
 - Please provide architectural renderings, elevations (to scale - using actual Commons imagery to illustrate proposed siting - with multiple perspectives.)
 - Please describe likely impact to view corridors, landscape, historic trees, shoreline, existing structures, features, utilities or other significant elements of The Commons.
 - Please indicate the square footage/acreage that would be required to site the structure/feature.
- What types of activities currently take place at the proposed site? Would these activities be allowed to continue or be displaced? (If displaced, please describe your plan for accommodating these displaced users.)

Permitting

- Please list all of the relevant permits that would be required to implement the proposed project - and provide an analysis of whether your project complies with relevant guidelines or would require a variance(s).

Usage and Maintenance

- Please describe the types and volumes of usage you would estimate for your proposed structure/feature by month.
- Please provide a circulation and parking plan that would support the usage estimates provided above.
- Would your proposed use introduce any toxic or hazardous materials into the **park**?

- Is your organization proposing to use this structure/feature to generate revenue in some way? Please describe.
- The community has indicated that the highest priority uses for the Commons are quiet and/or passive. Please indicate whether the proposed structure/feature is consistent with these types of preferred uses of the Commons.

Capital Budget

- Please provide an estimated budget for the design & construction of the proposed structure/feature - including contingencies.
- Please indicate the sources of funds that will be used to design and construct the feature. If philanthropy is anticipated to be a significant source of revenue, please describe your organization's previous experience with charitable fundraising.
- Please indicate how the design and construction process would be managed to ensure a project that is on-time and on-budget.

Operating Budget

- Please provide a detailed operating budget for the structure/ feature that illustrates the annual operating/maintenance budget and indicate whether the enterprise is expected to be self-sustaining.
- Please describe how your organization intends to provide adequate maintenance to the structure/facility and surroundings over time.

Terms

- Please indicate whether your organization is a for-profit, non-profit or governmental entity.
- Please describe how your organization proposes to compensate the City of Excelsior for the portion of the Commons that is proposed to be used.
- Is your organization proposing to establish a market-based rate of compensation, or are you seeking a subsidized (less than market-rate) arrangement? Please explain.
- How long of a lease term are you seeking? Under what terms could this arrangement be terminated?

**City of Excelsior
Park Capital Improvement Fund
As of 11/30/2024**

	2024 Budget	NOVEMBER Actual	2024 YTD Actual	
PARK IMPROVEMENT FUND				
Park Improvements Revenue				
Interest Earnings	-		-	
County Grants			25,981	Tree Canopy Grant Concert & Yoga Donations
Contributions and Donations	34,000		49,027	
Charitable Gambling - Designated Donations	15,000	-	11,645	
Park Dedication Fees	73,500		40,733	
Miscellaneous (Winter Storage)	20,436	-	19,777	
Transfers From Other Funds	-	-	-	
	142,936	-	147,163	
Expenditures				
Professional Services	-	-	8,906	Great River Greening
Engineering Fees	-	-	1,104	
Shade Trees	20,000	-	21,923	
Charitable Gambling Expenditures - C4C	-	-		
Improvements Other Than Bldgs	295,000	-	22,156	
Improvements - Playground Equip	-	-	9,941	
Improvements - Charitable Gambling	-	-	-	
Transfers To Other Funds	34,000	-	-	
	349,000	-	64,030	
Net Change in Fund Balances	(206,064)	-	83,134	
Cash Balances				
Cash Balance -11/30/2024			813,778	
Designated for Playground Equipment			3,926	
Committed for Commons Master Plan - Charitable Gambling Projects*			138,752	
Committed for Commons Master Plan			-	
Balance Available for Park Projects			671,099	
Fund Balance			813,778	