

1. March 3, 2025 City Council Agenda And Packet REV

Documents:

[MARCH 3, 2025 CITY COUNCIL AGENDA PACKET.PDF](#)  
[MARCH 3, 2025 CITY COUNCIL AGENDA.PDF](#)

City of Excelsior  
Notice of Regular Meeting  
of the Excelsior City Council

NOTICE IS HEREBY GIVEN that the City Council of the City of Excelsior will hold its regular meeting on Monday, March 3, 2025, at 6:30 P.M. in-person at 106 Center Street, Excelsior, MN 55331– Entrance located on Center Street. The agenda for the meeting is attached hereto.

Members of the public may attend the meeting in person or by joining via Zoom either online or by telephone at:

Join Zoom Meeting

<https://us02web.zoom.us/j/88526566715>

Meeting ID: 885 2656 6715

One tap mobile

+13052241968,,88526566715# US

+13092053325,,88526566715# US

Dial by your location

- +1 305 224 1968 US

City of Excelsior  
Regular Council Meeting

Agenda

Monday, March 3, 2025

**106 Center Street, Excelsior, MN 55331 – Entrance located on Center Street**

6:30 P.M.

(Please Note: Times Listed Are Approximate)

1. CALL TO ORDER

2. ROLL CALL

3. MEETING AGENDA APPROVAL

4. APPROVAL OF MINUTES

- (a) February 10, 2025, City Council Work Session Minutes
- (b) February 18, 2025, City Council Work Session Minutes
- (c) February 18, 2025, City Council Meeting Minutes

5. OPEN FORUM

This is the time for the public to speak on non-agenda items. Open Forum will be limited to one-half hour. No person may speak more than five (5) minutes or more than once. Each subject will have a limit of ten (10) minutes. Council members may ask questions of the speaker. With the agreement of the Council, such matters taken up during the “Open Forum” may be scheduled on the current or a future Agenda. Members of the public interested in speaking on an agenda item may direct a request to be recognized to the Mayor.

6. CITY COUNCIL COMMUNICATIONS, QUESTIONS, and REPORTS

- (a) Parking Ramp Ribbon Cutting, March 4<sup>th</sup>
- (b) Welcome Kevin Quinn, Parks & Natural Resources Manager
- (c) Parks and Recreation Commission Update

7. MEET EXCELSIOR

- (a) Mark Kroll, Lake Minnetonka Conservation District (LMCD)

8. CONSENT AGENDA

- (a) Review Verified Claims under \$20,000 and Approve Verified Claims over \$20,000
- (b) January Financials
- (c) 2<sup>nd</sup> Reading Ordinance 679, increase on-sale wine licenses
- (d) 2<sup>nd</sup> Reading Ordinance 680, amend Chapter 10, Article XXIII THC Product License
- (e) Resolution 2025-17, Consideration for Hennepin County Jurisdiction and Control of Minnetonka Blvd, Vine Hill Road, and St. Alban’s Bay Bridge

9. PUBLIC HEARINGS 7:15 PM  
(a) On-Sale Wine License, Jimmie's Old Southern BBQ Smokehouse, LLC, Resolution 2025-15
10. PETITIONS, REQUESTS and COMMUNICATIONS  
(a) None
11. ORDINANCES and RESOLUTIONS 7:25 PM  
(a) 1<sup>st</sup> Reading Ordinance 681, Cannabis and Hemp Business Registration
12. REPORTS of OFFICERS, BOARDS, and COMMITTEES  
(a) SoHi Community Park Request for Hennepin County Youth Activities Grant 7:55 PM
13. UNFINISHED BUSINESS  
(a) None
14. NEW BUSINESS 8:10 PM  
(a) Commons Lake Minnetonka Stabilization Study, Resolution 2025-16 authorizing grant application
15. ADJOURNMENT

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

City of Excelsior  
City Council Work Session

MINUTES

Monday, February 10, 2025

**106 Center Street, Excelsior, MN 55331 – Entrance is located on Center Street**

5:30 P.M.

1. CALL TO ORDER/ROLL CALL

Mayor Ringate called the February 10, 2025, council work session to order at 5:31 PM.

Present: Mayor Ringate and Councilmembers Bildsoe, Caron, O’Hanlon, and Tyler.

Absent: None.

Also Present: City Manager Luger, Planning Director Mullin, and City Clerk Bajda.

2. APPROVAL OF AGENDA

O’Hanlon moved, Caron seconded to approve the February 10, 2025, City Council work session agenda.  
Motion carried 5/0.

3. NEW BUSINESS

a. City Hall Discussion

City Manager Luger shared presentation and provided background on previous efforts and sites considered for city hall.

Council discussion of current leased space, past sites explored, and the public works site.

Council directed staff to pursue additional two-year lease with option to renew at current office building located at 350 Highway 7 and bring before Council for approval.

City Manager Luger confirmed she will work with staff to draft a document that highlights the parameters for consideration when pursuing a future city hall to begin the conversation with Council on next steps.

4. ADJOURNMENT

Caron moved, Bildsoe seconded to adjourn the February 10, 2025, council work session meeting at 6:28 P.M. Motion carried 5/0.

Respectfully submitted,  
Theresa Bajda, City Clerk

City of Excelsior  
City Council Work Session

MINUTES

Tuesday, February 18, 2025

**106 Center Street, Excelsior, MN 55331 – Entrance is located on Center Street**

5:30 P.M.

1. CALL TO ORDER/ROLL CALL

Mayor Ringate called the February 18, 2025, council work session to order at 5:30 PM.

Present: Mayor Ringate and Councilmembers Bildsoe, Caron, O’Hanlon, and Tyler.

Absent: None.

Also Present: City Manager Luger, City Clerk Bajda, and City Attorney Tietjen.

2. APPROVAL OF AGENDA

Tyler moved, Bildsoe seconded to approve the February 18, 2025, City Council work session agenda.  
Motion carried 5/0.

3. NEW BUSINESS

a. Parking Operator RFP

City Manager Luger provided an overview of the RFP review process to date and suggestions and revisions received from Councilmembers.

Council discussion of RFP language, enforcement, and overall parking goals.

4. ADJOURNMENT

Tyler moved, O’Hanlon seconded to adjourn the February 18, 2025, council work session meeting at 6:20 P.M. Motion carried 5/0.

Respectfully submitted,  
Theresa Bajda, City Clerk

City of Excelsior  
Regular Council Meeting

MINUTES

Tuesday, February 18, 2025

**106 Center Street, Excelsior, MN 55331 – Entrance located on Center Street  
6:30 P.M.**

1. CALL TO ORDER

Mayor Ringate called the regular February 18, 2025, council meeting to order at 6:31 PM.

2. ROLL CALL

Present: Mayor Ringate and Councilmembers Bildsoe, Caron, O’Hanlon, and Tyler.  
Absent: None.

Also Present: City Manager Luger, City Clerk Bajda, and City Attorney Mary Tietjen.

3. MEETING AGENDA APPROVAL

Caron moved, Bildsoe seconded to approve the February 18, 2025, regular meeting agenda. Motion Carried 5/0.

4. APPROVAL OF MINUTES

- (a) February 10, 2025, City Council Work Session Minutes
- (b) February 10, 2025, City Council Meeting Minutes

Mayor Ringate requested there be clarification in the February 10, 2025, work session minutes whether the current building lease renewal should be represented as one year with an option or two years with an option to extend.

O’Hanlon moved, Caron seconded to continue the February 10, 2025, City Council Work Session minutes to the March 3, 2025, Council meeting with request to staff to check the meeting recording and verify whether lease renewal was represented as one year versus two years with an option to extend. Motion carried 5/0.

Tyler moved, Caron seconded to approve the February 10, 2025, City Council Meeting minutes. Motion carried 5/0.

5. OPEN FORUM

This is the time for the public to speak. Open Forum will be limited to one-half hour. No person may speak more than five (5) minutes or more than once. Each subject will have a limit of ten (10) minutes. Council members may ask questions of the speaker. With the agreement of the Council, such matters taken up during the “Open Forum” may be scheduled on the current or a future Agenda. Members of the public interested in speaking on an agenda item may direct a request to be recognized to the Mayor.

6. CITY COUNCIL COMMUNICATIONS, QUESTIONS, and REPORTS

(a) LMCC Update

City Manager Luger provided update to Council of recent Board meetings.

(b) Parks and Recreation Commission Update

No update provided.

7. MEET EXCELSIOR

(a) None

8. CONSENT AGENDA

(a) 2<sup>nd</sup> Reading Ordinance 678, Marked Contractor Parking

(b) 2<sup>nd</sup> Reading Ordinance 677, Chapter 24 Parks and Recreation Code Updates

(c) Resolution 2025-13, approving abbreviated publication of ordinance 677

(d) 1<sup>st</sup> Reading Ordinance 679, increase on-sale wine licenses

(e) Resolution 2025-14, approving abbreviated publication of ordinance 676

(f) 1<sup>st</sup> Reading Ordinance 680, amend Chapter 10, Article XXIII THC Product License

Tyler requested item 8(a) Ordinance 678, Marked Contractor Parking be pulled for discussion.

City Clerk Bajda provided summary of language change between first and second read of ordinance 678.

Council discussion.

Tyler moved, Caron seconded to approve Ordinance 678 with request that staff utilize language from both the first and second reading. Motion carried 5/0.

Tyler moved, Bildsoe seconded to approve consent items 8(b) through 8(f). Motion carried 5/0.

9. PUBLIC HEARINGS

(a) None

10. PETITIONS, REQUESTS and COMMUNICATIONS

(a) None

11. ORDINANCES and RESOLUTIONS

(a) None

12. REPORTS of OFFICERS, BOARDS, and COMMITTEES

(a) None

13. UNFINISHED BUSINESS

(a) Criteria for City Hall

City Manager Luger stated that at previous City Council Work Session, Councilmembers requested staff create draft criteria for selection of a City Hall location and presented said draft.

Council discussion.

Bildsoe moved, O'Hanlon seconded to direct staff to pursue a one-year lease with option to extend with current property manager and bring that before Council for approval. Motion carried 5/0.

(b) Parking Operator RFP

Bildsoe moved, Tyler seconded to issue the RFP with recommended edits from Councilmembers. Motion carried 5/0.

14. NEW BUSINESS

(a) None

15. ADJOURNMENT

Caron moved, Bildsoe seconded to adjourn the February 18, 2025, meeting at 7:05 PM. Motion carried 5/0.

Respectfully submitted,  
Theresa Bajda, City Clerk

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

CITY OF EXCELSIOR  
PARKING RAMP

# *RIBBON CUTTING*



WE ARE EXCITED TO CELEBRATE THE  
OPENING OF THE NEW MUNICIPAL PARKING  
RAMP. JOIN US FOR A SHORT PROGRAM AND  
RIBBON CUTTING.

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**TUESDAY, MARCH 4, 2025 - NOON**

**MEET AT THE ENTRANCE OF THE PARKING RAMP ON WEST DRIVE  
(BETWEEN 2ND AND 3RD STREET)**

RED LEAF PARTNERS WILL OFFER A SHORT TOUR OF THE ONE WEST  
DRIVE APARTMENTS FOLLOWING THE RIBBON CUTTING

02/26/2025		CHECK REGISTER FOR CITY OF EXCELSIOR				
		CHECK DATE 02/07/2025 - 02/26/2025				
Check Date	Check			Amount		
Bank GEN WELLS FARGO						
02/24/2025	92038			129,000.00		
GEN TOTALS:						
Total of 1 Checks:				129,000.00		
Less 0 Void Checks:				0.00		
Total of 1 Disbursements:				129,000.00		

02/26/2025		CHECK REGISTER FOR CITY OF EXCELSIOR		
		CHECK DATE 02/07/2025 - 02/26/2025		
Check Date	Check			Amount
Bank GEN WELLS FARGO				
02/18/2025	91994			510.00
02/18/2025	91995			75.00
02/18/2025	91996			23.40
02/18/2025	91997			2,807.55
02/18/2025	91998			403.80
02/18/2025	91999			3,055.00
02/18/2025	92000			63.50
02/18/2025	92001			2,025.66
02/18/2025	92002			208.74
02/18/2025	92003			3,333.33
02/18/2025	92004			247.46
02/18/2025	92005			551.00
02/18/2025	92006			70.00
02/18/2025	92007			52.20
02/18/2025	92008			290.45
02/18/2025	92009			41.99
02/18/2025	92010			350.18
02/18/2025	92011			1,329.51
02/18/2025	92012			30.00
02/18/2025	92013			268.06
02/18/2025	92014			104.35
02/18/2025	92015			18.03
02/18/2025	92016			957.95
02/18/2025	92017			5,238.09
02/18/2025	92018			2,676.74
02/19/2025	3251(E)			13,237.43
02/19/2025	3252(E)			900.00
02/19/2025	3253(E)			7,041.43
02/19/2025	3254(E)			2,409.86
02/19/2025	3255(E)			1,998.71
02/24/2025	3259(E)			9,672.33
02/24/2025	92020			394.00
02/24/2025	92021			566.43
02/24/2025	92022			95.17
02/24/2025	92023			941.45
02/24/2025	92024			698.25
02/24/2025	92025			120.00
02/24/2025	92026			6,379.43
02/24/2025	92027			30.07
02/24/2025	92028			3,495.33
02/24/2025	92029			10.00
02/24/2025	92030			2,659.00
02/24/2025	92031			2,755.00
02/24/2025	92032			3,620.00
02/24/2025	92033			687.56
02/24/2025	92034			128.60
02/24/2025	92035			18,117.24
02/24/2025	92036			1,500.00
02/24/2025	92037			310.00
02/24/2025	92039			16.00
02/24/2025	92040			236.50
02/24/2025	92041			114.42
02/24/2025	92042			15.78
02/24/2025	92043			35.00
02/24/2025	92044			270.06
02/24/2025	92045			1,485.00
02/24/2025	92046			13.64
02/24/2025	92047			60.00
02/24/2025	92048			66.06

02/24/2025	92049			289.31	
02/24/2025	92050			11,935.00	
02/24/2025	92051			1,007.45	
02/24/2025	92053			1,699.81	
02/24/2025	92054			1,977.71	
GEN TOTALS:					
Total of 64 Checks:				121,721.02	
Less 0 Void Checks:				0.00	
Total of 64 Disbursements:				121,721.02	



# MEMORANDUM

**Re:** Item 8(b)- January Financials

**Date:** March 3, 2025

**To:** City Council

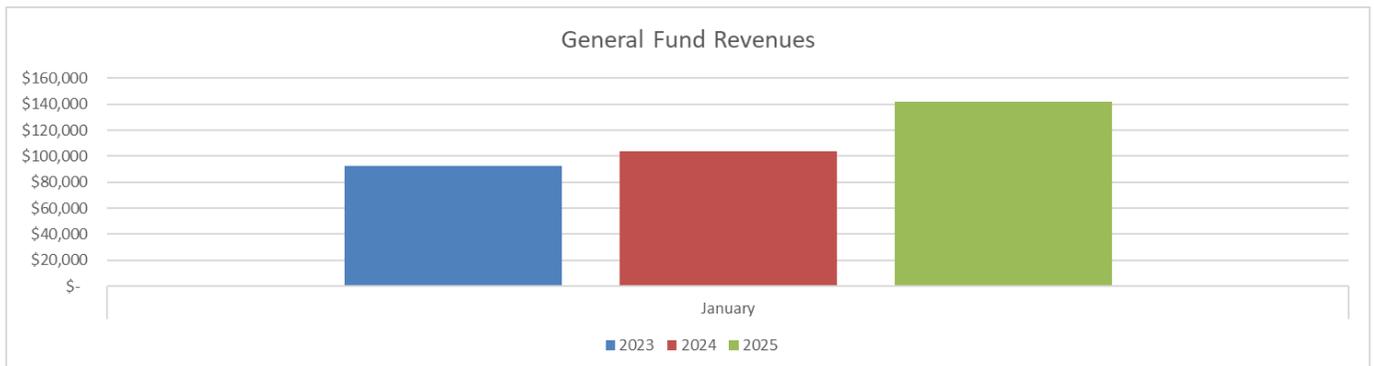
**From:** Jenny Palmer-Finance Director

## **General Fund Revenues**

The January target budget is 8.33%. Revenues will stabilize with the first half tax settlement coming in June.

GENERAL FUND	BUDGET	JANUARY REVENUE	YTD REVENUE	VARIANCE	PERCENT RECEIVED
Taxes and Franchise Fees	2,163,017	28,123	28,123	2,134,894	1.30%
Business Licenses	118,525	800	800	117,725	0.67%
Non-Business Licenses/Permits	239,820	53,171	53,171	186,649	22.17%
Intergovernmental Revenue	55,000	594	594	54,406	1.08%
Charges for Services	96,500	14,973	14,973	81,527	15.52%
Parking Kiosks	350,000	-	-	350,000	0.00%
Fines	50,000	3,816	3,816	46,184	7.63%
Water Tower and Kayak Rental	51,000	40,595	40,595	10,405	79.60%
Park Vendor and Garden Plots	24,700	-	-	24,700	0.00%
Transfers from Other Funds	255,000	-	-	255,000	0.00%
Other Revenue	83,000	-	-	83,000	0.00%
<b>GENERAL FUND TOTAL</b>	<b>3,486,562</b>	<b>142,072</b>	<b>142,072</b>	<b>3,344,490</b>	<b>4.07%</b>

	January	Annual	% of Annual
	YTD Revenues	Revenues	Revenues
2023	\$ 92,491	\$ 2,871,589	3.22%
2024	\$ 104,072	\$ 3,097,442	3.36%
2025	\$ 142,072	\$ 3,486,562	4.07%

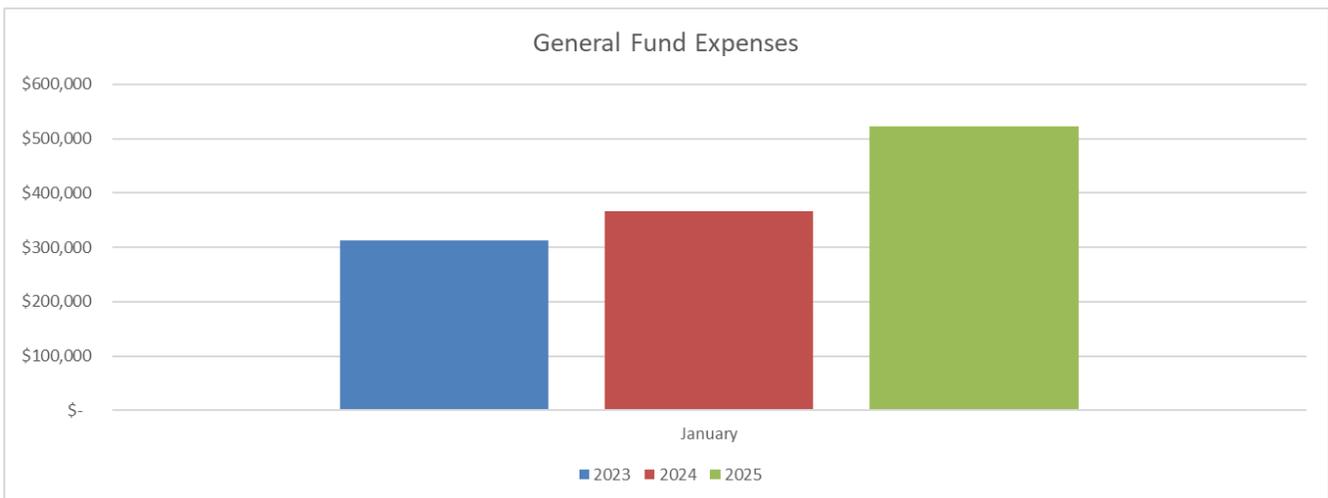


## General Fund Expenses

General Fund expenses are slightly over the target budget of 8.33% at 15.61%. City Manager is over due to development coaching paid in January for the full year. Police and Fire are paid quarterly with the first quarter paid in January. Recreation Program is over due to the music license paid in January for the full year.

GENERAL FUND	BUDGET	JANUARY EXPENSE	YTD EXPENSE	VARIANCE	PERCENT EXPENDED
Council	23,861	905	905	22,956	3.79%
City Manager/Clerk	269,810	36,999	36,999	232,811	13.71%
Elections	1,000	-	-	1,000	0.00%
Finance	82,511	7,373	7,373	75,138	8.94%
Planning & Zoning	234,543	20,336	20,336	214,207	8.67%
City Administration	391,983	32,476	32,476	359,507	8.28%
Heritage Preservation	26,300	5,750	5,750	20,550	21.86%
Police	965,576	250,075	250,075	715,501	25.90%
Fire	293,777	73,444	73,444	220,333	25.00%
Building Inspections	55,000	7,802	7,802	47,198	14.19%
Engineering	47,250	-	-	47,250	0.00%
Streets	298,102	25,656	25,657	272,445	8.61%
Park Maintenance	468,624	41,324	41,324	427,300	8.82%
Recreation Program	1,000	445	445	555	44.50%
Cemetery	42,725	2,887	2,887	39,838	6.76%
Trees and Plantings	144,000	16,725	16,725	127,275	11.61%
<b>GENERAL FUND TOTAL</b>	<b>3,346,062</b>	<b>522,198</b>	<b>522,199</b>	<b>2,823,863</b>	<b>15.61%</b>

	January	Annual	% of Annual
	YTD Expenses	Expenses	Expenses
2023	\$ 311,792	\$ 2,871,589	10.86%
2024	\$ 366,976	\$ 3,097,442	11.85%
2025	\$ 522,198	\$ 3,346,062	15.61%

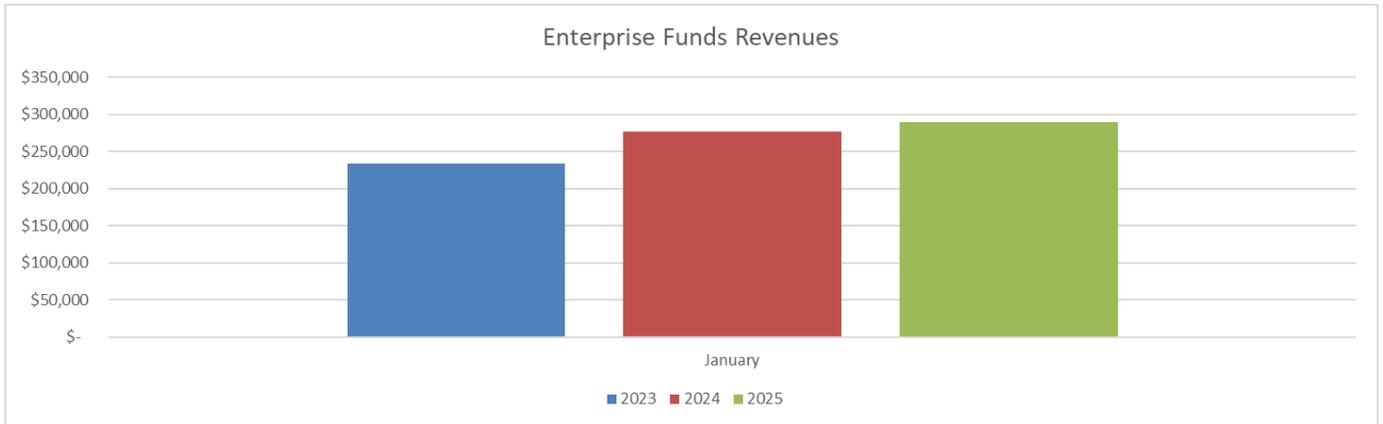


## Enterprise Funds Revenue

The Enterprise Funds revenues are at 10.18% which is slightly over the target budget of 8.33%..

	BUDGET	JANUARY REVENUE	YTD REVENUE	VARIANCE	PERCENT RECEIVED
Water Fund	1,102,483	108,804	108,804	993,679	9.87%
Sewer Fund	796,442	84,982	84,982	711,460	10.67%
Street Lighting Fund	75,000	9,411	9,411	65,589	12.55%
Docks Fund	525,722	56,987	56,987	468,735	10.84%
Surface Water Mgmt Fund	336,848	28,650	28,650	308,198	8.51%
<b>ENTERPRISE FUND TOTAL</b>	<b>2,836,495</b>	<b>288,833</b>	<b>288,833</b>	<b>2,547,662</b>	<b>10.18%</b>

	January YTD Revenues	Annual Revenues	% of Annual Revenues
2023	\$ 234,205	\$ 2,585,025	9.06%
2024	\$ 276,649	\$ 2,584,550	10.70%
2025	\$ 288,833	\$ 2,836,495	10.18%

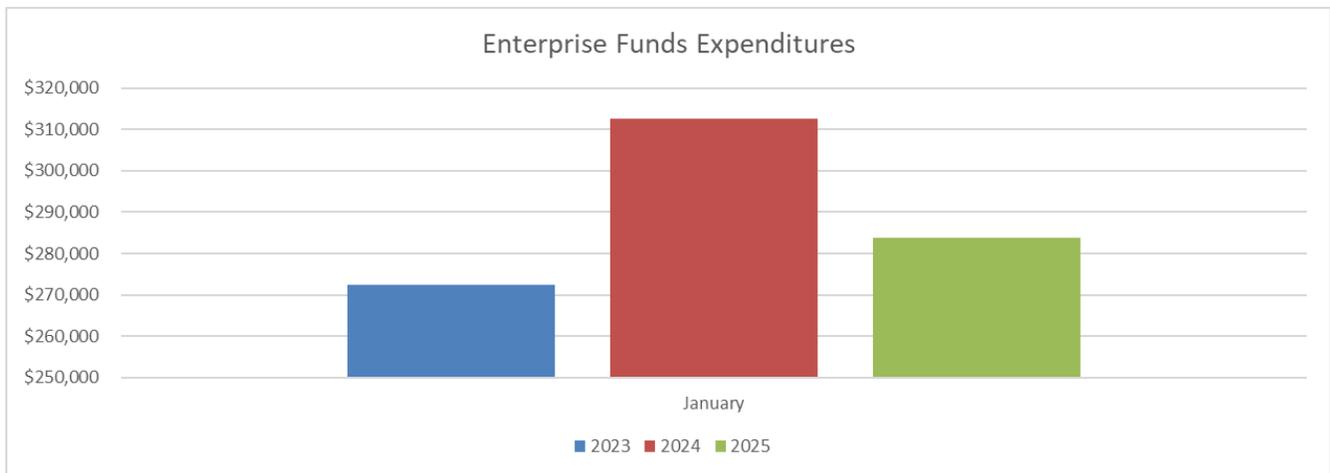


## Enterprise Funds Expenditures

Enterprise Funds expenditures are over target budget at 11.58%. Water, Sewer and Surface Water are slightly over budget due to bond principal and interest payments made in January.

	BUDGET	JANUARY EXPENSE	YTD EXPENSE	VARIANCE	PERCENT EXPENDED
Water Fund	813,996	117,630	117,630	696,366	14.45%
Sewer Fund	825,374	99,882	99,882	725,492	12.10%
Street Lighting Fund	60,871	4,484	4,484	56,387	7.37%
Docks Fund	477,826	20,884	20,884	456,942	4.37%
Surface Water Mgmt Fund	271,660	40,839	40,839	230,821	15.03%
<b>ENTERPRISE FUND TOTAL</b>	<b>2,449,727</b>	<b>283,719</b>	<b>283,719</b>	<b>2,166,008</b>	<b>11.58%</b>

	January	Annual	% of Annual
	YTD Expenses	Expenditures	Expenditures
2023	\$ 272,499	\$ 2,519,792	10.81%
2024	\$ 312,649	\$ 2,657,378	11.77%
2025	\$ 283,719	\$ 2,449,727	11.58%



## Capital and Special Revenue Funds

	<u>BUDGET</u>	<u>JANUARY ACTIVITY</u>	<u>YTD</u>	<u>VARIANCE</u>	<u>PERCENT EXPENDED</u>
Revenues					
Parking Fund	-	57,456	54,456	(54,456)	#DIV/0!
Local Sales Tax - The Commons	752,000	57,456	57,456	694,545	7.64%
Debt Service Funds	1,422,388	817	817	1,421,571	0.06%
Capital Project Funds	1,779,255	3,766	3,766	1,775,489	0.21%
Expenditures					
Parking Fund	-	25,960	25,960	(25,960)	#DIV/0!
Local Sales Tax - The Commons	2,235,000	13,191	13,191	2,221,809	0.59%
Debt Service Funds	1,654,270	1,339,673	1,339,673	314,597	80.98%
Capital Project Funds	1,017,983	92,049	92,049	925,934	9.04%

### Revenues:

- The Parking Fund budget has not been finalized yet.
- Sales Tax revenues are close to target budget.
- Debt Service funds won't come in until the first half tax settlement is received in June.

### Expenditures:

- The Parking Fund budget has not been finalized yet.
- Debt Service funds are high due to principal in interest payments made in January.

## Parking Meter Profit and Loss

2024 is included below for comparison.

<b>2024--West Lot Closed-Parking Structure Opened in November</b>													
<b>Revenue</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Meter Revenue	\$1,565	\$2,268	\$4,441	\$12,579	\$54,001	88,360	94,876	90,252	59,746	18,847	2,624	1,166	\$ 430,724
Trial Area P1502-1506	\$2,367	\$3,990	\$3,355	\$5,563	\$12,806	20,625	20,490	18,691	10,951	1,550	6,324	2,606	\$ 109,318
Dock Meter Revenue P1511 & P1512			\$ 13	\$ 107	\$ 1,844	\$ 3,646	\$ 4,504	\$ 4,039	\$ 2,838	\$ 510	\$ 13	\$ -	\$ 17,512
<b>Gross Profit</b>	<b>\$3,932</b>	<b>\$6,257</b>	<b>\$7,809</b>	<b>\$18,248</b>	<b>\$68,651</b>	<b>\$112,630</b>	<b>\$119,871</b>	<b>\$112,982</b>	<b>\$73,535</b>	<b>\$20,907</b>	<b>\$8,961</b>	<b>\$3,772</b>	<b>\$ 557,554</b>
<b>Operation Expenses</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Back Office Software (biannual)		6,498						7,866					14,364
Electronic Permitting (annual)													0
Whoosh Transaction Fees Quarterly								9			12		21
Parking Meter Maintenance													0
Meter Fees	1,488	1,582	1,848	2,706	6,666	9,774	10,266	11,601	7,804	3,195	2,243	1,499	60,673
<b>Total Operation Expenses</b>	<b>1,488</b>	<b>8,080</b>	<b>1,848</b>	<b>2,706</b>	<b>6,666</b>	<b>9,774</b>	<b>10,266</b>	<b>19,476</b>	<b>7,804</b>	<b>3,195</b>	<b>2,254</b>	<b>1,499</b>	<b>\$75,057</b>
<b>Net Income</b>	<b>\$2,444</b>	<b>(\$1,823)</b>	<b>\$5,961</b>	<b>\$15,542</b>	<b>\$61,984</b>	<b>\$102,856</b>	<b>\$109,605</b>	<b>\$93,506</b>	<b>\$65,731</b>	<b>\$17,712</b>	<b>\$6,707</b>	<b>\$2,273</b>	<b>\$ 482,497</b>

<b>Revenue</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Meter Revenue	\$1,585												\$ 1,585
Trial Area P1502-1506	\$2,109												\$ 2,109
Dock Meter Revenue P1511 & P1512	\$ 14												\$ 14
<b>Gross Profit</b>	<b>\$3,708</b>	<b>\$0</b>	<b>\$ 3,708</b>										
<b>Operation Expenses</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>YTD</b>
Back Office Software (biannual)													0
Electronic Permitting (annual)													0
Whoosh Transaction Fees Quarterly													0
Parking Meter Maintenance													0
Meter Fees	1,450												1,450
<b>Total Operation Expenses</b>	<b>1,450</b>	<b>-</b>	<b>\$1,450</b>										
<b>Net Income</b>	<b>\$2,258</b>	<b>\$0</b>	<b>\$ 2,258</b>										

**Council Action: Accept report for filing.**



# MEMORANDUM

8(c) –2nd Reading Ordinance 679, Chapter 4

**Re:** Alcoholic Beverage License

**Date:** March 3, 2025

**To:** City Council

**From:** Theresa Bajda, City Clerk

At the February 10, 2025 meeting, Councilmembers considered a petition from owners of Jimmie’s Old Southern BBQ Smokehouse to increase the number of on-sale wine licenses from four (4) to five (5). The owners have signed a lease for property at 287 Water Street and anticipate a late spring/early summer restaurant opening. To accommodate their request for an on-sale wine license, Chapter 4 of the Excelsior City Code must be amended.

Council directed staff to draft an ordinance to reflect an increase in the number of on-sale wine licenses, a first reading of Ordinance 679 was approved by Council at the regular February 18, 2025, meeting.

**Council Action:** Approve the second reading and adoption of Ordinance 679 related to Chapter 4 Alcoholic Beverage License.

**Attachments:** Ordinance 679

ORDINANCE NO. 679

AN ORDINANCE AMENDING SECTION 4-63 OF CHAPTER 4 OF THE CITY OF EXCELSIOR CITY CODE RELATED TO ALCOHOLIC BEVERAGE LICENSE

The City Council of the City of Excelsior hereby ordains as follows:

**Section 1. Chapter 4, Article II, Section 4-63** of the Excelsior City Code is amended as follows:

The following number of licenses may be issued by the city, although there is no obligation on the city to issue any prescribed minimum amount:

	<b>Number</b>
(1) On- sale	9
(2) Off-sale	3 (one of which must be associated with a grocery operation)
(3) On-sale wine	4 <u>5</u>
(4) Sunday on-sale	9
(5) Combination	1
(6) Brewer off-sale malt	1
(7) Brewer on-sale taproom	1

**Section 2.** This Ordinance is effective in accordance with Section 3.06 of the Excelsior City Charter.

Adopted by the Council of the City of Excelsior, Minnesota, this 3<sup>rd</sup> day of March 2025.

\_\_\_\_\_  
Gary Ringate, Mayor

ATTEST:

\_\_\_\_\_  
Theresa Bajda, City Clerk

\_\_\_\_\_  
Kristi Luger, City Manager

First Reading of Ordinance:  
Second Reading and Adoption:  
Publication of Ordinance:

February 18, 2025  
March 3, 2025  
March 13, 2025

Effective Date:

April 15, 2025



# MEMORANDUM

8(d) –2nd Reading Ordinance 680, Chapter

**Re:** 10 THC Product Licensing

**Date:** March 3, 2025

**To:** City Council

**From:** Theresa Bajda, City Clerk

## **Background**

On February 5, 2024, Council adopted Ordinance No. 666 which amended Chapter 10, Article XXIII of the City Code to regulate Tetrahydrocannabinol (THC) products and licensing. This section of the City Code pertains to THC products that meet the requirements to be sold for human or animal consumption under Minnesota Statutes, section 151.72, which are essentially lower potency hemp derived products (e.g., THC seltzers, edible gummies).

There are two license types currently in City Code: a full THC license and a Beverage-only THC license. The Code limits the number of full THC licenses to two (2). There is no limit on the number of Beverage-Only THC licenses, but the Code stipulates these shall be available only to holders of off-sale liquor licenses issued by the city.

Staff have received inquiries from establishments that hold an on-sale liquor license issued by the city with a desire to sell THC beverages for on-site consumption. Minnesota Statute allows sale and consumption of THC beverages, but Excelsior's Code is currently more restrictive and prohibits sale for on-site consumption at bars or restaurants.

At the February 18, 2025 regular Council meeting, Councilmembers approved the first reading of Ordinance 680 to allow issuance of THC Beverage-only licenses to holders of both on and off-sale liquor licenses.

**Council Action:** Approve the second reading and adoption of Ordinance 680 related to Chapter 10 THC Product License.

**Attachments:** Ordinance 680

ORDINANCE NO. 680

AN ORDINANCE AMENDING SECTIONS OF ARTICLE XXIII, CHAPTER 10 OF THE CITY OF EXCELSIOR CITY CODE RELATED TO TETRAHYDROCANNABINOL PRODUCT LICENSING

The City Council of the City of Excelsior hereby ordains as follows:

**Section 1. Chapter 10, Article XXIII, Section 10-1205** of the Excelsior City Code is amended as follows:

(a)Eligibility.

(1) Moveable place of business. No license shall be issued to a moveable place of business. Only fixed location businesses shall be eligible to be licensed under this article.

(2) Beverage-only license. Beverage-only THC licenses shall be available ~~only~~ to holders of off-sale liquor licenses issued by the city for retail sale of THC beverages, and to holders of on-sale, on-sale wine, and brewer on-sale taproom liquor licenses issued by the city for retail sale with on-site consumption.

**Section 2.** This Ordinance is effective in accordance with Section 3.06 of the Excelsior City Charter.

Adopted by the Council of the City of Excelsior, Minnesota, this 3<sup>rd</sup> day of March 2025.

\_\_\_\_\_  
Gary Ringate, Mayor

ATTEST:

\_\_\_\_\_  
Theresa Bajda, City Clerk

\_\_\_\_\_  
Kristi Luger, City Manager

First Reading of Ordinance:	February 18, 2025
Second Reading and Adoption:	March 3, 2025
Publication of Ordinance:	March 13, 2025
Effective Date:	April 15, 2025



# MEMORANDUM

8(e) -Jurisdictional Return for Minnetonka

**Re:** Blvd to Hennepin County

**Date:** March 3, 2025

**To:** City Council

**From:** Morgan Dawley, City Engineer

The City of Deephaven has passed a resolution supporting the jurisdictional transfer of road authority and ownership for Minnetonka Boulevard from the City back to Hennepin County, and has asked for Excelsior, Greenwood, and Shorewood to support Deephaven's lead in discussions with the County to consider the return of jurisdiction back to Hennepin County.

Hennepin County was the original owner of Minnetonka Boulevard, and the St. Alban's Bay Bridge until the jurisdictional transfer in 1971 back to the cities of Deephaven, Excelsior, Greenwood, and Shorewood of Minnetonka Boulevard and Vine Hill Road, the latter of which is outside of the City of Excelsior.

Minnetonka Boulevard is within the City of Excelsior from Excelsior Boulevard, only approximately 1,000 feet north the border with the City of Greenwood, at the mid-point of the St. Albans Bay bridge for Minnetonka Boulevard over Lake Minnetonka. See attached location map for an illustration of Minnetonka Boulevard in the City of Excelsior.

A copy of Deephaven's resolution and Council memo, as well as a copy of the Hennepin County Board proceedings from 1971 regarding the transfer of Minnetonka Boulevard from county to local government (city) jurisdiction, is attached.

While it appears that the 1971 jurisdictional transfer by Hennepin County was related to the installation of sanitary sewers by the local city governments at that time, there is very little Excelsior sanitary sewer in Minnetonka Boulevard, only approximately 150 linear feet of sewer north of Excelsior Boulevard. It is unclear based on available records whether that sanitary sewer was installed in 1971 or later.

Staff has reviewed the City of Deephaven's request and has no exceptions to supporting their effort and recommend to Excelsior Council a similar resolution of support, with only one change in that the transfer of ownership of the St. Albans Bay bridge to Hennepin County should also be included with and at the same time as any jurisdictional transfer of Minnetonka Boulevard back to Hennepin County.

**Council Action:**

Adopt a joint resolution with the cities of Greenwood and Shorewood, supporting Deephaven's request to Hennepin County to consider the return of jurisdiction of former County State Aid Highway (CSAH) 5 and CSAH 82, Minnetonka Boulevard and Vine Hill Road, including the St. Albans Bay Bridge for Minnetonka Boulevard over Lake Minnetonka, back to Hennepin County.

**Attachments:**

Resolution 2025-17

Location Map

City of Deephaven Council Memo and Resolution

Hennepin County Board Proceedings, April 6, 1971

CITY OF EXCELSIOR  
CITY COUNCIL  
RESOLUTION NO. 2025-16

**RESOLUTION RECEIVING THE EXCELSIOR COMMONS SHORELINE STABILIZATION FEASIBILITY STUDY  
AND AUTHORIZING APPLICATION FOR LEGISLATIVE-CITIZEN COMMISSION ON MINNESOTA  
RESOURCES (LCCMR) FUNDING FROM THE ENVIRONMENT AND NATURAL RESOURCES TRUST FUND  
(ENRTF)**

WHEREAS, the City has previously adopted the Commons Master Plan as a guiding document for improvements in the Commons; and

WHEREAS, the City Engineer and City's engineering consultant WSB has prepared a Commons Shoreline Restoration Feasibility Study and Concept Design in coordination, collaboration, and support of the Community for the Commons (C4C), the Minnehaha Creek Watershed District (MCWD), and the Minnesota Department of Natural Resources (MNDNR) and presented that Study to the City Council on March 3, 2025; and

WHEREAS, the Study has identified that stabilizing improvements to the Lake Minnetonka shoreline at the Commons are necessary and with no action the shoreline will continue to erode as much as 5 inches per year; and

WHEREAS, shoreline stabilization improvements will also help improve Lake Minnetonka water quality and clarity by mitigating erosion and reducing excess nutrient runoff, improve in-lake habitat for fish and other aquatic species; and help to manage the spread of invasive species such as bellflower and buckthorn over time; and

WHEREAS, the shoreline stabilization improvements and other improvements, all included within the adopted Commons Master Plan are eligible for funding through the Legislative-Citizen Commission of Minnesota Resources (LCCMR) management of the Minnesota Environment and Natural Resources Trust Fund (ENRTF).

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Excelsior that:

1. The Commons Shoreline Restoration Feasibility Study and Concept Design as presented is hereby received by the City Council; and
2. City staff and the City Engineer are hereby authorized to apply for Minnesota Environment and Natural Resources Trust Fund funding for shoreline stabilization improvements and other Commons Master Plan improvements and report back to the City Council on the scope and level of funding awarded once determined.

Adopted by the City Council of the City of Excelsior, Minnesota, this 3<sup>rd</sup> day of March 2025.

\_\_\_\_\_  
Gary Ringate, Mayor

ATTEST:

\_\_\_\_\_  
Theresa Bajda, City Clerk

\_\_\_\_\_  
Kristi Luger, City Manager

# Minnetonka Blvd within Excelsior City Limits



1 in = 300 Ft

-  City Mask
-  Sanitary Network Structure
-  Sanitary Manhole

## Status

-  Active
-  Parcels



February 25, 2025  
Map Powered By Datafi



**DEEPHAVEN CITY COUNCIL MEETING MEMORANDUM**  
**20225 COTTAGEWOOD ROAD, DEEPHAVEN, MN 55331**

**City Council Meeting**

**Monday, February 3, 2025**

**New Business:**

**Resolution Regarding the Return of Jurisdiction Over Minnetonka Boulevard and Vine Hill Road from the Cities of Deephaven, Excelsior, Greenwood and Shorewood to Hennepin County**

Hennepin County constructed and maintained County State Aid Highway 5 (hereinafter, "CSAH 5") from Trunk Highway 7 to Trunk Highway 101; and, County State Aid Highway 82 (hereinafter, "CSAH 82"), from Trunk Highway 7 to CSAH 5 as described in Minnesota Department of Highways Commissioner's Order No. 27368 dated April 15, 1958. These roads served as well-traveled roadways connecting the lakes area and supporting area growth and expansion.

In 1971, the Cities of Deephaven, Excelsior, Greenwood and Shorewood contemplated constructing and installing sanitary sewer lines along portions of CSAH 5 and CSAH 82 to better serve their communities. The preferred method of installation for the sanitary sewer lines was proposed to be by open trench, presumably for financial reasons. Hennepin County policy did not allow open trench installations along County State Aid Highway systems. Pursuant to that County determination, approval for installation of the sanitary sewer lines was conditioned upon the listed municipalities accepting jurisdiction and control over CSAH 5 and CSAH 82.

On April 6, 1971, Hennepin County Highway Engineer, Herbert Klossner, proposed adoption of a Resolution at the Hennepin County Board Meeting that revoked the designated portions of CSAH 5 and CSAH 82, returning these portions of roadway to the Cities of Deephaven, Excelsior, Greenwood and Shorewood for operation as local streets. With that approval the municipalities were then permitted to install their sanitary sewers by the open trench method. The Hennepin County Commissioner of Highways subsequently recommended to the Federal Highway Administration that CSAH 5 and CSAH 82 be revoked as a part of the system of secondary roads. The Resolution was adopted by unanimous vote of the County Board.

It is worth restating that CSAH 5 and CSAH 82 were originally designed, constructed and maintained by Hennepin County in the 1950s era as a part of the coordinated County State Aid Highway system. The Cities of Deephaven, Excelsior, Greenwood, Shorewood and Minnetonka have grown exponentially since 1971 when the roads were

transferred to the Cities' jurisdiction. Additionally, the method of open cut or trenching of sewer services has also become a common and accepted practice and is currently a standard practice currently utilized by Hennepin County.

In addition to the dynamic increase in population in the area over the past fifty years, development and travel trends have also notably increased the usage and burden on the former CSAH 5 and CSAH 82, now referred to as Minnetonka Boulevard and Vine Hill Road. These roads server as well traveled minor arterial roadways, incorporating highly used regional trails and connecting to commercial districts, schools, and numerous neighborhoods throughout the Cities. The burden of maintenance and repair of these roads that clearly serve the greater regional area fall solely upon our smaller municipalities and our tax base.

This burden on the local tax bases of Deephaven, Excelsior, Greenwood and Shorewood is in addition to the shifting cost of Hennepin County operations that also shifts expenses from other parts of the County, including Minneapolis, to District 6 and the lakes area tax base. Our Cities contract for our own fire and police protection and otherwise receive a diminished or fractional financial benefit from the County for our property tax contributions and support. A simple comparison of tax dollars contributed by these jurisdictions contrasted by financial services and support provided by Hennepin County will quickly highlight this point.

As such, and based upon the information provided herein, the Cities of Deephaven, Excelsior, Greenwood and Shorewood respectfully request the Hennepin County Board to entertain consideration of reclaiming former Minnetonka Boulevard (CSAH 82) and Vine Hill Road (CSAH 5) under its jurisdiction moving forward. This shift in jurisdiction over these roadways will more directly reflect the current usage and equity in deferring those expenses over the greater regional area.

Thank you in advance for your consideration of our request.

Sincerely,

Dan Madsen  
City Administrator, Special Counsel  
Deephaven, Minnesota

## CITY OF DEEPHAVEN, MINNESOTA

A regular meeting of the Council of the City of Deephaven, Minnesota was called to order by Mayor Carlson on Monday, February 3, 2025 at 7:00 p.m. in the Council Chambers of City Hall, 20225 Cottagewood Road, Deephaven, Minnesota, 55331. The following Council Members were present: Carlson, Erdmann, Scherschligt, Studer and Jewett. The following members were absent: None. A motion to adopt the following resolution was made by \_\_\_\_\_, seconded by \_\_\_\_\_.

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### RESOLUTION # 03-25

**JOINT RESOLUTION OF THE CITIES OF DEEPHAVEN, GREENWOOD, EXCELSIOR AND SHOREWOOD REQUESTING CONSIDERATION FOR RETURN OF JURISDICTION OVER CSAH 5 AND CSAH 82, MINNETONKA BOULEVARD AND VINE HILL ROAD, TO HENNEPIN COUNTY.**

**Whereas:** Hennepin County constructed and maintained County State Aid Highway 5 (hereinafter, "CSAH 5") from Trunk Highway 7 to Trunk Highway 101; and, County State Aid Highway 82 (hereinafter, "CSAH 82"), from Trunk Highway 7 to CSAH 5 as described in Minnesota Department of Highways Commissioner's Order No. 27368 dated April 15, 1958; and

**Whereas:** CSAH 5 and CSAH 82 were originally designed, constructed and maintained by Hennepin County in the 1950s era as a part of the coordinated and robust County State Aid Highway system; and

**Whereas:** These roads served as well-traveled roadways connecting the lakes area, supporting area growth and expansion for many years; and

**Whereas:** In 1971, the Cities of Deephaven, Excelsior, Greenwood and Shorewood contemplated constructing and installing sanitary sewer lines along portions of CSAH 5 and CSAH 82 to better serve their communities; and

**Whereas:** Pursuant to Hennepin County policy, the Cities' method of open trench installation of sewer lines was prohibited, with any approval for the installation of the sanitary sewer lines being conditioned upon the Cities accepting jurisdiction and control over CSAH 5 and CSAH 82; and

**Whereas:** On April 6, 1971, Hennepin County Highway Engineer, Herbert Klossner, proposed adoption of a Resolution at the Hennepin County Board Meeting that revoked the designated portions of CSAH 5 and CSAH 82, returning these portions of roadway to the Cities of Deephaven, Excelsior, Greenwood and Shorewood for operation as local streets; and

**Whereas:** The Cities were then granted approval by the Hennepin County Board to install sewer lines to serve their communities conditioned upon their acceptance of ownership and jurisdiction over CSAH 5 and CSAH 82; and

**Whereas:** The method of open cut or trenching of sewer services has become a common and accepted practice since the 1970s, and currently serves an accepted and standard practice utilized by Hennepin County; and

**Whereas:** The Cities of Deephaven, Excelsior, Greenwood, Shorewood and Minnetonka have grown exponentially since the 1950s when CSAH 5 and CSAH 82 were first constructed, and have continued to grow since 1971 when the roads were transferred to the Cities' jurisdiction; and

**Whereas:** In addition to the dynamic increase in population in the area over the past fifty years, development and travel trends have notably increased the usage and burden on the former CSAH 5 and CSAH 82, now referred to as Minnetonka Boulevard and Vine Hill Road; and

**Whereas:** These roads serve as well traveled minor arterial roadways, incorporating highly used regional trails and connecting commercial districts, schools and neighborhoods throughout the region; and

**Whereas:** The burdens of maintenance, repair and replacement of these roads that clearly serve the greater regional area currently fall solely upon our smaller Cities and our limited tax base; and

**Whereas:** This burden by CSAH 5 and CSAH 82 on the Cities of Deephaven, Excelsior, Greenwood and Shorewood is in addition to the on-going shifting of the cost of Hennepin County operations from other parts of the County, including Minneapolis, to District 6 and our local lakes area tax base; and

**Whereas:** The Cities of Deephaven, Excelsior, Greenwood and Shorewood, by passage of this Resolution, share in their concern over the inequity of these shifting burdens and highlight the limited services our Cities receive from Hennepin County as compared to

other jurisdictions in Hennepin County; which is magnified by the amount of property taxes contributed by our Cities to Hennepin County.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITIES OF DEEPHAVEN, GREENWOOD, EXCELSIOR AND SHOREWOOD:**

1. That the Cities of Deephaven, Excelsior, Greenwood and Shorewood respectfully request the Hennepin County Board to entertain consideration of reclaiming Minnetonka Boulevard (CSAH 82) and Vine Hill Road (CSAH 5) under its jurisdiction moving forward.
2. That this recommended shift in jurisdiction over these roadways will more directly reflect their current usage and prove more equitable by deferring those expenses over the greater regional area.
3. That each City approving and enacting this Resolution shall do so in any number of counterparts, each of which individually shall constitute collectively one and the same instrument as the rest.

Adopted by the Council of the City of Deephaven, Minnesota on Monday, February 3, 2025. The following council members voted in favor: Carlson, Erdmann, Scherschligt, Jewett and Studer. The following members voted against or abstained: None. Where upon the motion and Resolution were declared passed and executed.

CITY OF DEEPHAVEN

---

Mayor, Kent Carlson

ATTEST:

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City Clerk, Kimberly Lenarz-Greenwaldt

**Board of  
COUNTY COMMISSIONERS  
of Hennepin County**

**REGULAR MEETING**

**April 6, 1971**

(Published in Finance and Commerce,  
Saturday, April 10, 1971)

Minneapolis, Minnesota,  
Tuesday, April 6, 1971.

The Board of County Commissioners for the County of Hennepin, Minnesota, met in the Court House in the City of Minneapolis, at 10:00 o'clock a.m., pursuant to law.

All Commissioners were present.

The meeting was called to order by Jack M. Provo, Chairman.

The minutes of the March 30, 1971, meeting were approved as published in Finance and Commerce, Saturday, April 3, 1971.

The Monthly Report from F. R. Wahlstrom, Register of Deeds, for March 1971, was ordered filed.

A resolution from the City of St. Louis Park urging a referendum on the proposed civic center project was ordered filed.

A resolution opposing the abolishment of the township system of caring for the poor from the Village of Greenwood was ordered filed.

A letter from Donald T. Knutson Knutson Construction Company, requesting that his firm be considered for the construction managers of the Hennepin County General Hospital contract was ordered filed.

A letter from Peter A. Heegaard, President, Hennepin County Library Board, submitting a bill for an act providing for the merger of the Hennepin County and Minneapolis Libraries was referred to the Committee on Ways and Means.

Letters from George B. Hickey, County Auditor, submitting applications for the repurchase of certain tax forfeited lands, were referred to the Committee on Properties.

A letter from Wayne A. Johnson, County Assessor, requesting that the names of three employees be added

to the transportation allowance list was referred to the Committee on Ways and Means.

A letter from V. K. Funk, M.D., Chest Clinic, submitting applications for admission of two persons to Glen Lake State Sanatorium was referred to the Committee on Ways and Means.

A resolution from Minneapolis Chapter No. 1, Inc., Disabled American Veterans, regarding maintaining and preserving veterans' preference in the State of Minnesota, Municipalities and Counties, was ordered filed and referred to the Personnel Department.

Letters were received from Stanley R. Cowle, County Administrator, and Richard Bardon, Jr., Director of Purchasing and Stores, as follows:

1. Submitting travel authorization requests for various county employees.
2. Advising the Board of the acceptance of various bid awards and requesting that funds be set aside to pay said awards.
3. Approving Change Orders on behalf of Loeffel-Engstrand Co. in conjunction with the Golden Valley Branch Library Building, Cont. No. 0509A.
4. Submitting specifications
  - A. Dietary Kits, Flatware & Dinnerware, No. 1654, General Hospital
  - B. Lightbeam Recorder System, No. 1711, General Hospital
  - C. Fabrication of Steel Picnic Table legs No. 603, Park Reserve
  - D. Sale of Vehicles, No. 1326, Henn. Co. & Instrumentalities

The above letters were referred to the Committee on Ways and Means. Commissioner Robb, offered the following resolution and moved its adoption:

Whereas, This Board has received  
A PLAN FOR DEVELOPMENT OF  
HENNEPIN COUNTY GENERAL

HOSPITAL, hereinafter referred to as PLAN, portions dated December, 1968 and 1970, respectively, from Booz, Allen & Hamilton, Management Consultants; and

Whereas, This Board has contracted with architects to draft plans and specifications for construction of a hospital building based on said PLAN; and

Whereas, This Board recognizes confusion exists which must be clarified concerning the policy direction, health program, hospital structure, and fiscal results explicit and implicit in said PLAN; and

Whereas, This Board recognizes its legal responsibilities in the field of health, mental, physical and financial, in this community;

Now Therefore Be It Resolved, This Board hereby approves said PLAN,

Be It Further Resolved, This Board instructs its County Administrator to commence negotiations with Metropolitan Medical Center authorities for lease arrangements for a linking facility as specified in said PLAN.

Be It Further Resolved, This resolution shall be interpreted as policy direction, not as a contract with whomsoever.

Be It Further Resolved, No change from said PLAN shall be authorized except by resolution of this Board.

Commissioner Olson moved, seconded by Commissioner Provo, that the resolution be tabled.

The vote on the motion was as follows: Yeas — Olson, Lindgren and Chairman Provo. Nays Hanson and Robb. Motion carried.

Commissioner Robb, Chairman, Committee on Properties; presented the following report:

Pursuant to a recommendation from A. J. Lee, Director of Public Works, your committee recommends that Public Works Agreement No. PW-16-40-71 (MHD Agreement No. 56709 M) covering the "Topics" program be approved; and

That the Chairman of the County Board and the County Auditor be authorized and directed to execute said agreement in behalf of Hennepin County.

Respectfully submitted, Richard O. Hanson, E. F. Robb, Jr., Dave Lindgren, Thomas L. Olson, Jack M. Provo.

Commissioner Lindgren offered the following resolution and moved its adoption:

Resolved, That the committee report be adopted.

The question was on the adoption of the resolution and there were five yeas and no nays, as follows: Yeas — Hanson, Olson, Lindgren, Robb and Chairman Provo. Resolution adopted.

Commissioner Robb, Chairman, Committee on Properties, presented the following report:

Whereas, The 1971 Public Works construction program was adopted by the County Board on November 17, 1970 and

Whereas, This budget included a

Traffic Signal and Safety Improvement Program, and

Whereas, The Department has now defined its 1971 Signal and Safety Program to include four projects for which application has been made to the Minnesota Highway Department to be funded 50 percent under the federally sponsored TOPICS Program.

Pursuant to a recommendation from Herbert O. Klossner, County Engineer, and A. J. Lee, Director of Public Works, your committee recommends that the Department of Public Works be authorized to proceed with the four projects described as follows:

Project 6925; CSAH 62 from 46th Avenue South to TH 55 (Temporary Improvement)

Project 7114; Interchange at CSAH 62 and 28th Avenue South (Median Barrier)

Project 6916; Interchange CSAH 62 at CSAH 32 (Frontage Road Revision & Signals)

Project 7031; CSAH 3 and CSAH 18 in Hopkins (Intersection Revision & Signals)

It is further recommended that the Commissioner of Highways be authorized and requested to take such steps and perform such acts on behalf of the County of Hennepin as may be necessary to have the construction and improvement of the roads herein described properly approved by the Federal Highway Administrator as a project eligible for the expenditure of federal funds under the TOPICS Program thereon and eligible for present construction and the letting of a contract therefor.

Respectfully submitted, Richard O. Hanson, E. F. Robb, Jr., Dave Lindgren, Thomas L. Olson, Jack M. Provo.

Commissioner Lindgren offered the following resolution and moved its adoption:

Resolved, That the committee report be adopted.

The question was on the adoption of the resolution and there were five yeas and no nays, as follows: Yeas — Hanson, Olson, Lindgren, Robb and Chairman Provo. Resolution adopted.

Commissioner Robb, Chairman, Committee on Properties, presented the following report:

Whereas, there is an existing designation of County State Aid Highway 5 from Trunk Highway 7 to Trunk Highway 101 and County State Aid Highway 82 from Trunk Highway 7 to County State Aid Highway 5 as described in Minnesota Department of Highways Commissioner's Order No. 27368, dated April 15, 1958, and

Whereas, several of the affected municipalities have expressed a desire that the above described portions of CSAH 5 and CSAH 82 be returned to municipal jurisdiction to operate as a local street, and

Whereas, the Hennepin County Highway Division has developed and established criteria for roadway classification based on function and level of service, and

Whereas, it has been determined that the above described portions of CSAH 5 and CSAH 82 no longer meet the criteria for designation as County State Aid Highways.

Whereas, the municipalities of Deephaven, Excelsior, Greenwood, and Shorewood have submitted applications for the installation of sanitary sewer lines along, or across, the above portions of CSAH 5 and CSAH 82, and

Whereas, the municipal applications request permission to install sanitary sewers by the open trench method and such requests must be denied in accordance with present Hennepin County policy for so long as these routes remain under County jurisdiction.

Therefore, Pursuant to a recommendation from Herbert O. Klossner, County Highway Engineer, your committee recommends that the following actions be taken:

- 1) The County of Hennepin revoke the portion of existing designated County State Aid Highway 5 (Federal Aid Secondary Routes No. 6291 and 6292) from Trunk Highway 7 to Trunk Highway 101; and the portion of existing designated County State Aid Highway 82 (Federal Aid Secondary Route No. 6291) from Trunk Highway 7 to County State Aid Highway 5 and these roadways be returned to the municipalities to be under their jurisdiction for operations as a local street upon passage of this resolution.
- 2) Upon passage of this resolution and concurrence by the municipalities of Deephaven, Excelsior, Greenwood, Shorewood, and Minnetonka the municipalities will be permitted to install their sanitary sewers by the open trench method, however, will be completely responsible for the restoration and maintenance of all portions of roadway on CSAH 5 and CSAH 82 which are disturbed by the sewer installation.
- 3) The County of Hennepin will, upon completion of sanitary sewer installation and the restoration of the roadways to previously existing conditions, construct the following:
  - (a) CSAH 5 — One inch bituminous overlay on the existing surface from TH 7 to the south end of the railroad bridge at CSAH 82.
  - (b) CSAH 82 — Bituminous patch on Second Avenue, in the Village of Excelsior, between Lake Street and the railroad tracks.
- 4) The County of Hennepin requests the Commissioner of Highways to recommend to the Federal Highway Administration the revocation of the above mentioned roads as part of the system of secondary roads.

Respectfully submitted, Richard O. Hanson, E. F. Robb, Jr., Dave Lindgren, Thomas L. Olson, Jack M.

Provo.

Commissioner Provo offered the following resolution and moved its adoption:

Resolved, That the committee report be adopted.

The question was on the adoption of the resolution and there were five yeas and no nays, as follows: Yeas — Hanson, Olson, Lindgren, Robb and Chairman Provo. Resolution adopted.

Commissioner Robb, Chairman, Committee on Properties, presented the following report:

Whereas, The Hennepin County Agricultural Society has made a request to use a portion of the Hennepin County Highway Department building and grounds to conduct the annual Hennepin County Fair; and

Whereas, The Agricultural Society has assured this Board of its intent to carry adequate liability insurance coverage;

Your Committee recommends that the Hennepin County Agricultural Society be authorized the use of the Hennepin County Highway building and grounds for the Hennepin County Fair, July 29-31, 1971.

Respectfully submitted, Richard O. Hanson, E. F. Robb, Jr., Dave Lindgren, Thomas L. Olson, Jack M. Provo.

Commissioner Olson offered the following resolution and moved its adoption:

Resolved, That the Committee report be adopted.

The question was on the adoption of the resolution and there were five yeas and no nays, as follows: Yeas — Hanson, Olson, Lindgren, Robb and Chairman Provo. Resolution adopted.

Commissioner Robb, Chairman, Committee on Properties, presented the following report:

Whereas, Northern States Power Company has requested this Board to grant an easement for underground power transmission lines along the north property line of the Golden Valley Branch of the Hennepin County Library.

Your Committee recommends that this Board approve the granting of said easement and authorize the Chairman of the Board to execute the easement to the following described property on behalf of Hennepin County:

The North 10 feet of the following described property: Lot 32 and the West 76.3 feet of the North 398.70 feet of Lot 31, all in Auditor's Subdivision No. 360, according to the plat thereof on file or of record in the office of the Register of Deeds in and for said Hennepin County.

Respectfully submitted, Richard O. Hanson, E. F. Robb, Jr., Dave Lindgren, Thomas L. Olson, Jack M. Provo.

Commissioner Provo offered the following resolution and moved its adoption:

Resolved, That the committee report be adopted.

The question was on the adoption



# MEMORANDUM

9(a) –Public Hearing Jimmie’s Old Southern

**Re:** BBQ Smokehouse LLC

**Date:** March 3, 2025

**To:** City Council

**From:** Theresa Bajda, City Clerk

James and Colleen Anderson of Jimmie’s Old Southern BBQ Smokehouse, LLC DBA as Old Southern BBQ have applied for the issuance of an On-Sale Wine license. A strong beer endorsement is issued in conjunction with an on-sale wine license at the request of applicant and approval from the Minnesota Department of Public Safety to allow the applicant to serve both beer and wine.

Excelsior City Code, Chapter 4 Alcoholic Beverages, Sec. 4-71 Granting, (f) Premises Under Construction, reads: “If, at the time of granting the license, actual use of the license cannot be made until a future date because the subject premises are under construction, remodeling, or improvement or are otherwise not ready for occupancy, then the Council shall set a date by which the actual use of the license must be made. In no event shall the City Clerk/Treasurer issue the license until notified by the Building Inspector that the building is ready for occupancy.” The owners anticipate a May 1<sup>st</sup> opening, but to account for any delays encountered during construction, the attached resolution 2025-25 establishes the date by which the actual use of the license must be made as July 31, 2025. The code provides that licenses issued mid-year shall be prorated by the month (Excelsior City Code § 4-69(c)). The applicant has paid the background inspection fee and shall pay a prorated fee for the balance of 2025 for the wine license.

Old Southern BBQ is a counter-service concept that is locally family-owned and operated. The owners have leased the space at 287 Water Street (formerly Nautical Bowls) and are starting a full renovation to turn the current space into a fully authentic smokehouse which will include a full kitchen containing two (2) Ole Hickory smokers, which will smoke meat daily. The smaller footprint will still have space for families to come and grab lunch and dinner, and the owners plan to have a pickup window to service a takeout business. The menu will offer freshly smoked meats and scratch-made sides from recipes handed down from three generations of pitmasters. A copy of the preliminary site plan is attached.

Excelsior City Code, Chapter 4 Alcoholic Beverages, Sec. 4-71 Granting requires that a public hearing be held for initial applications upon receipt of a written report by the police department. The South Lake Minnetonka Police Department (SLMPD) conducted an investigation of the Liquor License application and found no disclosable records in the files for convictions within the past five years for any violation of laws of the State of Minnesota or ordinances relating to intoxicating liquor on any of the applicants. A copy of this report is attached.

Council approved a first reading of Ordinance 679 related to Chapter 4 Alcoholic Beverage Licenses which increases the number of available on-sale wine license from four (4) to five (5) at their February 18 meeting with a second reading and adoption on the March 3<sup>rd</sup> consent agenda. If approved, Old Southern BBQ Smokehouse would be issued the fifth available license, contingent upon Minnesota Department of Public Safety (Alcohol and Gambling Enforcement Division) approval, the effective date of Ordinance 679 (April 15<sup>th</sup>), and occupancy approval from the building inspector.

**Council Action:**

1. Conduct a Public Hearing on the issuance of an on-sale wine license to Jimmie's Old Southern BBQ Smokehouse, LLC.
2. Adopt Resolution 2025-25 – granting an on-sale wine license to Jimmie's Old Southern BBQ Smokehouse, LLC for the remainder of the 2025 Calendar year.

**Attachments:**

Resolution 2025-25  
Memo and Approval from SLMPD  
Floor Plans

CITY OF EXCELSIOR  
CITY COUNCIL  
RESOLUTION NO. 2025-15

**RESOLUTION APPROVING ISSUANCE OF AN ON-SALE WINE LICENSE TO JIMMIE'S OLD SOUTHERN  
BBQ SMOKEHOUSE LLC FOR THE BALANCE OF THE 2025 CALENDAR YEAR**

WHEREAS, James and Colleen Anderson on behalf of Jimmie's Old Southern BBQ Smokehouse, LLC ("Applicant"), applied for an On Sale Wine License for a restaurant concept at 287 Water Street beginning May 1, 2025 and continuing for the balance of the 2025 calendar year; and

WHEREAS, a Notice of Public Hearing was published and a Hearing was held by the City Council at 6:30 p.m. on Monday, March 3, 2025, to allow public comment on said application; and

WHEREAS, the South Lake Minnetonka Police Department has conducted an investigation as required by the city's ordinance and found no information that precludes issuance of the license.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Excelsior that the On Sale Wine License sought by the applicant is approved, contingent on:

1. All inspections being completed, and issuance of occupancy permits are approved by the Minnesota Alcohol and Gambling Enforcement Division, the Hennepin County Health Inspector, the City's Building Inspector, and the City's Fire Inspector; and
2. Per City Code, Alcoholic Beverages, Sec. 4-71 (f) the City Council has set the date by which the actual use of the license must be made as July 31, 2025.

BE IT FURTHER RESOLVED that the City Council of the City of Excelsior, Minnesota, does hereby grant the Applicant an On-Sale Wine License conditioned upon continuous compliance with all Federal, State, County, and City Liquor and Health Laws, and the following conditions:

1. Proper security shall be provided to ensure that the behavior of customers is not in violation of State Statutes and City Ordinances concerning liquor use and noise.
2. Hours of sale shall be in accordance with the State Statutes and City Code Chapter 4, Article II, Division 2, Section 4-72.
3. Any outdoor seating shall require the issuance of a sidewalk café permit pursuant to Article 37 of the Excelsior Zoning Code.

Adopted by the City Council of the City of Excelsior, Minnesota, this 3<sup>rd</sup> day of March 2025.

\_\_\_\_\_  
Gary Ringate, Mayor

ATTEST:

\_\_\_\_\_  
Theresa Bajda, City Clerk

\_\_\_\_\_  
Kristi Luger, City Manager

**SOUTH LAKE MINNETONKA POLICE DEPARTMENT**  
**24150 Smithtown Road**  
**Shorewood, Minnesota 55331**

Brian J. Tholen  
Chief of Police

Office (952) 474-3261  
Fax Line (952) 474-4477

**M E M O R A N D U M**

**TO:** City of Excelsior

**FROM:** Deputy Chief Justin Ballsrud 

**DATE:** January 30, 2025

**RE:       Liquor License Background**  
**Jimmie's Old Southern BBQ - #25001061**

We have completed our investigation for the liquor license renewal application for Jimmie's Old Southern BBQ. We checked PC Enfors (previous record management system), LETG (current record management system), State of Minnesota criminal history files, Warrants, Department of Corrections/Jail Records, Odyssey/Court Records, and the Secretary of State. Additionally, applicants have had record checks with their local law enforcement agency(s) if applicable. Unless noted below, there were no disclosable records in the files for convictions within the past five years for any violation of laws of the State of Minnesota or city ordinances relating to intoxicating liquor.

***Due to regulations on the dissemination of criminal history information, we can not access nationwide criminal history files for the purpose of background liquor license checks.***

**Liquor License Renewal - Jimmie's Old Southern BBQ - #25001061**  
**Page 2**

**Jimmie's Old Southern BBQ - Excelsior**

PC Enfors – No violations

LETG – No violations

Secretary of State – *Active/In Good Standing*

**James Wesley Anderson**

**DOB 11.25.1977**

No arrests. No criminal history.

**Colleen Elizabeth Anderson**

**DOB 04.04.1980**

No arrests. No criminal history.

***It should be noted that law enforcement agencies are no longer permitted to obtain driver's license record information for liquor license background checks. Information will be obtained by the city.***

JB: KS



1500 W. River, Suite 100  
 Lincoln, NE 68502  
 P: 402-491-1100

trimarkusa.com

The information on this schedule is for informational purposes only. It is not intended to be a contract. The information is subject to change without notice. The information is provided as a service and is not intended to be a contract. The information is provided as a service and is not intended to be a contract.

Changes to this schedule will be made only if they are necessary to complete the project. The information is provided as a service and is not intended to be a contract. The information is provided as a service and is not intended to be a contract.

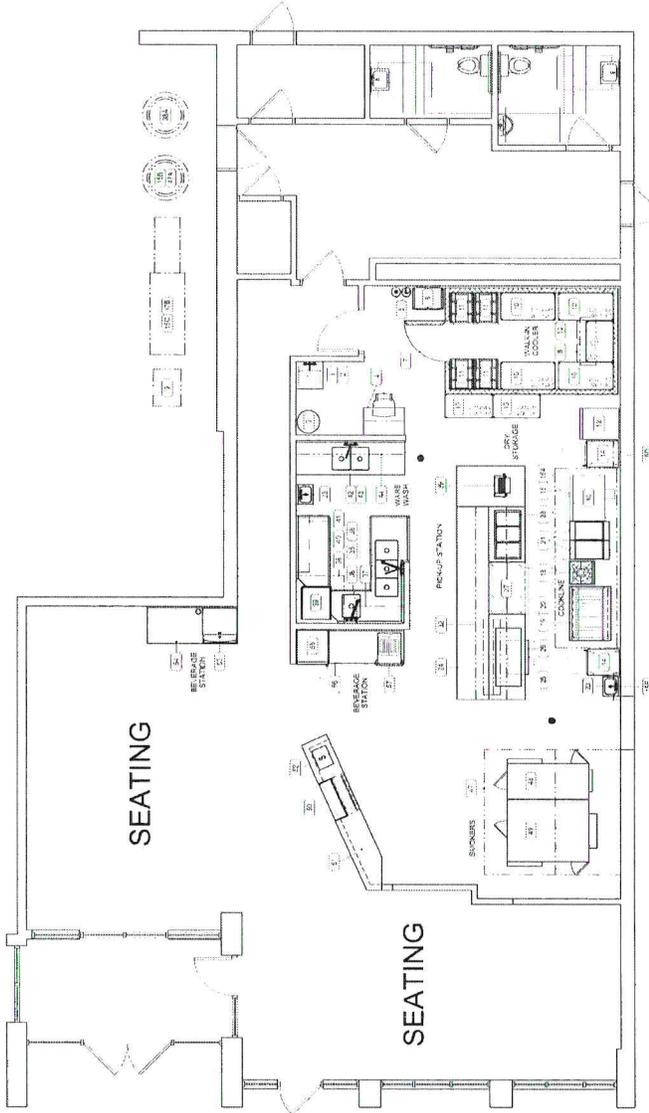
REVISIONS  
 DATE NO. DESCRIPTION

EXCELSIOR, MN  
 OLD SOUTHERN BBQ

PROJECT  
 SCALE 1/4" = 1'-0"  
 DRAWN BY WILSON P.  
 CHECKED BY WILSON P.  
 EQUIPMENT PLAN

SECTION  
 QF100

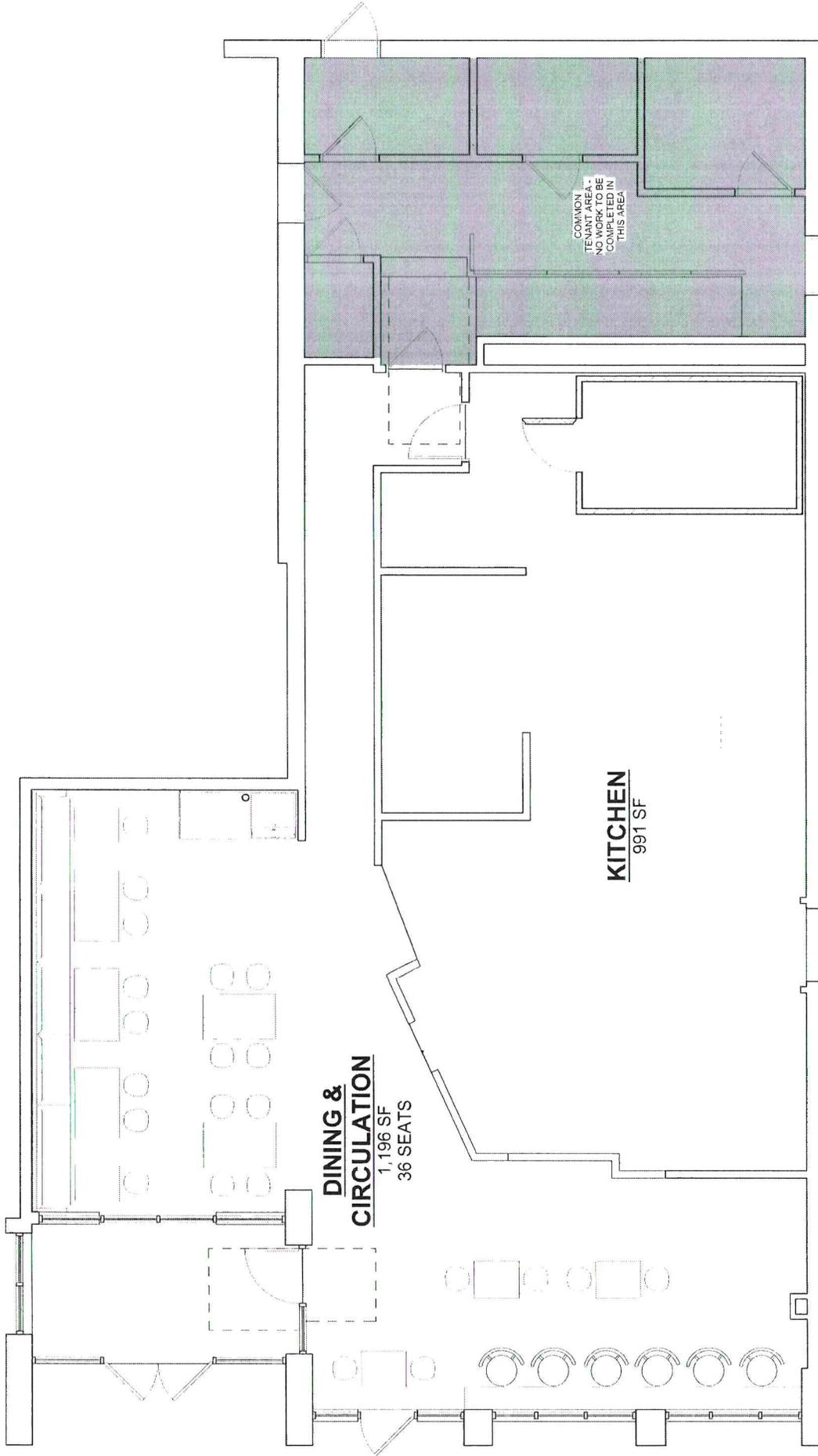
ITEM #	QTY	DESCRIPTION	REMARKS
1	1	NOOD SINK	
2	1	UTILITY SHELF	
3	1	WATER HEATER	
4	2	OFFICE FURNITURE	BY OTHERS
5	1	CO2 TANK	BY OTHERS
6	1	BAG-BOX SYSTEM	BY OTHERS
7	1	WALKER	CUSTOM
8	1	COOLER SWAP	
9	1	COOLER CONDENSER	
10	5	WALKER COOLER SHELVING UNITS	
11	4	PAN RACKS	
12	1	REFRIGIN FREEZER	
13	1	REFRIGIN FREEZER	
14	2	HOT HOLDING CABINET	
15	1	EXHAUST HOOD	CUSTOM
15A	1	WALL PANELS	LOCATED ON ROOF
15B	1	EXHAUST FAN	LOCATED ON ROOF
15C	1	EXHAUST FAN	LOCATED ON ROOF
16	1	REFRIGINATION SYSTEM	
17	1	EXHAUST SYSTEM PANEL	
18	1	DOUBLE CONNECTION OVEN	EXISTING
19	1	SPARE NUMBER	
20	1	STOCK POT RANGE	EXISTING
21	1	WALKER	
22	1	EQUIPMENT STAND	
23	1	FRYER	
24	1	SPARE NUMBER	
25	2	WALL MOUNT HAND SINK	
26	1	CHEFS COUNTER	CUSTOM W/ DOUBLE OVERSHELF
27	1	UNDERCOUNTER SUN WARMER	BY OTHERS
28	1	REFRIGERATED PREP STATION	EXISTING
29	1	DROP-IN HOT WELL	
30	1	HORIZONTAL TOASTER	
31	1	SPARE NUMBER	
32	1	OVER-HEAD HEAT LAMP	
33	1	SPARE NUMBER	
34	1	SPARE NUMBER	
35	1	SOLEID DISHWASHER W/ 3 COMP. SINK	CUSTOM
36	2	WALL MOUNT SORTING SHELF	
37	1	WALL MOUNT SORTING SHELF	
38	1	CONDENSATE EXHAUST HOOD	
39	1	CONDENSATE EXHAUST HOOD	LOCATED ON ROOF
40	1	DISH MACHINE	
41	1	CLEAN IDENTIFIABLE SHELF	
42	1	WORK TABLE W/ 2 COMP SINK	
43	1	FALCET	
44	1	WALL MOUNT OVERSHELF	
45	1	SPARE NUMBER	
46	1	EXHAUST HOOD	
47	1	EXHAUST FAN	
47A	1	EXHAUST FAN	LOCATED ON ROOF
47B	1	MAKE-UP AIR FAN	LOCATED ON ROOF
48	1	SMOKER	BY OWNER
49	1	WATER DISPENSER	BY OWNER
50	1	FRONT SERVICE COUNTER	
51	1	POS STATION	
52	1	SODA DISPENSER	BY OTHERS
53	1	BACK COUNTER	BY G.C.
54	1	BACK COUNTER	BY G.C.
55	1	FRIGERATED PREP STATION	
56	1	FRIGERATED PREP STATION	
57	1	FROZEN DRINK MACHINE	BY G.C.



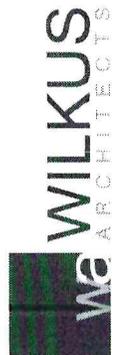
OVERALL FLOOR PLAN  
 1/4" = 1'-0"

SCALE: 1/4" = 1'-0"  
 0 2 4 8

DATE: 10/20/2023 10:50:23 AM



OLD SOUTHERN BBQ  
DRAWING NOT TO SCALE  
SEATING LAYOUT PLAN





# MEMORANDUM

**Re:** 11(a)- Ordinance 681 Registration and Regulation of Cannabis Businesses

**Date:** March 3, 2025

**From:** Julia Mullin, Community Development Director,  
Theresa Bajda, City Clerk

**To:** City Council

## Background

The purpose of this Ordinance is to implement the registration and regulation of cannabis businesses pursuant to MN Statute 342. The state of Minnesota enacted a law in 2023, and amended it in 2024, legalizing adult-use cannabis in Minnesota and establishing a regulatory framework over the cannabis industry. The Office of Cannabis Management (OCM) will license cannabis businesses. Cities will be required to register retailers and perform annual compliance checks.

The City Attorney drafted Ordinance 681, and it is before you for a first reading.

## Number of businesses

Pursuant to MN Statute 342, local governments may place a limitation on the number of cannabis retailers allowed within their locality via ordinance, as long as there is at least one retail location per 12,500 residents. Staff recommend that we include this limit in our ordinance and cap the number of cannabis retail establishments in Excelsior at one. This limit would apply to cannabis retailers and not hemp-derived low potency product retailers (i.e. edibles or beverages).

## Location Restrictions

Pursuant to MN Statute 342, cities may prohibit the location of cannabis businesses within 1,000 feet of schools, and within 500 feet of day care centers, residential treatment facilities, and attractions within a public park regularly used by minors (for example, a playground, ballfield, pool.) OCM has provided some guidance to cities regarding location. Cannabis retailers are typically found in commercial/retail zones; for example, Retail, Neighborhood Shopping Districts, Light Industrial, existing districts where off-sale liquor or tobacco sales are allowed. Cannabis retailers are prohibited from allowing consumption or use onsite and they must have plans in place to prevent the visibility of cannabis and hemp-derived products to individuals outside the retail location.

On and off sale liquor uses, and tobacco uses are permitted in all our commercial districts. Our ordinance employs a “prohibition buffer” for tobacco uses. Tobacco uses are prohibited from locating within 500’ of a school. (Excelsior Code, Sec. 10-661).

Staff recommend that we implement buffers for cannabis retail businesses. There are two schools in Excelsior – Excelsior Elementary and St. John the Baptist Catholic Montessori School and two day care centers – River Valley Montessori and Child Care and Mis Amigos Preschool. Our “park features” are the playground and ballfield in The Commons. Attached is a zoning map with the state-allowed buffer areas identified. Staff would like preliminary comment from Council members on these buffers. We will then finalize any location restrictions.

Neighboring cities (Red Wing included because it has a destination historic downtown) have implemented buffers and have capped the number of retail establishments:

	<b>Location prohibitions</b>	<b># Retail Establishments</b>
<b>Tonka Bay</b>	500' from schools, park feature, day care, residential treatment facility	1
<b>Shorewood</b>	1,000' from schools; 500' from park feature, day care, residential treatment facility	1 per 12,500 residents
<b>Minnetonka</b>	1,000' from schools; 500' from park feature	5
<b>Red Wing</b>	1,000' from schools; 500' from park feature, day care, residential treatment facility	2

**Signage**

MN Statute restricts the signage a cannabis business may install. They may erect up to two fixed outdoor signs on the exterior of the building or property of the cannabis business or hemp business.

**Council Action:**

Discuss the use of buffers as allowed by the state, to regulate the location of cannabis retail establishments. Approve first reading of Ordinance No. 681 adding a new article XXV to Chapter 10 of the city code regarding registration of cannabis and hemp retail businesses and related regulations, and schedule second reading for March 17, 2025.

**Attachments:**

- Ordinance No. 681
- Draft zoning map with proposed buffers

**ORDINANCE NO. 681**

**AN ORDINANCE ADDING A NEW ARTICLE XXV TO CHAPTER 10 OF THE CITY CODE REGARDING REGISTRATION OF CANNABIS AND HEMP BUSINESSES AND RELATED REGULATIONS**

The City Council of the City of Excelsior hereby ordains as follows:

**Section 1. Chapter 10 of the Excelsior City Code is amended to add the following new Article XXV:**

**ARTICLE XXV. – REGISTRATION OF CANNABIS AND HEMP BUSINESSES**

**Sec. 10-1401. – Purpose and Findings.**

The City of Excelsior makes the following legislative findings: The purpose of this article is to protect the public health, safety, welfare in the City by implementing regulations pursuant to Minnesota Statutes, chapter 342 related to the registration and regulation of cannabis and hemp businesses within the City. The City finds and concludes that these regulations are appropriate and lawful and are in the public interest and for the public good.

**Sec. 10-1402. – Definitions.**

The following words, term, and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

***Applicant.*** an entity with a license issued by the Office of Cannabis Management that is applying for an initial registration or for registration renewal.

***The Act.*** The Cannabis Act at Minnesota Statutes, Chapter 342, as it may be amended from time to time.

***Cannabinoid Product.*** A cannabis product, a hemp-derived consumer product, or a lower-potency hemp edible as defined by Minnesota Statutes, section 342.01.

***Cannabis Business.*** As defined in Minnesota Statutes, section 342.01.

***Cannabis Retailer.*** Every retail cannabis business that is licensed under the Act and required to register with the City under Minnesota Statutes, section 342.22.

***Daycare.*** A location licensed with the Minnesota Department of Human Services to provide the care of a child in a location outside the child’s own home for gain or otherwise, on a regular basis, for any part of a 24-hour day.

***Hemp Business.*** As defined in Minnesota Statutes Section 342.01.

**Lower-potency Hemp Retailer.** Every lower-potency hemp edible retail business that is licensed under the Act and required to register with the City under Minnesota Statutes, section 342.22.

**Medical Cannabis Combination Business.** A business licensed under Minnesota Statutes, section 342.515.

**OCM.** The Office of Cannabis Management.

**Park feature.** An attraction within a public park that is regularly used by minors, including but not limited to, a playground or athletic field.

**Potential Licensee.** An applicant that has not received a license from the OCM.

**School.** Any kindergarten, elementary school, middle school, or secondary school as defined by Minnesota Statutes Section 120A.05 or a nonpublic school that must meet the reporting requirements under Minn. Stat. Section 120A.24.

**Temporary Cannabis Event.** An event held by an individual or an organization licensed by the State of Minnesota as a Temporary Cannabis Event Organizer, as described in Minnesota Statutes, sections 342.39 and 342.40.

#### **Sec. 10-1403. – Pre-license certification of cannabis businesses.**

(a) *Authority to Certify.* The City Manager, or their designee, is authorized to certify whether a proposed Cannabis Business complies with the City’s zoning ordinances and if applicable, with state fire code and building code pursuant to Minnesota Statutes, section 342.13.

(b) *Pre-certification inspections.* Potential licensees are responsible for making all necessary zoning applications prior to the City receiving the request for certification from the OCM. If a potential licensee fails to obtain necessary zoning approvals prior to the City receiving a request for certification, the City will inform the OCM that the potential licensee does not meet zoning and land use laws. If, at the time the City receives a request for zoning certification, there are no further intended alterations to the building where the business is to be conducted, the City will also certify compliance with building and fire code regulations, provided that the potential licensee has obtained inspections prior to the City’s receipt of a request for certification from the OCM. Building and fire code inspections will be valid for 1 year from completion.

(c) *Location.* No Cannabis Business may be located within 500 feet of a school, daycare, or park feature as measured by the shortest line from the property line of the space to be occupied by the potential licensee and the nearest property line of the school, daycare, or park feature.

#### **Sec. 10-1404. – Registration of Retailers.**

*Retail Registration Required.* Before making retail sales to customers or patients, all Cannabis Retailers and Lower-Potency Hemp Retailers must register with the City. Making retail sales to customers or patients without an active registration is prohibited.

**Sec. 10-1405. – Cannabis Retailer Registration Limits.**

(a) *Cap on Cannabis Retailer Registrations.* The City will issue one (1) cannabis retailer registration in the City. Registrations issued to businesses with a license preapproval from OCM will count toward the City’s registration limit.

(b) *Exceptions.* The following businesses are not subject to the cap on registration under (a) above:

- (1) Businesses operating under a tribal compact entered into under Minnesota Statutes, Section 3.9224 or 3.9228;
- (2) Tribally issued licenses and registrations;
- (3) Lower-Potency Hemp Retailers;
- (4) Medical cannabis combination businesses; and
- (5) Municipal cannabis business.

**Sec. 10-1405. – Processing registration.**

(a) *First-come, first-served.* Applications for registration will be processed on a first-come, first-served basis based on the City receiving a complete application and payment of all fees.

(b) *Complete applications.* Applications will be considered complete when all materials in section 10-1405 are received by the City and include all required information.

(c) *Date of pre-licensing certification.* The date a pre-licensing certification under section 10-1403 is issued will have no impact on the applicant’s registration processing and is not an indication that the cap on registrations has not been met.

**Sec. 10-1405. – Application for Registration.**

(a) *Application.* All applicants for initial registration or renewal registration must submit a registration application provided by the City. The form may be amended from time to time by the City, but must include or be accompanied by:

- (1) Name of the property owner;
- (2) Name, address, email address, telephone number, and date of birth of the applicant;
- (3) Address and parcel ID for the property for which the registration is sought;
- (4) Certification that the applicant complies with the requirements of this article;
- (5) The following fees, as established in the City’s fee schedule, at the time of initial application and prior to the City’s consideration of any renewal application:

- (a) At the time of initial registration: An initial registration fee. The initial registration fee will pay for the costs of registration and the cost of the first year of operation.
- (b) The renewal fee for the second year of operation.
- (c) At the time of the first annual renewal (prior to the second year of operation), no fee will be due.
- (d) At the time of the second annual renewal, and each year thereafter, the renewal fee must be paid prior to the City issuing any renewal registration.

(6) A copy of a valid state license or written notice of OCM license preapproval; and

(7) Acknowledgement that all property taxes and assessments are current at the location where the retail establishment is located.

(b) *Fees non-refundable.* Initial registration fees and renewal registration fees are nonrefundable.

**Sec. 10-1406. – Preliminary compliance check.**

Initial Cannabis Retailer or Lower-Potency Hemp Retailer registration shall not be issued unless, prior to opening for operations following approval of an application for initial registration, the applicant has passed a preliminary compliance check conducted by the City to ensure compliance with this article and any other regulations established pursuant to Minnesota Statutes, section 342.13.

**Sec. 10-1407. – Basis for denial of registration.**

(a) *Basis to Deny Registration.* The City shall not issue a registration or renewal for any Cannabis Retailer or Lower-Potency Hemp Retailer if any of the following conditions are true:

- (1) The applicant has not submitted a complete application.
- (2) The applicant does not comply with the requirements of this article.
- (3) The applicant does not comply with applicable zoning and land use regulations.
- (4) If applicable, the applicant is found to not comply with the requirements of the Act, this article, the building code, or the fire code at the preliminary compliance check.

- (5) If applicable, the maximum number of registrations, pursuant to section 10-1405 have been issued by the City.
- (6) The applicant does not have a valid license from the OCM.
- (7) The applicant is not current on all property taxes and assessments at the location where the retail establishment is located.

**Sec. 10-1408. – Issuance of registration or renewal.**

The City shall issue the registration or renewal if the applicant meets the requirements of this chapter, including that none of the reasons for denial in section 10-1407 are true.

**Sec. 10-1409. – Registration nontransferable.**

A registration is not transferable to another person, entity, or location.

**Sec. 10-1410. – Enforcement.**

(a) *Generally.* The City Council may impose a fine or suspend a registration on a finding that the registered business has failed to comply with an applicable statute, regulation, or ordinance, including a violation of this article.

(b) *Notice and Right to Hearing.* Prior to imposing a fine or suspending any registration, the City shall provide the registered business with written notice of the alleged violations and inform the registered business of its right to a hearing on the alleged violation.

(c) *Delivery of Notice.* Notice shall be delivered in person or by regular mail to the address of the registered business and shall inform the registered business of its right to a hearing. The notice will indicate that a written response must be submitted within ten (10) days of receipt of the notice, or the right to a hearing will be waived.

(d) *Council Hearing.* Provided a timely request for a hearing is submitted by the registered business, the City Council will hold a hearing before taking final action to fine or suspend a registration. The City Council shall give due regard to the frequency and seriousness of the violations, the ease with which such violations could have been cured or avoided and good faith efforts to comply and shall issue a decision to fine or suspend the registration only upon written findings.

(e) *Council Action.* If a timely request for a hearing is not received, the matter shall be submitted to the City Council for imposition of the fine or suspension.

(f) *Emergency.* If, in the discretion of the City's chief law enforcement officer, or their designee, a registered business poses an imminent threat to the health or safety of the public, the City may immediately suspend the registration and provide notice of the right to hold a subsequent hearing as prescribed in this section.

(g) *Reinstatement.* The City may reinstate a registration if it determines that the violations have been resolved. The City shall reinstate the registration if the OCM determines the violations have been resolved.

(h) *Report to OCM.* All enforcement actions will be reported to the OCM.

**Sec. 10-1411. – Penalties.**

(a) *Misdemeanor.* Any person who violates this article is guilty of a misdemeanor and, upon conviction, is subject to a fine and imprisonment as prescribed by state law. Each day each violation continues or exists, constitutes a separate offense.

(b) *Civil Penalty.* The City may impose a civil penalty, as authorized by Minnesota Statutes, section 342.22, of up to \$2,000 for each violation of this article.

(c) *Action Against Business License.* Violation of this article shall be grounds for enforcement against any business license issued by the City of Osseo.

**Sec. 10-1412. – Cannabis business operating regulations.**

(a) *Compliance Checks.* The City shall complete, at a minimum, one compliance check per calendar year of every registered Cannabis Retailer business to assess if the business meets age verification requirements, as required under Minnesota Statutes, section 342.22, subd. 4(b) and this article. Any failures under this article are a basis for enforcement action and must be reported to the OCM.

(b) *Hours of Operation.* Cannabis businesses are limited to retail sale of cannabis, cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products to between the hours of 8:00 a.m. and 1:00 a.m. Monday through Saturday, and 10:00 a.m. and 1:00 a.m. on Sunday.

(c) *Display of License and Registration.* All licenses and registrations must be posted and displayed in plain view of the general public on the premises.

(d) *Advertising.* Signage is subject to the City’s sign code, Appendix E, Article 24 of this Code, with the addition of the following: Cannabis businesses are permitted to erect up to two fixed signs on the exterior of the building or property of the business.

**Sec. 10-1413. – Lower-potency hemp retailer operating regulations.**

(a) *Compliance Checks.* The City shall complete at minimum one compliance check per calendar year of every registered Lower-potency Hemp Retailer business to assess if the business meets age verification requirements, as required under Minnesota Statutes, section 342.22, subd. 4(b) and this article. Any failures under this article are a basis for enforcement action and must be reported to the OCM.

(b) *Display of License and Registration.* All licenses and registrations must be posted and displayed in plain view of the general public on the premises.

(c) *Advertising.* Signage is subject to the City’s sign code, Appendix E, Article 24 of this Code.

**Sec. 10-1414. – Temporary Cannabis events.**

(a) *Special Event Permit Required.* Prior to holding a Temporary Cannabis Event, any cannabis event organizer with a license from the OCM must obtain a special event permit from the City and follow all regulations under Chapter 10, Article XIV of this Code.

(b) *Other Requirements.* In addition to the requirements for special events under Chapter 10, Article XIV, all Temporary Cannabis Events must meet the following requirements:

- (1) The event organizer must provide to the City a complete copy of the cannabis event license application submitted to OCM pursuant to Minnesota Statutes, section 342.39, subd. 2.
- (2) If held outdoors, events are subject to location restrictions applicable to cannabis and hemp businesses in section 10-1403(c).
- (3) All Temporary Cannabis Events must follow all requirements of Minnesota Statutes, chapter 342, as it may be amended from time to time, and all requirements of the temporary cannabis event organizer license issued by the OCM.

**Sec. 2.** This Ordinance is effective in accordance with Section 3.06 of the Excelsior City Charter.

Adopted by the Council of the City of Excelsior, Minnesota, this 17<sup>th</sup> day of March 2025.

\_\_\_\_\_  
Gary Ringate, Mayor

ATTEST:

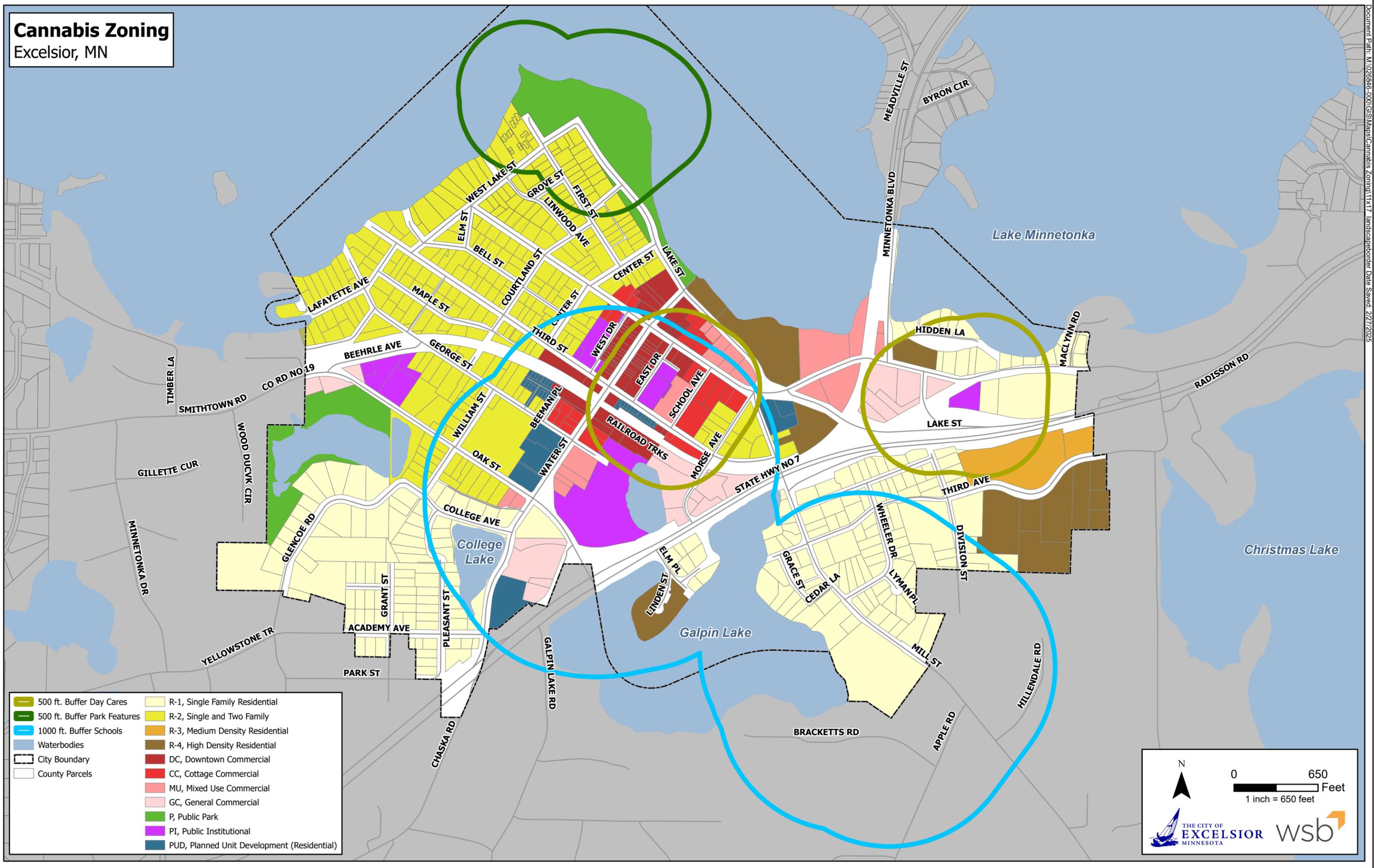
\_\_\_\_\_  
Theresa Bajda, City Clerk

\_\_\_\_\_  
Kristi Luger, City Manager

First Reading of Ordinance: March 3, 2025  
Second Reading and Adoption: March 17, 2025  
Publication of Ordinance: March 27, 2025  
Effective Date: April 29, 2025

# Cannabis Zoning

## Excelsior, MN



- |                              |   |
|------------------------------|---|
| 500 ft. Buffer Day Cares     | R-1, Single Family Residential              |
| 500 ft. Buffer Park Features | R-2, Single and Two Family                  |
| 1000 ft. Buffer Schools      | R-3, Medium Density Residential             |
| Waterbodies                  | R-4, High Density Residential               |
| City Boundary                | DC, Downtown Commercial                     |
| County Parcels               | CC, Cottage Commercial                      |
|                              | MU, Mixed Use Commercial                    |
|                              | GC, General Commercial                      |
|                              | P, Public Park                              |
|                              | PI, Public Institutional                    |
|                              | PUD, Planned Unit Development (Residential) |

N

0 650 Feet

1 inch = 650 feet

THE CITY OF EXCELSIOR MINNESOTA

wsb



# MEMORANDUM

12(a) –SoHi Community Park, Hennepin

**Re:** County Youth Activities Grant

**Date:** March 3, 2025

**To:** City Council

**From:** Theresa Bajda, City Clerk

Councilmembers Caron and O’Hanlon met with representatives from Excelsior United Methodist Church in Excelsior to discuss Phase II of their proposed improvements at SoHi Park, which includes a sport court with basketball, pickle ball and playground games as well as a shade area. At Councilmembers request, this item was placed on the agenda for Council discussion.

**Project and Grant Background:**

SoHi Park is embarking on Phase II of their plans to add recreational space for middle and high school aged kids and young adults. They plan to construct a sport court in the space adjacent to the playground. Their goal is to fundraise and install yet in 2025. The total project cost is approximately \$135,000 and the current funding gap is about \$40,000. The Methodist Church has requested the City of Excelsior sponsor a grant to Hennepin County as they are not an eligible applicant. They’ve re requested an application for the maximum award amount of \$10,000. The Hennepin County Youth Activities Grant is currently accepting applications for the Equipment and Arts and Music Grants from 2/3/2025 – 3/31/2025 4PM. The program provides funding for youth activities to local government units (LGUs) within Hennepin County. This grant is specific to equipment.

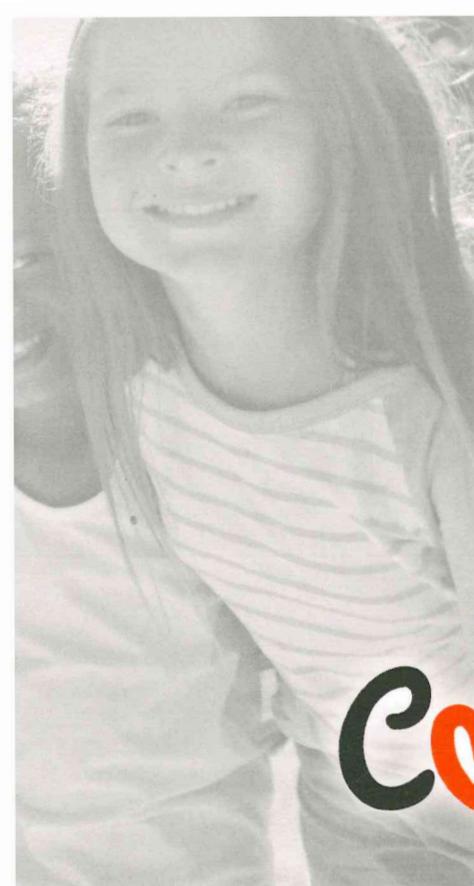
**Staff Notes/Items for Consideration:**

- The budget provided from the Methodist Church does not appear to have \$10,000 worth of eligible sports equipment expenses per the grant guidelines, rather \$8,857 (basketball nets and pickleball nets).
- Grant awards are paid to grant recipients through a cost-reimbursement contract. Reimbursements to the City for eligible project costs would be after project costs have been incurred. As the fiscal agent, City staff time would be required for project management (tracking expenses/disbursements, any other requirements or paperwork as stipulated by Hennepin County).
- The Deadline for grant applications is 3/31/2025, which would require staff from the Methodist Church to support City staff in completing all required application questions and materials on a short timeline.
- SoHi Park is not public property, thus an agreement would need to be drafted between the City of Excelsior and the Methodist Church to ensure grant funding was utilized for projects and sports equipment that are available to individuals residing in Hennepin County, consistent with the grant guidelines.

**Council Action:** Discuss grant opportunity and provide direction to City staff on how the Council wishes to proceed.

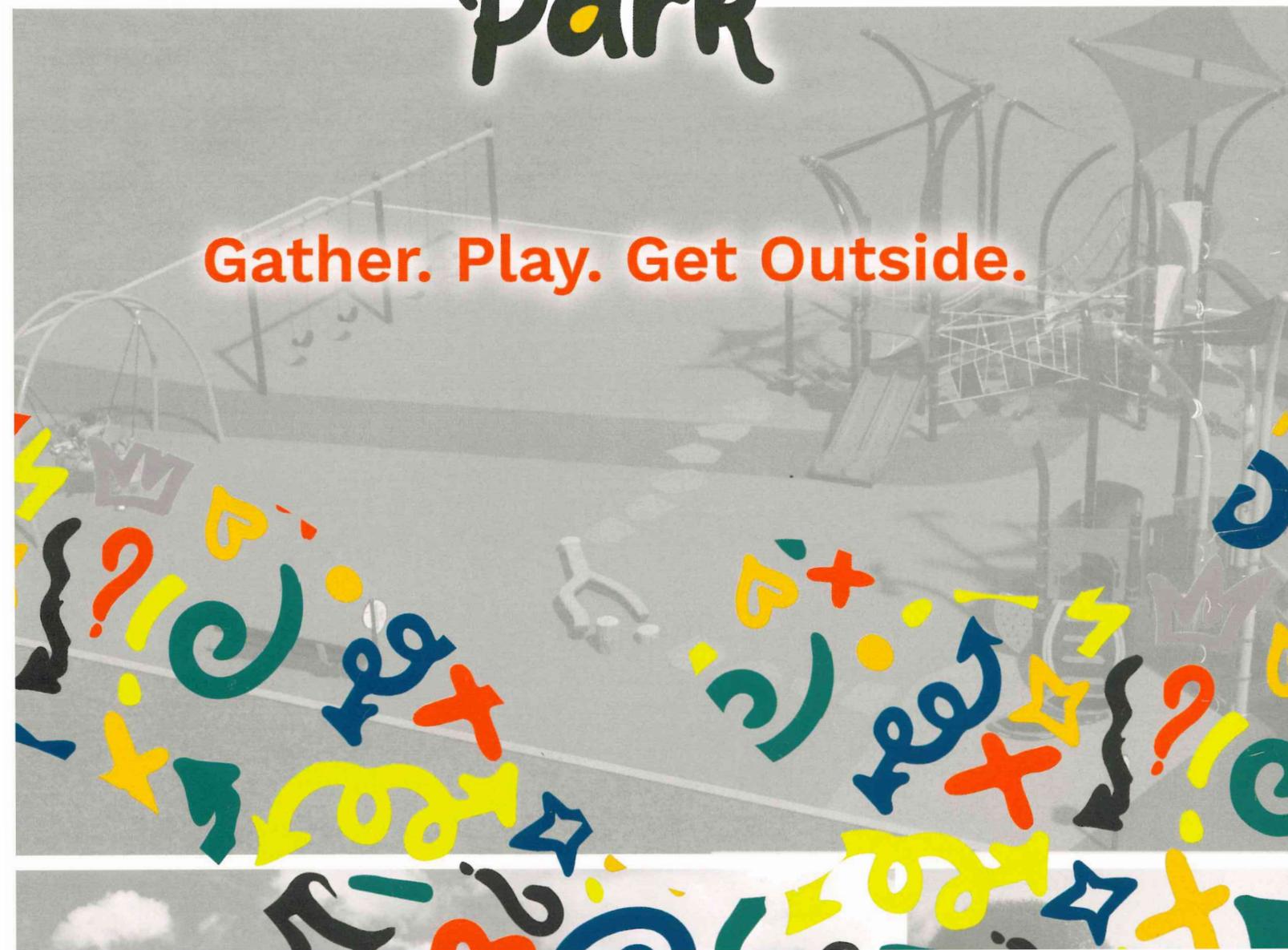
**Attachments:**

Overview of SoHi Community Park budget and request  
Solicitation for Grant Applications  
Grant Application Form



# Sotli Community Park

Gather. Play. Get Outside.



# Phase 2 cost projections

## Sport Court

Asphalt Installation			55,000
Painting			10,000
Basketball Nets	3	2,799	8,397
Pickle Ball Net	1	460	460
Total Sport Court			73,857

## Sunshade Seating Area

Sunshade			25,000
Picnic Bench			3,000
Seating			3,000
Total Sunshade Area			31,000

## Miscellaneous

Site Survey			7,800
Permits			500
Porta Potty Enclosure			3,000
Landscaping			15,000
Total Miscellaneous			26,300

**Total Phase 2**

**\$ 131,684**



SoHi Community Park is a registered  
501(c)(3) nonprofit; EIN: 92-0507502a

881 3rd Ave  
Excelsior, MN 55331

**QUESTIONS? CONTACT US  
DIRECTLY**

sohicomunitypark@gmail.com  
Sarah Nelson (612) 247-5017  
Bill Lester (612) 251-5471



So-Hi Community Park is a registered 501(c)(3) nonprofit. EIN: 62-0877026

## So-Hi Community Park

● A nonprofit organization

# Sport Court, Seating, Sunshade

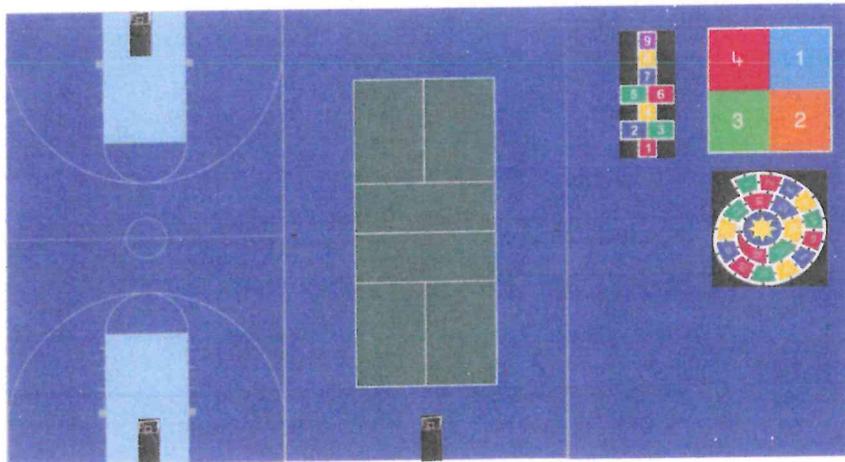
The So-Hi Playground is thriving! It's already been the site of birthday parties, Family Night Out, fireworks watch parties, and fun-filled community gatherings.

We're excited to continue improving this space, with plans for Spring 2025 that include Sport Court with Basketball, Pickle Ball and Playground Games, additional seating, a picnic table, sunshade for adults, and more.

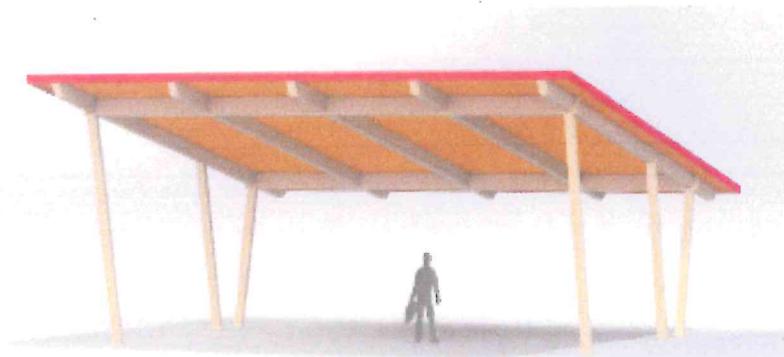
### Basketball

### Pickle Ball

### Playground Games



### Sun Shade area next to Playground



HENNEPIN COUNTY  
MINNESOTA

**Solicitation for Grant Applications**

Hennepin County Youth Activities Grants  
Equipment Grant

Solicitation posted: [February 3, 2025](#)

Pre-Application Conference: [February 19, 2025 at 10 a.m.](#)

Closing date for all questions: [March 20, 2025 at 4 p.m.](#)

Solicitation due date: [March 31, 2025 at 4 p.m.](#)



# 1 Introduction

## 1.1 Project overview

The County of Hennepin, State of Minnesota ("County") is soliciting applications for the Hennepin County Youth Activities Grants Equipment Grant (the "Grant"). As used herein, the entity/individual responsible for any awarded Grant may be referred to as the "Applicant" and the Applicant's response to this solicitation (the "Solicitation") may be referred to as the "Application".

Hennepin County Youth Activities Grants is a program focused on increasing youth access to activities by providing grant opportunities for Local Government Units (LGUs) within Hennepin County.

Since it began in 2009, the HCYAG program has awarded millions in grants. State legislation authorizing the construction of Target Field allows Hennepin County to use a portion of the 0.15% sales tax surcharge to grant over \$2.5 million dollars each year to Hennepin County communities to assist with youth activities.

Hennepin County Youth Activities Grants has been providing grants for youth sports equipment since 2011. Hennepin County Youth Activities Grants Equipment grants are available twice per year.

## 1.2 Definitions

The terms below have been used and referenced throughout the Solicitation. Definitions for the terms are provided for the purpose of this grant opportunity.

Term	Definition
<i>Local Government Unit (LGU)</i>	Municipal districts, public school district, park district, and watershed district located in or operating within Hennepin County.
<i>Youth athletic activity</i>	Defined in Minnesota State Statute <a href="#">Sec. 121A.38</a> as "any sport or other athletic activity related to competition, practice, or training exercises which is intended for youth athletes and at which a coach or official is present in an official capacity as a coach or official."
<i>Adaptive sports</i>	A recreational or competitive sport that has either been adapted specifically for persons with a disability or created specifically for persons with a disability
<i>Sports equipment</i>	Equipment used for physical sport by athletes during practice and/or active gameplay OR equipment necessary to train, practice or participate in athletic or recreational activities.
<i>Adaptive sports equipment</i>	Any tool, device, or machine used for adaptive sports

## 1.3 The Grant

The Equipment grants support opportunities for youth to participate in sports and other recreational activities by providing funding to purchase sports equipment. A total of \$125,000 has been made available for this grant cycle. **Grants up to \$10,000 are available.** The contract term for equipment grants is expected to be 7/1/2025 – 6/30/2026 but may be subject to change.

### 1.3.1 Eligibility

To be eligible for the Grant:

- I. Applicant must be a local government unit (LGU) located in Hennepin County.
- II. The majority of individuals benefitting from grant funding must reside within Hennepin County.
- III. The equipment must be used and intended for kids ages 18 years or younger, and/or be used by individuals participating in U4-U19 sports.
- IV. Equipment purchased with grant funds must be used for youth athletic or recreational activities that take place in Hennepin County.
- V. Equipment purchased with grant funds must reside and be stored in Hennepin County.
- VI. Equipment purchased with grant funds must be reusable and not intended for single use or kept by individuals.
- VII. Partner organizations and entities receiving grant funds must be registered with the Minnesota Secretary of State.
- VIII. Applicant may submit no more than five applications per RFA. If more than five applications are received, all applications may be considered ineligible and rejected as non-responsive.**

Local government units are strongly encouraged to partner with businesses, nonprofits, and other organizations to promote play for kids in their communities.

For the purposes of this grant opportunity, charter schools and community organizations are not eligible to apply on their own. Charter schools and community organizations may partner with an eligible LGU to apply. School departments, community education programs, and other subsidiaries of school districts need to apply through the school district and not as a separate entity.

### 1.3.2 Youth Sports Equipment

Youth sports equipment may include, but is not limited to:

<i>Eligible Sports Equipment</i>	
<ul style="list-style-type: none"><li>• Goals and nets</li><li>• Pitching machines</li><li>• Field maintenance equipment for the purpose of supporting playability and game readiness</li><li>• Backboards</li><li>• Blocking sleds and dummies</li><li>• Gymnastics and tumbling equipment</li><li>• Volleyball standards</li></ul>	<ul style="list-style-type: none"><li>• Track and field equipment</li><li>• Balls (basketballs, softballs, soccer and futsal balls, baseballs, volleyballs, etc.)</li><li>• Bats, rackets, hockey sticks, lacrosse sticks</li><li>• Ice skates, skating aides</li><li>• Helmets and safety equipment that may be sanitized and used by multiple players</li><li>• Adaptive sports equipment</li><li>• Wrestling mats</li></ul>

### 1.3.3 Grant Expenses

Grant awards will be paid to grant recipients through a cost-reimbursement contract. The awards are paid as reimbursement to the LGU after project costs have been incurred. Grant funds may be used to reimburse the following expenses which include, but are not limited to:

- Purchase of athletic and recreational equipment for youths ages 18 years and younger or for youths participating in U4-U19 sports. Coverage for shipping costs for the equipment are dependent on available funding.
- Applications for equipment storage will be evaluated based on intended use and applicability to youth sports functions and will be dependent on availability of funding.

The following expenses are not eligible for grant funding through this initiative:

- Overhead costs, staffing, administrative costs, insurance fees, or other charges associated with administration and programming.
- Tables, chairs, tents, lawnmowers, sound systems, or other supplies or equipment that are not intended for use by athletes.
- Disposable equipment or athletic gear, including disposable sanitation wipes and cleaning equipment.
- Items intended for single use or kept by individual athletes.
- Water stations, hydration equipment, and first aid kits.
- Installation or construction costs.

## 1.4 Grant Application

When submitting an application, Applicants must follow the specific format and content requirements outlined in the included application template. Failure to do so will likely prolong the evaluation process and/or may be grounds for rejection of the Application.

Include one copy of the signed attestation letter, completed application and any attachments in the [Hennepin County Supplier Portal](#). Submitted documents should be titled with the name of the LGU and the name of the document. For example, "City of New York - Grant Application" or "City of New York – Attestation Letter."

Applicant shall describe, in detail, the proposed uses of the Grant funds for the Project. Any other use of Grant funds is strictly prohibited. Applicant shall be solely responsible for securing all additional funds necessary for completion of the Project.

Applicant agrees to only use the Grant funds for the uses indicated above. Use of Grant funds for any other purpose is strictly prohibited. If Applicant uses Grant funds for any other purpose, Applicant shall, upon County's written demand, repay all Grant funds awarded.

## 1.5 Pre-Application Support & Conference

A pre-application conference will be held via Microsoft Teams on Wednesday February 19, 2025 at 10 a.m.

**Please use this link to pre-register: [Pre-Application Conference Registration](#)**

To **join directly** on Wednesday February 19, 2025, at 10 a.m., please use the access information below:

## Microsoft Teams meeting

**Join on your computer, mobile app or room device**

[Click here to join the meeting](#)

Meeting ID: 289 568 241 688

Passcode: ze28bM7V

[Download Teams](#) | [Join on the web](#)

**Or call in (audio only)**

[+1 612-263-6117,,116745285#](#) United States, Minneapolis

Phone Conference ID: 116 745 285#

Applicants are invited to contact the Hennepin County Grant Administrator for questions related to the RFA. Contact the Grant Administrator at [Youth.Grants@hennepin.us](mailto:Youth.Grants@hennepin.us) or call 612-543-4245.

Applicants are also invited to schedule an individual Technical Assistance (TA) session with program staff to discuss questions about individual projects, as they relate to information provided in the RFA. TA sessions are offered in one hour time slots between the hours of 9am and 3pm, Monday through Friday. Prospective Applicants may sign up for a TA session by contacting the Grant Administrator at [Youth.Grants@hennepin.us](mailto:Youth.Grants@hennepin.us) or calling 612-543-4245.

For technical questions related to the Supplier Portal, contact the Hennepin County Supplier Portal Help Desk at 612-543-5412 or [supplierportal@hennepin.us](mailto:supplierportal@hennepin.us).

## 2 Evaluation and selection

### 2.1 Applicant evaluation and recommendation for selection

Hennepin County will consider the Application to determine whether it meets County's requirements and is otherwise eligible for a Grant award. Hennepin County will receive applications, review them for eligibility, and evaluate applications based on the criteria outlined in Section 2.3. Applications will be distributed to a review panel for evaluation. The review panel may consist of trained staff, community volunteers, and professionals. The review panel will provide initial recommendations for grant award. Recommendations will be reviewed by program staffs and County leadership. Program staffs will compile recommendations for award for presentation to the Hennepin County Board of Commissioners. The Hennepin County Board of Commissioners will determine which applicants receive awards.

Submission of an Application shall neither obligate nor entitle an Applicant to enter into a contract with the County or to receive a Grant. This Solicitation does not commit the County to award a contract. Submission of an application shall neither obligate nor entitle an Applicant to enter into a contract with the County. The County reserves the following rights, to be exercised in the County's sole and absolute discretion: 1) to determine whether any aspect of an application satisfactorily meets the criteria established in this Solicitation; 2) to seek clarification or additional information from any Applicant; 3) to negotiate, sequentially or simultaneously, pricing and/or terms with any Applicant; 4) to reject any or all application with or without cause; 5) to waive any irregularities or informalities in an application; 6) to cancel or amend by addenda this

Solicitation, in part or entirely; 7) to award multiple contracts to Applicant; and/or 8) award a contract to a grantee that did not submit an application.

## **2.2 Evaluation of responsiveness**

Hennepin County will consider all the material submitted by the Applicant to determine whether the Applicant's offer is in compliance with the terms and conditions set forth in this Solicitation. Applications that do not comply with the provisions in this Solicitation may be considered nonresponsive and may be rejected. Notwithstanding the foregoing, Hennepin County expressly reserves the right to reject any or all Applications with or without cause.

## **2.3 Evaluation Criteria**

Evaluation criteria shall include the following:

- Ability to generate measurable impacts commensurate with the public investment.
- Demonstration of need for financial assistance.
- Degree to which proposal promotes equal access for all constituents of Hennepin County.
- Degree to which grant funding will benefit populations who reside in areas that have been underserved.
- Degree to which proposed costs are reasonable and necessary.

To the extent possible, grants will be distributed to communities throughout Hennepin County. The County reserves the right to consider the equitable geographic distribution of awards throughout Hennepin County when presenting recommendations to the Hennepin County Board of Commissioners for award determination. Additionally, County reserves the right to adjust award amounts based on overall funding availability.

The County reserves the right to determine whether any aspect of the Application satisfactorily meets the criteria, the right to seek clarification or additional information from any Applicant(s), and the right to waive any irregularities or informalities that the County deems is in its best interest.

## **2.4 Execution of Grant agreement**

The County may condition the Grant award upon Applicant's execution of a Grant agreement provided by County. As applicable, the Grant agreement shall define the legal relationship between County and Applicant.

All awards are subject to approval by the Hennepin County Board of Commissioners. At the County's discretion, some applications may not be funded or will only receive partial funding.

Grant awards will be paid to grant recipients through a cost-reimbursement contract. Before a contract becomes effective between the County and any Applicant, the contract award must be ratified and signed by the County Board or its designee. If for any reason the County Board or its designee does not ratify and sign the contract, then there are no binding obligations whatsoever between the County and the Applicant

relative to the proposed contract.

The County may condition the Grant award upon Applicant's execution of a Grant agreement provided by County. As applicable, the Grant agreement shall define the legal relationship between County and Applicant.

The awards are paid as reimbursement after the Local Government Unit submits documentation showing services rendered. Grant recipients should maintain a system to track grant budget expenditures. Grant recipients will need to have documentation that supports budget line-item expenses. If subcontracting is an allowable expenditure in the approved budget, grant recipients should follow applicable state and federal procurement laws and select responsible vendors who are not debarred or suspended, not engaged in unlawful practices and who are qualified. All entities receiving grant funds must be registered with the Minnesota Secretary of State.

Hennepin County must be notified of programming events, such as grand opening events for Play Area grants. Grant recipients may be asked to coordinate activities with Hennepin County departments including Purchasing, Finance and Communications. Hennepin County Communications may attend events and activities to take photos and promote the program with portable signage.

Grant recipients will be asked to submit project information to the County including data for program evaluation purposes. Awardees may also be required to provide additional information as deemed appropriate by the County.

## **2.5 Debarment**

The County will reject an application if the Applicant, its proposed subcontractors, its sub-grantees, its co-applicants, or its affiliates are barred from doing business with either the Federal or State of Minnesota Governments as a result of debarment proceedings. Persons or entities are affiliates of each other if, directly or indirectly, either one controls or has the power to control the other or a third party controls or has the power to control both. The ways to determine control include but are not limited to:

- Interlocking management or ownership,
- Identity of interests among family members,
- Shared facilities and equipment,
- Common use of employees; or
- A business entity which has been organized following the exclusion of a person which has the same or similar management, ownership, or principal employees as the excluded person.

## 3 General rules

### 3.1 Solicitation for Grant Applications and Grant overview

This Solicitation for Grant Applications is an invitation for Applicants to submit a Grant Application to Hennepin County. It is a means by which the County may facilitate the acquisition of information related to awarding the Grant and is **NOT A COMMITMENT OR OBLIGATION TO AWARD ANY AMOUNT.**

Nothing in this Application shall obligate County to (i) award any amount; (ii) award any subsequent grants; or (iii) pay or otherwise make any additional distributions.

### 3.2 Estimated timeline and extension of time

Anticipated recommendation of award: June 2025

Anticipated Grant award: July 2025

These dates are subject to revision or cancellation by Hennepin County and the County in their sole and absolute discretion.

### 3.3 Application submission

Applications will be received by the County via the [Hennepin County Supplier Portal](#). To submit a proposal, you must first register with the Supplier Portal. For more information on how to register, go to the [Supplier Portal help page](#). Register early to allow enough time to resolve technical issues which could cause you to miss out on this opportunity.

The County will receive electronic and paper applications during the open application period via the Supplier Portal. LGUs may submit up to five applications. If submitting more than one application, the applications must be uploaded in one bid response on the Supplier Portal. Application uploads should be coordinated by the LGU and done by a single LGU representative. While compiling materials from applicants, the County will review applications to ensure that they contain all necessary and required information. If information is missing from an application, Hennepin County reserves the right to contact applicants to request that the missing information is included with the final application.

**Applicants are strongly encouraged to make their submissions well in advance of the due date as the process may take some time to complete.**

The County will compile, review, and evaluate applications. Records will be stored by the County in adherence with County record retention policies. Award recommendations will be presented to the Hennepin County Board of Commissioners. The Hennepin County Board of Commissioners will determine which applicants receive awards.

Failure to submit an Application on time may be grounds for rejection of the Application; however, the County reserves the right, in its sole and absolute discretion, to accept Applications after the Application due date.

### **3.4 Addenda**

The County reserves the right to modify this Solicitation at any time prior to the Application due date. It is the responsibility of each prospective Applicant to assure receipt of all addenda. Applications should be based on this Solicitation document and any formal written addenda. Applicants should not rely on oral statements, or site visits.

### **3.5 County's right to withdraw, cancel, suspend and/or modify the Solicitation**

The County reserves the right to withdraw, cancel, suspend, and/or modify this Solicitation for any reason and at any time with no liability to any prospective Applicant for any costs or expenses incurred in connection with the Solicitation or otherwise.

### **3.6 Applicant's right to edit or cancel an Application**

An application may be edited or cancelled in the Supplier Portal prior to the Application due date. For instructions, visit [Supplier Portal help | Hennepin County](#).

### **3.7 Applications will not be returned**

Upon submission, Applications will not be returned. Applications will be stored by Hennepin County for record keeping in accordance with County record keeping protocols.

### **3.8 Public disclosure of Application documents**

Under Minnesota law, aspects of applications submitted by businesses, including nonprofits, may be private or nonpublic until a business is awarded a grant. Private and nonpublic application material include credit reports, financial statements, business plans, customer lists, and tax returns. Once a business is awarded a grant, some of the previously private or nonpublic data may become public data. For a full list of private and nonpublic data at the pre-award and post-award phase of the grant process, see Minnesota Statute sec. 13.591, subds. 1 & 2.

Application data provided by an individual (a natural person) is classified differently than data provided by a business. Application data provided by an individual is likely public at all points in the application process, unless regarded otherwise by the Minnesota Government Data Practices Act.

All applicants, both businesses and individuals, must not submit data they regard as confidential, private, or trade secret material, as defined by Minn. Stat. § 13.37, as part of their application. Applicants may present and discuss this information during an interview or demonstration, if applicable.

The Applicant agrees, as a condition of submitting its application, that the County will not, as between the parties, be liable or accountable for any loss or damage which may result from a breach of confidentiality related to the Application. The Applicant agrees to indemnify and hold the County, its officials, agents, and employees harmless from all claims arising out of, resulting from, or in any manner attributable to any violation of any provision of the Minnesota Government Data Practices Act, including legal fees and disbursements paid or incurred to enforce this provision. This indemnification survives the County's award

of a grant. In submitting an application in response to this Solicitation, the Applicant agrees that this indemnification survives as long as the Application is in the County's possession. The County is required to keep all the basic documents related to its contracts, including applications, for a minimum of seven years.

### **3.9 Applicant's costs**

The County shall not be responsible for any costs incurred by Applicant in relation to this Solicitation. Applicant shall bear all costs of Application preparation, submission, and attendance at interviews, or any other activity associated with this Solicitation or otherwise.

### **3.10 Conflict of interest**

The Applicant affirms that to the best of its knowledge the submission of its Application, or any resulting Grant award, does not present an actual or perceived conflict of interest. Strictly for illustration purposes, a personal relationship with a County employee directly or indirectly involved in the Grant process may be a conflict of interest.

The Applicant agrees that should any actual or perceived conflict of interest become known, it will immediately notify the County and will advise whether it will or will not avoid, mitigate, or neutralize the conflict of interest.

The County may make reasonable efforts to avoid, mitigate, or neutralize a conflict of interest by an Applicant. To avoid a conflict of interest by an Applicant, the County may utilize methods including disqualifying an Applicant from eligibility for the Grant or cancelling the Grant if the conflict is discovered after the Grant has been issued. The County may, at its sole and absolute discretion, waive any conflict of interest.

## 4 Attachments

### 4.1 Attachment 1 – Attestation Letter Template

## Attachment 1 – Attestation letter template

Applications must include an attestation letter. The letter must be on official letterhead and signed by the LGU representative with authority to sign contracts up to the requested grant amount. Documentation of signatory authority may be requested at County's discretion.

Copy and paste the following attestation letter template on official LGU letterhead and submit it with signature as part of your application.

(Date)

Hennepin County  
Youth Activities Grants  
300 South 6<sup>th</sup> Street, MC 683B  
Minneapolis, MN 55487

To Whom It May Concern:

This letter serves as an attestation to the following:

- The Local Government Unit (LGU) has reviewed this application and believes it is consistent with its program goals. The LGU is prepared to be the fiscal agent for the award, to disburse the funds, and ensure the funds are used as listed in this application.
  
- Disclosure of any personal or organizational conflicts of interest in accordance with the Solicitation:
  - No conflicts of interest
  - The following conflict(s): \_\_\_\_\_

Sincerely,

(Name, Professional Title, Phone Number, Email)  
(Signature with Date)



# Equipment Grant Application Spring 2025

Submit your application via the Hennepin County [Supplier Portal](#).

## Section 1: Applicant Information

<b>Name of Local Government Unit (LGU)</b> Click or tap here to enter text.	
<b>Legal address of LGU</b> Click or tap here to enter text.	
<b>LGU Grant Contact Name</b> Click or tap here to enter text.	<b>Professional Title</b> Click or tap here to enter text.
<b>Email</b> Click or tap here to enter text.	<b>Phone</b> Click or tap here to enter text.
<b>Signatory Authority (Name, Professional Title)</b> Click or tap here to enter text.	<b>Signatory Email</b> Click or tap here to enter text.
<b>Delegation of Authority (Name, Email, Phone)</b> Click or tap here to enter text.	
<b>Partner Organization(s)</b>	
<b>Partner Organization Contact (Name, Email, Phone)</b> Click or tap here to enter text.	
<b>Project Name</b> SoHi Community Park Sports Court Phase II	
<b>Project Location(s) (Site Name, Address, <a href="#">Commissioner District</a>)</b> Click or tap here to enter text.	
<b>Requested Equipment</b> Click or tap here to enter text.	
<b>Estimated number of youths served by project</b> <i>(numerical value only)</i>	Click or tap here to enter text.
<b>Ages of youths served by project</b> <i>(numerical value only)</i>	Click or tap here to enter text.
<b>Total grant request</b> <i>(currency value only)</i>	Click or tap here to enter text.



## Section 2: Project Proposal

### 2.1 Statement of Need

1. Provide information on the need for grant funding. Describe the upgrades or need for equipment at each site listed in the first section.  
*1-3 paragraphs*

Click or tap here to enter text.

### 2.2 Project Overview

1. Provide a description of your proposed project.  
*1-2 paragraphs*

Click or tap here to enter text.

2. How was the estimated number of youths served by the project calculated? What data sources were used to calculate or estimate the number of kids who will benefit from the project?  
*1-2 paragraphs*

Click or tap here to enter text.

3. Who will be using the equipment? Address whether the equipment will benefit populations who have been underserved.  
*1-2 paragraphs*

Click or tap here to enter text.

4. What methods will you use to reduce barriers and promote equal access to the project.  
*1-2 paragraphs*

Click or tap here to enter text.

### 2.3 Collaborations and Partnerships

1. What entities and organizations will be involved in the proposed project? Describe the role of LGU. If the LGU will be serving as the fiscal agent, provide information about the implementing agency including organizational capacity to implement the project.  
*1-2 paragraphs*



Click or tap here to enter text.

## 2.4 Implementation Timeline

1. Include a proposed timeline for purchasing the equipment and using grant funds.  
*1-3 paragraphs, timeline with dates is acceptable*

Click or tap here to enter text.

## Section 3: Grant Funding Request

Include a line-item grant budget with a narrative explanation about the grant funding being requested. Listed expenses should be **allowable**, **necessary**, and **reasonable**. *Allowable* means that the listed items are consistent with Section 1.3 of the Request for Applications (RFA). *Necessary* means it is important to the success of the project. *Reasonable* means you are listing fair market prices.

### 3.1 Grant Request

1. Describe the amount of grant funds you are requesting and provide a narrative justification for the requested amount.  
*1 paragraph*

Click or tap here to enter text.

2. If the total project cost exceeds the grant request, explain what costs will not be covered by grant funding.  
*1-2 paragraphs*

Click or tap here to enter text.

### 3.2 Project Budget

1. Include descriptions and pricing information of anticipated items for which you will be requesting reimbursement in the table below. If additional space is needed, attach a supplemental document with a table showing additional line items.



GRANT BUDGET			
Project Item		Description and Justification	Cost
<small>EXAMPLE</small>	<i>Paint Supplies</i>	<i>Paint Brushes, 4 sets at \$12/set Acrylic paint in multiple colors, 10 colors at \$5/paint</i>	<i>\$98</i>
1	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
2	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
3	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
4	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
5	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
6	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
7	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
8	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
9	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
10	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
11	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
12	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
13	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
14	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
15	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
<b>TOTAL GRANT REQUEST</b>			Click or tap here to enter text.

2. Include information about matching funds below.  
*1-2 paragraphs*

Click or tap here to enter text.

MATCHING FUNDS			
Matching Fund Source		Description	Amount
1	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
2	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
3	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
4	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
5	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
<b>TOTAL</b>			Click or tap here to enter text.



## Section 4: Additional Information

Provide additional information deemed relevant to your application.

Click or tap here to enter text.

## Section 5: Supplemental Documents

Indicate whether you will be uploading additional documents with your application:

- Equipment pricing information from vendor
- Community letters of support (optional)
- Other: Click or tap here to enter text.



## Application Checklist

Before submitting your application to the [Supplier Portal](#), check that you have completed all sections of the application and have a signed attestation letter:

- Attestation Letter
- Completed Application
  - Section 1: Applicant Information
  - Section 2: Project Proposal
  - Section 3: Grant Funding Request
  - Section 4: Additional Information
  - Section 5: Supplemental Documents
    - Equipment pricing information from vendor
    - Community letters of support (optional)
    - Other: [Click or tap here to enter text.](#)

### Application Affirmation:

The Applicant’s electronic signature below serves as acknowledgement that the information contained herein is accurate to the best of your knowledge. You are also acknowledging that the application has been reviewed and approved by the LGU signatory authority who has provided their consent for this application to be submitted.

Name of person who checked the box <a href="#">Click or tap here to enter text.</a>	Professional title <a href="#">Click or tap here to enter text.</a>
Phone <a href="#">Click or tap here to enter text.</a>	Email <a href="#">Click or tap here to enter text.</a>



# MEMORANDUM

14(a)- Excelsior Commons Shoreline Design

**Re:** Summary and LCCMR Grant Funding

**Date:** March 3, 2025

Morgan Dawley, City Engineer

**To:** City Council

**From:** Tim Amundsen, Public Works Director

## Background

To provide more clarity and recommendations on feasible and cost-effective Lake Minnetonka shoreline improvements in the Commons, the City's engineering consultant WSB was authorized to study improvements designed to mitigate the loss of shoreline to erosion. Through preparation of the study, WSB studied alternatives, coordinated and collaborated with outside regulatory agencies such as the Minnehaha Creek Watershed District (MCWD), the State Department of Natural Resources (MnDNR), and the Community for the Commons (C4C). Through consensus of all these groups, a recommended shoreline stabilization improvement alternative, along with estimated costs and potential outside (grant) funding sources with which to leverage implementation of improvements within the Commons is included in the study. The resulting study memorandum is complete, a copy of which is attached. Staff will present the study to the City Council and be available to answer questions.

WSB has proposed a restoration plan driven by the existing Master Park Plan and community feedback to C4C surrounding use goals for the Commons, as well as input from MCWD and MnDNR. This plan includes four primary areas of focus for the restoration plan:

1. Using vegetation as a means of stabilizing shoreline soils and slopes wherever possible to maintain the natural and lake-focused feel of Excelsior Commons.
2. Using low visual impact fencing and descriptive signage to prevent foot traffic in restored areas, like that already implemented in the Oak Savannah/Woodland area of the Commons near the playground.
3. Installing living shorelines along Lake Minnetonka to provide improved in-lake and shoreline habitat as well as shoreline stability.
4. Installing stormwater plantings and converting areas of turf grass to pollinator habitat following the direction of the Commons Master Plan.

The restoration plan has been separated into sections by geography. This will allow a phased approach to construction and, if necessary, sections can be done individually or in smaller groups according to available funding. A summary of the Opinion of Probable Cost for each area of the Commons, as well as the total estimated construction cost for shoreline stabilization and restoration, is shown in the following table.

Opinion of Probable Cost Summary	
Section	Estimated Construction Cost
East Beach	\$26,589.00
West Knoll	\$56,724.00
East Knoll	\$82,648.80
Lake Shoreline	\$132,151.80
Port of Excelsior	\$90,097.80
<b>Total</b>	<b>\$388,211.40</b>

## **Funding Commons and Shoreline Improvements and the 2026 LCCMR Grant**

The Legislative-Citizen Commission on Minnesota Resources (LCCMR) welcomes proposals for projects of all sizes that address the priorities and requirements described within this Request for Proposal (RFP) and that aim to protect, conserve, preserve, and enhance Minnesota's air, water, land, fish, wildlife, and other natural resources. The LCCMR reviews applications and makes funding recommendations to the Minnesota Legislature from the Environment and Natural Resources Trust Fund (ENRTF). Approximately \$103 million is available from the Trust Fund through this RFP for projects beginning July 1, 2026. Most projects funded are two to three years in duration. Proposals must be submitted online at [lccmrprojectmgmt.leg.mn](http://lccmrprojectmgmt.leg.mn) by March 19, 2025.

- There is no minimum or maximum request amount.
- No matching requirement (encouraged but not required), unless considered capital improvement by LCCMR, then 25% - past city efforts are eligible
- Both engineering indirect costs and construction costs can be included in the grant request.
- The RFP is open to all who want to apply and who have demonstrated financial capacity.
- Final proposals must be submitted online by March 19, 2025, at 4:30 PM
- June 2026: LCCMR approves work plans for projects funded.
- July 2026: Money from the Environment and Natural Resources Trust Fund becomes available for expenditure, and projects with an approved work plan may begin work.

Staff believes that the LCCMR is an excellent fit to help augment public expenditures and costs for Master Plan implementation and improvements within the Commons. All Shoreline Stabilization Improvements included in the Feasibility Study are eligible for funding. Staff feel that the following Commons Master Plan improvements are also eligible to be funded by LCCMR/ENRTF and will score well in a funding application as they meet the Education and Recreation priorities of the LCCMR funding:

1. Trail Improvements
2. Boardwalk
3. Fishing Pier
4. Planted Slope
5. Park Promenade
6. Shoreline Improvements
7. Educational Outreach (Signage, Public Outreach, Etc.)

Estimated Cost of Construction: \$ TBD – estimates will be prepared with grant application efforts

Estimated Cost of Engineering: \$ TBD– estimates will be prepared with grant application efforts

Currently, the recommended Council action is to receive the completed study and authorize staff to apply for the LCCMR grant funding and to report back to Council on the funding, by a resolution which is a necessary item for the grant application.

No specific improvements are being ordered currently. At a future date, a more detailed project scope will be provided to Council for approval, including the development of construction documents and detailed designs for anything that the City Council has authorized to move forward with at that time.

### **Council Action:**

Approve resolution 2025-15, to receive the Commons Shoreline Restoration Feasibility Study and Concept Design and authorize staff to apply for LCCMR funding from the Minnesota Environment and Natural Resources Trust Fund.

### **Attachments:**

Resolution 2025-15

Presentation Slides

Feasibility Study and Concept Design Memorandum

2026 LCCMR Grant Information

CITY OF EXCELSIOR  
CITY COUNCIL  
RESOLUTION NO. 2025-16

**RESOLUTION RECEIVING THE EXCELSIOR COMMONS SHORELINE STABILIZATION FEASIBILITY STUDY  
AND AUTHORIZING APPLICATION FOR LEGISLATIVE-CITIZEN COMMISSION ON MINNESOTA  
RESOURCES (LCCMR) FUNDING FROM THE ENVIRONMENT AND NATURAL RESOURCES TRUST FUND  
(ENRTF)**

WHEREAS, the City has previously adopted the Commons Master Plan as a guiding document for improvements in the Commons; and

WHEREAS, the City Engineer and City's engineering consultant WSB has prepared a Commons Shoreline Restoration Feasibility Study and Concept Design in coordination, collaboration, and support of the Community for the Commons (C4C), the Minnehaha Creek Watershed District (MCWD), and the Minnesota Department of Natural Resources (MNDNR) and presented that Study to the City Council on March 3, 2025; and

WHEREAS, the Study has identified that stabilizing improvements to the Lake Minnetonka shoreline at the Commons are necessary and with no action the shoreline will continue to erode as much as 5 inches per year; and

WHEREAS, shoreline stabilization improvements will also help improve Lake Minnetonka water quality and clarity by mitigating erosion and reducing excess nutrient runoff, improve in-lake habitat for fish and other aquatic species; and help to manage the spread of invasive species such as bellflower and buckthorn over time; and

WHEREAS, the shoreline stabilization improvements and other improvements, all included within the adopted Commons Master Plan are eligible for funding through the Legislative-Citizen Commission of Minnesota Resources (LCCMR) management of the Minnesota Environment and Natural Resources Trust Fund (ENRTF).

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Excelsior that:

1. The Commons Shoreline Restoration Feasibility Study and Concept Design as presented is hereby received by the City Council; and
2. City staff and the City Engineer are hereby authorized to apply for Minnesota Environment and Natural Resources Trust Fund funding for shoreline stabilization improvements and other Commons Master Plan improvements and report back to the City Council on the scope and level of funding awarded once determined; and

3. If funding is awarded, the City of Excelsior agrees to accept the award and may enter into an agreement with the state of Minnesota for the above-mentioned project. The City of Excelsior will comply with all applicable laws, environmental requirements, and regulations and any additional conditions stated in the grant agreement and the approved LCCMR work plan; and
4. The City of Excelsior understands that grants from the ENRTF are generally paid out on a reimbursement basis. The City of Excelsior has the financial capability to pay for project expenses prior to seeking reimbursement; and
5. The City of Excelsior certifies none of the current principals of the City of Excelsior have been convicted of a felony financial crime in the last ten years. For this purpose, a principal is defined as a public official, a board member, or staff that would have the authority to access or determine the use of ENRTF funds, if awarded; and
6. The City Manager is hereby authorized to execute such agreements, and work plans as necessary, and the Public Works Director is authorized to implement the project on behalf of the City of Excelsior; and
7. The City of Excelsior has the financial capability to meet the match requirements and ensure adequate construction, operation, and maintenance of the project once completed.

Adopted by the City Council of the City of Excelsior, Minnesota, this 3<sup>rd</sup> day of March 2025.

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Gary Ringate, Mayor

ATTEST:

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Theresa Bajda, City Clerk

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Kristi Luger, City Manager

# Excelsior Commons Shoreline Stabilization and Grant Funding Presentation

City of Excelsior Regular City Council Meeting

March 3, 2025

# Restoration Plan:

- Master Park Plan, Community Feedback, Surrounding Use, Goals for the Commons.
- Using vegetation as a means of stabilizing soils and slopes.
- Installing living shorelines.
- Improved in-lake and shoreline habitat as well as shoreline stability.
- Installing stormwater plantings and converting areas of turf grass to pollinator habitat.

## Estimated Construction Cost

1. East Beach	\$26,589
2. West Knoll	\$56,724
3. East Knoll	\$82,649
4. Lake Shoreline	\$132,152
5. <u>Port of Excelsior</u>	<u>\$90,098</u>

Estimated Construction Cost \$388,212

Estimated Engineering Cost TBD



Photo 1 below shows the pre-restoration condition of the shoreline in Excelsior Commons Park along the point between East Beach and West Beach in 2008.



*Photo 1 - Point shoreline pre-restoration. Photo courtesy of MCWD.*

Photo 2 below shows the post-restoration condition of the point approximately two years later.



*Photo 2 - Point shoreline post-restoration. Photo courtesy of MCWD.*

The Big Island Restoration project also used combinations of rock and vegetation to stabilize eroding shorelines within Lake Excelsior. Photo 3 below shows the pre-stabilization conditions of an eroding slope on the north face of Big Island.



Photo 4 shows the same location following the stabilization project which used a combination of vegetation and riprap for slope stabilization.



*Photo 4 - Post-restoration condition of Big Island shoreline. Photo courtesy of MCWD.*



## Excelsior Commons Master Plan Priorities:

Fishing Pier, Planted Slope, Park Promenade, Pedestrian Connections

Shoreline Improvements, Educational Outreach (Signage, Public Outreach, Etc.)

# Excelsior Commons Improvements Priorities For Funding

## I. Habitat and Erosion Improvements (Water)

1. East Beach	\$26,589
2. West Knoll	\$56,724
3. East Knoll	\$82,649
4. Lake Shoreline	\$132,152
5. <u>Port of Excelsior</u>	\$90,098
Estimated Construction Cost	\$388,212
Estimated Engineering Cost	TBD

## II. Potential Recreation Improvements (EOR)

1. Trail Improvements	
2. Fishing Pier	
3. Planted Slope	
4. Park Promenade	
5. <u>Educational Outreach (Signage, Public Outreach, Etc.)</u>	
Estimated Construction Cost	TBD
Estimated Engineering Cost	TBD

# 2026 ENRTF Request for Proposal Funding Priorities

## Education and Outdoor Recreation (EOR)

- Enhance environmental education initiatives by integrating diverse cultural perspectives, experiences, and partnerships that foster environmental stewardship in all communities.
- Collaborate or partner with indigenous, local, BIPOC, or underserved communities to develop culturally relevant, inclusive, and accessible environmental, natural resource, or natural resources-based outdoor recreation programs, practices, curriculum, or facilities.
- Design and/or develop culturally relevant, accessible, and resilient outdoor recreation facilities and infrastructure – including recreation areas, parks, trails, fishing piers, or shelters – that create new natural resources-based experiences.
- Expand networks of trails, parks, or natural areas to protect and connect green spaces seamlessly, improve accessibility and safety, and/or encourage all Minnesotans to recreate and engage with nature.

## Water

- Demonstrate innovative practices, strategies, and/or partnerships that prevent or reduce water issues in urban, suburban, or rural regions.
- Implement measures to improve water quality and/or restore or enhance habitats, shoreline, or natural hydrology in lakes, rivers, wetlands, and other surface waters, with an emphasis on efforts that incorporate coordination and collaboration among tribal, state, and local agencies and community partners.
- Provide educational opportunities or technical assistance programs for teachers, students, state and local decision-makers, landowners, or the public on how to improve and protect water resources, including groundwater, surface water, and stormwater systems.

# 2026 ENRTF Request for Proposal RFP:

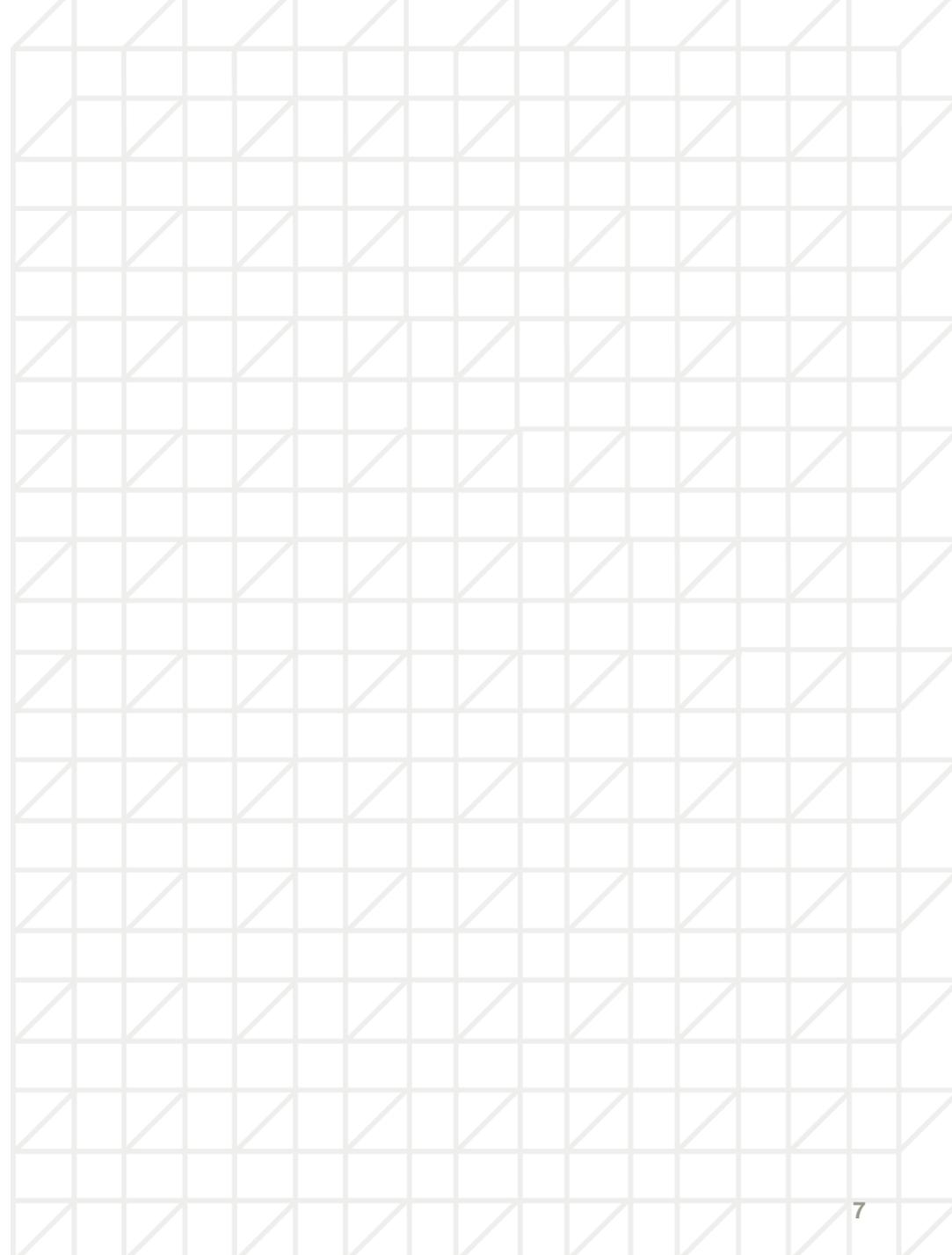
The Legislative-Citizen Commission on Minnesota Resources (LCCMR) welcomes proposals for projects of all sizes that address the priorities and requirements described within this Request for Proposal (RFP) and that aim to protect, conserve, preserve, and enhance Minnesota's air, water, land, fish, wildlife, and other natural resources. The LCCMR reviews applications and makes funding recommendations to the Minnesota Legislature from the Environment and Natural Resources Trust Fund (ENRTF).

- There is no minimum or maximum request amount. All proposals should strive to maximize efficiency and return on investment for the proposed expenditures.
- No matching requirement (encouraged not required), unless categorized as capital improvement, then 25%.
- Engineering and construction costs can be included in the grant request.
- The RFP is open to all who want to apply and who have demonstrated financial capacity.
- Final proposals must be submitted online by March 19, 2025, at 4:30 PM
- June 2026 LCCMR approves work plans for projects funded.
- July 1, 2026 Money from the Environment and Natural Resources Trust Fund becomes available for expenditure, and projects with an approved work plan may begin work.



QUESTIONS?

THANK YOU



## Feasibility Memorandum

To: Tim Amundsen, Public Works Director, City of Excelsior

From: Amy Anderson, PE, CFM, WSB  
Morgan Dawley, PE, WSB

Date: February 14, 2025

Re: Excelsior Commons Concept Design  
WSB Project No. 025785-000

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### Executive Summary

In April 2024 the City of Excelsior accepted a proposal from WSB for a Feasibility Study for shoreline stabilization in Excelsior Commons Park. WSB proposed to complete the following tasks:

- Preliminary engineering, including feasibility-level design and opinion of probable cost, for restoration of the east and west knolls, the east side beach, and the shoreline along the existing green space and marina within the Port of Excelsior.
- Alternatives analysis.
- Preliminary identification of funding sources to support further engineering/restoration design and construction/installation of the areas listed above.
- Outreach and education support.

WSB staff made several site visits to Excelsior Commons Park During 2023 and 2024. The east and west knolls were experiencing foot traffic that resulted in compaction of topsoil and loss of vegetated cover; hazard trees and invasive species are also present within the knoll areas. The east side beach has been losing sand coverage and the surrounding green space areas are experiencing topsoil compaction and damage to existing vegetation due to foot traffic. The shoreline along the east side of the Commons and throughout the Port of Excelsior are stabilized only with riprap. The shoreline and lake lack vegetative community.

WSB proposed a restoration plan driven by the existing Master Park Plan and community feedback surrounding the use of and goals for the Commons. This plan includes four primary areas of focus for the restoration plan:

1. Using vegetation as a means of stabilizing soils and slopes wherever possible to maintain the natural and lake-focused feel of Excelsior Commons Park.
2. Using low visual impact fencing and descriptive signage to prevent foot traffic in restored areas.
3. Installing living shorelines along Lake Minnetonka to provide improved in-lake and shoreline habitat as well as shoreline stability.
4. Installing stormwater plantings and converting areas of turf grass to pollinator habitat following the direction of the Master Park Plan.

The restoration plan has been separated into sections by geography. This will allow for phasing during construction and, if necessary, the sections can be done individually or in smaller groups

according to available funding. A summary of the Opinion of Probable Cost (OPC) for each section, as well as the overall cost, is shown in Table 1.

<b>Table 1 - Opinion of Probable Cost Summary</b>	
<b>Section</b>	<b>Estimated Construction Cost</b>
East Beach	\$26,589.00
West Knoll	\$56,724.00
East Knoll	\$82,648.80
Lake Shoreline	\$132,151.80
Port of Excelsior	\$90,097.80
<b>Total</b>	<b>\$388,211.40</b>

## **Project Need**

Excelsior Commons Park is a 13-acre park in the City of Excelsior along Lake Minnetonka and receives hundreds of thousands of visitors every year. The Park is a significant environmental, social, and economic asset to the City and the City is engaged in ongoing planning, engineering, and investments to secure the Park's value to the City and surrounding communities for future generations.

The city adopted a Master Park Plan for Excelsior Commons in 2017. This document was based on two years of research and public engagement and is intended to serve as a binding framework for future development and renovation projects within Excelsior Commons Park. The document prepared a list of guiding principles for work within the park, including:

- The Commons is a community park, not a regional park, and should reflect the local character and local priorities.
- Stakeholders prefer incremental improvements to the park rather than large changes.
- The community prefers to use the park in ways that are passive and unstructured, such as walking, lake viewing, and casual/recreational sporting events.
- Future work within the park should follow a "summer" or "lake" aesthetic, focusing on simple structures and natural materials. Thought should also be given to preserving historic elements within the park.

The City has already started using the guidance of the Master Park Plan to complete an oak knoll protection and restoration project between the east and west beaches. This project was designed and bid on in 2023 and is expected to be completed in 2025.

## **Existing Conditions**

During the 2023 and 2024 visits, the City prioritized the following management issues within the park:

**East Beach:** The City replaces sand at this beach on an as-needed basis and much of it erodes downhill into Lake Minnetonka, degrading water quality and creating maintenance issues for City staff. The open spaces around East Beach are also experiencing soil compaction, damaged vegetation, and erosion due to foot traffic between established park paths. With no action the East Beach will continue to lose sand into Lake Minnetonka and experience loss of vegetation and soil compaction in common spaces.

**East and West Knolls:** Both knolls experience soil compaction, damaged vegetation, and erosion due to foot traffic. Invasive species are reducing the quality of vegetative communities on the knolls, leading to shoreline erosion. Historical photo analysis in Appendix B indicates that the shoreline along the West Knoll is eroding at the average rate of approximately 5 inches per year since 1991, with an estimated soil loss of 10 cubic feet per year. If this erosion is not addressed, it will contribute to decreased water quality via sediment loading to Lake Minnetonka and loss of public space within Excelsior Commons Park.

**Lake Shoreline:** The existing shoreline on Lake Minnetonka within the Commons is lined with poorly sorted riprap. The riprap is not uniform in size or material and there is no vegetative community within or around the riprap; therefore, the shoreline provides limited habitat and cover for fish and invertebrate species in Lake Minnetonka. Finally, the lack of vegetation along the top edge of the shoreline provides resting habitat for geese, which the City wishes to discourage. Goose feces contribute to E. coli levels in Lake Minnetonka which close public beaches and make the public spaces in the park less pleasant and less useful for residents and visitors. Without action the riprap along the lake shoreline will continue to erode due to wave action and geese will continue to be a nuisance species within the park.

**Port of Excelsior:** The existing shoreline within the Port of Excelsior is also lined with poorly sorted riprap. The riprap is not uniform in size or material and there is no vegetative community within or around the riprap; therefore, the shoreline provides limited habitat and cover for fish and invertebrate species in Lake Minnetonka. The City wishes to reconsider some of the turf grass-covered hillsides for alternate management in order to reduce maintenance costs.

Following the guidance and principles laid out within the Master Park Plan, WSB and the City developed the following project goals:

- Stabilize the existing shoreline to reduce shoreline erosion and disincentivize geese populations. This will improve water quality in Lake Minnetonka as well as improve public enjoyment of open spaces within the Commons.
- Stabilize East and West Knolls to reduce surface erosion, topsoil loss and the presence of invasive species.
- Stabilize East Beach to reduce sand replacement. This will improve the water quality in Lake Minnetonka and reduce park maintenance costs for the City by reducing sand application volumes.
- Convert applicable hillsides to pollinator habitat and install stormwater plantings as education opportunities for park visitors to learn about native species and the use of rain gardens.

## **Public Engagement and Stakeholder Outreach**

WSB connected with multiple stakeholder groups during the development of the concept plans. The most important stakeholder group was the citizens of Excelsior, City staff wanted to make sure they felt involved and engaged in the process. WSB and City staff met with representatives from Community for the Commons (C4C) in June 2024 to discuss existing park issues and priorities for a future stabilization project. Following concept design development WSB met with C4C representatives in December of 2024 to provide feedback on the design and discuss strategies for public engagement as the project progresses.

Staff from Minnesota Department of Natural Resources (MN DNR) and Minnehaha Creek Watershed District (MCWD) joined WSB and City staff on a site visit in October of 2023. Following concept design development WSB met with DNR and MCWD staff, in December 2024

and January 2025, respectively, in order to gather feedback on the components of feasibility design and compliance with various regulations.

WSB's public engagement team prepared a presentation for the project meeting on June 17, 2024 with representatives from C4C, Hennepin County, MCWD, MN DNR, City of Excelsior and WSB. WSB also sent a follow-up survey to meeting attendees but did not receive any completed survey responses.

WSB also created content for the city to use on their webpage, their newsletter, and social media posts regarding restoration activities in the park. This information can also be made available to C4C to facilitate discussions around the restoration project. Copies of this content are included in Appendix C.

## **Proposed Improvements**

The concept-level designs for restoration within Excelsior Commons Park are included in Appendix D.

### **Stabilization Approach – East Beach**

Per the Master Park Plan, WSB proposes the installation of a stormwater planting along the East Beach, as well as plug plantings of cordgrass and manna grass along the upper slope to stabilize sand placements and prevent sand from eroding down to the beach and Lake Minnetonka.

In coordination with the previously completed oak knoll restoration work, WSB plans to expand the stabilization area to the north and east. Foot traffic off the existing paths has compacted the existing sandy soil and the presence of mature trees means that there is limited understory vegetation available for anchoring and protecting the soil. WSB proposes to enhance the existing soil using Proganics Biotic Soil Control and installing a dry prairie seed mix that will provide deep rooted vegetation. WSB considered installing prairie sod mats because they would result in mature vegetation faster than applying seed, but this was not selected due to concerns about cost and the thickness of sod mats creating a trip hazard for public users.

WSB also proposes fencing off this stabilization area with natural materials fencing consisting of wooden fenceposts and jute rope. This material choice is in keeping with the Master Plan guidance for using natural materials and simple structures. This type of fencing will not obstruct views of the lake and will encourage park visitors to use existing pedestrian paths. WSB also recommends installation of signage on the fence with language such as "Do Not Disturb – Restoration In Progress." This language will encourage park visitors to participate in restoration activities by not disturbing newly planted seeds.

The estimated cost of stabilizing the East Beach is \$26,589.

### **Stabilization Approach – West Knoll**

The Master Park Plan indicated a need to "maintain and replace trees" within Excelsior Commons. On the West Knoll, WSB proposes that hazard trees be removed to allow for more sun exposure to assist with establishing a native plant community to protect the topsoil from further erosion. Stabilization activities on the West Knoll include removing invasive species, such as buckthorn and creeping bellflower, and restoring native plant communities. A shade-tolerant native pollinator mix and a woodland edge seed mix will be planted in areas where foot traffic has eroded the existing soil. The soil in this area will also be enhanced with Proganics Biotic Soil

Control. WSB considered installing erosion control blankets in this area for topsoil stabilization but these can be difficult to install on steep slopes with trees.

There is already an existing split rail wooden fence along the top of the West Knoll, so little to no additional fencing is planned. However, WSB proposes adding the same signage to the existing fence as the East Beach so that park visitors are encouraged to let the area revegetate naturally.

The estimated cost of stabilizing the West Knoll is \$56,724.

#### **Stabilization Approach – East Knoll**

The East Knoll has a similar stabilization approach to the West Knoll. On the East Knoll, WSB proposes that hazard trees be removed to allow for more sun exposure to assist with establishing a native plant community to protect the topsoil from further erosion. Stabilization activities on the East Knoll include removing invasive species, such as buckthorn and creeping bellflower, and restoring native plant communities by planting a shade-tolerant native pollinator mix. The soil in this area will also be enhanced with Proganics Biotic Soil Control. WSB considered installing erosion control blankets in this area for topsoil stabilization but these can be difficult to install on steep slopes with trees.

A key part of stabilizing the East Knoll is minimizing foot traffic. WSB proposes removing existing stairs and installing the same style of fencing and signage proposed for the East Beach.

The estimated cost of stabilizing the East Knoll is \$82,648.

#### **Stabilization Approach – Lake Shoreline**

The Master Park Plan calls for a combination of vegetation and riprap along the lake shoreline. This type of installation goes by many names; for this project it will be called “living shoreline” to reference the desired balance between establishing a native plant community and protecting the existing shoreline. Living shorelines and similar combinations of vegetation and riprap have been installed in Excelsior Commons Park and elsewhere on Lake Minnetonka with good success.

Photo 1 below shows the pre-restoration condition of the shoreline in Excelsior Commons Park along the point between East Beach and West Beach in 2008.



*Photo 1 - Point shoreline pre-restoration. Photo courtesy of MCWD.*

Photo 2 below shows the post-restoration condition of the point approximately two years later.



*Photo 2 - Point shoreline post-restoration. Photo courtesy of MCWD.*

The Big Island Restoration project also used combinations of rock and vegetation to stabilize eroding shorelines within Lake Minnetonka. Photo 3 below shows the pre-stabilization conditions of an eroding slope on the north face of Big Island.



*Photo 3 - North face of Big Island pre-restoration. Photo courtesy of MCWD.*

Photo 4 shows the same location following the stabilization project which used a combination of vegetation and riprap for slope stabilization.



*Photo 4 - Post-restoration condition of Big Island shoreline. Photo courtesy of MCWD.*

Living shoreline within Excelsior Commons Park will consist of Class IV angular riprap blended with topsoil and planted with plug plantings up to the OHWL. At the top of the shoreline the vegetative community will vary depending on whether the shoreline has full sun (such as along the lawn or ballpark outfield areas) or partial shade (such as along the East and West Knolls). Vegetation at the top of the shoreline will consist of low-growing shrubs and grasses to maintain lake views. Finally, the living shorelines will be protected with low barrier fencing to minimize foot traffic during the first two years of vegetative establishment.

WSB considered replacement of the existing riprap shoreline or supplementing the existing shoreline with more riprap, but this would not be in keeping with the vision of the Master Park Plan for a more natural and vegetated shoreline.

The estimated cost of stabilizing the lake shoreline is \$132,152.

### **Stabilization Approach – Port of Excelsior**

Erosion and traffic issues are not as prevalent in the Port of Excelsior area due to limited space and the use of current walking paths. The installation of living shorelines will continue south into Port of Excelsior to maintain habitat improvements and provide visual continuity throughout the park. The slopes between Lake Street and the existing shoreline walking path will be revegetated per the Master Park Plan with a native pollinator mix. This will convert approximately 10,000 square feet of mowed turf grass into pollinator habitat. Finally, WSB recommends the installation of two additional stormwater planting areas near the Tommy's Tonka Trolley area. These stormwater plantings will be primarily educational unless they can be sited far enough from Lake Minnetonka to achieve the required vertical separation to allow infiltration.

The estimated cost of stabilizing the Port of Excelsior is \$90,098.

### **Potential Funding Sources**

WSB has compiled a list of potential funding sources which could provide financial support for the Excelsior Commons Project as it moves through design and construction. These sources include those recommended by MCWD in their Technical Guidance provided to the City in 2023 as well as sources where WSB has successfully secured funding in the past to fund habitat restoration and improvement projects.

WSB recommends the City of Excelsior break the project down by phases and prioritize those phases by year. This will provide the City of Excelsior with the ability to request funding from multiple sources and potentially multiple phases each physical year.

For example, Phase I (year one) could be the project development, public outreach and design phase of the project. Phase II (year two) would be permitting and construction of the shoreline improvements. Phase III (year three) would be permitting and construction of trail improvements. The key is to prioritize project phases based on the City of Excelsior's overall project goals, costs, project timeline, and community from public outreach.

In 2025, WSB suggests applying for the Hennepin County Good Steward Grants and Opportunity Grants. These grants would provide funding for the first phase of the project. The Opportunity Grants can be used for project development, community education and outreach, and design. Many other grants do not consider these eligible activities. This grant will allow the City to proceed further on project design and community education activities in 2025-2026 and prepare for construction phases of the project. Grant sources such as Conservation Partners Legacy Grants and Clean Water Fund Grants can be used in addition during 2026-2027 and beyond.

## **Permitting**

Following the December 2024 meeting with MCWD staff, MCWD sent a pre-application letter summarizing the meeting and making recommendations for the permitting process. These recommendations include:

- Holding a pre-application meeting with MCWD staff once design has progressed to the point of applying for permits.
- Technical recommendations for complying with the MCWD Erosion Control Rule, Shoreline and Streambank Stabilization Rule, Floodplain Alteration Rule, and Stormwater Management Rule. WSB plans to incorporate all technical recommendations received into further designs.
- MCWD also indicated that future installations of the lakeshore boardwalk in contact of the bed or bank of the waterbody trigger the Waterbody Crossings and Structures rule. Since the boardwalk is not in the current plan set these recommendations can be delayed until future phases.
- Permits may also be required from the Lake Minnetonka Conservation District, MCWD recommends that they be invited to the pre-application meeting.

During the January 2025 meeting with the DNR, the area hydrologist indicated that the current plan set would likely not need a separate work in public waters permit from the DNR, as all current activities would fall under the jurisdiction of MCWD rules. The DNR therefore expects to be involved in this project more as a project partner and less as a regulatory agency. DNR staff should be invited to the pre-application meeting with MCWD and Lake Minnetonka Conservation District in order to facilitate project partnership, especially when it comes to supporting applications for state grants.

## **Next Steps**

The City's next steps should be discussions with Hennepin County and permitting entities to develop project partners and advocates for the Excelsior Commons project. Public outreach regarding the overall project plan, needs, goals, and ultimate results of the project will help with public support. Following public outreach, the City should incorporate a phased approach to the project, create a summary handout for the project, and discuss the project with potential grant funding source entities. WSB can aid with meeting grant entities and applying for grant funding. Our assistance would include grant writing, and cost estimates for construction and engineering services per project phase. The schedule and phasing of the proposed improvements should be jointly developed and agreed upon with the City of Excelsior, MCWD, and Community for the Commons. Information provided in this design memorandum will create a foundation for the City of Excelsior to pursue the next steps discussed in this summary.

## **Attachments**

Appendix A – Cost Estimates  
Appendix B – Historic Aerial Photo Analysis  
Appendix C – Public Engagement Content  
Appendix D – Feasibility Level Plan Set  
Appendix E – Potential Funding Sources  
Appendix F – Permitting Table

## Appendix A, Opinion of Probable Cost - Excelsior Commons Park

<i>Project Phase:</i> All	<i>Design By:</i> ARA
<i>Project Location:</i> City of Excelsior	<i>Checked By:</i> MD
<i>WSB Project No:</i> 025785-000	<i>Date:</i> 2/5/2025

Item No.	Description	Unit	Estimated Total Quantity	Estimated Unit Price	Estimated Total Cost
1	MOBILIZATION	L S	1	\$10,000.00	\$10,000.00
2	CLEARING AND GRUBBING	ACRE	0.1	\$5,000.00	\$500.00
3	GEOTEXTILE FABRIC TYPE 5	S Y	3,550	\$3.00	\$10,650.00
4	REMOVE EXISTING STAIRWAY	LS	1	\$1,000.00	\$1,000.00
5	PROGANICS BSM	LB	2,081	\$10.00	\$20,810.00
6	FILTER MEDIA SPECIAL	C Y	5	\$40.00	\$200.00
7	COARSE FILTER AGGREGATE	C Y	5	\$85.00	\$425.00
8	EXCAVATION - COMMON (LV)	C Y	355	\$25.00	\$8,875.00
9	WOOD POST FENCING	LF	1,300	\$40.00	\$52,000.00
10	RESTORATION SIGNAGE	EACH	12	\$1,500.00	\$18,000.00
11	STRAW MULCH WEED FREE	TON	0.25	\$5,000.00	\$1,250.00
12	PLUG PLANTING	EACH	3,300	\$4.00	\$13,200.00
13	WET DITCH SEED MIX	LB	5	\$50.00	\$250.00
14	POLLINATOR SUN LOW MEADOW SEED MIX 38-131	LB	5	\$48.00	\$240.00
15	POLLINATOR SHADE LOW MEADOW SEED MIX 38-132	LB	2	\$56.00	\$112.00
16	DRY PRAIRIE GENERAL SEED MIX 35-222	LB	10	\$40.00	\$400.00
17	WOODLAND EDGE SEED MIX 36-212	LB	2	\$45.00	\$90.00
18	WET MEADOW SEED MIX 34-273	LB	3	\$64.00	\$192.00
19	RANDOM RIPRAP CLASS III	C Y	1,422	\$150.00	\$213,300.00
20	INVASIVES MANAGEMENT YEAR 1	L S	1	\$10,000.00	\$10,000.00
21	INVASIVES MANAGEMENT YEAR 2	L S	1	\$5,000.00	\$5,000.00
<b>SUBTOTAL</b>					<b>\$323,534.00</b>
<b>CONSTRUCTION CONTINGENCY (20%)</b>					<b>\$64,706.80</b>
<b>CONSTRUCTION SUBTOTAL</b>					<b>\$388,240.80</b>
<b>ENGINEERING COST TOTAL (20%)</b>					<b>\$77,648.16</b>
<b>TOTAL</b>					<b>\$465,888.96</b>

## Appendix A, Opinion of Probable Cost - Excelsior Commons Park

*Project Phase:* East Beach  
*Project Location:* City of Excelsior  
*WSB Project No:* 025785-000

*Design By:* ARA  
*Checked By:* MD  
*Date:* 2/5/2025

Item No.	Description	Unit	Estimated Total Quantity	Estimated Unit Price	Estimated Total Cost
1	MOBILIZATION	L S	0.2	\$10,000.00	\$2,000.00
2	CLEARING AND GRUBBING	ACRE	0.00	\$5,000.00	\$0.00
3	GEOTEXTILE FABRIC TYPE 5	S Y	0	\$3.00	\$0.00
4	REMOVE EXISTING STAIRWAY	LS	0	\$1,000.00	\$0.00
5	PROGANICS BSM	LB	0	\$10.00	\$0.00
6	FILTER MEDIA SPECIAL	C Y	3	\$40.00	\$100.00
7	COARSE FILTER AGGREGATE	C Y	3	\$85.00	\$212.50
8	EXCAVATION - COMMON (LV)	C Y	0	\$25.00	\$0.00
9	WOOD POST FENCING	LF	373	\$40.00	\$14,920.00
10	RESTORATION SIGNAGE	EACH	4	\$1,500.00	\$6,000.00
11	STRAW MULCH WEED FREE	TON	0.00	\$5,000.00	\$0.00
12	PLUG PLANTING	EACH	100	\$4.00	\$400.00
13	WET DITCH SEED MIX	LB	3	\$50.00	\$125.00
14	POLLINATOR SUN LOW MEADOW SEED MIX 38-131	LB	0	\$48.00	\$0.00
15	POLLINATOR SHADE LOW MEADOW SEED MIX 38-132	LB	0	\$56.00	\$0.00
16	DRY PRAIRIE GENERAL SEED MIX 35-222	LB	10	\$40.00	\$400.00
17	WOODLAND EDGE SEED MIX 36-212	LB	0	\$45.00	\$0.00
18	WET MEADOW SEED MIX 34-273	LB	0	\$64.00	\$0.00
19	RANDOM RIPRAP CLASS III	C Y	0	\$150.00	\$0.00
20	INVASIVES MANAGEMENT YEAR 1	L S	0	\$10,000.00	\$0.00
21	INVASIVES MANAGEMENT YEAR 2	L S	0	\$5,000.00	\$0.00
<b>SUBTOTAL</b>					<b>\$22,157.50</b>
<b>CONSTRUCTION CONTINGENCY (20%)</b>					<b>\$4,431.50</b>
<b>CONSTRUCTION SUBTOTAL</b>					<b>\$26,589.00</b>
<b>ENGINEERING COST TOTAL (20%)</b>					<b>\$5,317.80</b>
<b>TOTAL</b>					<b>\$31,906.80</b>

## Appendix A, Opinion of Probable Cost - Excelsior Commons Park

*Project Phase:* West Knoll  
*Project Location:* City of Excelsior  
*WSB Project No:* 025785-000

*Design By:* ARA  
*Checked By:* MD  
*Date:* 2/5/2025

Item No.	Description	Unit	Estimated Total Quantity	Estimated Unit Price	Estimated Total Cost
1	MOBILIZATION	L S	0.20	\$10,000.00	\$2,000.00
2	CLEARING AND GRUBBING	ACRE	0.05	\$5,000.00	\$250.00
3	GEOTEXTILE FABRIC TYPE 5	S Y	500	\$3.00	\$1,500.00
4	REMOVE EXISTING STAIRWAY	LS	0	\$1,000.00	\$0.00
5	PROGANICS BSM	LB	820	\$10.00	\$8,200.00
6	FILTER MEDIA SPECIAL	C Y	0	\$40.00	\$0.00
7	COARSE FILTER AGGREGATE	C Y	0	\$85.00	\$0.00
8	EXCAVATION - COMMON (LV)	C Y	50	\$25.00	\$1,250.00
9	WOOD POST FENCING	LF	0	\$40.00	\$0.00
10	RESTORATION SIGNAGE	EACH	4	\$1,500.00	\$6,000.00
11	STRAW MULCH WEED FREE	TON	0.12	\$5,000.00	\$600.00
12	PLUG PLANTING	EACH	450	\$4.00	\$1,800.00
13	WET DITCH SEED MIX	LB	0	\$50.00	\$0.00
14	POLLINATOR SUN LOW MEADOW SEED MIX 38-131	LB	0	\$48.00	\$0.00
15	POLLINATOR SHADE LOW MEADOW SEED MIX 38-132	LB	1	\$56.00	\$56.00
16	DRY PRAIRIE GENERAL SEED MIX 35-222	LB	0	\$40.00	\$0.00
17	WOODLAND EDGE SEED MIX 36-212	LB	0	\$45.00	\$0.00
18	WET MEADOW SEED MIX 34-273	LB	1	\$64.00	\$64.00
19	RANDOM RIPRAP CLASS III	C Y	200	\$150.00	\$30,000.00
20	INVASIVES MANAGEMENT YEAR 1	L S	0.5	\$10,000.00	\$5,000.00
21	INVASIVES MANAGEMENT YEAR 2	L S	0.5	\$5,000.00	\$2,500.00
<b>SUBTOTAL</b>					<b>\$47,270.00</b>
<b>CONSTRUCTION CONTINGENCY (20%)</b>					<b>\$9,454.00</b>
<b>CONSTRUCTION SUBTOTAL</b>					<b>\$56,724.00</b>
<b>ENGINEERING COST TOTAL (20%)</b>					<b>\$11,344.80</b>
<b>TOTAL</b>					<b>\$68,068.80</b>

## Appendix A, Opinion of Probable Cost - Excelsior Commons Park

*Project Phase:* East Knoll  
*Project Location:* City of Excelsior  
*WSB Project No:* 025785-000

*Design By:* ARA  
*Checked By:* MD  
*Date:* 2/5/2025

Item No.	Description	Unit	Estimated Total Quantity	Estimated Unit Price	Estimated Total Cost
1	MOBILIZATION	L S	0.2	\$10,000.00	\$2,000.00
2	CLEARING AND GRUBBING	ACRE	0.05	\$5,000.00	\$250.00
3	GEOTEXTILE FABRIC TYPE 5	S Y	264	\$3.00	\$792.00
4	REMOVE EXISTING STAIRWAY	LS	1	\$1,000.00	\$1,000.00
5	PROGANICS BSM	LB	109	\$10.00	\$1,090.00
6	FILTER MEDIA SPECIAL	C Y	0	\$40.00	\$0.00
7	COARSE FILTER AGGREGATE	C Y	0	\$85.00	\$0.00
8	EXCAVATION - COMMON (LV)	C Y	26	\$25.00	\$650.00
9	WOOD POST FENCING	LF	927	\$40.00	\$37,080.00
10	RESTORATION SIGNAGE	EACH	4	\$1,500.00	\$6,000.00
11	STRAW MULCH WEED FREE	TON	0.13	\$5,000.00	\$650.00
12	PLUG PLANTING	EACH	237	\$4.00	\$948.00
13	WET DITCH SEED MIX	LB	0	\$50.00	\$0.00
14	POLLINATOR SUN LOW MEADOW SEED MIX 38-131	LB	0	\$48.00	\$0.00
15	POLLINATOR SHADE LOW MEADOW SEED MIX 38-132	LB	1	\$56.00	\$56.00
16	DRY PRAIRIE GENERAL SEED MIX 35-222	LB	0	\$40.00	\$0.00
17	WOODLAND EDGE SEED MIX 36-212	LB	2	\$45.00	\$90.00
18	WET MEADOW SEED MIX 34-273	LB	0	\$64.00	\$0.00
19	RANDOM RIPRAP CLASS III	C Y	106	\$150.00	\$15,900.00
20	INVASIVES MANAGEMENT YEAR 1	L S	0.5	\$10,000.00	\$5,000.00
21	INVASIVES MANAGEMENT YEAR 2	L S	0.5	\$5,000.00	\$2,500.00
<b>SUBTOTAL</b>					<b>\$68,874.00</b>
<b>CONSTRUCTION CONTINGENCY (20%)</b>					<b>\$13,774.80</b>
<b>CONSTRUCTION SUBTOTAL</b>					<b>\$82,648.80</b>
<b>ENGINEERING COST TOTAL (20%)</b>					<b>\$16,529.76</b>
<b>TOTAL</b>					<b>\$99,178.56</b>

## Appendix A, Opinion of Probable Cost - Excelsior Commons Park

*Project Phase:* Lake Shoreline  
*Project Location:* City of Excelsior  
*WSB Project No:* 025785-000

*Design By:* ARA  
*Checked By:* MD  
*Date:* 2/5/2025

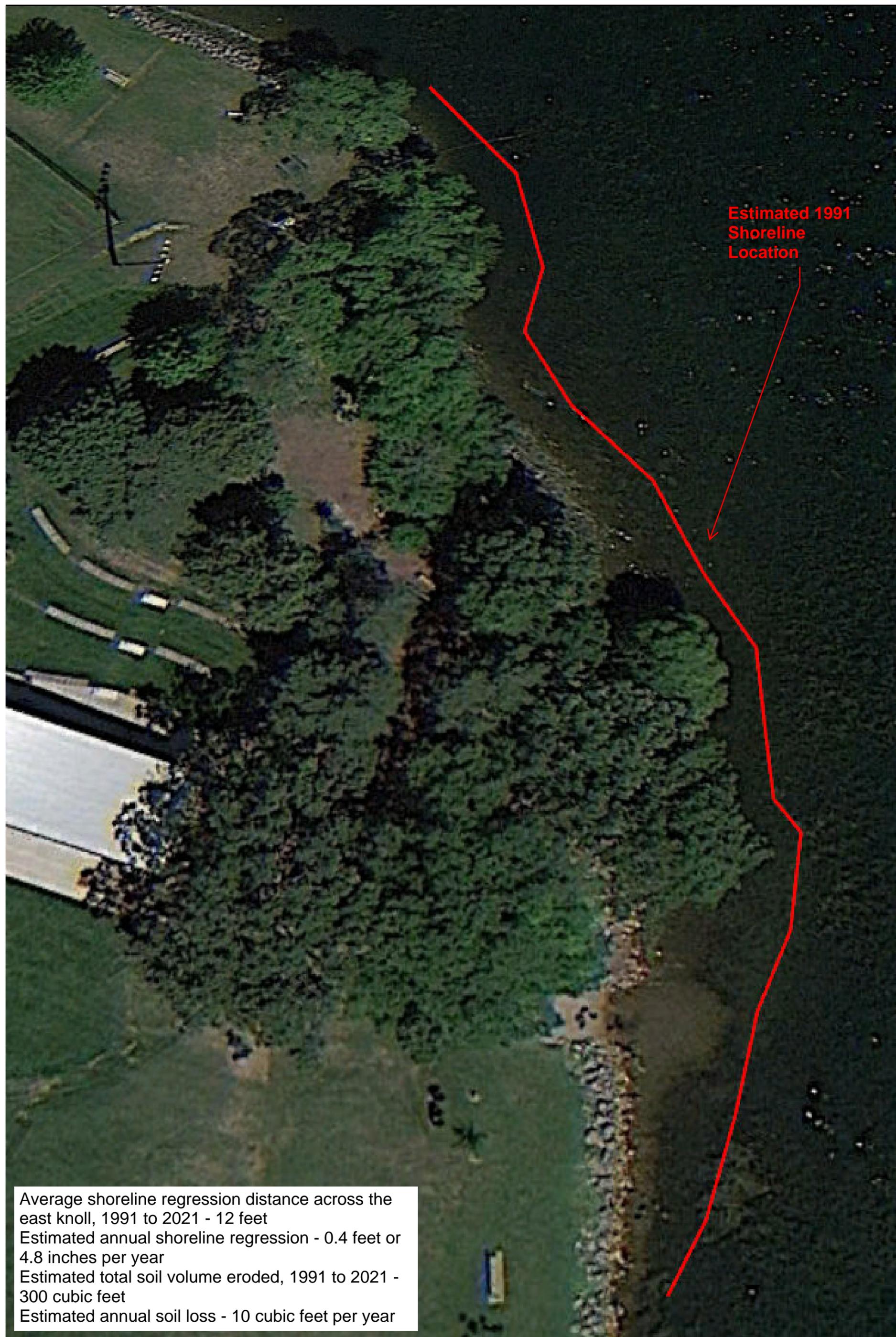
Item No.	Description	Unit	Estimated Total Quantity	Estimated Unit Price	Estimated Total Cost
1	MOBILIZATION	L S	0.2	\$10,000.00	\$2,000.00
2	CLEARING AND GRUBBING	ACRE	0.0	\$5,000.00	\$0.00
3	GEOTEXTILE FABRIC TYPE 5	S Y	1,665	\$3.00	\$4,995.00
4	REMOVE EXISTING STAIRWAY	LS	0	\$1,000.00	\$0.00
5	PROGANICS BSM	LB	688	\$10.00	\$6,880.00
6	FILTER MEDIA SPECIAL	C Y	0	\$40.00	\$0.00
7	COARSE FILTER AGGREGATE	C Y	0	\$85.00	\$0.00
8	EXCAVATION - COMMON (LV)	C Y	167	\$25.00	\$4,162.50
9	WOOD POST FENCING	LF	0	\$40.00	\$0.00
10	RESTORATION SIGNAGE	EACH	0	\$1,500.00	\$0.00
11	STRAW MULCH WEED FREE	TON	0.00	\$5,000.00	\$0.00
12	PLUG PLANTING	EACH	1,500	\$4.00	\$6,000.00
13	WET DITCH SEED MIX	LB	0	\$50.00	\$0.00
14	POLLINATOR SUN LOW MEADOW SEED MIX 38-131	LB	0	\$48.00	\$0.00
15	POLLINATOR SHADE LOW MEADOW SEED MIX 38-132	LB	0	\$56.00	\$0.00
16	DRY PRAIRIE GENERAL SEED MIX 35-222	LB	0	\$40.00	\$0.00
17	WOODLAND EDGE SEED MIX 36-212	LB	0	\$45.00	\$0.00
18	WET MEADOW SEED MIX 34-273	LB	1	\$64.00	\$64.00
19	RANDOM RIPRAP CLASS III	C Y	666	\$150.00	\$99,900.00
20	INVASIVES MANAGEMENT YEAR 1	L S	0	\$10,000.00	\$0.00
21	INVASIVES MANAGEMENT YEAR 2	L S	0	\$5,000.00	\$0.00
<b>SUBTOTAL</b>					<b>\$110,126.50</b>
<b>CONSTRUCTION CONTINGENCY (20%)</b>					<b>\$22,025.30</b>
<b>CONSTRUCTION SUBTOTAL</b>					<b>\$132,151.80</b>
<b>ENGINEERING COST TOTAL (20%)</b>					<b>\$26,430.36</b>
<b>TOTAL</b>					<b>\$158,582.16</b>

## Appendix A, Opinion of Probable Cost - Excelsior Commons Park

*Project Phase:* Port of Excelsior  
*Project Location:* City of Excelsior  
*WSB Project No:* 025785-000

*Design By:* ARA  
*Checked By:* MD  
*Date:* 2/5/2025

Item No.	Description	Unit	Estimated Total Quantity	Estimated Unit Price	Estimated Total Cost
1	MOBILIZATION	L S	0.2	\$10,000.00	\$2,000.00
2	CLEARING AND GRUBBING	ACRE	0.0	\$5,000.00	\$0.00
3	GEOTEXTILE FABRIC TYPE 5	S Y	1,121	\$3.00	\$3,363.00
4	REMOVE EXISTING STAIRWAY	LS	0	\$1,000.00	\$0.00
5	PROGANICS BSM	LB	464	\$10.00	\$4,640.00
6	FILTER MEDIA SPECIAL	C Y	2.5	\$40.00	\$100.00
7	COARSE FILTER AGGREGATE	C Y	2.5	\$85.00	\$212.50
8	EXCAVATION - COMMON (LV)	C Y	112	\$25.00	\$2,800.00
9	WOOD POST FENCING	LF	0	\$40.00	\$0.00
10	RESTORATION SIGNAGE	EACH	0	\$1,500.00	\$0.00
11	STRAW MULCH WEED FREE	TON	0.00	\$5,000.00	\$0.00
12	PLUG PLANTING	EACH	1,010	\$4.00	\$4,040.00
13	WET DITCH SEED MIX	LB	2.5	\$50.00	\$125.00
14	POLLINATOR SUN LOW MEADOW SEED MIX 38-131	LB	5	\$48.00	\$240.00
15	POLLINATOR SHADE LOW MEADOW SEED MIX 38-132	LB	0	\$56.00	\$0.00
16	DRY PRAIRIE GENERAL SEED MIX 35-222	LB	0	\$40.00	\$0.00
17	WOODLAND EDGE SEED MIX 36-212	LB	0	\$45.00	\$0.00
18	WET MEADOW SEED MIX 34-273	LB	1	\$64.00	\$64.00
19	RANDOM RIPRAP CLASS III	C Y	450	\$150.00	\$67,500.00
20	INVASIVES MANAGEMENT YEAR 1	L S	0	\$10,000.00	\$0.00
21	INVASIVES MANAGEMENT YEAR 2	L S	0	\$5,000.00	\$0.00
<b>SUBTOTAL</b>					<b>\$75,081.50</b>
<b>CONSTRUCTION CONTINGENCY (20%)</b>					<b>\$15,016.30</b>
<b>CONSTRUCTION SUBTOTAL</b>					<b>\$90,097.80</b>
<b>ENGINEERING COST TOTAL (20%)</b>					<b>\$18,019.56</b>
<b>TOTAL</b>					<b>\$108,117.36</b>



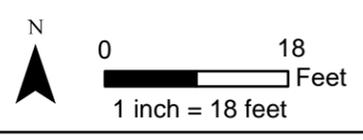
Estimated 1991  
Shoreline  
Location

Average shoreline regression distance across the east knoll, 1991 to 2021 - 12 feet  
Estimated annual shoreline regression - 0.4 feet or 4.8 inches per year  
Estimated total soil volume eroded, 1991 to 2021 - 300 cubic feet  
Estimated annual soil loss - 10 cubic feet per year

**Shoreline Erosion - East Knoll Area, 1991 to 2021**



Excelsior Commons  
City of Excelsior



Newsletter Copy

### **Excelsior Commons Park Shoreline Restoration**

Following the Excelsior Commons Conceptual Guide Plan, the City of Excelsior will begin shoreline restoration efforts in the park. The shoreline has been eroding, causing a loss of park space. Restoring the shoreline will help protect the park from further loss of land.



### **What you can expect:**

- New natural vegetation along the shoreline
- Fences around the knolls to protect them from further damage



Please help the restoration efforts by keeping off the newly planted vegetation and staying out of the fenced off areas. Together, we can restore the shoreline and keep the park beautiful for generations to come!

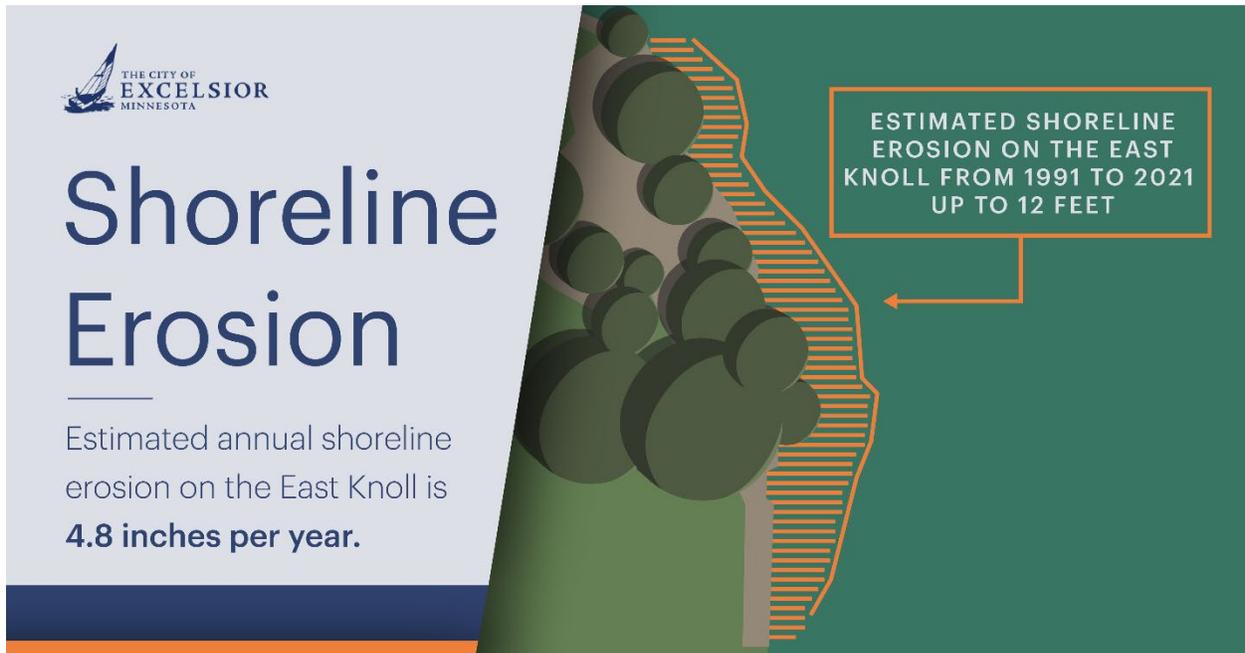
Learn more here: <https://www.ci.excelsior.mn.us/124/The-Commons>

Website Copy for [The Commons and Port of Excelsior | Excelsior, MN - Official Website](#):

Below “Summer Concert Series” and above “Excelsior Commons Conceptual Guide Plan”).

### Shoreline Restoration

Following the Excelsior Commons Conceptual Guide Plan, the City of Excelsior will begin shoreline restoration efforts in the park. The shoreline has been eroding, causing a loss of park space. Restoring the shoreline will help protect the park from further loss of land.



As part of the project, the City will:

- Plant new natural vegetation along the edges of the park to create a “living shoreline.” Since the City is installing plants rather than seeding the area, visitors can expect to see an immediate visual transformation.
- Install natural wood posts connected by jute rope to fence off the knolls (the small, wooded hills at the park) to prevent further damage.

Please help the restoration efforts by keeping off the newly planted vegetation and staying out of the fenced off areas. Together, we can restore the shoreline and keep the park beautiful for generations to come!



*Examples of restored shorelines in Minnesota.*

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LOCATION MAP



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REVISIONS

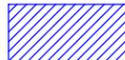
NO.	DATE	DESCRIPTION

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DATE: MM/DD/YYYY  
 LIC. NO.: XXXXX  
 XXXXX X, XXXXXXX, P.E.

OVERVIEW - PROPOSED STABILIZATION

LEGEND: PROPOSED SHORELINE IMPROVEMENTS

-  PROPERTY LINE
-  APPLY PROGRANICS BIOTIC SOIL CONTROL AND HYDROSEED WITH WOODLAND EDGE SEED MIX
-  SHORELINE PLUG PLANTINGS
-  APPLY PROGRANICS BIOTIC SOIL CONTROL AND HYDROSEED WITH DRY PRAIRIE SEED MIX
-  VEGETATION MANAGEMENT AND INVASIVES REMOVAL - SEEDED WITH POLLINATOR SHADE MIX
-  SEED WITH POLLINATOR SUN MIX
-  STORMWATER PLANTING AREA
-  FENCING USING WOOD POSTS WITH ROPE BARRIERS AND SINAGE SAYING "DO NOT DISTURB - RESTORATION IN PROGRESS"
-  LIVING SHORELINE - FORESTED COMMUNITY
-  LIVING SHORELINE - LAKESIDE COMMUNITY

EXCELSIOR COMMONS PARK  
 SHORELINE IMPROVEMENT PLAN  
 EXCELSIOR, MN

WSB PROJECT NO.  
 025785-000

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Cordgrass and manna grass plug plants for beach stabilization

Shallow stormwater planting area per park master plan

Fence Sides of paths for 3-5 years to minimize foot traffic

Preserve existing significant trees as much as feasible. Hazard trees should be removed for public safety and to prevent risks to the future boardwalk installation

LOCATION MAP



0 30 60  
SCALE IN FEET

LEGEND:

-  APPLY PROGRANICS BIOTIC SOIL CONTROL AND HYDROSEED WITH WOODLAND EDGE SEED MIX
-  SHORELINE PLUG PLANTINGS
-  APPLY PROGRANICS BIOTIC SOIL CONTROL AND HYDROSEED WITH DRY PRAIRIE SEED MIX
-  VEGETATION MANAGEMENT AND INVASIVES REMOVAL - SEEDED WITH POLLINATOR SHADE MIX
-  STORMWATER PLANTING AREA
-  FENCING USING WOOD POSTS WITH ROPE BARRIERS AND SIGNAGE SAYING "DO NOT DISTURB - RESTORATION IN PROGRESS"



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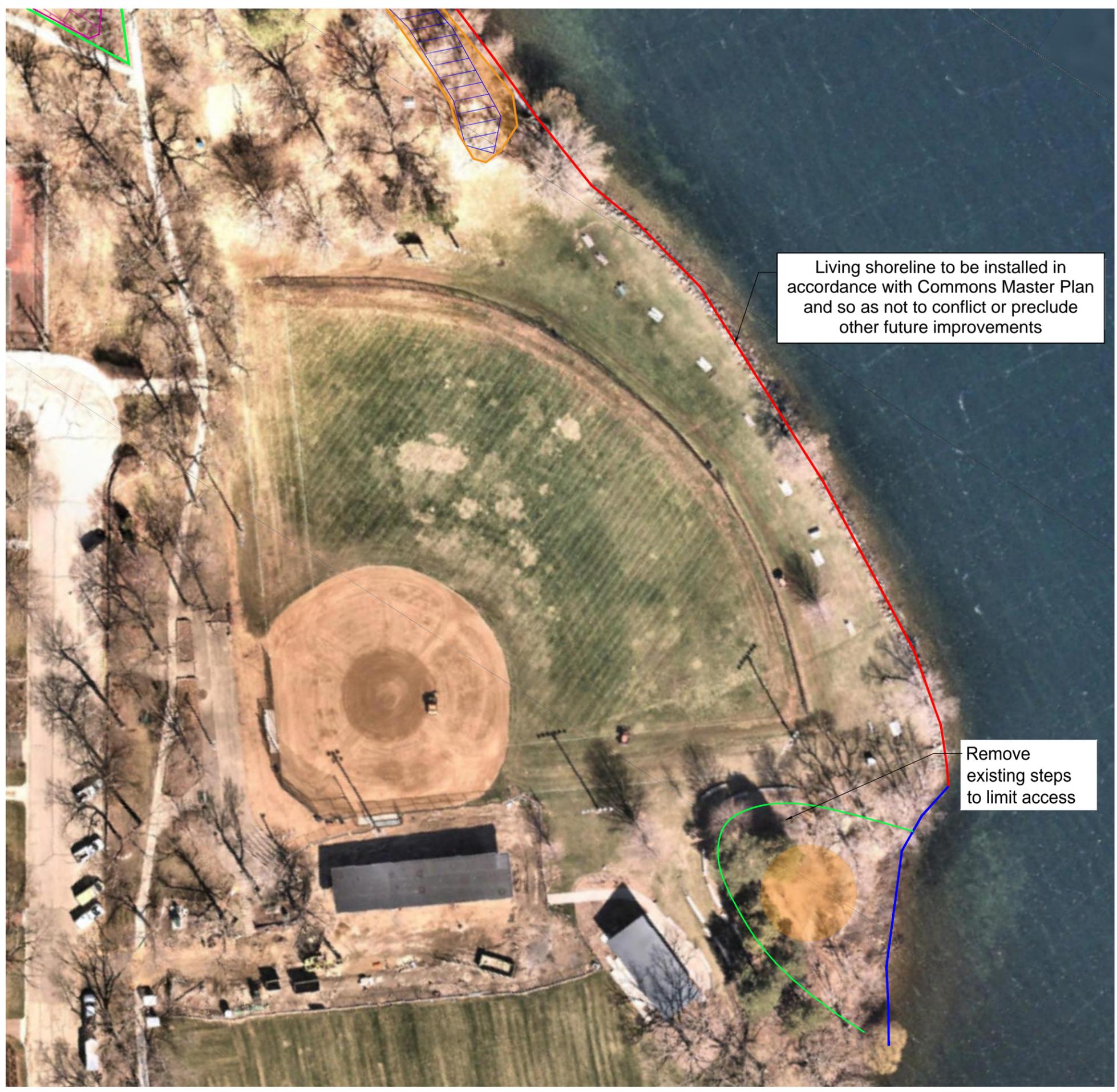
DATE: MM/DD/2024 LIC. NO.: XXXXX

**PROPOSED STABILIZATION - EAST BEACH AND WEST KNOLL**

**EXCELSIOR COMMONS PARK SHORELINE IMPROVEMENT PLAN EXCELSIOR, MN**

WSB PROJECT NO. 025785-000

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Living shoreline to be installed in accordance with Commons Master Plan and so as not to conflict or preclude other future improvements

Remove existing steps to limit access

LOCATION MAP



**NOTE:**  
Top of living shoreline shall have temporary fencing for minimum of two growing seasons following installation of plug plants and seed mix in order to protect riprap from foot traffic damage during vegetative establishment period.

- LEGEND:
-  APPLY PROGANICS BIOTIC SOIL CONTROL AND HYDROSEED WITH WOODLAND EDGE SEED MIX
  -  VEGETATION MANAGEMENT AND INVASIVE REMOVAL - SEEDING WITH POLLINATOR SHADE MIX
  -  LIVING SHORELINE - FORESTED COMMUNITY
  -  LIVING SHORELINE - LAKESIDE COMMUNITY
  -  FENCING USING WOOD POSTS WITH ROPE BARRIERS AND SIGNAGE SAYING "DO NOT DISTURB - RESTORATION IN PROGRESS"

**wsb**

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PLAN BY: CKJ

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DATE: MM/DD/2024 LIC. NO.: XXXX

XXXXX X. XXXXXXXX, P.E.

PROPOSED STABILIZATION - EAST KNOLL AND LAKE SHORELINE

EXCELSIOR COMMONS PARK SHORELINE IMPROVEMENT PLAN EXCELSIOR, MN

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Public lake access area as requested by C4C

Living shoreline to be installed in accordance with Commons Master Plan and so as not to conflict or preclude other future improvements

Public lake access area as requested by C4C

LOCATION MAP



LEGEND:

-  SEED WITH POLLINATOR SUN MIX
-  LIVING SHORELINE - LAKESIDE COMMUNITY



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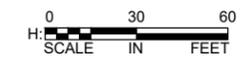
PROPOSED STABILIZATION - LAKE SHORELINE

EXCELSIOR COMMONS PARK SHORELINE IMPROVEMENT PLAN EXCELSIOR, MN

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LOCATION MAP



LEGEND:



SEED WITH POLLINATOR SUN MIX



STORMWATER PLANTING AREA



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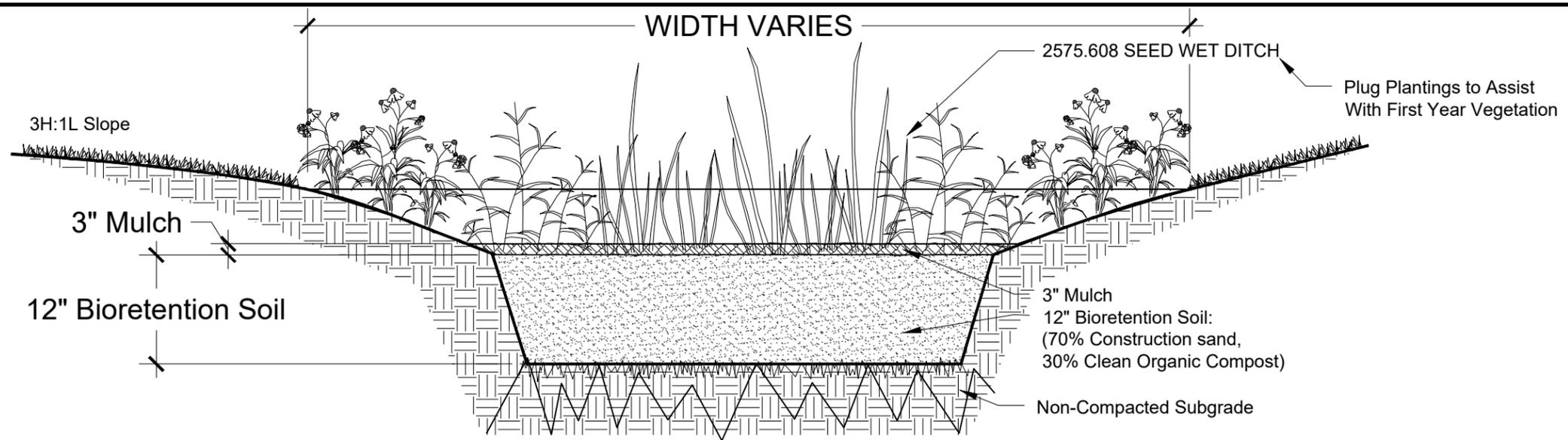
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PROPOSED STABILIZATION - LAKE SHORELINE AND PORT OF EXCELSIOR

EXCELSIOR COMMONS PARK SHORELINE IMPROVEMENT PLAN EXCELSIOR, MN

WSB PROJECT NO. 025785-000

SHEET 5 OF 7



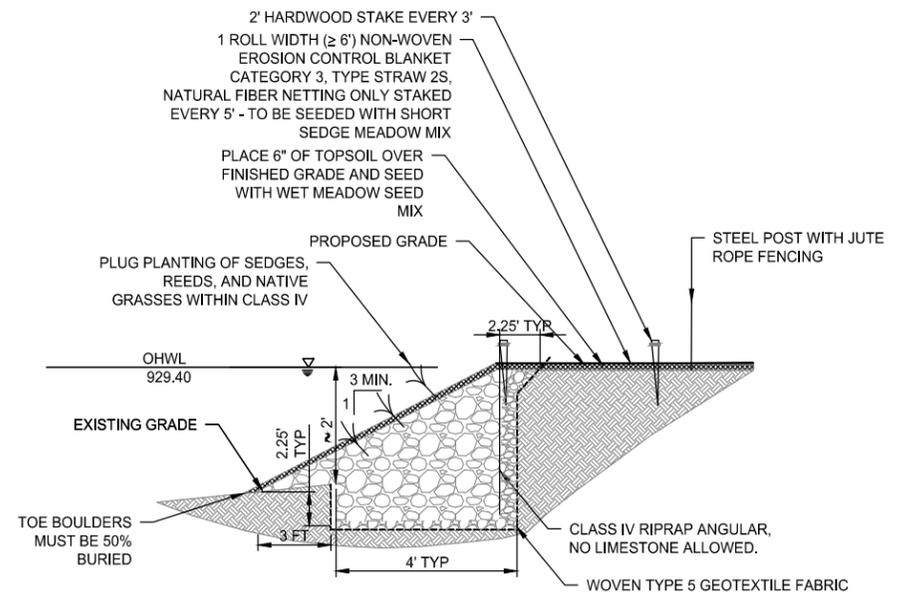
2 STORMWATER PLANTING AREA

Not To Scale

Stormwater Planting Area Plug Plantings Table		
Common Name	Scientific Name	Quantity
Common Milkweed	<i>Asclepias syriaca</i>	10
Spotted Joe Pye Weed	<i>Eutrochium maculatum</i>	10
Sawtooth Sunflower	<i>Helianthus grosseserratus</i>	10
Cut-leaf Coneflower	<i>Rudbeckia laciniata</i>	10
Stiff Goldenrod	<i>Solidago rigida</i>	10
Eastern Panicled Aster	<i>Symphytotrichum lanceolatum</i>	10

Living Shoreline - Lakeside Community Plug Plantings Table		
Common Name	Scientific Name	Quantity
Common Fox Sedge	<i>Carex stipata</i>	300
Pointed Broom Sedge	<i>Carex scoparia</i>	300
Woolgrass	<i>Scirpus cyperinus</i>	300
Dark Green Bulrush	<i>Scirpus atrovirens</i>	300
Rice Cut Grass	<i>Leersia oryzoides</i>	300
Virginia Wild Rye	<i>Elymus virginicus</i>	300

Living Shoreline - Forested Community Plug Plantings Table		
Common Name	Scientific Name	Quantity
Black-eyed Susan	<i>Rudbeckia hirta</i>	20
Wild Columbine	<i>Aquilegia canadensis</i>	20
Golden Alexander	<i>Zizia aurea</i>	20
Prairie Brome	<i>Bromus kalmii</i>	20
Canada Wild Rye	<i>Elymus canadensis</i>	20
Silky Wild Rye	<i>Elymus villosus</i>	20



1 LIVING SHORELINE STANDARD DETAIL

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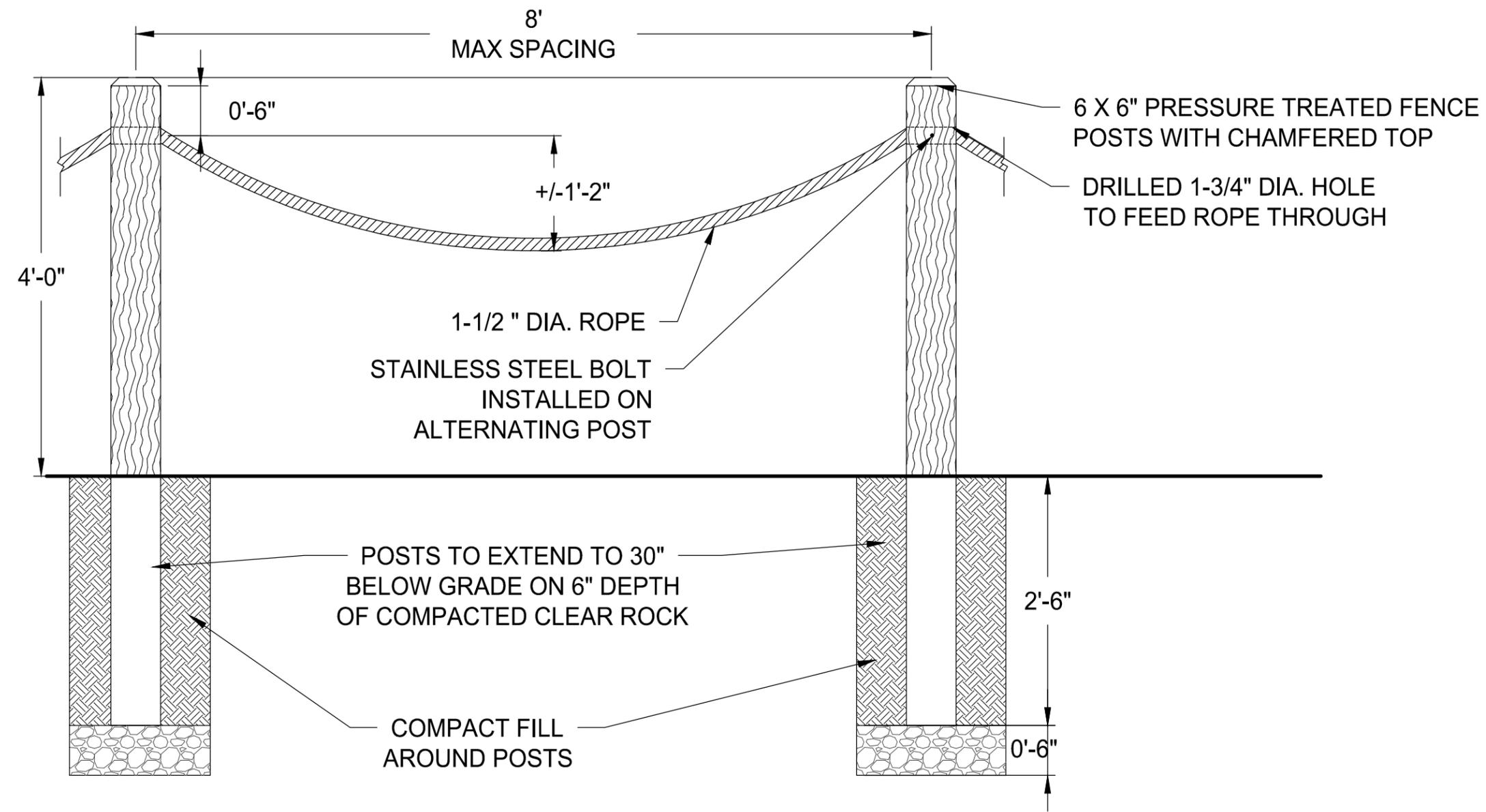
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MISCELLANEOUS DETAILS

EXCELSIOR COMMONS PARK SHORELINE IMPROVEMENT PLAN EXCELSIOR, MN

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WOOD POST FENCING

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 DATE: MM/DD/2024 LIC. NO.: XXXXX

MISCELLANEOUS DETAILS

EXCELSIOR COMMONS PARK  
 SHORELINE IMPROVEMENT PLAN  
 EXCELSIOR, MN

WSB PROJECT NO.  
 025785-000

SHEET  
 7 OF 7

**Appendix E - Potential Funding Sources for Excelsior Commons**

Grant Name (link to website)	Grant Purpose	Granting Organization	Description	Funding Request	Match Requirements	Application Timeline
<a href="#">Good Steward Grants</a>	Improve water quality	Hennepin County	Good Steward Grants are primarily for smaller projects that improve water quality, enhance natural areas and promote environmental stewardship to the community. A typical grant amount is \$10,000 to \$20,000, with a maximum amount of \$25,000.	Typical \$15k, max \$20k	25% for project owner, can be cash or in-kind	Annually in November
<a href="#">Opportunity Grants</a>	Improve water quality	Hennepin County	Opportunity Grants are ideal for larger projects seeking to leverage multiple funding sources. These grants are intended to help partners take advantage of opportunities to implement large projects that improve water quality or preserve, establish or restore natural areas. A typical grant amount is \$25,000, with a maximum amount of \$50,000.	Typical \$25k, max \$50k	No match required. Applicants are encouraged to use these funds as required match for other funding sources.	TBD
<a href="#">Land and Water Partnership Program</a>	Improve water bodies in MCWD	Minnehaha Creek Watershed District	The LWP program supports projects that will provide regional water resource and community benefits.	Developed with MCWD	n/a	Project Concept - annually by Apr 1 Project Feasibility - submit completed feasibility study and financial support for project implementation annually by February 1st
<a href="#">Natural Resources Block Grant</a>	Habitat enhancement landscape pilot	BWSR	The Natural Resources Block Grant (NRBG) is a composite of base grants available to counties that help them implement programs designed to protect and improve water resources.	TBD	Need to coordinate with Hennepin County	TBD
<a href="#">CPL - Habitat Improvement</a>	Metro Grant	MN DNR	Competitive matching grants to restore, protect, or enhance prairies, wetlands, forests, or habitat for fish, game, or wildlife in Minnesota	\$50k to \$500k	At least 10%	Annually in March and September
<a href="#">CPL - Parks and Trails</a>	Metro Grant	MN DNR		\$50k to \$500k		Annually in March and September
<a href="#">CPL - Habitat Improvement</a>	Expedited	MN DNR		\$5k to \$50k for shovel ready projects		6 times per year
<a href="#">Clean Water Fund Grants</a>	Support parks and trails; protect, enhance, and restore lakes	BWSR	Support parks and trails; protect, enhance, and restore lakes, rivers, streams, and groundwater	> \$30,000	Usually 10%	Annually in August
<a href="#">Lessard-Sams Outdoor Heritage Council (LSOHC)</a>	Habitat Improvement	MN Legislature	Both in-lake and shoreline work are eligible	> \$500k	At least 15%	Annually in April
<a href="#">Legislative-Citizen Commission on Minnesota Resources (LCCMR)</a>	Special environmental and natural resources protection and enhancement projects	MN Legislature	The function of the LCCMR is to make funding recommendations to the legislature for special environment and natural resources projects from the Environmental and Natural Resources Trust Fund.	None defined	Not required but encouraged	March 19, 2025
<a href="#">Outdoor Recreation Grant</a>	To increase and enhance outdoor recreation facilities in local and community parks throughout the state	MN DNR	Land and Water Conservation Fund	Minimum is \$25k, maximum is \$350k	50% match for playgrounds, beaches, picnic shelters. Can consist of cash or in-kind.	Annually in December
<a href="#">AARP Community Challenge</a>	Help communities become great places to live for all ages	AARP	Best option is the Flagship Grant for "vibrant public places" and "a range of transportation and mobility options"	Average award \$12,000, most are under \$20k	Not required	Application opens annually in January
<a href="#">Five Star and Urban Waters Restoration Grant Program</a>	Develop community stewardship of local natural resources	National Fish & Wildlife Foundation	Prioritizes riparian/coastal restoration, community outreach, measureable benefits, and community partnerships	\$40k-\$60k	Must meet or exceed a 1:0.75 match ratio to be competitive	Annually in January
<a href="#">Noxious Weed Invasive Plant Grant</a>	Invasive Plant Removal	MN Dept of Ag	Address noxious weeds and invasive plants, priority given to species on noxious weeds list	Minimum is \$500, maximum award is \$15k	Not required but encouraged	Annually in fall

**Appendix F - Permitting\* Table**

<b>Agency</b>	<b>Permit/Rule Name</b>
USACE	Section 401/404
MN DNR	See MCWD Rules
MPCA	NPDES
MCWD	Shoreline Stabilization, Erosion Control, Floodplain Alteration, Stormwater Management
City of Excelsior	Demolition Permit, Fence Permit, Tree Removals
LGU	Wetland delineation
<i>*Additional permits may be required as design is refined</i>	

# Legislative-Citizen Commission on Minnesota Resources

## 2026 ENRTF Request for Proposal



### Minnesota's Environment and Natural Resources Trust Fund

*Minnesota Constitution Art. XI, Sec.14:* "The assets of the fund shall be appropriated by law for the public purpose of protection, conservation, preservation, and enhancement of the state's air, water, land, fish, wildlife, and other natural resources."

### Summary

The Legislative-Citizen Commission on Minnesota Resources (LCCMR) welcomes proposals for projects of all sizes that address the priorities and requirements described within this Request for Proposal (RFP) and that aim to protect, conserve, preserve, and enhance Minnesota's air, water, land, fish, wildlife, and other natural resources. The LCCMR reviews applications and makes funding recommendations to the Minnesota Legislature from the Environment and Natural Resources Trust Fund (ENRTF). Approximately \$103 million is available from the Trust Fund through this RFP for projects beginning July 1, 2026. Most projects funded are two to three years in duration. Proposals must be submitted online at [lccmrprojectmgmt.leg.mn](https://lccmrprojectmgmt.leg.mn) by March 19, 2025.

### Funding Available

Approximately \$103 million is available through this RFP for projects beginning July 1, 2026. The LCCMR makes recommendations to the Minnesota Legislature for funding from the Environment and Natural Resources Trust Fund. Recommended projects must be approved by the 2026 Legislature through an appropriations bill, signed into law by the governor, and have a work plan approved by the LCCMR before funds can be spent. For non-state entities, payment is made by [reimbursement](#) for expenses incurred, and fiscal oversight is provided through a grant agreement with the Minnesota Department of Natural Resources (DNR). Most projects are two to three years long, however more or less time can be requested.

### Amount of Request

There is no minimum or maximum request amount. All proposals should strive to maximize efficiency and return on investment for the proposed expenditures.

### Applicant Eligibility

The RFP is open to all who want to apply and who have demonstrated financial capacity. Applicants must be available to make a formal presentation to the LCCMR if selected and to be available for staff or commission member questions.

### Online Proposal System

All proposals must be submitted through the LCCMR's [online proposal submission system](#). Early account registrations and proposal submissions are strongly encouraged.

### Deadline for Submission

Final proposals must be submitted online by March 19, 2025, at 4:30 PM.

Information from this document may be copied and distributed to others. This publication can be made available in alternate formats, such as large print or audio format, upon request.

**Legislative-Citizen Commission on Minnesota Resources**  
Centennial Office Building, First Floor  
658 Cedar Street  
St. Paul, MN 55155  
Phone: 651-296-2406  
Email: [lccmr@lccmr.mn.gov](mailto:lccmr@lccmr.mn.gov)  
Website: [www.lccmr.mn.gov](http://www.lccmr.mn.gov)

Issued January 8, 2025

# Proposal and Appropriation Timeline

## LCCMR Members

as of 12/11/2024

### Co-Chairs

Nancy Gibson  
Rep. Rick Hansen  
Sen. Fong Hawj

### Co-Vice Chairs

Rep. Jeff Backer  
William Faber  
Sen. Steve Green

Rep. Patty Acomb  
Rita Albrecht  
Rep. Josh Heintzeman  
Rep. Athena Hollins  
Shona Langseth  
Sen. Jennifer A. McEwen  
Seth Moore  
Jeremy Peichel  
Sen. Aric Putnam  
Michael Reese

## LCCMR Staff

Becca Nash, *Director*

Michael Varien, *Assistant Director*

Mike Campana, *Assistant Director*

Noah Fribley, *Project Analyst and Communications Specialist*

Lisa Bigaouette, *Project Analyst and Grants Specialist*

Tom Dietrich, *Project Analyst and Grants Specialist*

Tiffany Schaufler, *Project Analyst and Grants Specialist*

Diana Griffith, *Commission Assistant*

Up-to-date information on deadlines and meetings can be found on the [meeting schedule page](#) of our website.

December 11, 2024	Funding priorities determined and 2026 RFP adopted.
January 8, 2025	2026 RFP issued.
March 19, 2025	<b>Final submission deadline for proposals responding to 2026 RFP.</b>
Early May 2025	All submitted proposals distributed to LCCMR members for review, evaluation, and ranking.
June 11, 2025	A subset of high-ranking proposals selected for further consideration are invited to give presentations before the LCCMR.
June 24-27, June 30-July 1, 2025	<b>Selected proposals present before the LCCMR.</b>
July 18, 2025	Subset of proposals selected for recommendation to the Legislature for funding.
August–November 2025	Projects recommended for funding begin submitting work plans for LCCMR staff review, and research projects recommended for funding undergo peer review.
December 10, 2025	Funding recommendations are adopted by the LCCMR in legislative bill format, as they will be presented to the Legislature.
January–May 2026	LCCMR recommendations presented to the Legislature for consideration via introduction as an appropriations bill.  Bill is considered and acted upon by the Minnesota House and Senate.  Upon passage, the bill goes before the governor to be signed into law.
June 2026	LCCMR approves work plans for projects funded.
July 2026	Minnesota DNR sends grant agreements to non-state entities receiving ENRTF funds.
July 1, 2026	Money from the Environment and Natural Resources Trust Fund becomes available for expenditure, and projects with an approved work plan may begin.

## About the LCCMR

The Legislative-Citizen Commission on Minnesota Resources (LCCMR) is made up of 17 members: five Senators, five Representatives, five citizens appointed by the governor, one citizen appointed by the Senate, and one citizen appointed by the House. The function of the LCCMR is to make funding recommendations to the Legislature for special environment and natural resource projects, primarily from the Environment and Natural Resources Trust Fund.

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 [YouTube - ENRTF](#)

# 2026 Funding Priorities

All proposals must meet the constitutional aim to protect, conserve, preserve, and enhance Minnesota's air, water, land, fish, wildlife, and other natural resources, especially those that may be substantially impaired or destroyed in any area of the state.

Proposals should address one or more of the priorities described in the categories below, with a priority on proposals that meet the purposes of the Reinvest in Minnesota program as provided in [M.S. 84.95, Subd 2](#). However, proposals pertaining to environmental or natural resource issues not directly addressed below may also be considered. Categories and priorities are not listed in order of importance.

Proposals that address prevention strategies for protecting natural resources, that include citizen and community involvement in scientific efforts, or that implement or identify clear strategies for implementing research results are strongly encouraged.

Proposals will not be considered for:

- Construction of buildings or building infrastructure for environmental education or renewable energy purposes, unless for research or demonstration.
- Development of new school curriculum, except to allow new modules within existing curriculum or update existing curriculum to reflect current state of knowledge or art.

*Please make sure you are familiar with all requirements (see pages 7-8) before you begin your proposal, particularly if your proposal will include fee title land acquisition, easement acquisition, restoration, or capital construction.*

## A. Resiliency

Proposals that help Minnesota's environment, natural resources, and communities achieve resilience in the face of climate change, land use changes, and extreme weather events. The LCCMR seeks projects proposing to do one or more of the following:

1. Research, demonstrate, and/or promote comprehensive and viable solutions for reducing the impacts of climate change, land use changes, or extreme weather events on the environment and natural resources, through both engineered and natural solutions targeted at critical areas.
2. Broaden understanding and implementation of effective climate adaptation management practices for natural resources among public and private landowners through education, outreach, technical assistance, and/or the development of collaborations and networks to share and learn about new and innovative practices.
3. Support the development of local climate resiliency and adaptation plans for natural resources.
4. Implement land and water management practices and/or protect and restore wetlands, forests, prairies, and other critical systems to enhance biodiversity and provide multiple community resilience benefits.

## B. Water

Proposals that help ensure Minnesota's waters are better managed for both water quantity and quality to support aquatic life, drinking water, recreation, and other uses. The LCCMR seeks projects proposing to do one or more of the following:

1. Research impacts of runoff, stormwater, or contaminants on surface water or groundwater quality and develop practical solutions to prevent or address these impacts.
2. Research current and future water supply and use to support planning efforts and implementation of best management practices and ensure the state's water resiliency and sustainability.

## 2026 Funding Priorities (Continued)

3. Increase understanding and awareness of weather and climate patterns and their potential impact on water resources.
4. Demonstrate innovative practices, strategies, and/or partnerships that prevent or reduce water issues in urban, suburban, or rural regions.
5. Implement measures to improve water quality and/or restore or enhance habitats, shoreline, or natural hydrology in lakes, rivers, wetlands, and other surface waters, with an emphasis on efforts that incorporate coordination and collaboration among tribal, state, and local agencies and community partners.
6. Provide educational opportunities or technical assistance programs for teachers, students, state and local decision-makers, landowners, or the public on how to improve and protect water resources, including groundwater, surface water, and stormwater systems.
7. Monitor and assess the condition of groundwater or surface water, including lakes, rivers, and wetlands, on a regular cycle and provide a long-term data set to support decision-making and evaluate efforts.

### C. Education and Outdoor Recreation

Proposals that contribute to all Minnesotans, especially young people, having access to and taking advantage of opportunities to connect to the lands and waters of Minnesota, including through culturally relevant and innovative approaches.\* The LCCMR seeks projects proposing to do one or more of the following:

1. Address social, economic, or physical barriers to natural resources-based outdoor recreation through programs that encourage inclusivity and address inequities so that public lands and waters are accessible to all.
  2. Assess programs, activities, or physical spaces for their accessibility and effectiveness and/or implement changes to adapt and retrofit them to welcome more people.
  3. Provide evidence-based, hands-on, and engaging curriculum, programs, or natural-resource-based outdoor events to bring a diversity of students and/or adults to outdoor experiences.
  4. Create mentorship programs, leadership opportunities, and/or learning experiences for a diversity of young people to explore and pursue careers in the environment and natural resources.
  5. Enhance environmental education initiatives by integrating diverse cultural perspectives, experiences, and partnerships that foster environmental stewardship in all communities.
  6. Develop local or regional plans to enhance natural resources-based outdoor recreational opportunities in communities across the state.
  7. Collaborate or partner with indigenous, local, BIPOC, or underserved communities to develop culturally relevant, inclusive, and accessible environmental, natural resource, or natural resources-based outdoor recreation programs, practices, curriculum, or facilities.
  8. Design and/or develop culturally relevant, accessible, and resilient outdoor recreation facilities and infrastructure – including recreation areas, parks, trails, fishing piers, or shelters – that create new natural resources-based experiences.
  9. Expand networks of trails, parks, or natural areas to protect and connect green spaces seamlessly, improve accessibility and safety, and/or encourage all Minnesotans to recreate and engage with nature.
- \* Generally, only elements of baseball fields, basketball courts, splash pads, playground equipment, and other recreational facilities and infrastructure that improve or enhance natural resources or users' experience with natural resources are eligible.

# 2026 Funding Priorities (Continued)

## D. Fish and Wildlife

Proposals that help ensure Minnesota has healthy and diverse aquatic and terrestrial wildlife and plants that sustain and enhance the state's environment, economy, and quality of life. The LCCMR seeks projects proposing to do one or more of the following:

1. Research species or ecosystems and develop strategies to effectively manage, maintain, protect, and restore healthy habitats and populations.\*
  2. Monitor the health of natural systems to support and improve species management and conservation strategies.
  3. Support and provide technical assistance and/or planning support to private landowners on cost-effective, proven strategies and technologies to develop and restore diverse, native habitat.
  4. Promote public awareness on the importance of diverse wildlife and plant populations through comprehensive education programs.
  5. Prevent the introduction, reduce the spread, or develop and demonstrate alternative control techniques for invasive species.\* Standard control, removal, and maintenance activities of invasive species will not be considered.
  6. Develop plans and/or implement conservation actions to protect, conserve, or restore species, with a priority on efforts that maintain or create connected, continuous habitat or address the needs of vulnerable, declining, poorly understood, or sensitive species.
  7. Evaluate the effectiveness of current management practices and past investments to sustain and enhance wildlife and native plant populations.
- \* All proposals related to invasive species research must consider the research priorities established by the University of Minnesota's Minnesota Invasive Terrestrial Plants and Pests Center or Minnesota Aquatic Invasive Species Research Center. All research proposals should be submitted to the Centers when applicable. The Centers will keep the LCCMR updated on the status of proposals received.

## E. Energy

Proposals that move Minnesota forward towards achieving reliance on renewable energy in all sectors, including transportation, building, industry, and agriculture. The LCCMR seeks projects proposing to do one or more of the following:

1. Research and develop new and innovative renewable energy or fuel technologies along with environmental considerations, including biofuels, e-fuels, sustainable aviation fuels, and energy storage.
2. Evaluate, demonstrate, and/or assess renewable energy systems or fuels for economic viability, compatibility with other land uses, and environmental and natural resource impacts over the full lifecycle of the technology.
3. Develop and/or implement plans that identify, prioritize, and coordinate efforts to reduce energy consumption and to transition to renewable energy through land use planning, infrastructure, education and awareness, and other methods.
4. Encourage and support the use of renewable energy and energy efficiency in agriculture, mining, industry, utilities, transportation, homes, or businesses.

## 2026 Funding Priorities (Continued)

5. Ensure equitable access to renewable energy and/or energy efficiency programs in all communities.
6. Provide inclusive education and experiential learning programs to build a skilled and diverse workforce for the renewable energy sector.

### F. Land

Proposals that help ensure Minnesota's public and private lands – including forests, grasslands, wetlands, and agricultural lands – provide long-term benefits to fish, wildlife, and people. The LCCMR seeks projects proposing to do one or more of the following:

1. Develop, demonstrate, and/or evaluate new and innovative practices and processes on public and private lands, including agricultural and forest land, that provide multiple, long-term environmental benefits, including benefits related to habitat, water quality and quantity, soil health, and carbon sequestration, and take into account economic considerations.
2. Enhance education, technical assistance, or public outreach to promote the application of practices beneficial to the environment, natural resources, and all Minnesotans.
3. Acquire and conserve minimally disturbed lands that provide the greatest capacity for multiple conservation benefits to humans, fish, wildlife, and water resources.
4. Restore and enhance lands to provide high-quality natural resource, ecological, or recreational value.
5. Foster collaboration among diverse groups, demonstrate the support of multiple stakeholders, and/or incorporate outreach to local and tribal communities to better protect lands.

### G. Small Projects

The LCCMR seeks and encourages proposals for small projects under \$300,000, especially from political subdivisions and non-profits, to quickly and efficiently provide environmental and natural resource benefits in Minnesota. Proposals should address one or more of the priorities listed in the above categories A through F.

## Funding May Be Available Through Other Programs

Projects eligible for established, topic-specific state agency grant programs—such as for renewable energy, sustainable agriculture, clean water implementation, regional and local parks and trails, and habitat acquisition and restoration—are encouraged to apply directly to the particular state agency grant program as funds may be available in a timelier manner. You can find more information about other state grant opportunities at [mn.gov/grants/](https://mn.gov/grants/).

# Requirements

## Project Requirements

All projects must comply with [Article XI, Section 14 of the Minnesota Constitution](#), [Minnesota Statute 116P](#), and the Environment and Natural Resources Trust Fund (ENRTF) [General Project Requirements](#) and [Acknowledgement Requirements and Guidelines](#).

## Work Plan and Progress Reports

Project managers of recommended projects must submit a work plan. Successfully funded projects must have an approved work plan, and no funds may be spent until the work plan has been approved. The project manager must submit annual or semiannual progress reports, and modifications to the approved work plan and budget expenditures must be made through the LCCMR amendment process.

## Financial Capacity

A pre-award financial capacity assessment is required for all non-profit organizations, for-profit business entities, and political subdivisions. To help us evaluate financial capacity, the following must be submitted with your proposal. Additional information may be required at later stages in the grant proposal process.

### *Non-profit applicants*

- Most recent IRS Form 990 or 990-EZ filed with the IRS.
- If exempt from 990 requirements: demonstration of exemption and your most recent board-reviewed financial statements.
- Most recent audit report performed by an independent third party in accordance with generally accepted accounting principles (if required; see [current non-profit audit revenue thresholds](#)).
- Evidence of good standing with the Secretary of State.

### *For-profit applicants*

- Your most recent federal and state tax returns filed with the IRS. This information will be considered non-public data.
- If exempt from tax return requirements: demonstration of exemption and your most recent board-reviewed financial statements.
- Evidence of good standing with the Secretary of State.
- Disclosure of any liens on assets.

### *Political subdivision applicants*

- Current financial statements.
- Most recent audit report performed by an independent third party in accordance with generally accepted accounting principles (if required; see [current political subdivision audit revenue thresholds](#)).

## Additional Requirements for Capital Construction Projects

All applicants requesting funds for pre-design, design, construction, or renovation of a building, trail, campground, or other long-lived (10 years or more) fixed capital asset costing \$10,000 or more must read and understand the following summary document regarding a **25% non-ENRTF match** and other requirements:

- ENRTF [Capital Construction Project Requirements](#)

A completed [Capital Construction Project Questionnaire](#), [Budget Addendum](#), and map must be submitted with your proposal. The map must include north arrow and scale and show what will be constructed and its location within the city, county, region, and/or state.

Please be aware that if the Commission determines that readiness is not sufficiently demonstrated, it may recommend funding only the planning, pre-design, or design portion of a proposal. Applicants may reapply for subsequent phases.

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# Requirements (continued)

## Construction, Service Contracts, and Purchasing

State contracting and competitive bidding requirements apply, including but not limited to, prevailing wage and targeted group purchasing requirements. More information on requirements for non-state organizations may be found in the [DNR Pass-Through Grants Reimbursement Manual](#).

## Additional Requirements for Land Acquisitions, Easements, and Restorations

All fee title and conservation easement acquisition proposals must include funding for development and implementation of a management and restoration plan. If no funding is requested, your proposal must address why funding for this work is not needed to achieve a high quality restoration.

Largescale stream or wetland restoration projects and land acquisitions for the purpose of capital construction are also subject to a **25% non-ENRTF match** and other capital construction requirements passed into law in 2023. See the summary documents below for more information.

All acquisition and restoration applicants must read and understand the following summary documents:

- ENRTF [Fee Title Acquisition Project Requirements](#)
- ENRTF [Easement Acquisition Project Requirements](#)
- **UPDATED** - ENRTF [Restoration Project Requirements](#)

A map must be submitted with your proposal that shows each of the specific proposed parcels for acquisition or restoration within the city, county, region, and/or state. The map must include a north arrow and scale. Each parcel does not need to be on its own map, but specific site locations must be understandable if more than one parcel is included on the same map.

A parcel list must also be provided with your proposal that identifies proposed fee title and easement acquisitions and restorations by parcel name, estimated cost, county, site significance, activity description, proposed number of acres, proposed shoreline or trail miles, type of landowner, and proposed title/easement holder (if applicable).

# Evaluation Criteria

All proposals must be eligible for funding, as defined by law (see page 11) and as indicated in this RFP, and clearly articulate how the project will meet the constitutional purpose of protecting, conserving, preserving, or enhancing the state's air, water, land, fish, wildlife, or other natural resources. The following criteria are considered in evaluating and selecting individual proposals to recommend for funding:

**Funding Priorities:** The proposal responds to RFP funding priorities.

**Environmental or Natural Resource Benefits:** The extent to which the project will benefit Minnesota's environment, natural resources, or how Minnesotans experience them relative to the amount requested.

**Outcomes/Results:** The proposal clearly identifies the work that will be done, and the specific outputs, results, and likely outcomes that will benefit the environment and natural resources, or how Minnesotans experience them.

**Capacity:** The proposal and past performance demonstrate the applicant's administrative, financial, professional, scientific, and/or technical capacity to manage the project and deliver on proposed outputs and results in a timely, accountable, and effective manner.

**Completeness and Clarity:** The proposal is clear, sufficiently detailed, and includes all required information and attachments needed to fully evaluate the proposal.

Additional factors may also be considered, as applicable, in evaluating and selecting proposals, including but not limited to:

**Information and Dissemination:** The project will contribute to the knowledge base *and* disseminate that information so that it can be used to benefit efforts to protect, conserve, restore, enhance, or manage the environment and natural resources.

**Innovation:** The project will employ or demonstrate innovative approaches to more effectively and efficiently solve specific environmental and natural resource issues.

**Timeliness and Readiness:** The proposal includes work that is urgent or would significantly benefit from funding in the current cycle *and* demonstrates readiness for that work to begin as soon as funds are available.

**Leverage:** The project will leverage additional efforts, resources, or non-state funds.

**Collaboration/Coordination:** The project will use a collaborative, multi-disciplinary approach with project partners from a diversity of agencies, organizations, or communities *and/or* will include meaningful engagement with those entities in completing the proposed work.

Finally, the commission may consider how the selected proposals as a whole provide benefits to and address needs in all areas and communities of the state.

# Guidance on Allowable Expenses

## Eligible Expenses

Eligible expenses mean those expenses solely incurred through project activities that are directly related to and necessary for producing the project outcomes described in the proposal. All proposed expenses must be specified in the proposal submitted. Please note that for non-state organizations all funds are awarded on a reimbursement basis, unless otherwise authorized, and all eligible expenses will need to be documented. Eligible expenses are:

- a. Eligible expenditures incurred only after the effective date as approved by the LCCMR.
- b. Wages and expenses of salaried Recipient employees if specified, documented, and approved. For State Agencies: use of unclassified staff only OR request approval for the use of classified staff accompanied by an explanation of how the agency will backfill that part of the classified staff salary proposed to be paid for with these funds. This is subject to specific discussion and approval by the LCCMR.
- c. Fringe benefit expenses, such as FICA/Medicare, retirement, and health insurance of Recipient's employees, if specified.
- d. Services and contracts (including for construction) specified in the approved Work Plan that are rendered by individuals or organizations not a part of the Recipient; no contractor is approved unless it has been selected according to the contracting rules identified in state law and policy for organizations that receive ENRTF funds through direct appropriations, or in the [DNR's reimbursement manual](#) for non-state organizations. These rules include competitive bidding and prevailing wage requirements.
- e. Sub-awards as approved in the Work Plan. ENRTF spending requirements and, for non-state ENRTF Recipients, grant agreement requirements flow down to the sub-award recipients.
- f. Equipment, tools, materials, and supplies specific to the project and incoming freight charges for them. State procurement requirements apply and may include targeted group purchasing provisions.
- g. Capital expenditures (i.e., expenditures greater than \$5,000 per unit for equipment or tools) individually itemized as a Capital Expenditure in the approved Work Plan. For each Capital Expenditure, the Recipient must provide an explanation as to how the equipment or tool purchased will continue to be used for the same program through its useful life, or if the use changes, a commitment to pay back to the ENRTF an amount equal to either the cash value received or a residual value approved by the director of the LCCMR if it is not sold.
- h. Publication and printing/copying expenses necessary for contract administration, work products production, and semi-annual reports relating to accomplishments.
- i. In-state transportation and travel expenses such as lodging, meals, and mileage of personnel directly involved in the Project in the same manner and in no greater amount than provided for in the current "[Commissioner's Plan](#)" promulgated by the Commissioner of Management of Budget and as provided by the LCCMR or, for University of Minnesota projects, the [University of Minnesota plan](#). Allowable meal and

lodging expenses are for employees only. Purchasing meals or providing lodging for others is not an eligible expense.

## Generally Ineligible Expenses—Unless Explicitly Approved

Generally ineligible expenses mean all expenses not defined as eligible expenses, but for which an explicit exception can be sought from the LCCMR if the expenses can be clearly justified and individually documented as directly related to and necessary for a project. No broad allocations for costs in either dollars or percentages are allowed. In deciding whether to seek exception for these costs consider that cash and in-kind leverage are factors considered in proposal evaluation. Generally ineligible expenses include but are not limited to:

- a. General operations, overhead, and other indirect expenses, including office maintenance, office utility expenses, and office materials and supplies.
- b. Office rental fees (including storage space rental).
- c. Communication expenses incurred for telephone calls, web access, postage, and similar services.
- d. Insurance, except title insurance.
- e. Attorney fees, except to acquire and clear title to land.
- f. Purchase of communication devices such as pagers, cell phones, or smart phones.
- g. Purchase of computers, tablets, or audiovisual equipment.
- h. Generally available food and refreshments, except if explicitly approved for certain types of events.
- i. Conference attendance and associated costs and fees, except if to participate in formal presentation of project findings.
- j. Out-of-state transportation and travel expenses.

## Prohibited Expenses

Prohibited expenses mean all expenses indicated below, including but not limited to:

- a. Any expenses incurred before the project is authorized: before July 1, 2026, or before LCCMR Work Plan approval—whichever is latest.
- b. Fundraising.
- c. Taxes, except sales tax on goods and services.
- d. Lobbyists or political contributions.
- e. Organization advertising and marketing expenses.
- f. Loans, grants, or subsidies to persons or entities for development.
- g. Bad debts, late payment fees, finance charges, or contingency funds.
- h. Interest or investment management fees.
- i. Board of directors' or officers' salaries.
- j. Merit awards and bonuses.
- k. Memberships (including subscriptions and dues).
- l. Publications, periodicals, and subscriptions.
- m. Employee workplace parking.
- n. Entertainment, decorations, gifts, and prizes.

# Environment and Natural Resources Trust Fund: MN Constitution and Statutory Expenditures

## [Minnesota Constitution Art. XI, Sec. 14](#) Environment and Natural Resources Trust Fund Established

A permanent environment and natural resources trust fund is established in the state treasury. The assets of the fund shall be appropriated by law for the public purpose of protection, conservation, preservation, and enhancement of the state's air, water, land, fish, wildlife, and other natural resources. The assets of the fund shall not be used to pay the principal or interest of any bonds. The assets of the fund shall not be used to pay for any costs related to the construction, repair, improvement, or operation of any facility or system that processes wastewater, but may be used to pay for research related to wastewater. The amount appropriated each year of a biennium, commencing on July 1 in each odd-numbered year and ending on and including June 30 in the next odd-numbered year, may be up to 7 percent of the market value of the fund on June 30 one year before the start of the biennium. Not less than 40 percent of the net proceeds from any state-operated lottery must be credited to the fund through December 31, 2050. [Adopted, November 8, 1988; Amended, November 6, 1990; November 3, 1998; November 5, 2024]

## [M.S. 116P.08](#) Environment and Natural Resources Trust Fund Expenditures and Exceptions

Subdivision 1. **Expenditures.** (a) Money in the trust fund may be spent ONLY for:

- (1) the reinvest in Minnesota program as provided in section 84.95, subd. 2;
  - (2) research that contributes to increasing the effectiveness of protecting or managing the state's environment or natural resources;
  - (3) collection and analysis of information that assists in developing the state's environmental and natural resources policies;
  - (4) enhancement of public education, awareness, and understanding necessary for the protection, conservation, restoration, and enhancement of air, land, water, forests, fish, wildlife, and other natural resources;
  - (5) capital projects for the preservation and protection of unique natural resources;
  - (6) activities that preserve or enhance fish, wildlife, land, air, water, and other natural resources that otherwise may be substantially impaired or destroyed in any area of the state;
  - (7) administrative and investment expenses incurred by the state board of investment in investing deposits to the trust fund; and
  - (8) administrative expenses subject to the limits in section 116P.09.
- (b) In making recommendations for expenditures from the trust fund, the commission shall give priority to funding programs and projects under paragraph (a), clause (1) and (6). Any request for proposals issued by the commission shall clearly indicate these priorities.

Subdivision 2. **Exceptions.** Money from the trust fund may not be spent for:

- (1) purposes of environmental compensation and liability under chapter 115B and response action under chapter 115C;
- (2) purposes of municipal water pollution control in municipalities with a population of 5,000 or more under the authority of chapters 115 and 116;
- (3) costs associated with the decommissioning of nuclear power plants;
- (4) hazardous waste disposal facilities;
- (5) solid waste disposal facilities;
- (6) projects or purposes inconsistent with the strategic plan; or
- (7) acquiring property by eminent domain, unless the owner requests that the owner's property be acquired by eminent domain.

# How To Apply

## Proposals due by March 19, 2025 at 4:30PM

1. Register for an account on the [LCCMR Proposal and Grant Management System](#).
2. Login and click “Create a New Proposal”.
3. Follow the instructions for completing your proposal.
4. Upload your completed attachments as required:
  - A. Visual component or map (1 page limit)
  - B. Use [these templates](#) to obtain a resolution or letter from your governing board authorizing submission of the proposal. This is required for non-state entities, including non-profits, for-profits, tribes, political subdivisions, and federal agencies. University of Minnesota entities may use their own template. The templates may also be found on the [2026 Proposal & Funding Process page](#).
  - C. Documents described under the Financial Capacity requirements on page 7.
  - D. If you will have a third-party (external) fiscal agent, use [these templates](#) to obtain a letter or resolution from your fiscal agent acknowledging acceptance of the fiscal agent role for your project . The templates may also be found on the [2026 Proposal & Funding Process page](#).
  - E. A completed [Capital Construction Project Questionnaire](#) and [Budget Addendum](#) for proposals for pre-design, design, construction, or renovation of a building, trail, campground, or other long-lived (10 years or more) fixed asset costing \$10,000 or more, including largescale stream or wetland restoration, or for land acquisitions for purposes of capital construction.
5. Review all information and attachments.
6. Click “Submit”.
7. Save or print the confirmation email. Please check your junk mail folder if the confirmation email does not appear in your inbox. Contact the LCCMR if you do not receive a confirmation email or if your proposal status does not appear as “Final Submitted” on your dashboard.

Visit our [2026 Proposal & Funding Process page](#) for additional resources to assist you with completing your proposal and to follow along with the 2026 funding process.

City of Excelsior  
Notice of Regular Meeting  
of the Excelsior City Council

NOTICE IS HEREBY GIVEN that the City Council of the City of Excelsior will hold its regular meeting on Monday, March 3, 2025, at 6:30 P.M. in-person at 106 Center Street, Excelsior, MN 55331– Entrance located on Center Street. The agenda for the meeting is attached hereto.

Members of the public may attend the meeting in person or by joining via Zoom either online or by telephone at:

Join Zoom Meeting

<https://us02web.zoom.us/j/88526566715>

Meeting ID: 885 2656 6715

One tap mobile

+13052241968,,88526566715# US

+13092053325,,88526566715# US

Dial by your location

- +1 305 224 1968 US

City of Excelsior  
Regular Council Meeting

Agenda

Monday, March 3, 2025

**106 Center Street, Excelsior, MN 55331 – Entrance located on Center Street**

6:30 P.M.

(Please Note: Times Listed Are Approximate)

1. CALL TO ORDER

2. ROLL CALL

3. MEETING AGENDA APPROVAL

4. APPROVAL OF MINUTES

- (a) February 10, 2025, City Council Work Session Minutes
- (b) February 18, 2025, City Council Work Session Minutes
- (c) February 18, 2025, City Council Meeting Minutes

5. OPEN FORUM

This is the time for the public to speak on non-agenda items. Open Forum will be limited to one-half hour. No person may speak more than five (5) minutes or more than once. Each subject will have a limit of ten (10) minutes. Council members may ask questions of the speaker. With the agreement of the Council, such matters taken up during the “Open Forum” may be scheduled on the current or a future Agenda. Members of the public interested in speaking on an agenda item may direct a request to be recognized to the Mayor.

6. CITY COUNCIL COMMUNICATIONS, QUESTIONS, and REPORTS

- (a) Parking Ramp Ribbon Cutting, March 4<sup>th</sup>
- (b) Welcome Kevin Quinn, Parks & Natural Resources Manager
- (c) Parks and Recreation Commission Update

7. MEET EXCELSIOR

- (a) Mark Kroll, Lake Minnetonka Conservation District (LMCD)

8. CONSENT AGENDA

- (a) Review Verified Claims under \$20,000 and Approve Verified Claims over \$20,000
- (b) January Financials
- (c) 2<sup>nd</sup> Reading Ordinance 679, increase on-sale wine licenses
- (d) 2<sup>nd</sup> Reading Ordinance 680, amend Chapter 10, Article XXIII THC Product License
- (e) Resolution 2025-17, Consideration for Hennepin County Jurisdiction and Control of Minnetonka Blvd, Vine Hill Road, and St. Alban’s Bay Bridge

9. PUBLIC HEARINGS 7:15 PM  
(a) On-Sale Wine License, Jimmie's Old Southern BBQ Smokehouse, LLC, Resolution 2025-15
10. PETITIONS, REQUESTS and COMMUNICATIONS  
(a) None
11. ORDINANCES and RESOLUTIONS 7:25 PM  
(a) 1<sup>st</sup> Reading Ordinance 681, Cannabis and Hemp Business Registration
12. REPORTS of OFFICERS, BOARDS, and COMMITTEES  
(a) SoHi Community Park Request for Hennepin County Youth Activities Grant 7:55 PM
13. UNFINISHED BUSINESS  
(a) None
14. NEW BUSINESS 8:10 PM  
(a) Commons Lake Minnetonka Stabilization Study, Resolution 2025-16 authorizing grant application
15. ADJOURNMENT

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