



MEMORANDUM

City Council Item 9(a)

Re: Concession Building Project

Date: March 1, 2021

To: City Council

From: Kristi Luger, City Manager

Summary

One of the City Council's top priorities for 2021 is to complete construction drawings for the new concession building targeting Spring 2022 for construction. Councilmembers Caron and Hersman, along with City Manager Luger, have been meeting regularly with Eric Snyder and Shelia McMillan of Community for The Commons (Management Committee (the Committee)) to discuss how to proceed with the concession building project and other items related to implementing The Commons Master Park Plan. There are three items that the Committee is requesting from the Council:

1. Authorization for the Committee to proceed with selecting a consultant to facilitate the planning process for the concession building
2. Appoint a PAC and as needed advisors to the PAC for the concession building project
3. Provide guidance on a future lease for the concession space

Recommended Council Action

Motion to authorize the Committee to proceed with selecting a consultant to facilitate the planning process for the concession building and to appoint a PAC and as needed advisors to the PAC for the concession building project.

Full Description

Consultant

One of the first items the Committee discussed when they met was lessons learned from the pavilion project and how to improve the process going forward. The group agreed that hiring an outside consultant with experience in public park projects to facilitate the planning process would be beneficial to ensure that volunteers don't get burned out. The consultant would be expected to:

- Organize and chair PAC meetings
- Manage and communicate with the various consultants (architect, landscape architect, etc.)
- Present PAC items to the Council and follow-up on any direction
- Monitor all deadlines to make sure that the project will be completed on time

Project Advisory Commission

The Committee agrees that the PAC as a model for planning and designing each Commons project is the right approach. The Committee recognizes that the members of the PAC will flex with each project as different expertise is needed and as volunteer availability changes. They recommend that the concession project PAC consist of the following members:

- Ann Hersman, City Council Representative
- Eric Snyder, Community for The Commons Representative
- Kristi Luger, City Manager
- Community for The Commons Representative
- Heritage Preservation Commission Representative
- Park and Recreation Commission Representative
- Resident 'At-Large' Representative

The Committee also recognizes that each project may need advisors with particular knowledge and recommends that the Council approve 'as needed' advisors to the PAC. Additional 'as needed' advisors may be consulted at the discretion of the PAC.

As needed advisors to the PAC:

- Tim Amundsen, Public Works Superintendent
- Amy Edwards, Event Coordinator
- Erik Paulson, Resident/Arborist
- Larry Lembrich, Rotary Club of Lake Minnetonka-Excelsior
- Jen Weiss, Excelsior-Lake Minnetonka Chamber of Commerce
- Concession Restaurant Consultant TBD

Concession Space Guidance

The Committee is also requesting Council guidance on some general parameters for the future concession space lease. Some questions include:

- Does the Council agree with Councilmembers Caron and Hersman that the concession leaseholder should be a new business to Excelsior and not a satellite operation of one of the existing restaurants in the city?

- Should the concession leaseholder have capability to operate year-round or seasonally only?
- Are there limitations on hours of operation of the concession business or the sale of alcohol? (we should provide the hours that we currently allow in the Commons)
- Is the Council comfortable with granting a beer and wine license to the concession leaseholder?
- Would the concession leaseholder have exclusive rights to alcohol sales in The Commons? The Rotary currently conducts beer/wine sales during Concerts in The Commons which is a key revenue source for the concerts. Councilmembers Caron and Hersman recommend that the Rotary continue beer/wine sales and that the concession leaseholder not have an exclusive right to alcohol sales.
- Would there be any non-compete clauses for other food vendors that locate in The Commons during special events? Food trucks for example?
- Are there any other considerations for the concession lease that the Council wishes to share prior to the PAC beginning their work?

Recommended Council Action

Motion to authorize the Committee to proceed with selecting a consultant to facilitate the planning process for the concession building and to appoint a PAC and as needed advisors to the PAC for the concession building project.