

1. Agenda And Packet

Documents:

[JUNE 7, 2021 WORK SESSION AGENDA.PDF](#)  
[JUNE 7, 2021 WORK SESSION PACKET.PDF](#)

City of Excelsior  
Notice of City Council Work Session  
of the Excelsior City Council

NOTICE IS HEREBY GIVEN that the City Council of the City of Excelsior will hold its Work Session on Monday, June 7, 2021 at 5:30 P.M. via a telephonic and/or electronic meeting. The agenda for the meeting is attached hereto.

In accordance with the requirements of Minn. Stat. Section 13D.021, the Mayor, the city manager, and the city attorney have determined that an in-person meeting is not practical or prudent because of the "COVID-19 Health Pandemic" emergency declared under Chapter 12 of the Minnesota Statutes. Due to the measures necessary to contain and mitigate the impacts of the Pandemic Emergency, it has been determined that attendance at the regular meeting location by members of the public is not feasible and that the physical presence at the regular meeting location by at least one member of the body, chief legal counsel or chief administrative officer is not feasible. Therefore, all staff and City Council members will be participating by telephone or other electronic means.

Members of the public may attend the work session by joining via Zoom either online or by telephone at:

Join Zoom Meeting

<https://us02web.zoom.us/j/87905277564>

Meeting ID: 879 0527 7564

Dial by your location

+1 301 715 8592 US

+1 312 626 6799 US (Chicago)

Meeting ID: 879 0527 7564

City of Excelsior  
City Council Work Session

Agenda

Monday, June 7, 2021

5:30 P.M.

(Please Note: Times Listed Are Approximate)

1. Call to Order/Roll Call
2. Agenda Approval
3. Park and Recreation Commission and City Council Joint Work Session
4. Adjournment

Note: The purpose of a Work Session is for the Council to discuss matters informally and in greater detail than is allowed at formal Council meetings. All meetings of the Council including Work Sessions will be open to the public. While the privilege of participating in these discussions is generally limited to the Council, staff, and consultants, the Mayor may open a discussion from the floor.

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# MEMORANDUM

3- Parks and Recreation Commission Joint

**Re:** Work Session

**Date:** June 7, 2020

Tim Amundsen

**To:** City Council

**From:** Public Works Superintendent

The Parks and Recreation Commission (PNR) at their February 9<sup>th</sup> meeting discussed their goals for 2021. Items that were discussed included:

- General Comments and Direction
- Gazebo/Gateway
- Future Master Park Plan Projects
- Minor projects within The Commons
- Piers/Buoys/Moorings
- Community Gardens
- Excelsior Studer Park
- Cemetery
- Use Policy for The Commons

Following the meeting, staff took the notes from the discussion and compiled them into a document for review. The intent of the document is to help provide insight into the PNR Commission goals for 2021 and beyond while helping to facilitate the discussion with the City Council at the joint work session. The 2021 Goals Discussion document is attached to this memo.

The City Council outlined two goals for the PNR Commission within their priorities for 2021. Those goals are:

Community Priorities	Goal	Strategic Initiative
Enhance Small Town Character and Quality of Life for Residents	6. Maintenance	Develop a list of items that public works should regularly maintain
Legislation and Policy	4. Style Guide	Create style guidelines for City-owned properties that align with HPC guidelines

The City Council should discuss the 2021 PNR Commission's Goals Discussion document and the Community Priorities set by the Council.

**Action:**

Conduct the joint work session with the Parks and Recreation Commission and discuss the City Council's priorities and how they align with the Goals Discussion document developed by the Commission. The City Council should provide feedback and direction to the Parks and Recreation Commission.



### **Park and Recreation Commission- Goals Discussion**

At the February 9, 2021 Park and Recreation Commission (PNR) meeting, the Commission discussed the goals moving forward into 2021 for the immediate future and beyond. The Commission discussed a list of items and made general comments regarding the path forward for the Park and Recreation Commission. The list includes:

- General Comments and Direction
- Gazebo/Gateway
- Future Master Park Plan Projects
- Minor projects within The Commons
- Piers/Buoys/Moorings
- Community Gardens
- Excelsior Studer Park
- Cemetery
- Use Policy for The Commons

Staff took notes of the comments for each item. Provided within this document will be notes and guidance in moving the list of items forward for discussion with the City Council.

### **General Comments and Direction**

The PNR Commission discussed the general direction moving forward and over-arching goals for 2021 and beyond. The discussion amongst the Commission centered around a proposed budget, three-year Capital Improvement Plan (CIP), and how recommendations have been handled in the past. The Commission was interested in discussing with the City Council a budget proposal so that PNR could be allocated funds on a yearly basis to be spent on improvements within the park system. This would provide the Commission with a more concrete understanding of what real dollars can be allocated to improvements and provide realistic goals and expectations to be pursued. This would allow the Commission to have a better realization of what improvements they can recommend as they would know the funds allocated to improvements. The three-year CIP was proposed by staff and would allow the Commission to plan and advise the City Council on what improvements they recommend funding within that plan and beyond. The Commission felt that this would help improve the morale of the Commission as they would not be making recommendations that are not achievable due to limited funding and budget constraints. The

Commission felt that this was a critical discussion item to present to the City Council during their joint work session in 2021.

### **Gazebo/Gateway**

The Commission discussed the current configuration of the corner of Oak Street and Water Street which currently includes the Gazebo structure. The Commission also reviewed the Gateway project and the recommendations made to the City Council. The Commission suggested that they relook at the plan and start a “staged approach” in revisiting the corridor. The Commission discussed three options:

- Option 1: Recommend to the City Council to complete the project in its entirety.
- Option 2: Readdress and recommend a “phased approach” to the Gateway project.
- Option 3: Revisit the project in its entirety and go back to the drawing board and reduce the size, scope, and cost of the project.

The Commission recommended that staff document the condition of the gazebo structure and obtain a quotation for repair or replacement to better understand the costs of such an endeavor. Staff will provide that information and the Commission should determine the approach in which they would like to recommend to the City Council in 2021.

### **Future Master Park Plan Projects**

PNR discussed the established Master Park Plan for The Commons. It was stated that most of the work would happen outside the direct oversight of the PNR Commission. The project implementation plan was discussed and includes the Pavilion as the first project followed by the Concession Stand/Driveway. Subsequent projects will include the boardwalk, Port area, and the bathhouse. The Commission was advised to provide their feedback regarding the projects throughout the process. The Commission will have a representative for each project to provide an advisory role from the PNR Commission perspective to the Project Advisory Committee (PAC). Discussion of expectations from the City Council for PNR and their role in executing the Master Park Plan should be reviewed at the joint work session in 2021.



### **Minor Projects within The Commons**

The Commission in the past has discussed pursuing smaller projects within The Commons that would be outside of the current scope of the Master Park Plan yet would be complimentary to it. The Commissioners were tasked with developing a list of projects to pursue in the near term to supplement the Master Park Plan. The list included:

- Improvements to the two knolls to include the area behind the ballpark scoreboard
- Improvements to the beach/playground
- Discuss improvements to the tennis/basketball court area
- Expansion of the gardens within The Commons
- Low maintenance landscaping improvements to address runoff and erosion throughout The Commons

The Commission should continue to discuss the improvements outside of the Master Park Plan and develop guidance in which to pursue the recommended improvements.

### **Piers/Buoys/Moorings**

The Commission reviewed the moorings and the policy and their recommendations for a plan moving forward. In the more immediate future, the Commission discussed bringing back the discussion of having different locking mechanisms on the dock and continued maintenance of the pier structures. They recommended that staff work on the timing for the improvements and determine a framework in which the moorings will be continued to maintain.

### **Community Gardens**

The Commission discussed the Garden Plots and the plan moving forward into 2021. The March PNR Meeting has been designated for the discussion of the recommendations made by the garden plot committee that was tasked with reviewing the Community Gardens in early 2020. Decisions will need to be made regarding the implementation of the garden plot committee recommendations which include raised garden beds, fixing the fence and installing more gates, and other items in which to implement for 2021. It is recommended that the Community Gardens be discussed with the City Council.

### **Excelsior Studer Park**

The Commission discussed Excelsior Studer Park and advised the commissioners to continue to come up with ideas and/or improvements that should be made to the property. Commissioners were provided a brief history of the property and the remediation that occurred. The Commission also discussed how previous City Councils were very revenue-oriented and had suggested that the Commission brainstorm ideas in which to create more revenue opportunities. Past suggestions for Studer Park included a dog park and turning it into a more natural prairie land. The Commission should discuss the expectations of Excelsior Studer Park with the current City Council and determine the path forward in their advisement for improvements to the park property.

### **Cemetery**

Staff provided an overview of the condition, tree issues, erosion issues, and cemetery headstone repairs following a meeting with a local historian and the Mayor this past fall. The Park and Recreation Commission advised staff to seek clarification in their roles and responsibilities regarding the cemetery. They also advised staff to seek volunteer groups such as the boy scouts and girl scouts to assist in maintenance activities within the cemetery. The Commission should discuss the expectations from the City Council regarding the cemetery property.

### **Use Policy for The Commons**

Discussion of a use policy centered around a recent development in time allocation for the ballfield facilities and how the City should handle new requests moving forward. Historically, Minnetonka Baseball and Minnetonka Community Education have been the predominant entities in renting out the ballfield facility. The Commission discussed how new requests from outside those organizations should be handled and it was determined that developing a use policy for The Commons would be the preferred direction. The Commission felt that any use policy developed should be reviewed by PNR and that discussion should center around the ballfield use and branch off to other areas such as the Pavilion. The Commission should discuss their interest in a use policy with the City Council at their joint meeting in 2021.

**Park and Recreation Commission Goals Discussion**

The intent of this document is to provide direction and goals for the PNR Commission for 2021 and beyond to help facilitate discussion with the City Council at their joint work session scheduled for June 7, 2021. Following review with the City Council and further discussion amongst the Commission, staff will revise these items and use them to help create a guiding document for the Commission moving forward using direction from the City Council and PNR Commission.