

City of Excelsior
City Council Work Session

AGENDA

Monday, September 24, 2012

City Council Chambers

6:30 p.m.

1. Call to Order/Roll Call
2. Agenda Approval
3. Joint Meeting with Park and Recreation Commission –
Note: A quorum of the Park and Recreation Commission will in attendance
4. Sandall Marketing Study
5. Charter Information Document
6. Other
7. 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.

Auxiliary aid for individuals with disabilities are available upon request. Requests must be made at least 96 hours in advance to the City Clerk at (952) 653-3675.



MEMORANDUM

09/24/12 Work Session Item 3
Joint Meeting with the Park and

Re: Recreation Commission

Date: September 20, 2012

To: City Council

From: Kristi Luger, City Manager

The Park and Recreation Commission have requested a joint meeting with the City Council to discuss their overall purpose. Staff thought it might be helpful for the City Council and the Park and Recreation Commission to know how other cities utilize their Park and Recreation Commission (P&R Commission). The following memo outlines the responses to three questions that staff asked cities regarding their P&R Commission.

Question #1- What tasks are assigned to your Park and Recreation Commission?

The answer to this question is listed below in the order of the most frequent response, the answers in bold are the tasks assigned to our P&R Commission in accordance to Section 24-55 of the City Code. The ordinance pertaining to the P&R Commission is included in the packet.

1. Consider, review, report, and advise on all park and recreational matters which the council may refer to the commission.

- Most cities said that the primary function of their P&R Commission is to advise the City Council and other advisory commissions regarding matters relevant to park and recreation matters.
- In many cities the P&R Commission is the body that responds to citizens' requests and concerns regarding park and recreation issues and determines whether those issues should be forwarded to the City Council.
- A few cities have their P&R Commission set the priorities of the park and recreation department.

2. The responsibility for enhancing parks through evaluation, planning, and initiating new programs and ideas.

- It is an expectation of most cities that their P&R Commission is continuously reviewing and evaluating the park system; many commissions accomplish this task by frequently visiting the parks and scheduling a bi-annual park tour.
- The P&R Commission also serves as the body that reviews new program requests, one city reported that their commission spent all summer reviewing requests from the little league association.

3. Develop immediate and long range plans for the park and recreational needs of the residents of the city, and recommend to the council a feasible means of financing such requirements.

- Many cities reported that their P&R Commission is responsible for monitoring the execution of the master park plan and reports annually to the City Council the progress they have made on fulfilling the plan and any recommended amendments.

4. **Coordinate city programs with area wide programs, including programs of the community education services.**
 - The responses regarding the P&R Commission's role with this duty was varied, here are some of the more interesting responses:
 - Encourage the interchangeable use of city and school district facilities.
 - Encourage coordination with other communities and agencies park and recreation programs.
 - Promote the use of the municipal facilities by the general public.
 - Disseminate information regarding park and recreation opportunities to garden clubs, athletic groups, civic organizations, and the like.
5. Develop and recommend a Parks Capital Improvement Plan (CIP) to the City Council.
 - Many cities reported that their P&R Commission is responsible for developing a Parks CIP that the City Council reviews, but a few cities said that their P&R Commission only recommends improvements that should be included in the overall CIP.
6. **Recommend to the council operating policies and procedures for use in existing parks, future parks, and public lands.**
 - A few cities said that their P&R Commission studies policies and programs and offers recommendations to the Park and Recreation Director and City Manager on how to enhance the City's park and recreation program.
7. Review and recommend items to be included in the park and recreation annual budget.
 - In addition to reviewing the budget, a few cities have their P&R Commission recommend fees to be charged for activities related to park and recreation.
8. Coordinate and manage city events.
 - A couple cities reported that their P&R Commission is in charge of coordinating and managing city events. One city reported that their P&R Commission even makes popcorn and sells beverages at events.
9. Recommend to the City Council and Planning Commission property acquisitions that are needed or desired to complete a comprehensive park and recreation system in the city.
 - A couple growing cities mentioned that their P&R Commission is responsible for planning for future development of their park and recreation system.
10. Miscellaneous tasks that cities assign to their P&R Commission.
 - Decide hours of operation of facilities subject to the budget and resources.
 - Develop and recommend feasible methods of discouraging vandalism and destruction of park facilities.
 - Review and make recommendations to the City Council on development proposals that would impact the park and recreation system.
 - Solicit donations on capital projects.

Question #2- Does the Council provide the Park and Recreation Commission with any direction or assign them any tasks?

- One of the more frequent responses is that the P&R Commission annually prepares a list of new initiatives that are incorporated into a work plan that is reviewed by the City Council. Many times the new initiatives are related to one of the sections of the master park plan or a potential new ordinance. The City Council approves or modifies the proposed work plan and then the P&R Commission has their direction for the year. An example of a work plan from the City of Edina is included in the packet.

Question #2- Does the Council provide the Park and Recreation Commission with any direction or assign them any tasks? (cont.)

- Many cities also reported that the Council rarely provides the P&R Commission with direction and that they rely on the Commission to determine their own priorities.

Question #3- Does the Park and Recreation Commission have any authority to spend money or make decisions without the Council's consent?

- The most frequent response to this question is that the P&R Commission is strictly an advisory commission so they have no spending or decision making authority.
- There are three cities that give their P&R Commission some spending authority, but the type of authority varies.
 - Breezy Point- Ability to spend up to \$1,000 without Council action.
 - Centerville- Annual budget of approximately \$20,000 to spend on the City's involvement with the annual festival (fireworks, parade), music in the park, and winter skating events.
 - Perham- Annual budget of \$10,000-\$20,000 to spend on capital related items such as playground equipment, signage, and docks.

Some Cities are Considering Disbandment

A couple cities mentioned that they are struggling to find a purpose for their P&R Commission with limited resources, no recreation programs, and their park systems being fully developed. Many have considered disbanding their P&R Commission because they have been unable to find new commissioners and have had to cancel many meetings due to lack of activity. Only one city that responded to staff's inquiry actually disbanded their P&R Commission, but a couple cities are considering it.

When the Mendota Heights' P&R Commission struggled to find their mission once their park system was fully built, they went through an exercise that created a work plan which helped to create a sense of purpose. This work plan is included in the Council packet.

The City of Richfield changed their P&R Commission to a Community Services Commission that forwards recommendations to the City Council on policy changes on stormwater and forestry issues in addition to park and recreation.

The City Council and the Park and Recreation Commission should discuss issues of mutual concern and then decide how to proceed in the future.

Sec. 24-55. Powers and duties.

The commission is hereby designated to perform the following responsibilities:

- (1) Consider, review, report, and advise on all park and recreational matters which the council may refer to the commission.
- (2) Develop immediate and long range plans for the park and recreational needs of the residents of the city, and recommend to the council a feasible means of financing such requirements.
- (3) Recommend to the council operating policies and procedures for use in existing parks, future parks, and public lands.
- (4) The responsibility for enhancing parks through evaluation, planning, and initiating new programs and ideas.
- (5) Coordinate city programs with areawide programs, including programs of the community education services.



REPORT/RECOMMENDATION

To: MAYOR AND COUNCIL	Agenda Item <u>Work Session III.</u>
From: Karen Kurt Assistant City Manager	<input type="checkbox"/> Action <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Information
Date: September 19, 2012	
Subject: 2013 BOARD AND COMMISSION WORK PLANS	

ACTION REQUESTED:

None at this time.

INFORMATION/BACKGROUND:

As part of the new annual work planning process, each board and commission has drafted a proposed work plan for 2013. This work session is for:

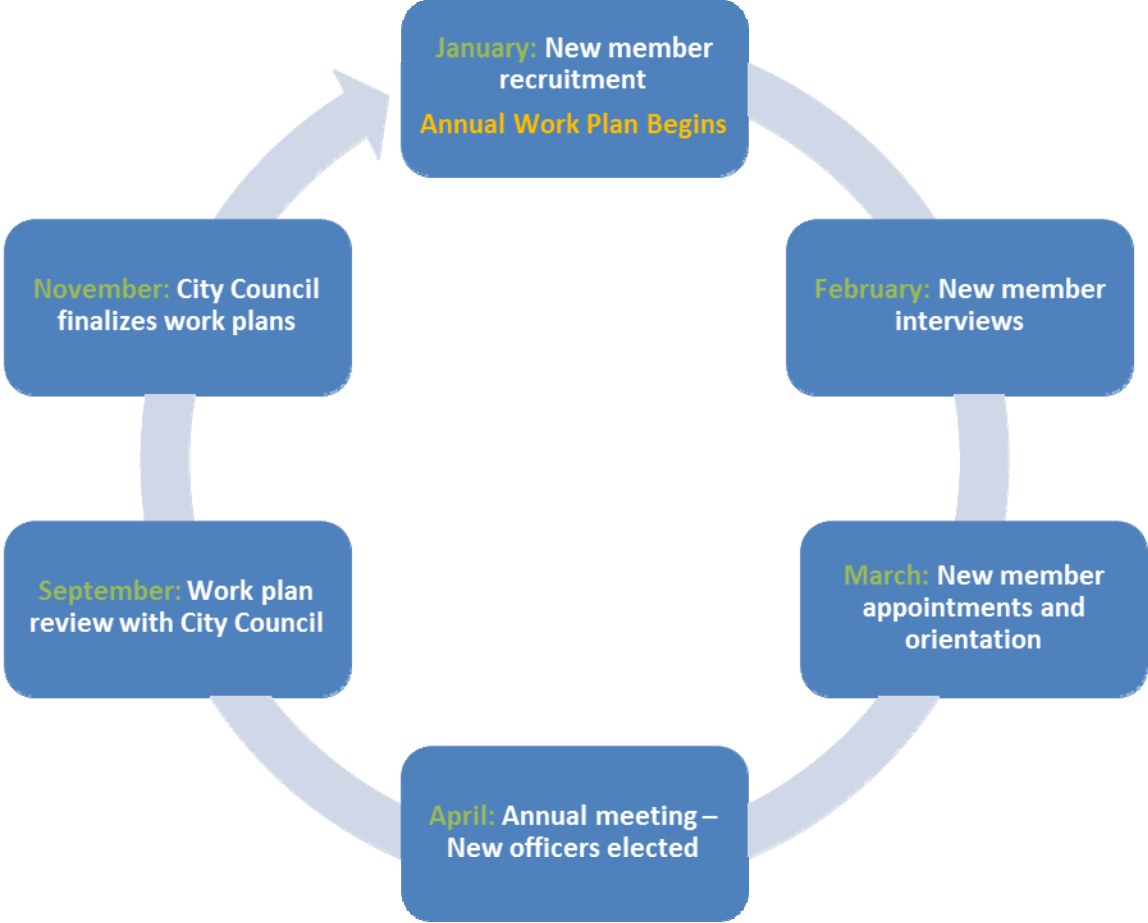
- Council members to familiarize themselves with the proposed plans and to ask questions about the content or items not included.
- Board and commission chairs to familiarize themselves with the proposed initiatives of other groups.

The Council will use the input from this work session when finalizing the 2013 City Work Plan and budget later this fall. Boards and commissions should expect final approval of their work plans by year end.

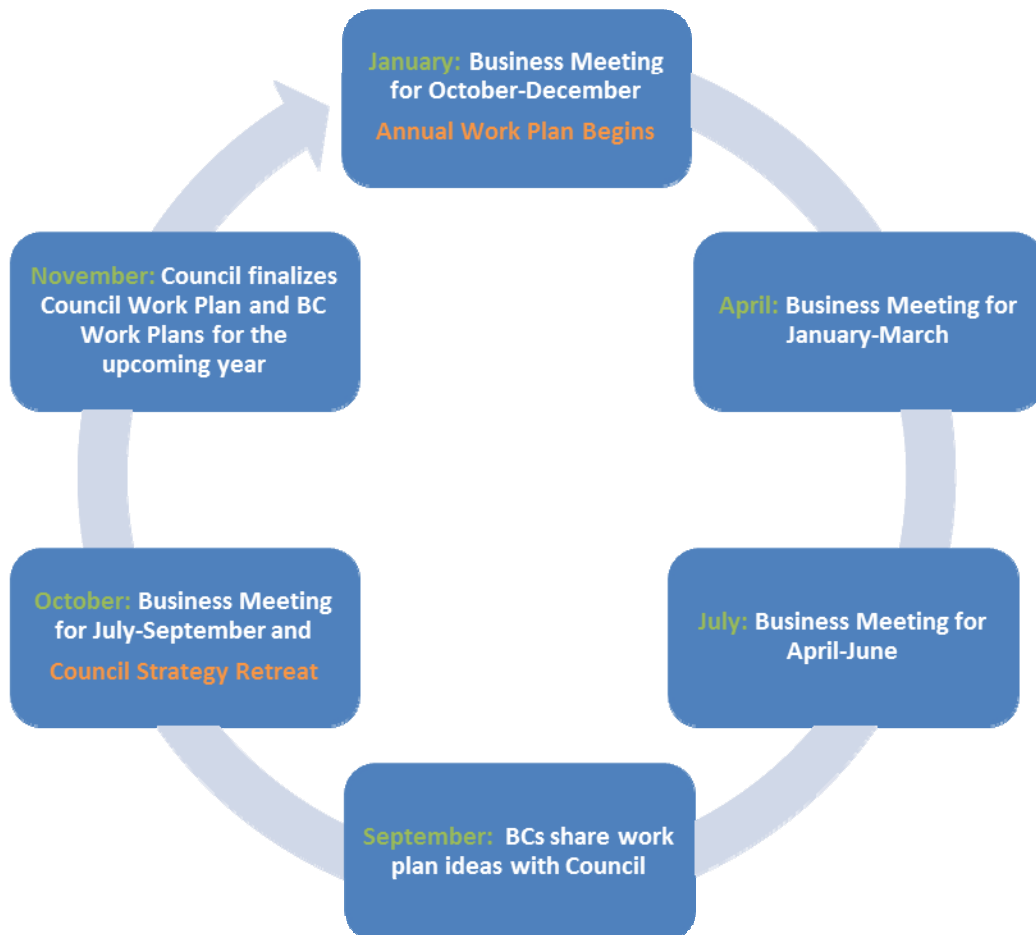
ATTACHMENTS:

- Board and Commission Annual Calendar
- City of Edina Annual Work Plan Calendar
- 2013 Board and Commission Work Plans

Board and Commission Annual Calendar



City of Edina Annual Work Plan Calendar



**ART CENTER BOARD
2013 Annual Work Plan**

2013 New Initiative	Target Completion Date	Budget Required	Staff Support Required	Council Approval
AC Membership Record Conversion to Website	03/31/2013	N/A	AC & Communications	
Progress Report:				

2013 New Initiative	Target Completion Date	Budget Required	Staff Support Required	Council Approval
AC Registration Technology Update	03/31/2014	\$10-12,000	AC & Communications	
Progress Report:				

2013 New Initiative	Target Completion Date	Budget Required	Staff Support Required	Council Approval
Re-configuration of AC Staff from PTE to FTE	03/31/2013	N/A for 2013	Human Resources	
Progress Report: Recommended Changes from George Sutton & Associates, Art Center Consultant				

2013 New Initiative	Target Completion Date	Budget Required	Staff Support Required	Council Approval
HVAC Units (2) Replacement	12/31/2013	\$22,800	HVAC Specialist	
Progress Report: 2013 is the scheduled replacement date for two HVAC rooftop units. Units may last longer. Included in 2013 CIP.				

2013 New Initiative	Target Completion Date	Budget Required	Staff Support Required	Council Approval
Parking Lot Improvements	12/31/2013	\$40,000	Public Works	
Progress Report: Re-design of Art Center Parking Lot to include two entry/exit routes. Plans previously completed. Included in 2013 CIP.				

2013 New Initiative	Target Completion Date	Budget Required	Staff Support Required	Council Approval
Arts & Culture Working Group	12/31/2012	N/A	N/A	
Progress Report: High Level of progress made with ACWG Intern 6/18/12 – 9/7/12 sponsored by City Manager Intern Budget. Report to follow.				

2013 New Initiative	Target Completion Date	Budget Required	Staff Support Required	Council Approval
Edina Public Art Committee	01/01/2013	\$20,000		
Progress Report: Proposed increase in City support for Advancement of Public Art in the City of Edina.				

Ongoing Responsibilities
Small Group Task Force – Annual Review of Fees & Charges
Small Group Task Force – Annual Review of Programming
Art Center Space Re-configuration for Optimum Usage of Building and Increased Revenue

Other Work Plan Ideas Considered for Current Year or Future Years	
Additional Recommendations from George Sutton & Associates.	
Marketing & PR PTE for the Art Center.	

Proposed Month for Joint Work Session:	October/Currently scheduled for review of Sutton Report October 16, 2012
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Staff Comments:	
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Council Comments:	
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Community Health Committee 2013 Annual Work Plan

2013 New Initiative	Target Completion Date	Budget Required	Staff Support Required	Council Approval
Develop Health Vision For Edina and Submit Recommendation to the City Council	End of 2013	None at this time	Estimate 20 hours	
Progress Report:				

2013 New Initiative	Target Completion Date	Budget Required	Staff Support Required	Council Approval
Youth Focus Subcommittee to Focus on Key Edina Health Gaps and Generate Recommendations	March 2013	None at this time	Estimate 3 hours	
Progress Report:				

2013 New Initiative	Target Completion Date	Budget Required	Staff Support Required	Council Approval
Aging Focus Subcommittee to Focus on Key Edina Health Gaps and Generate Recommendations	June 2013	None at this time	Estimate 3 hours	
Progress Report:				

2013 New Initiative	Target Completion Date	Budget Required	Staff Support Required	Council Approval
General Health Focus Subcommittee to Focus on Key Edina Health Gaps and Generate Recommendations	September 2013	None at this time	Estimate 3 hours	
Progress Report:				

2013 New Initiative	Target Completion Date	Budget Required	Staff Support Required	Council Approval
Generate Comprehensive Edina Health Report for Submission to City Council Based on Youth, Aging and General Health Subcommittee Input with Prioritized Recommendations	October 2013	None at this time	Estimate 6 hours	
Progress Report:				

2013 New Initiative	Target Completion Date	Budget Required	Staff Support Required	Council Approval
Provide Recommendations to City Council Related to Edina Health Concerns as Identified by CHC and/or in Comprehensive Edina Health Report	On-going 2013	None at this time	Estimate 6 hours	
Progress Report:				

2013 New Initiative	Target Completion Date	Budget Required	Staff Support Required	Council Approval
Coordinate with do.town to Leverage Resources to Gather Data and Develop Appropriate Policy Recommendations	April 2013	None at this time	Estimate 6 hours	
Progress Report:				

Ongoing Responsibilities
<ul style="list-style-type: none"> • Community Health Assessment Required By MDH • Annual Review of Community Health Services
<ul style="list-style-type: none"> • Annual Review of Public Health Emergency Preparedness Services
<ul style="list-style-type: none"> • Annual Review of Edina Public Schools Health Services & Food Services
<ul style="list-style-type: none"> • Annual Review of Chemical Health Services • Annual Review of Services Provided by Edina Resource Center • Annual Presentation by Edina Medical Consultant • Public Health & Public Health Emergency Preparedness Legislation – As Needed Basis • Monitor & Support do.town Initiative and Statewide Health Improvement Program (SHIP)

Other Work Plan Ideas Considered for Current Year or Future Years	
Evaluate Creation of Healthy Eating Active Living Resolution and Submit Recommendation To Council	Town Hall Forum - TBD
Evaluate Development of Edina Health Council	

Proposed Month for Joint Work Session:	July
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Staff Comments:	Staff support for "Ongoing Responsibilities" absorbs major time commitment prior to "New Initiatives" and needs to be included in the overall workplan.
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Council Comments:	
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Energy and Environment Commission 2013 Annual Work Plan

2013 New Initiative	Target Completion Date	Budget Required	Staff Support Required	Council Approval
<p>Comprehensive City Building Energy Efficiency Project. Follow on success of 2011-2012 energy efficiency retrofit project by exploring more in-depth building efficiency projects.</p> <ul style="list-style-type: none"> 2013: Investigate various contracting methods including State Guaranteed Energy Savings Program (GESp) contract, select preferred contracting method, commission investment grade audit, choose scope of project, and set budget for 2014. 2014: Contract for Energy efficiency retrofits on various city buildings. 	December 2014.	<p>Staff time in 2013 and Capital Improvement Project in 2014 Apx. \$1-2M</p> <p>Depending on selected contracting method, this project can be made cash flow positive using financing paid by energy savings.</p>	<p>Significant: Building Services Manager, Environmental Engineer. Moderate: Legal Review.</p>	
Progress Report:				

2013 New Initiative	Target Completion Date	Budget Required	Staff Support Required	Council Approval
<p>Urban Forestry Policy Review and Tree Planting Project Review current tree planting policies and existing efforts in planting, removal, and development requirements. This item is a continuation of work of the Urban Forest Task Force.</p>	December 2013	Staff time in 2013, with potential budget recommendations for future operations.	Moderate: Parks Director, City Forester, City Planner.	
Progress Report:				

2013 New Initiative	Target Completion Date	Budget Required	Staff Support Required	Council Approval
<p>Energy Efficiency Community Outreach and Education Project. Develop educational messages and strategy for engaging citizens and community groups with the goal of increasing awareness and action on sustainability, energy conservation and efficiency.</p>	December 2013	Staff time to assist in creating content and disseminating using city media platforms.	Moderate: Communications Staff	
Progress Report:				

2013 New Initiative	Target Completion Date	Budget Required	Staff Support Required	Council Approval
<p>Promote Edina Emerald Energy Program Develop educational messages and strategy for engaging businesses on energy efficiency and Property Assessed Clean Energy (PACE) financing. Outreach will involve partnership with Edina Chamber and local utilities.</p>	December 2013	Staff time for and creating content and disseminating using city media platforms and staff time to process applications.	Moderate: Communications Staff, Environmental Engineer, Finance Director (EEEP applications)	
Progress Report:				

2013 New Initiative	Target Completion Date	Budget Required	Staff Support Required	Council Approval
<p>Integrate Comprehensive Plan Chapter 10 Into City Operations Review City codes, policies and operations relative to sustainability goals outlined in Chapter 10 of the comprehensive plan and identify extent of implementation. EEC will identify inconsistencies in code and recommend changes. Initial focus will be to identify key decision points to implement goals of Chapter 10.</p>	December 2013	Staff time to facilitate	Moderate: Environmental Engineer	
Progress Report:				

2013 New Initiative	Target Completion Date	Budget Required	Staff Support Required	Council Approval
Surface Water Quality Policy Exploration Participate and inform efforts to update Wellhead Protection Plan and Storm Water Pollution Prevention Plan in 2013.	December 2013	Staff time and minor additional cost in consulting contracts. Plans will include budget significant recommendations for future operations.	Minimal: Environmental Engineer	
Progress Report:				

2013 New Initiative	Target Completion Date	Budget Required	Staff Support Required	Council Approval
Update Recycling Licensing Ordinance Provide detailed review and recommendations to City Council to promote year round organics recycling, earlier yard waste pickup and identify any inconsistencies in how customers are being charged for services, fees and surcharges, the notice for billing rate changes and fees for discontinuing service.	December 2013	Staff time.	Significant: Community Health staff	
Progress Report:				

Ongoing Responsibilities
Green Steps Reporting – review ongoing activities in GreenSteps program.
Purchasing Policy – Review policy implementation

Other Work Plan Ideas Considered for Current Year or Future Years	
Green Contracts	Grants Workgroup
Measure Results of EEC Activities	Greenhouse Gas Reduction Plan
Annual Community Meeting	City RFP Process
Recycling RFP Environmental Metric	Air Quality Focus
Require Commercial Sector Recycling	Advocacy
Proposed Month for Joint Work Session:	
Staff Comments:	
Council Comments:	

**EDINA TRANSPORTATION COMMISSION
2013 Annual Work Plan**

2013 New Initiative	Target Completion Date	Budget Required	Staff Support Required	Council Approval
Pedestrian / Sidewalk Plan	July 2013	PACS Funding	Yes – Transportation Planner / Engineer	
Progress Report:				

2013 New Initiative	Target Completion Date	Budget Required	Staff Support Required	Council Approval
Way-finding Plan for pedestrians and bikeways	December 2013	PACS Funding	Yes – Transportation Planner / Engineer	
Progress Report:				

2013 New Initiative	Target Completion Date	Budget Required	Staff Support Required	Council Approval
Standard Signage for Roadways including bikeways – this will also be folded into the next steps of the Living Streets Policy	NA	Yes – but unknown	Yes – Engineering Staff	
Progress Report:				

2013 New Initiative	Target Completion Date	Budget Required	Staff Support Required	Council Approval
Safe Routes to School Comprehensive Plan	May 2013	No – funded through SHIP	Yes – Engineering Staff	
Progress Report:				

2013 New Initiative	Target Completion Date	Budget Required	Staff Support Required	Council Approval
Review projects in the proposed Capital Improvement Program	August 2013	No	Yes – Engineering Staff	
Progress Report:				

2013 New Initiative	Target Completion Date	Budget Required	Staff Support Required	Council Approval
Living Streets Policy & Plan	August 2013	\$150,000	Yes – Engineering Staff	
Progress Report:				

Ongoing Responsibilities
TLC Bike Boulevard Project
Traffic Safety Reviews and Policy Updates
France Avenue Intersections Improvement Project
Transportation Options
Bike Edina Task Force

Other Work Plan Ideas Considered for Current Year or Future Years
Grandview Area Transportation Plan (Implementation)

Proposed Month for Joint Work Session:	
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Staff Comments:	
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Council Comments:	
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Heritage Preservation Board

2013 Annual Work Plan

2013 Initiative	Target Completion Date	Budget Required	Staff Support Required	Council Approval
Complete updating Historic Context Study to include the Mid-Century period of 1945 - 1974	August 2013	Yes CLG & Legacy Grants \$5,000/\$5,000	Yes 20 hours	
Progress Report:				
2013 Initiative	Target Completion Date	Budget Required	Staff Support Required	Council Approval
Promote voluntary landmark designation of Edina Heritage Resources to include: At least 3 Morningside bungalow homes, and 1 property on the designated eligible list	December 2013	No	Yes 30 hours	
Progress Report:				
2013 Initiative	Target Completion Date	Budget Required	Staff Support Required	Council Approval
Work with Southdale Center on recognizing the significance of the nation's first enclosed shopping mall.	December 2013	No	Yes 15 hours	
Progress Report:				
2013 New Initiatives	Target Completion Date	Budget Required	Staff Support Required	Council Approval
Develop guidelines for sustainability in connection with renovating historic properties	December 2013	No	Yes 10 hours	
Progress Report:				
2013 New Initiatives	Target Completion Date	Budget Required	Staff Support Required	Council Approval
Develop video on Edina Heritage Landmarks and historic preservation in cooperation with City's Communications Department	2013 - 2014	Yes Potential CLG Grant \$5,000	Yes 20 hours	
Progress Report:				

2013 New Initiative	Target Completion Date	Budget Required	Staff Support Required	Council Approval
Update accessibility to Cahill School & Grange Hall in Tupa Park	2013 - 2014	Yes Potential CLG Grant with matching funds \$5,000	Yes 20 hours	

Progress Report:

2013 New Initiative	Target Completion Date	Budget Required	Staff Support Required	Council Approval
Develop a heritage resources disaster management plan for all heritage resource properties	2014	No	Yes 10 hours	

Progress Report:

2013 New Initiative	Target Completion Date	Budget Required	Staff Support Required	Council Approval
Update information in the Heritage Resources Inventory and convert it to electronic format (adaptable for GIS users) so that it can be manipulated, and available to the public.	2014	Yes Potential CLG Grant \$5,000	Yes 20 hours	

Progress Report:

2013 New Initiatives	Target Completion Date	Budget Required	Staff Support Required	Council Approval
Establish annual meeting schedule with State of Minnesota Historic Preservation Office to enhance education and communication. Investigate enhanced use of state resources in education and education	Ongoing	No	Yes 10 hours	

Progress Report:

2013 New Initiatives	Target Completion Date	Budget Required	Staff Support Required	Council Approval
Increase number of Board members' attendance at state and national preservation Conferences	Ongoing	Yes Scholarships often available	Yes 8 – 24 hours	

Ongoing Responsibilities

Research: Evaluate potential heritage resources to add to the determined eligible for landmark

designation list
Preservation: Review Certificates of Appropriateness (COA) Applications for heritage landmark designated properties
Communication & Education: Educate public on the importance of heritage preservation to the vitality of the community

Other Work Plan Ideas Considered for Current Year or Future Years

Conduct a survey of the Mid-Century residential and commercial properties in the City in response to the completed Historic Context Study CLG Grant.	
Develop and implement effective, voluntary, non-regulatory approaches to preserving significant heritage resources.	

Proposed Month for Joint Work Session:	June
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Staff Comments:

COA application fees: \$600 or \$1,200 for a new home: 2011 = \$4,800; 2012 thus far = \$4,800.

Council Comments:

Human Rights and Relations Commission 2013 Annual Work Plan

2013 New Initiative	Target Completion Date	Budget Required	Staff Support Required	Council Approval
Anti-bullying event and/or education- Edina Reads	April 22, 2013	\$1,450	Video, publicity and communications.	
Progress Report:				

2013 New Initiative	Target Completion Date	Budget Required	Staff Support Required	Council Approval
Developing cross organizational partnerships to gain an understanding of community needs related to census demographic changes. Potential Partners- Edina Resource Center, Edina Police, Somali and Asian Community leaders.		\$1,500		
Progress Report:				

2013 New Initiative	Target Completion Date	Budget Required	Staff Support Required	Council Approval
Explore support opportunities for Victims of Domestic Violence. Potential for partnership with Cornerstone or Tubman.	Early 2013			
Progress Report:				

2013 New Initiative	Target Completion Date	Budget Required	Staff Support Required	Council Approval
Plan an activity for Days of Remembrance- Janet Horvath to perform her piece related to the Holocaust and Bullying. Potential tie into anti-bullying with the High School.	April / May 2013 to coincide with the national celebration of Yom Hashoah	\$3,000	Video, publicity and communications.	
Progress Report:				

Ongoing Responsibilities

Update Bias/Hate Crimes Response Plan – March of each year

Days of Remembrance - April or May, to coincide with the national celebration of Yom Hashoah

Tom Oye Award – Jan 1 About town deadline is October 19th. Select in March of each year.

Other Work Plan Ideas Considered for Current Year or Future Years

Health Care Reform Act Information Panel

Transportation Survey of Impact on Humans

Proposed Month for Joint Work Session:

March

Staff Comments:

Council Comments:

**Park Board
2013 Annual Work Plan**

2013 New Initiative	Target Completion Date	Budget Required	Staff Support Required	Council Approval
Strategic planning with a comprehensive needs assessment	Ongoing	\$100,000	Director, Assistant Director, Enterprise Managers, Recreation Supervisors, Administrative Support Staff	
<p>Park Board Duties: Serve on work groups and committees with consultant, staff and residents to assess needs and appropriately align policies, facilities, programming and financial and personnel resources with our mission and vision. This study could also encompass the City Council's actions on the Grandview Area Plan.</p>				
<p>Progress Report:</p>				

2013 New Initiative	Target Completion Date	Budget Required	Staff Support Required	Council Approval
Edina Senior Center Study	November 2013	\$900	Director & Senior Center Director. Approximately 20 staff hours.	
<p>Park Board Duties: Form a Working Group or Committee; review operational expenses, revenues and attendance data; study parking; meet with Senior Advisory Board; recommend to City Council any proposed changes in programming, fees & charges, funding, operational policies and marketing to increase the utilization of the building.</p>				
<p>Progress Report:</p>				

2013 New Initiative	Target Completion Date	Budget Required	Staff Support Required	Council Approval
Cost Recovery Goals for Enterprise Facilities	June 2014	0	Enterprise Managers, Director and Assistant Director. Approximately 80 staff hours.	
<p>Park Board Duties: Review enterprise facility budgets, participation statistics, and Business Plans and make recommendations to City Council about cost recovery goals and criteria for classification as an enterprise.</p>				
<p>Progress Report:</p>				

2013 New Initiative	Target Completion Date	Budget Required	Staff Support Required	Council Approval
Renovate Garden Park Baseball Field	October 2013	\$300,000	Director and Assistant Director, Superintendent of Park Maintenance	
Park Board Duties: October 2012 public hearing, review and comment on proposed changes to Garden Park. Staff will be completing a grant application for approximately \$225,000.				
Progress Report:				

2013 New Initiative	Target Completion Date	Budget Required	Staff Support Required	Council Approval
Barrier Free Replacement Playground Equipment – Wooddale Park	August 2013	\$300,000	Director and Assistant Director, Superintendent of Park Maintenance	
Park Board Duties: Members of the Park Board will be asked to serve on a working group to design a barrier free playground. Neighbors are hoping to raise the funds needed for this replacement. Park Board will be asked to review and comment on design and conduct standard public process.				
Progress Report:				

2013 New Initiative	Target Completion Date	Budget Required	Staff Support Required	Council Approval
Lake Edina Pathway	July 2013	\$100,000	Director and Superintendent of Park Maintenance	
Park Board Duties: Park Board will host a public hearing on this pathway. Board will then review and comment on the project.				
Progress Report:				

2013 New Initiative	Target Completion Date	Budget Required	Staff Support Required	Council Approval
Countryside Park Master Plan	October 2013	\$1,000,000	Director, Assistant Director and Superintendent of Park Maintenance	
Park Board Duties: Park Board will review and comment on a playground proposal, and review and comment on the Park Master Plan. Park Board representation was requested on the Park shelter building replacement.				
Progress Report:				

Ongoing Responsibilities

- Capital Improvement Plan
- Fees and Charges
- 2014-2015 Operating Budget
- Update Bylaws
- Election of Officers
- 2014 Park Board Work Plan

Ongoing Initiatives

- Donations Policy
- Naming of Parks and Facilities Policy
- User Fee Policy
- Edina Veterans Memorial
- Sports Dome

Other Work Plan Ideas Considered for Current Year or Future Years

Cooperative Agreement with School District for use, upgrade and maintenance of Creek Valley Park athletic fields and Cornelia School Park athletic fields.	2013-2014
Community Gardens – Research partnership with YMCA	2013 - 2014
Green energy initiatives – Partner with the Energy and Environment Commission to form a work group to study initiatives for the Parks and enterprise operations.	2014

Proposed Month for Joint Work Session:

Staff Comments:

Council Comments:

Planning Commission 2013 Annual Work Plan

2013 New Initiative	Target Completion Date	Budget Required	Staff Support Required	Council Approval
Zoning Ordinance Amendments (See attached Zoning Ordinance Work Plan Tracker.)The Planning Commission would like to complete the following from the list in 2013: 1. Sign Plan Sign Ordinance 2. Parking regulations/Proof-of-parking 3. Landscaping Requirements 4. Max./min.size for Apts. & Senior Housing 5. Lighting/Noise Regulations	On-going 2013 2013 2013 2013 2013	No additional budget requested at this time	Yes, staff support is required 40 Hours 40 Hours 20 hours 40 hours 20 hours	Council approval is required for each Zoning Ordinance amendment
Progress Report:				

Ongoing Responsibilities
<p>The Planning Commission is responsible to review all Land Use applications submitted to the City of Edina. Land Use applications include: Variances; Site Plan Review; Sketch Plan Review; Conditional Use Permits; Subdivision; Lot Line Adjustments; Rezoning; and Comprehensive Plan Amendments.</p> <p>To accomplish this responsibility the Planning Commission meets twice per month, on the second and fourth Wednesday of the month. The Planning Commission typically reviews 3-4 of the above requests each agenda.</p>

Other Work Plan Ideas Considered for Current Year or Future Years	
Consideration of Ordinance Amendment regarding the GrandView District (PUD vs. Form Based Code?)	
Small Area Plans – Areas from the Comprehensive Plan that suggest are “Potential Areas of Change”	
Other Items mentioned in the Comprehensive Plan Impervious surface ordinance; design standards; building and garage placement consideration (limit the size of a front-loaded garage); integration of multi-unit housing in transitional areas; provisions for urban forest protection; mixed use development standards; and subdivision ordinance.	

Proposed Month for Joint Work Session:

May

Staff Comments:

We anticipate 2013 as a busy year for development. We will try to accomplish as much as we can outside of our usual "ongoing responsibilities."

Council Comments:



2012 Work Plan

Mendota Heights Parks and Recreation Commission

March 13, 2012

Mendota Heights City Code (2-2-6) establishes the following powers and duties for the Mendota Heights Parks and Recreation Commission:

1. Advise the city council on matters pertaining to parks and recreational development programs and shall cooperate with city personnel in implementing the parks and recreation programs.
2. Advise the city council on the establishment of written rules and regulations for the use, management and operation of the public parks and recreational facilities, the same to be approved by action of the council before being put into effect.
3. If requested by the city council, prepare plans for the acquisition, development and improvement of the city public parks and recreational facilities and shall, if requested by the city council, develop a comprehensive plan for future park development and open space.
4. If requested by the city council, prepare a capital improvements program for the purpose of determining priorities and apportioning costs of scheduled improvements.
5. In performing the aforementioned duties and responsibilities, exhibit the initiative in formulating policies which will be responsive to the anticipated need and objectives of the community.

The Mendota Heights Parks and Recreation Commission has identified the following issues as matters of high priority:

1. Regular review of bylaws and rules of order.
2. Regular review of recreation programs.
3. Maintain five-year capital improvement plan for parks facilities.
4. Review the five year maintenance and improvement plan for trails.
5. Maintain a positive working relationship with the Mendota Heights Athletic Association.
6. Maintain direct knowledge of parks and trails facilities.
7. Review monthly reports from the Par 3 Golf Course
8. Assist in planning the annual Parks Celebration

Issue #1: Regular review of bylaws and rules of order.

<u>Action Steps:</u>	<u>Who:</u>	<u>When:</u>
• Revisit bylaws and rules of order at February meeting of each year.	P&RC/Staff	annually

Issue #2: Regular review of recreation programs.

<u>Action Steps:</u>	<u>Who:</u>	<u>When:</u>
• Receive monthly report on current and upcoming programming	Recreation Programmer	monthly
• Year-end update on program offerings, attendance and recommended changes	Recreation Programmer	annually
• Evaluate opportunities to partner with community education and neighboring communities on programming	Recreation Programmer	annually

Issue #3: Maintain five-year capital improvement plan for parks facilities.

<u>Action Steps:</u>	<u>Who:</u>	<u>When:</u>
• Recommend five year CIP to city council	P&RC/Staff	annually
• Review CIP	P&RC/staff	quarterly
• Annual report on maintenance and improvement expenditures	Staff	annually

Issue #4: Review the five year maintenance and improvement plan for trails.

<u>Action Steps:</u>	<u>Who:</u>	<u>When:</u>
• Recommend five year Trail Maintenance and Improvement Plan to city council.	P&RC/Staff	annually
• Spring staff report to commission on trail maintenance concerns.	Staff	annually
• Open house on trail maintenance and improvements	P&RC/Staff	annually

Issue #5: Maintain positive working relationship with Mendota Heights Athletic Association

Action Steps:	Who:	When:
• Receive annual reports from MHAA on organization status	P&RC/Staff	annually
• Receive seasonal reports from MHAA on youth participation, program requirements	P&RC/Staff	quarterly
• Work collaboratively with MHAA on promotion of programs, fundraising, etc.	P&RC/Staff	as needed

Issue #6: Maintain direct knowledge of parks and trails facilities.

Action Steps:	Who:	When:
• Conduct field trip to selected parks	P&RC/Staff	annually
• Commission adopt a park to keep a close watch on	P&RC	ongoing

Issue #7: Receive regular reports on the Mendota Heights Par 3 Golf Course.

Action Steps:	Who:	When:
• Review monthly reports on expenses, revenues, rounds played and operations at Par 3	P&RC/Staff	monthly
• Discuss programs, pricing, special events and course improvements	P&RC/Staff	Quarterly
• Provide recommendations to city council on revenue and expenditures	P&RC/Staff	Semi-annually

Issue #8: Assist in planning annual parks celebration.

Action Steps:	Who:	When:
• Discuss parks celebration date and scope, making recommendations to staff	P&RC/Staff	annually - January
• Volunteer at event	P&RC/Staff	annually – June



MEMORANDUM

09/24/12 Work Session Item 4

Re: Sandall Marketing Study

Date: September 19, 2012

To: City Council

From: Kristi Luger, City Manager

At the December 5th City Council meeting, the Council agreed to approve a proposal from Sandall Marketing that would help Excelsior create a better quality of life for its residents and lower taxes by generating revenue from visitors. At the January 17th meeting, the Council appointed 11 individuals to serve on a subcommittee that would participate in a brainstorming session to generate thoughts, ideas, and a vision for the future of Excelsior. The brainstorming session was held on May 9th and a follow-up meeting was held on September 13th. There was also a smaller group that met to further process the results of the brainstorming session on July 10th and August 29th.

Sandall Marketing has completed their study and is ready to present their final findings and recommendations to the Council. The purpose of this work session is to give Council members an opportunity to preview the final study before it is presented at a regular City Council meeting.

Staff is also requesting direction on when to schedule the final presentation. The Council had appointed Council members Caron and Olson as the liaisons to this project, but November 5th is the only meeting where both liaisons will be in attendance. If the Council wants both liaisons to be present during the final presentation, the presentation should be scheduled for the November 5th meeting which is the day before the election. Staff typically tries to keep this agenda light with the election being the next day; currently there are two development applications tentatively scheduled for this Council meeting.

The Council should also know that because Council member Olson was appointed to fill a vacancy, his appointment is complete as soon as the winner of the special election is 'qualified'. The qualification process typically takes about two weeks after the election which means that Council member Olson's last meeting will more than likely be November 19th. This meeting agenda will more than likely consist of the development application for the Excelsior Hotel.

The Council should discuss the upcoming City Council agendas and give staff direction on when to schedule the final presentation for the Sandall Marketing Study.



CITY OF
EXCELSIOR

MEMORANDUM

09/24/12 CC Work Session Item 5

Re: Charter Information Document

Date: September 20, 2012

To: City Council

From: Cheri Johnson, City Clerk

City Attorney Staunton and staff are working on the informational piece that will be included in the City's newsletter. The document was not ready when the agenda packet was distributed. The document will be emailed out to the City Council as soon as it is available.