

City of Excelsior
Park and Recreation Commission

Agenda

Tuesday, July 9, 2019

New Council Chambers-Former Library- 343 Third Street
6:15 p.m.

1. CALL TO ORDER/ROLL CALL
2. AGENDA APPROVAL
3. APPROVAL OF MINUTES
 - a) May 14, 2019 P&R Meeting Minutes
 - b) June 11, 2019 P&R Meeting Minutes
4. CITIZEN REPORTS or COMMENTS
 - a) None
5. UNFINISHED BUSINESS
 - a) Draft Letter to the HPC
6. NEW BUSINESS
 - a) First Street Cottages
7. VERBAL REPORTS FOR DISCUSSION
 - a) Partnership with Historical Society for Electrical Boxes and Ticket Booth Proposal
 - c) Eagle Scout Project
8. UPDATES/INFORMATION
 - a) Ice Castles
 - b) Community Gardens
 - c) Concerts in the Park
 - d) Excelsior Park Maintenance Log
 - e) Discussion on Port Bell
 - f) Studer Park
 - g) Gazebo/Mitten Pond
9. MONTHLY FINANCIAL REPORTS
 - a) May and June
10. MISCELLANEOUS / COMMISSIONER COMMENTS
 - a) Recent City Council Action
11. ADJOURNMENT

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

City of Excelsior
Hennepin County, Minnesota

Minutes
Park and Recreation Commission

Tuesday, May 14, 2019

1. CALL TO ORDER/ROLL at 6:20 p.m.

Commissioners present: Chair Wolfe, Sobiech, Mullenbach, Gallow, Rogne and Wahlstedt.

Commissioners Absent: Berghorst

Also present: Public works Superintendent Tim Amundsen.

2. AGENDA APPROVAL

Commissioner Mullenbach moved, Commissioner Gallow seconded, to approve the agenda as presented, Carries 6/0.

3. APPROVAL OF MINUTES

a) Commissioner Mullenbach moved, Commissioner Gallow seconded, to approve the minutes for March and April as presented, Carries 6/0.

4. CITIZEN REPORTS OR COMMENTS

The President of the local Rotary briefed the Board on the recent approval of pull tabs at Maynards. They are looking to help fund the Commons park and willing to work with C4C to help with the Master plan.

5. UNFINISHED BUSINESS

a) GATEWAY MASTER PLAN push to June agenda.

6. NEW BUSINESS

a) Community for the Commons adoption program approvals. Deb Rodgers briefed the Board on the current events and looking for the board to help prioritize the Capital improvement projects. Park and Rec like the idea of a hardscape patio on top of the knoll for additional picnic and viewing area. Possible rental/reservation opportunities and show the community that we are ready for action.

MOTION by Wahlstedt, 2nd by Mullenbach to recommend to city council to start design implementation on the picnic knoll. Carries 6/0

b) Heritage Preservation Commission Review Policy: push till June

- 7) VERBAL REPORTS FOR DISCUSSION
 - a) Electrical boxes
 - b) Eagle scout projects, possible clean up in the spring.

8.
 - a) Ice castle, discussed no action taken.

 - b) Community garden plots. Discussed no action taken

 - c) Concerts in the park, discussed no action taken.
 - d) Maintenance log discussed no action taken.
 - e) Port bell, discussed, no action taken.
 - f) Studer park, discussed, no action taken.
 - g) Gazebo/Mitten pond Discussed; no action taken.

9. MONTHLY FINANCIALS:
 - a) Motion by Mullenbach to approve April financials as written, 2nd by Roney, motion carries 6/0
10. MISCELLANEOUS/ COMMISSIONER COMMENTS
 - a) Recent Council Action

11. ADJOURNMENT Motion by Mullenbach to adjourn, second by Sobiech, carries 6/0

Respectfully submitted,

Paul V. Mullenbach

City of Excelsior
Hennepin County, Minnesota

Minutes
Park and Recreation Commission

Tuesday, June 11, 2019

1. CALL TO ORDER/ROLL at 6:20 p.m.

Commissioners present: Chair Wolfe, Sobiech, Mullenbach, Gallow, Roney, Wahlstedt and Berghorst.

Commissioners Absent: None

Also present: Public works Superintendent Tim Amundsen.

2. AGENDA APPROVAL

Commissioner Mullenbach moved, Commissioner Sobiech seconded, to approve the agenda as presented, Carries 7/0.

3. APPROVAL OF MINUTES

a) None presented

4. CITIZEN REPORTS OR COMMENTS

None

5. UNFINISHED BUSINESS

a) GATEWAY MASTER PLAN Commissioners feel to start simple with the opportunity to add features later on.

Concept #1 Nice simple design. Add more seating and dual banners for advertising.

Concept #2 was liked best by Board. Minimal sails, convex shape and the block lettering of Excelsior with the possibility of illumination.

Concept #3 Like the smaller Ownawa sail design, hybrid of 2-3 would be best.

b) Review HPC and Community for the Commons Policies The PVN report was reviewed and discussed. Historic boundaries reviewed. Board unable to find any Historic features located in the Commons. The PVN report was a third party to consult and the Board feels the Council should adopt said policy. Tim, Tom and Dave to meet outside the commission to form a Liaison with the HPC.

6. NEW BUSINESS

a) Air dock boat lift request Bruce Kelly presented the board with an air dock lift request. Motion by Wahlstedt to allow lift station mounted over the water not to impeded walkways installed and removed seasonally with watercraft with power provided by Leases, 2nd by Mullenbach motion carries 7/0

- 7) VERBAL REPORTS FOR DISCUSSION
 - a) Electrical boxes
 - b) Eagle scout projects, possible clean up in the spring.
8.
 - a) Ice castle, discussed no action taken.
 - b) Community garden plots. Discussed no action taken
 - c) Concerts in the park, discussed no action taken.
 - d) Maintenance log Motion by Sobiech to recommend stump removal per Tim Amundsen's list using available funds 2nd by Mullenbach Motion carries 7/0
 - e) Port bell, discussed, no action taken.
 - f) Studer park, discussed, no action taken.
 - g) Gazebo/Mitten pond Discussed; no action taken.
9. MONTHLY FINANCIALS:
 - a) None presented
10. MISCELLANEOUS/ COMMISSIONER COMMENTS
 - a) Recent Council Action
11. ADJOURNMENT Motion by Mullenbach to adjourn, second by Wahlstedt, carries 7/0

Respectfully submitted,

Paul V. Mullenbach



MEMORANDUM

Re: P&R Item 5(a)
Draft Response to the HPC

Date: 7/9/2019

To: Park and Recreation Commission

From: Tim Amundsen
Public Works Superintendent

Staff drafted a letter to the Heritage Preservation Commission (HPC) in regard to their suggested policies for The Commons and the Blue Line Ticket Booth. Staff worked with Chair Tom Wolfe and Commissioner Dave Wahlstedt on the draft letter that would be provided in response to the proposed review policies submitted by the HPC.

Following the feedback from Chair Wolfe and Commission Wahlstedt, the letter attached to this memo is the draft provided for review by the Park and Recreation Commission.

Commissioner Wahlstedt also provided the comments below in regard to the Blue Line Ticket Booth Review Policy:

"Regarding the Heritage Preservation Commission's proposed "Port of Excelsior Blue Line Ticket Booth Review", the Parks and Recreation Commission is supportive of Heritage Preservation Commission review of changes to the structure of the ticket booth, but, as it has historically, we believe the content of the displays should reflect whatever is currently relevant to the city. This will certainly include the types of things mentioned in the HPC proposal, but may also include other things like a "wayfinding" poster of the City and a City sponsored event schedule poster. Decisions of what to display could be made by the Parks and Recreation Commission, or by a combined team that includes members of the Heritage Preservation Commission as well as city staff and perhaps the Chamber of Commerce."

The Commission should determine whether the attached draft response is the version they would like to provide to the HPC or if further revisions are necessary. The Commission should also determine if they would like to use the language noted above by Commissioner Wahlstedt in regard to the Blue Line Ticket Booth Policy.

Action:

Determine whether or not revisions are necessary for the draft response to the HPC regarding the proposed Commons and Blue Line Ticket Booth review policies.



CITY OF EXCELSIOR

339 THIRD STREET
EXCELSIOR, MINNESOTA 55331
TEL: 952-474-5233
FAX: 952-474-6300

To: Heritage Preservation Commission; City Council

From: Parks and Recreation Commission

The Parks and Recreation Commission has conducted the review of the proposed Heritage Preservation Committee policies for both The Commons and the Blue Line Ticket Booth as well as the Community for The Commons (C4C) Capital Improvement Process Policy proposal. After discussing the policies for two meetings, the Parks and Recreation Commission has drafted comments for the review of the Heritage Preservation Commission (HPC).

The Parks and Recreation Commission feels as though the Master Park Plan process was very thoroughly conducted. The Master Plan engaged the community, the Commissions, and the City Council and provided for very detailed feedback regarding proposed changes in The Commons. Throughout the process, several stakeholders from the Parks and Recreation Commission, Heritage Preservation Commission, and the City Council were engaged and provided important feedback for all facets of the plan. Ultimately, the Master Park Plan was supported unanimously by the Parks and Recreation Commission, Heritage Preservation Commission, and the City Council in the Fall of 2017.

Because the Master Park Plan process was so successful and well received, the Parks and Recreation Commission agreed that it would make sense to follow a similar path forward in executing the Master Plan. A design committee (similar in membership to the Master Plan Committee) should be appointed by the City Council for each capital project. A committee could also be appointed to define the standards for "non-capital" amenities in the park such as park furniture, signage, lighting fixtures, etc. A public engagement element should be included in all design processes. Parks and Recreation Commission supports the notion that this public engagement process will be integral to making upgrades and improvements within The Commons.

Furthermore, in November of 2017, Preservation Design Works (PVN) conducted a Site Inventory and Period of Significance Study for The Commons and The Port of Excelsior. Extensive research was conducted by PVN to determine the historical significance of several features within the park including buildings, view corridors, park equipment, and other park amenities. Ultimately, the period of significance for The Commons was determined to be from 1854-1937 and for The Port from the 1870s-1955.

PVN used the research and the historical designation criteria provided in the report to determine what was deemed historically significant and what is not. Using the criteria within the report, the equipment, park furniture, band shell, buildings, signage, and other features were deemed not historically significant or character defining to The Commons. The ballfield seating, location of the ballfield and the beaches, vegetation, great lawn, and overall topography of areas within the park were determined to be character defining features with historical significance.

The Parks and Recreation Commission feels as though the PVN report confirms the lack of historical significance of features within the park including playground equipment, furnishings, structures, and other amenities. The PVN report provides a third party, unbiased review of the historical elements and features within The Commons and The Port of Excelsior. This review further supports the notion that many of the features are not historically significant or character defining using the PVN's criteria within the report.

The Parks and Recreation Commission agreed that the PVN study adequately defines the historically significant features in The Commons. Heritage Preservation Commission review should be limited only to any proposed modifications to these features. There exists no historical perspective with which to review any new projects. Beyond this, The Commons should be a "clean slate" with the opportunity to create our own historical character. Parks are ever evolving and changing, and the Parks and Recreation Commission feels as if the Master Park Plan provides the opportunity to create a new, vibrant history moving forward with the communities' desires at the forefront.

The Parks and Recreation Commission is generally supportive of the Heritage Preservation Commission's proposed "Port of Excelsior Blue Line Ticket Booth Review". However, the Parks and Recreation Commission did feel that a "wayfinding" poster of the City and a City sponsored event schedule poster would be appropriate content for the booth.

Finally, the Parks and Recreation Commission is supportive of the proposed "Commons Park Capital Improvement Process" as written by C4C. It was agreed that the C4C document would make an excellent policy to guide the execution of the Commons Master Plan.

Sincerely,

The Parks and Recreation Commission



MEMORANDUM

Re: Item 6(a) - First Street Cottages

Date: July 9, 2019

To: Park and Recreation Commission

From: Emily Becker, City Planner

BACKGROUND

The property owner of 125 First Street is willing to donate one of the cottages at their property for the City to relocate. The Council asked that the Park and Recreation Commission discuss if and where they would like these cottages.

DETAILS/ANALYSIS

Deadline. The builders of the future new home on 125 First Street have reached out to the owners of this property, and the owners have indicated that they would be willing to donate a cottage provided the City will cover the cost of moving it. Staff has reached out to the owners to see the date by which the cottage needs to be removed and has not heard back.

Location. The Council had discussed moving the cottage(s) to Excelsior-Studer Park, where there is a concrete pad that currently serves as a pad for a picnic table. Staff measured this pad, and it measures 20 feet by 20 feet. Alternatively, there was discussion if there was a location within the Commons that would be appropriate.

Inspection of Cottages. Neither staff nor any members of the Council have had the opportunity to inspect the inside of the cottages at 125 First Street, as staff has not yet heard back from the owners.

Approximate Cost. The moving company estimated that the move would likely cost between \$9,000 to \$11,000, and this does not include overhead wire work. Additionally, the eaves may limit the location to where the cottage(s) can be moved. Also not included in this cost is the cost of the foundation. The builder expressed that a reinforced slab with a thickened edge would be appropriate, and the cost of this would be from \$5,000 to \$10,000.

ACTION REQUESTED

The Park and Recreation Commission should discuss if and where they would like to see these cottages relocated.

**City of Excelsior
Park Capital Improvement Fund
As of 06/30/2019**

PARK IMPROVEMENT FUND	<u>2019 Budget</u>	<u>May & June 2019 Actual</u>	<u>2019 YTD Actual</u>
Park Improvements			
Revenue			
Grant Revenue - Shoreline Restoration	16,000	-	-
Interest Earnings	2,000	-	-
Charitable Gambling - Designated Donations	7,500	2,087	4,584
Transfers From Other Funds	100,000	-	154,000
	<u>125,500</u>	<u>2,087</u>	<u>158,584</u>
Expenditures			
Park Dedication Fees	-	-	-
Professional Services	25,000	1,983	19,078
Improvements Other Than Bldgs	20,000	-	-
Improvements - Playground Equip	-	-	-
Improvements - Charitable Gambling	50,000	-	-
Transfers To Other Funds	-	-	-
	<u>95,000</u>	<u>1,983</u>	<u>19,078</u>
Net Change in Fund Balances	<u>30,500</u>	<u>104</u>	<u>139,506</u>
Cash Balances			
Cash Balance - 6/30/19			538,288
Fund Balances			
Designated for Playground Equipment			6,155
Committed for Commons Master Plan - Charitable Gambling Projects*			79,147
Committed for Commons Master Plan			322,940
Balance Available for Park Projects			<u>130,046</u>
			<u>538,288</u>

* Current designation - Commons Master Plan Improvements