

City of Excelsior
Notice of Regular Meeting
of the Excelsior Parks and Recreation Commission

NOTICE IS HEREBY GIVEN that the Parks and Recreation Commission of the City of Excelsior will hold its regular meeting on Tuesday, March 15, 2022 at 6:15 P.M. at the Excelsior City Council Chambers (343 Third Street, Excelsior, MN 55331). The agenda for the meeting is attached hereto.

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

Join Zoom Meeting

<https://us02web.zoom.us/j/81763926004>

Meeting ID: 817 6392 6004

Dial by your location

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Meeting ID: 817 6392 6004

City of Excelsior
Park and Recreation Commission

Agenda

Tuesday, March 15, 2022

Council Chambers-Former Library- 343 Third Street

6:15 PM

1. CALL TO ORDER/ROLL CALL
2. AGENDA APPROVAL
3. APPROVAL OF MINUTES
 - a) February 16, 2022 PNR Meeting Minutes
4. CITIZEN REPORTS or COMMENTS
 - a) None
5. NEW BUSINESS
 - a) Dock Waitlist Process
 - b) Excelsior Men's Garden Club Gazebo Proposal
6. UNFINISHED BUSINESS
 - a) Commons Ballfield Scheduling Policy
7. VERBAL REPORTS FOR DISCUSSION
 - a) Partnership with Historical Society for Electrical Boxes and Ticket Booth Proposal
 - b) Eagle Scout Project
8. UPDATES/INFORMATION
 - a) Community Gardens and Garden Plot Committee
 - b) Adopt-a-Seat, Adopt-a-Garden, and Adopt-a-Tree Programs
 - c) Ice Rinks at The Commons Ballfield
 - d) Concerts in the Park/Bandshell Update/ Concession Stand PAC
 - e) Excelsior Park Maintenance Log
 - f) Discussion on Port Bell
 - g) Studer Park
 - h) Gazebo/Mitten Pond
9. MONTHLY FINANCIAL REPORTS
 - a) None
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
Wednesday, February 16, 2022

1. CALL TO ORDER

Commissioners present: Chair Wolfe, Sobiech, Vogel, Mehlhoff, Smith and Wiese
Commissioners absent: None

Also present: Public Works Superintendent Amundsen, Event Coordinator Amy Edwards, Resident Peter Hartwich

2. AGENDA APPROVAL

Chair Wolfe proposed switching unfinished business and new business to accommodate event coordinator Edwards. Commissioner Mehlhoff moved, Commissioner Vogel seconded, to approve the agenda with requested change. Carries 6/0.

3. APPROVAL OF MINUTES

a) Commissioner Vogel moved, Commissioner Mehlhoff seconded, to approve the Minutes from the January 11, 2022 PNR Commission Meeting. Carries 6/0.

4. CITIZEN REPORTS OR COMMENTS

a) Resident Peter Hartwich, 186 George Street, commented on The Commons shoreline and the impact it has had following the buoys being moved further out in Excelsior Bay by the LMCD.

5. UNFINISHED BUSINESS

a) Draft Commons Ballfield Scheduling Policy

Event Coordinator Edwards provided an update as to the ballfield use for the 2022 season. Chair Wolfe stated that through his discussions with Minnetonka Baseball they would be willing to share time with other organizations such as Minnetonka Softball. Commissioner Mehlhoff provided an update on the proposed policy language and draft form. The Commission discussed implementation of a priority system where organizations within the community would have preference over outside organizations. The Commission also identified seniority as being of first preference, followed by organizations within Excelsior or the Minnetonka School district. Chair Wolfe and Commissioner Mehlhoff agreed to continue working on the policy language and the form to review at the March meeting.

6. NEW BUSINESS

a) Garden Plot Committee

Staff provided a memo to the Commission asking for clarification in how to proceed in implementing the Garden Club Committee. The Commissioners discussed the committee and proposed to have staff initiate the process by holding a meeting with the interested

members. The Commission discussed items that would be discussed to include plot size, a policy regarding resident and non-resident gardeners and which should potentially have priority, and maintenance items. The Commission determined that half-plots that were implemented in 2021 should be \$20 for residents and \$50 for non-residents. The Commission provided direction to staff to set a meeting date with interested gardeners to begin the committee process.

7) VERBAL REPORTS FOR DISCUSSION

- a) Electrical boxes: no action taken
- b) Eagle scout projects: no action taken

8. UPDATES/INFORMATION:

- a) Community Garden Plots and Garden Plot Committee; no action taken.
- b) Adopt-a-Seat, Adopt-a-Garden, and Adopt-a-Tree Programs; no action taken.
- c) Ice Rinks at The Commons Ballfield; staff provided update to the Commission.
- d) Concerts in the Park/Bandshell Update/Concession Stand PAC; no action taken.
- e) Maintenance Log; no action taken.
- f) Discussion on Port Bell; no action taken.
- g) Studer Park; no action taken.
- h) Gazebo/Mitten Pond; no action taken.

9. MONTHLY FINANCIALS:

- a) Year End December 2021 Park Improvement Fund Report
Discussed; no action taken.
- b) Year End Dock Fund Report
Discussed; no action taken.

10. MISCELLANEOUS/ COMMISSIONER COMMENTS

- a) Recent Council Action: no action taken.

11. ADJOURNMENT

Motion by Mehlhoff to adjourn, seconded by Sobiech. Carries 4/0.

Respectfully submitted,
Tim J. Amundsen



MEMORANDUM

Re: P&R Item 5(a)- Dock Waitlist Process

Date: March 15, 2022

Tim Amundsen, Public Works Superintendent

To: Parks and Recreation Commission

From: Nalisha Williams, City Clerk

The Council addressed a Dock Waitlist Request at their February 22, 2022 City Council meeting. The applicants applied to be on the waitlist in 2016 when they purchased their house in Excelsior but have not resided in it. At this meeting, the Council denied the applicant's request to remain on the waitlist based on the applicant's non-resident status. The Council communicated with the applicants that they are eligible to apply for a spot on the waitlist when they can prove residency.

Prior to 2021, residency was not verified until the applicant was at the top of the waitlist. Applicants would submit their waitlist form to staff and if they had an Excelsior address, they would be added to the list. Due to the increased awareness of this topic, staff has received feedback from the public regarding the number of non-residents on the waitlist. Staff is currently in the process of verifying residency of applicants on the waitlist. The waitlist verifications were sent out at the beginning of February. This process includes submitting a copy of one's drivers license with their verification form. As a result of this verification, there are about 20 applicants that will be removed from the list based on non-residency or a lack of interest in renting a dock.

At their February 22, 2022 City Council Meeting, the Council directed staff to bring additional discussion on the dock waitlist eligibility to the Parks and Recreation Commission. The following waitlist situations have been brought to staff's attention:

- Can an applicant remain on the waitlist if they sold their house in Excelsior and moved to another house in Excelsior but they do not have an updated license?
- Can an applicant remain on the waitlist if their driver's license is registered to another state but they have other documents (ex. Vehicle registration) to prove Excelsior residency?
- Can an applicant remain on the waitlist if they have sold their Excelsior house and they are building another house in Excelsior but are not currently residing in Excelsior or plan to rent temporarily?
- What documents should be accepted as proof of residency?

Staff is recommending that residency verification take place at the time of the application and when the applicant comes to the top of the list.

Action:

The Commission should discuss the following situations and determine the process of residency verification.



MEMORANDUM

P&R Item 5(b)- Excelsior Men's Garden Club

Re: Gazebo Proposal

Date: March 15, 2022

Tim Amundsen

To: Parks and Recreation Commission

From: Public Works Superintendent

The Parks and Recreation (PNR) Commission was tasked with developing concepts for the Water Street-Oak Street Gateway. Once discussed by the City Council, the feedback for the Gateway project included having the landscaping be more native and natural and scaling back the size of the project from the initial \$300,000+ concepts that were developed. This would tie into more recent plantings throughout the City- more specifically along Lake Street at The Commons and the new Trailhead project. Members of the Excelsior Men's Garden Club also discussed their desire to provide a monetary donation to improve the site at a recent PNR meeting.

The PNR Commission had asked staff to gain additional feedback from the City Council regarding the scope of the project. The City Council discussed the Water-Oak Street Gateway at their November 15th Work Session. In general, the Council wants to wait on major upgrades until the area (Huntington Bank Property) has been developed in which major improvements could be funded by a developer.

Long-term, the Council wants more of a mix of plantings that are beautiful and sustainable. The Council also wants the PNR Commission to help form a relationship between the Men's Garden Club and the UnCommon Garden Club who has been doing work at The Commons and the new trailhead.

The City Council tasked the PNR Commission with working on the following items:

- Repairing the gazebo structure
- Minor lighting enhancements
- Upgrades to the seating within the gazebo
- Possibly a blade sign (similar to the trail)
- The City Council was not supportive of a sculpture concept

Recently, the Excelsior Men's Garden Club have provided a proposal to do work on the existing gazebo structure. The proposed scope of work would be funded by the Excelsior Men's Garden Club and is attached to this memo.

Action:

Discuss and determine whether to support the proposed scope of work for the existing Gazebo structure from the Excelsior Men's Garden Club.

Date: March 8, 2022

To: Tim Amundsen

From: Excelsior Men's Garden Club

Re: Gazebo - Paint and make minor repairs as necessary.

PROPOSED SCOPE OF WORK

- Keep all vertical Posts.
- Remove and replace Lattice as necessary.
- Powerwash entire structure.
- Replace horizontal pieces as necessary.
- Provide some new benches.
- Provide some new flower boxes as necessary.
- Paint structure - City to provide Paint.
- Garden Club will provide Materials and labor.



MEMORANDUM

P&R Item 6(a)- Commons Ballfield Scheduling

Re: Policy

Date: March 15, 2022

Tim Amundsen

To: Parks and Recreation Commission

From: Public Works Superintendent

The Parks and Recreation (PNR) Commission discussed the Ballfield Review Policy at the October PNR Meeting in 2021. It was determined that staff would attempt to work with the entities for the 2022 season in hoping to accommodate all organizations and the PNR Commission would focus on developing a new policy over the early months of 2022 to implement in 2023.

Chair Wolfe and Commissioner Mehlhoff have had extensive discussions with the organizations to better understand the needs of those that would like to utilize the ballfield. Commissioner Mehlhoff has revised the draft policy language following the January 11th PNR Meeting. The updated draft policy language provided at the February 16th meeting is as follows:

City of Excelsior Commons Ball Field Rental Policy

Individuals and organizations are able to reserve the Excelsior Commons Ball Field by submitting an application to the city. Applications are accepted at earliest November of the previous year and a minimum of 30 days out from the requested date. The city will grant reservation slots with a seniority to those individuals/organizations that had the same slot the prior year. Organizations regularly found not to be using the field for reserved times may have their reservations removed and be deprioritized for the future season. Requestors agree to abide by all city policies.

Chair Wolfe and Commissioner Mehlhoff have continued to work on the form and policy following the February 16th PNR Meeting. They have come up with the following proposal for two ways the applications can be decided:

A. Based on the below proposed criteria, in the exact order:

- 1. Same time slot as previous year*
- 2. Organization address within Minnetonka School District*
- 3. Percentage of participants within MKTA district*
- 4. Size of organization (larger, higher priority)*

B. Decided by the Park Board, signed off by the Mayor with the above factors being considered but the Park Board has decision power for it. This would allow us to weigh answers to questions like "Would your group be able to make any contributions to the ball field?" and prioritize group that would potentially donate money for ball field upkeep. These factors are subjective so would need to be discussed and decided as opposed to the first method which would be impartial.

Commissioner Mehlhoff and Chair Wolfe are also seeking clarification as to what wording should be used for "leave it like you found it" so it's clear what we expect of the users. Would the City provide tools or equipment for them to prep the field for the next group?

Changes to application form following review at the February meeting are as follows:

- * Added dates of application (Oct 1 - Nov 15, after that first come first served)
- * Added organization address
- * Added qty of participants and percentage within Minnetonka school district boundary

Action:

Review the options for how the applications can be handled and the form to further develop The Commons Ballfield Scheduling Policy.



Before submitting your application be sure to check the availability of dates by contacting the City Event Coordinator, Amy Edwards, at eventfullyoursmn@gmail.com or (623) 451-0887.

Excelsior Commons Ball Field Reservation Request Form

Application Process

Completed forms are to be dropped off at City Hall with a check payable to the City of Excelsior. They can be submitted starting October 1st -November 15th of the year before. Applications received during this period will be reviewed and acceptance/denial notices sent to organizations by December 7th. Applications received after November 16th will be reviewed on a first come first served bases after the initial submission period.

The application is due a minimum 30 days in advance of requested usage dates.

Fees

Each time slot reservation is a \$60 dollar fee per slot per day which is due at time of your application submission. In addition, there is a one-time \$150 damage deposit that is refundable if there is no damage or expenses incurred by the city. Permits and fees are non-refundable regardless of weather conditions.

Time/Date Selection

The ball field is available to reserve from April 1st to October 20th during the year. Please check the boxes next to the times you are interested in reserving the field.

Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
8am – noon		8am – noon		8am – noon		8am – noon		8am – noon		8am – noon		8am – noon	
12:30pm – 4:30pm		12:30pm – 4:30pm		12:30pm – 4:30pm		12:30pm – 4:30pm		12:30pm – 4:30pm		12:30pm – 4:30pm		12:30pm – 4:30pm	
5pm – 10pm		5pm – 10pm		5pm – 10pm		5pm – 10pm		5pm – 10pm		5pm – 10pm		5pm – 10pm	

Please specify which specific dates or range of dates you would like to reserve the ball field:

Applicable Policies

Event Storage Fee, Waste Removal & Damage Deposit

If items are left on City property before or after an event the group will be charged an Event Storage Fee of \$150 per day that may be deducted from the damage deposit. It is the responsibility of the event organizer for the proper removal and disposal of all trash, refuse and debris throughout the term and immediately upon conclusion of the event. Loss of entire damage deposit and/or additional City personnel charges will result if City staff must clean up waste from the event site.

Entertainment & Noise Ordinances

It is the event organizer’s responsibility to ensure all activities comply with the City of Excelsior ordinances during the event. Ordinances include complying with a police or code enforcement officer who determines that noise from your event is offensive to others may require you to lower or discontinue the noise. Also, the police may order musical entertainment to end if it incites a crowd or has the potential for unruly or risky behavior.

Usage Commitment

It is the responsibility of the group to use their assigned reservation slots. If the group is found to be regularly not using the field during their reserved times their reservation may be cancelled and the group may be deprioritized from future years’ reservations.

Application & materials will be considered for approval and will be considered FINAL.

This permit is not transferable, not refundable, and is not valid for any other date or purpose than specified above. An approved copy of this permit must be available for inspection during the period of use.

I agree to abide by all applicable City Ordinances regulating ball field and event usage and the use of public parks. I agree to indemnify and hold the City of Excelsior harmless for any personal injury claims resulting from our use of public property or organized public events. I agree to pay for all public safety costs. I agree to pay for any damage done to public property as a result of our organization's use of public property that exceeds the damage deposit. I agree that I am 18-years of age or older.

Your contact information:

Contact Name:	
Phone Number:	
Address:	
Email:	
Organization Name:	
Organization Address:	
Approximate number of organization participants:	
Approximate percentage of organization participants with Minnetonka school district boundary:	

Permit Applicant Name: _____

Permit Applicant Signature: _____ Date: _____

City of Excelsior Approval: _____ Date: _____

Cost Worksheet

Number of total slots requested for year	Damage Deposit	Subtotal	Sales Tax 7.525%	Total Fee
X \$60ea =	+ \$150	=	+	=