

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

NOTICE IS HEREBY GIVEN that the City Council of the City of Excelsior will hold its regular work session on Monday, December 16, 2024, at 4:30 P.M. in-person at 106 Center Street, Excelsior, MN 55331 – Entrance is located on Center Street. The agenda for the meeting is attached hereto.

City of Excelsior
City Council Work Session

Agenda

Monday, January 6, 2025

106 Center Street, Excelsior, MN 55331 – Entrance is located on Center Street

4:30 P.M. – 6:30 P.M.

1. CALL TO ORDER/ROLL CALL
2. WELCOME AND INTRODUCTIONS
3. CITY COUNCIL MEETING ADMINISTRATION
4. REVIEW UNFINISHED OBJECTIVES
5. COUNCIL WORK GROUPS
6. NEW GOALS
7. ADJOURNMENT

MEMORANDUM

Re: 2025 City Council Goal Setting Session

Date: January 6, 2025

To: City Council

From: Kristi Luger, City Manager

Introduction

Staff anticipates that 2025 will be an impactful year given the changes on the Council and staff, the priorities of the new Council, and ongoing initiatives that need completion. There will be two goal setting sessions to establish the City Council's 2025 objectives:

- January 6 – Introductions of Council and staff, discuss meeting administration, review unfinished objectives, and brainstorm new goals.
- January 21 – Review and prioritize items discussed on January 6th, establish 2025 work session schedule, and discuss how to communicate goals to the City's Commissions.

Agenda for Goal Setting Session

1. Welcome and Introductions of Council and Staff (10 minutes)

2. City Council Meeting Administration (15 minutes)

- Meeting structure and seating assignments
- Meeting agendas and packets – staff proposal for improved efficiency and ease of use

3. Review of Unfinished Objectives (30 minutes)

The following unfinished objectives were initiated by the previous Council. The Council could address these items at a future work session, a regular council meeting or through a council work group with staff.

- Location of City Hall
 - The City is currently leasing office space for City Hall at 350 Highway 7. The lease began in January 2023 and is scheduled to end on December 31, 2025. The Council must decide whether to extend the current lease and determine a permanent location for City Hall and the Council Chambers.
 - The Council considered utilizing the wastewater treatment plant building at the public works site as a Council Chambers. The Council directed staff to solicit bids to explore the cost and viability of transforming the historically designated building that is currently used as cold storage. A review of the two bids received was continued to the January 6, 2025 regular Council agenda for consideration.
- Parking System Improvements and Operation of the New Parking Garage
 - Walker Parking Study: The Council has been working with Walker Parking Consultants on a study of the downtown parking system. This study was initiated because the new public parking garage, which opened in December, is a significant change to downtown parking. The Council needs to review the study's recommendations, financial implications, and make decisions about implementation.
 - Parking System Operator: The City has been considering options for operating the downtown parking system. The Council requested staff bring a Request for Proposals for an outside

parking operator to the Council to assist with their consideration of how best to operate the downtown parking system.

- Parking System Improvements: The Council decided to consider improvements to the foundation of the parking system in 2025, including signs, pay kiosks, and other technology, which all need review and upgrade.
- Small Area Plan for South Water Street. The Council initiated a Small Area Plan process with assistance from a Hennepin County grant in anticipation of possible redevelopment proposals. A draft plan is ready for review and adoption at a scheduled Council meeting.
- City Sign Ordinance. The City's Sign Ordinance is found in the Zoning ordinance, chapter 24. The Council initiated a process to review and revise it. Staff has been working on improvements and a draft is ready for review.
- Organizational Study. The Council initiated an organizational study of city staff and a report with recommendations is ready for review.

4. Suggested City Council Work Groups with Staff (15 minutes)

There are several items requiring Council decisions that staff believes would be most effectively handled by a council work group. In the past, the Council has appointed one or two Councilmembers to work with staff through the details of the project and make recommendations to the full Council.

- 106 Center Street
 - The City sold the building located at 106 Center Street to Minnetonka Center for the Arts for the creation of an arts center
 - The previous work group consisted of Councilmember Dierking, Tim Alt, and staff
- Existing Lease and Improvements at The Port
 - All charter boat leases and Tommy's Tonka Trolley's lease end on October 31, 2025
 - The charter boats are interested in making some improvements to the Port

5. Brainstorm New Goals (45 minutes)

This is the time for the Council to brainstorm any new items they want to address in 2025. One item the Council may want to consider is prioritizing the remaining projects in the Commons. With the sales tax being extended, the full Council may want to discuss which projects should be completed next instead of delegating the task to the work group.

6. Next Steps (5 minutes)

The January 21 work session will serve as the Council's second goal setting session. The Council should discuss whether an hour will be enough time to establish the 2025 objectives or if the start time should be adjusted. The agenda for the January 21 work session will consist of the following items:

- Review and prioritize items discussed at tonight's work session
- Establish 2025 work session schedule
- Communicating goals to the Commissions