

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 Tuesday, January 21, 2025 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

Tuesday, January 21, 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. 2025 GOALS AND PRIORITIES
3. NEXT STEPS
4. ADJOURNMENT



MEMORANDUM

Re: 2025 City Council Goal Setting Session

Date: January 21, 2025

To: City Council

From: Kristi Luger, City Manager

Introduction

The Council held their first goal setting session on January 6. The purpose of this second meeting is to discuss Council goals for 2025 and determine three objectives as the Council's top priorities.

Agenda for Goal Setting Session

1. Recap of January 6 Goal Setting Session (10 minutes)

At the last meeting, the Council reviewed unfinished objectives and determined whether to address at a regular Council meeting, a work session, or by assigning to a work group as reflected in the table below. The draft work session calendar and work group assignments are included in the packet for the Council's review.

Item	Action
Location of City Hall	- Scheduled for the February 10 work session - Requires multiple work sessions to complete
Parking System Improvements and Operation of the New Parking Garage	- Two work groups were established - Requires multiple work sessions to complete
Small Area Plan for South Water Street	Place on regular agenda
City Sign Ordinance	Place on regular agenda once the Planning and Heritage Preservation Commissions have completed their review
Organizational Study	- Scheduled for the June 2 work session - Implementing the findings of the study will be discussed during the budget work sessions
106 Center Street	Work group was established
Existing Leases and Improvements at The Port	Work group was established

2. Review of New Goals Submitted by the City Council (75 minutes)

At the conclusion of the last goal-setting session, the Council agreed to send their goals to staff to be shared with the full Council. Goals received from individual Councilmembers are listed in the table at the end of this memo. When reviewing individual goals, staff suggest the Council consider the following:

- Whether the submitted item should be addressed by the Council in 2025, added to a list of items for the Council to consider in 2026, delegated to a Commission, or removed from consideration.
- If the item is deemed a priority for 2025, which quarter should the item be discussed and if it should be delegated to a work group to complete some background work before it's presented to the full Council.

3. Brainstorm New Goals (20 minutes)

This is the time for the Council to brainstorm any items that were not included in the table.

4. Set Top Three Priorities (15 minutes)

To help ensure the Council accomplishes the items that are the most important, the Council should agree on three items for staff to focus on.

Submitted Goal	Details	Council Direction <i>(to be discussed at the session)</i>
Prioritize Remaining Projects in The Commons	The Council should discuss whether to delegate this item to the Community for the Commons (C4C) liaisons where they would create a list of priority projects with C4C and then present to the full Council.	☐ Assign to Quarter 1, 2, 3, or 4 ☐ Delegate to a Work Group ☐ Delegate to a Commission ☐ Add to 2026 List ☐ Remove
Enhance the Capital Improvement Plan	Consider implementing a comprehensive Capital Improvement Plan with timelines and funding sources.	☒ Assign to Quarter 1, 2, 3, or 4 <i>(tentatively slated for the July 21 work session)</i> ☐ Delegate to a Work Group ☐ Delegate to a Commission ☐ Add to 2026 List ☐ Remove
Improve Communication s with the Commissions through Appointment of Council Liaisons	If the Council is interested in establishing liaisons, staff recommends the liaison be tasked with the following items: • Meet with the chairs quarterly • Get regular agenda packets and track meetings • Be the interview lead for new commissioners • Work with staff on improving commissioner training materials and onboarding	☐ Assign to Quarter 1, 2, 3, or 4 ☐ Delegate to a Work Group ☐ Delegate to a Commission ☐ Add to 2026 List ☐ Remove
Improve Communication with Residents, Businesses, and Visitors	Councilmembers had the following suggestions for improving communication: • Consider adding a Social Media Coordinator/ Initiative to disseminate information and promote activities in Excelsior • Send monthly or bi-weekly email updates from staff • Survey residents with software designed to solicit public input	☐ Assign to Quarter 1, 2, 3, or 4 ☐ Delegate to a Work Group ☐ Delegate to a Commission ☐ Add to 2026 List ☐ Remove
Address Code Enforcement	Discuss the City's efforts/strategy related to parking and code enforcement.	☐ Assign to Quarter 1, 2, 3, or 4 ☐ Delegate to a Work Group ☐ Delegate to a Commission ☐ Add to 2026 List ☐ Remove
Address Downtown Beautification	In the past, the Chamber was responsible for downtown beautification, which includes hanging baskets, pots, and holiday decorations. These items are now the responsibility of the City. The Council should consider creating standards that address beautification and routine maintenance for the downtown, in addition to standards for merchandise out on the sidewalk.	☐ Assign to Quarter 1, 2, 3, or 4 ☐ Delegate to a Work Group ☐ Delegate to a Commission ☐ Add to 2026 List ☐ Remove
Update the Tree Ordinance	The previous Council had appointed Councilmember Caron to work with staff on updating the tree ordinance.	☐ Assign to Quarter 1, 2, 3, or 4 ☐ Delegate to a Work Group ☐ Delegate to a Commission ☐ Add to 2026 List ☐ Remove
Submitted Goal	Details	Council Direction <i>(to be discussed at the session)</i>

Create Policies for The Commons	Consider creating the following policies to address items in The Commons: • Naming policy • Process for addressing amenities not in the Master Park Plan (kayak rental, peace poles, etc.) • Art installations • Policy on naturalistic gardens, pollinator supporting, and native plantings • Standards for events (location of food trucks, portable restrooms, etc.)	☐ Assign to Quarter 1, 2, 3, or 4 ☐ Delegate to a Work Group ☐ Delegate to a Commission ☐ Add to 2026 List ☐ Remove
Create a Policy for Pocket Parks	Create a policy for pocket parks due to their limited space. For example, what should be allowed to be placed in these parks?	☐ Assign to Quarter 1, 2, 3, or 4 ☐ Delegate to a Work Group ☐ Delegate to a Commission ☐ Add to 2026 List ☐ Remove
Other Items	• Funding Study of the Enterprise Funds • Regulation on bollards and concrete blocks to block access needs regulation • Construction standards (fencing, removal of trash and materials, etc.) • Updated Planned Unit Development Ordinance • New Parks and Recreation Commission mandate for park programming	☐ Assign to Quarter 1, 2, 3, or 4 ☐ Delegate to a Work Group ☐ Delegate to a Commission ☐ Add to 2026 List ☐ Remove

New Goals <i>(space to write down new goals that are discussed at the session)</i>	Council Direction <i>(to be discussed at the session)</i>
	☐ Assign to Quarter 1, 2, 3, or 4 ☐ Delegate to a Work Group ☐ Delegate to a Commission ☐ Add to 2026 List ☐ Remove
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Attachments: Draft work session calendar, work group assignments

2025 Council Work Session Plan

The purpose of a work session is to give the city council and city staff the opportunity to study and discuss policy and project matters in detail in a less formal environment than a regular meeting. The council may provide direction to staff but does not take formal action on business matters at work sessions.

QUARTER 1

JAN. 6

- 2025 Council Goal Setting Part 1

JAN. 21

- 2025 Council Goal Setting Part 2

FEB. 10

- City Hall

FEB. 18

- Council Training with Attorney

MARCH 3

MARCH 17

QUARTER 2

APRIL 7

APRIL 21

MAY 5

MAY 19

JUNE 2

- Organizational Study

JUNE 16

QUARTER 3

JULY 21

- Capital Improvement Plan

AUG. 4

- Budget

AUG. 18

- General Fund Budget

SEPT. 2

- Preliminary Budget Review

SEPT. 15

QUARTER 4

OCT. 6

OCT. 20

NOV. 3

- Budget

NOV. 17

- Budget

DEC. 1

DEC. 15

2025 City Council Appointments

Group	Councilmember(s)	Lead Staff	Supporting Staff
Lake Minnetonka Communications Commission	Tim Bildsoe	N/A	
SLMPD Coordinating Committee	Gary Ringate and Jennifer Caron (alternate)	Kristi Luger	
Excelsior Fire District Board	Rob Tyler and Jennifer Caron (alternate)	Kristi Luger	
St. Alban's Bay Bridge Committee	Gary Ringate and Chrystal O'Hanlon (alternate)	Morgan Dawley	Tim Amundsen
Community for The Commons Liaison	Rob Tyler and Chrystal O'Hanlon	Tim Amundsen and Kristi Luger	
106 Center Street Working Group	Jennifer Caron and Chrystal O'Hanlon	Julia Mullin	Kristi Luger, Ali Cameron
Lobbying Efforts	Jennifer Caron and Rob Tyler	Kristi Luger	Tim Amundsen
Parking Garage Operations Working Group	Tim Bildsoe and Gary Ringate	Tim Amundsen	Julia Mullin
Parking Financials Working Group	Tim Bildsoe and Jennifer Caron	Jenny Palmer	Kristi Luger, Julia Mullin
Port Leases Working Group	Tim Bildsoe and Chrystal O'Hanlon	Kristi Luger	