

City of Excelsior
Park and Recreation Commission

Agenda

Tuesday, March 11, 2025

106 Center Street (new temporary Council Chambers)

6:15 PM

1. CALL TO ORDER/ROLL CALL
2. AGENDA APPROVAL
3. APPROVAL OF MINUTES
 - a) February 11, 2025 PNR Meeting Minutes
4. CITIZEN REPORTS or COMMENTS
5. NEW BUSINESS
 - a) Joint Meeting with Community for The Commons
6. UNFINISHED BUSINESS
 - a) Commons Use Policy
 - b) 2025 Projects- Discussion Only
7. MISCELLANEOUS / COMMISSIONER COMMENTS
 - a) Recent City Council Action
8. VERBAL REPORTS FOR DISCUSSION
 - a) Updates on Oak Savanna Project, Commons Ballfield and other Commons Projects
9. UPDATES/INFORMATION
 - a) Community Gardens and Garden Plot Committee
 - b) Adopt-a-Seat, Adopt-a-Garden, and Adopt-a-Tree Programs
 - c) Oak Hill Cemetery
 - 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
10. MONTHLY FINANCIAL REPORTS
 - a) February 2025 Park Fund Report
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, February 11, 2025

1. CALL TO ORDER

Commissioners present: Chair Wolfe, Bolles, Vogel, Pike, Sobiech
Commissioners absent: Smith, Schmidt

Also present: Public Works Director Amundsen

2. AGENDA APPROVAL

Commissioner Pike moved, Commissioner Vogel seconded to approve the agenda. Carries 5/0.

3. APPROVAL OF MINUTES

a) Commissioner Vogel moved, Commissioner Bolles seconded, to approve the minutes from the January 14, 2025 PNR Commission Meeting. Carries 5/0.

4. CITIZEN REPORTS OR COMMENTS

None

5. NEW BUSINESS

a) Memorial Bench at The Port Ticket Booth

Staff presented a request to add a memorial bench at the ticket booth to honor a long-time Captain of The Port gardens. Staff stated that there is already a second bench that was left by City staff following the donation of a new bench in memorial of Steve Bauman. The Commission supported the replacement of the existing, older second bench with a new bench to honor the long-time captain of The Port garden area from the Excelsior Men's Garden Club.

Commissioner Pike moved, Commissioner Vogel seconded, to approve the location of a new memorial bench in The Port Ticket Booth to honor a long-time member of the Excelsior Men's Garden Club. Carries 5/0.

6. UNFINISHED BUSINESS

a) Commons Use Policy

The PNR Commission discussed the Commons Use Policy which intends to implement certain criteria on how proposals for different uses in The Commons are evaluated. Commissioners Vogel and Bolles worked on a draft Commons Use policy which included commercial use guidance, park donations and naming, special events, and potential code modifications. The Commissioners reviewed the draft policy, more specifically parts 1 and 2, and provided the following feedback:

Commissioner Pike had a comment about Part 1-2 regarding exclusive use and Commissioner Vogel commented that if there were a special event or city event that would take precedence over the Commercial Use. The Commission discussed park programming and asked how PNR plays a role in park programming and what organizations the City would work with. Commissioner Pike was directed to provide language and verbiage for 3J within Part 1. Commissioner Pike discussed the Naming policy on page 5 under POLICY and stated that verbiage should be changed to something to the effect that all costs associated with a donation will be done at the donor's expense and that cost sharing between the donor and the City will be considered on a case-by-case basis. The Commission noted that on page 5 of Naming policy that approval process should be in all caps and that verbiage in policy should be changed throughout from superintendent to Public Works Director. Chair Wolfe discussed the naming of structures and that language should be amended within the policy to not allow naming of the actual structures. Recognition of donors would be allowed for structures but naming rights would not be allowed throughout The Commons Property.

In regard to Page 2 of policy and Classes the PNR Commission would need a process in which to review proposed classes in the Commons. Considerations of impact and frequency would be utilized. Scheduling would also have to occur to not overuse The Commons for classes. On Page 2- Section 4 of the draft policy the Commission asked about physical structures and currently we allow it to be there over seasons. The Commission asked if it is supposed to be removed per the current agreement. Staff were tasked with finding that information. Staff were asked to measure the shed for kayak rental and discussed advertisements and stated advertisements for Commercial Use would need to meet the existing City sign ordinance.

Chair Wolfe commented on 5F for vending and stated that special events and vending of merchandise should be handled in Special Event policy and/or Commons Special Event Policy if one is created. Commissioner Smith suggested an edit to 3E to add as access to park. The Commission also added 4F to state that structure appearance must be approved by PNR and City Council.

The Commission discussed the naming policy and stated the term of donation should be included and be 10 years to align with current bench and picnic table donation policy. The City should have the right to move any donation as needed or desired. The Commission also suggested that the policy should mention that donations can be disposed of in the event of unrepairable damage. The Commission also discussed removal of memorial plaque and chose to add "if removing the item upon which the plaque or name is (either due to disrepair or other need).

The Commission also discussed proposed artwork and developed verbiage that states that proposed artwork should complement the natural landscape and aesthetic, not create visual clutter, and focus on the lake, the views to the lake and what is important which is keeping The Commons as-is for the enjoyment of the Community and parkgoers.

Commissioner Bolles recommended that at the introduction of the policy there should be verbiage regarding public grounds and how it was originally platted and to find the founder's statement, speak to history of The Commons and that it is one of two Commons in the United States. The Commissioners also stated that the land is owned by the residents and property owners of Excelsior and the City maintains and it is platted for the "common enjoyment for the people."

Staff stated they would discuss the process moving forward with the policy with the City Manager and City Attorney prior to review by City Council.

b) Joint Meeting with Community for The Commons

The Commission discussed scheduling a meeting with Community for The Commons. The PNR Commission developed the following questions to start the conversation:

- What are the goals of the Community for The Commons and are there any challenges or issues that the PNR Commission could help support them in?
- They discussed asking for a brief overview of the history of C4C and how their organization is structured.
- How can the PNR Commission and C4C collaborate? How can the Commission assist in surveys and outreach to gather public information regarding The Commons?
- Are there currently any surveys being planned by C4C in the near future? How can the Commission and C4C collaborate to gain vital information for future decision making?
- How can the Commission and C4C align and collaborate on park project prioritization?

The Commission also discussed the potential for C4C to weigh in on the Commons Use policy. Commissioner Wolfe will send an email to C4C to ask for their attendance at the March PNR Meeting.

c) 2025 Projects- Discussion Only
Continued to a future meeting.

7. MISCELLANEOUS/ COMMISSIONER COMMENTS

a) Recent City Council Action

No recent action discussed.

8. VERBAL REPORTS FOR DISCUSSION

a) Updates on Oak Savanna Project, Commons Ballfield and other Commons Project
Staff provided an update on The Commons Ballfield Project.

9. 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) Oak Hill Cemetery; no action taken
- d) Concerts in the Park/Bandshell Update/Concession Stand; no action taken.
- e) Excelsior Park 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.

10. MONTHLY FINANCIALS:

a) January 2025 Park Fund Report; no action taken.

11. ADJOURNMENT

Motion by Bolles to adjourn, seconded by Sobiech. Carries 5/0 at 8:26PM.

Respectfully submitted,
Tim J. Amundsen



MEMORANDUM

5(a)- Joint Meeting with Community for The

Re: Commons

Date: March 11, 2024

Tim Amundsen, Public Works Director

To: Parks and Recreation Commission

From: Kevin Quinn, Parks Manager

Sheila McMillan from Community for The Commons (C4C) will be in attendance at the meeting to provide information and insight into the organization for the Commissioners. C4C is a nonprofit park conservancy dedicated to the improvement and enhancement of The Commons Park. Here is an excerpt from their website:

Community for The Commons is a 501(c)(3) Minnesota-based non-profit organization, formed in 2015 as a park conservancy by a group of Lake Minnetonka area residents. The organization is dedicated to the long-term enhancement and improvement of Excelsior's Commons Park for the enjoyment of residents, guests and the surrounding community.

The short-term goal is to assist in the development and funding of a detailed, prioritized Commons Master Plan. The master plan will be developed in collaboration with the City of Excelsior's council, staff and park commission with input from Excelsior residents, South Lake Minnetonka residents and major stakeholders with assistance from professionals in landscape design and architecture. The long-term goal is to generate adequate funds to execute and support the master plan.

The Parks and Recreation (PNR) Commission contemplated questions for Community for The Commons to begin the dialogue and they are as follows:

- A brief overview of the history of C4C and how their organization is structured.
- What are the goals of the Community for The Commons and are there any challenges or issues that the PNR Commission could help support them in?
- How can the PNR Commission and C4C collaborate? How can the Commission assist in surveys and outreach to gather public information regarding The Commons?
- Are there currently any surveys being planned by C4C in the near future? How can the Commission and C4C collaborate to gain vital information for future decision making?
- How can the Commission and C4C align and collaborate on park project prioritization?

Action: Conduct the joint meeting with Community for The Commons.



MEMORANDUM

Re: 6(a)- Draft Commons Use Policy

Date: March 11, 2024

Tim Amundsen, Public Works Director

To: Parks and Recreation Commission

From: Kevin Quinn, Parks Manager

The PNR Commission has been working toward finalizing the draft Commons Use Policy to be reviewed by City Council. At the February meeting, the Commission discussed and provided proposed changes, feedback, and recommendations to the policy. Following review, staff provided Commissioner Vogel with their notes from the meetings and the policy was revised to incorporate the recommended changes from the PNR Commission discussion. The revised policy is attached to this memo. Staff's notes from the meeting are also in this packet under the February minutes.

The Commission should review parts 1 and 2 of the proposed Commons Use Policy which includes commercial use and park donations and commemorations. Moving forward, staff would like to begin discussions regarding a special event policy more specific to The Commons. Future considerations for policy discussions include gardens, amenities, and pocket parks and parks outside of The Commons.

A big thank you to Commissioner Vogel and Bolles for all their work on this outside of the normal monthly meeting!

Action:

Review the draft Commons Use Policy and provide final guidance and recommendations to include in the final draft to be reviewed by City Council. .

Draft Commons Use Guidance w/ notes from Feb 11 meeting

Part 0: Introduction Pages 1-2	Anne's notes: I didn't find any founding father specifics but I did find additional useful guidance/context to include in the intro – from the 2009 Park Plan and the Master Plan. Please see additions noted in red.
Part I: Commercial Use Guidance Pages 4-5	Anne's notes: Attempted to incorporate all noted input from the meeting.
Part II: Park Donations and Naming – Commemorations Pages 6-9	Anne's notes: Renamed to “Park Donations and Commemorations” and rewrote all content to align with this approach (to not allow naming rights). I outlined the aesthetic standards as discussed.
Part III: Special Events (Pages 8-10)- Included to see if a special event ordinance specifically for The Commons is necessary.	TBD
Part IV: Potential Code Amendments (Page 11)	TBD

Part 0: INTRODUCTION

The Excelsior Park and Recreation Commission is entrusted by the City of Excelsior and its residents with the responsibility of advising the City Council to manage The Commons for the enjoyment of all persons.

The Commons means the Commons Park and adjacent port area as well as the public right of way along Lake Street and East Lake Street adjacent to The Commons and the port area.

The Excelsior City Council and the EXCELSIOR PARK AND RECREATION COMMISSION recognize that inappropriate and overuse of The Commons resources is against the interest of the City of Excelsior and its residents because it leads to a depletion of those resources. The Commons provides a venue, that if left open to unrestricted use would jeopardize the sustainability of those public resources and unreasonably impact adjacent neighborhoods and community. The EXCELSIOR PARK AND RECREATION COMMISSION also recognizes that the community is best served when The Commons is actively used. Therefore, The Commons use, and the protection of park resources will benefit from additional policy guidelines that balance these interests.

Overall, this document aligns with the following (reading them in full is very encouraged):

- Any existing EXCELSIOR CODE OF ORDINANCES such as the Chapter 24 PARKS and RECREATION and ARTICLE XIV. - SPECIAL EVENTS [6],
- *The 2009 Master Parks, Trails, and Walkways Plan*
- *The Excelsior Commons Conceptual Guide Plan (The Master Plan)*

A couple of relevant excerpts from the 2009 Excelsior Master Parks, Trails, and Walkways Plan are noted here. The first is from the Introduction (page 1)

In recognition of the importance of its lakeshore parkland, Excelsior residents amended the City Charter in 2008 to add the following provision:

The Commons and Port of Excelsior are to be preserved as parkland in perpetuity. This land shall not be sold and cannot be developed or leased except for City-sponsored parkland uses. The amendment was approved by more than 83 percent of Excelsior voters in November 2008.

The second is from the Goals for The Commons and Port of Excelsior Policy (page 27)

- *Preserve The Commons and the Port of Excelsior as the preeminent City asset to be enjoyed by its residents and to be shared with the greater community.*
- *Work to enhance the facilities, beaches maintenance, appearance, landscaping, and trees of the park and port area.*
- *Consider the Port of Excelsior as a gateway into the community and as such, improve the signage, add restrooms (enhance the service areas for charter boats).*

Additionally, it is very useful to note The Excelsior Commons Conceptual Guide Plan (The Master Plan) foundational principles that were identified and validated through two years of research and public engagement.

- The Commons is cherished as a community park primarily for the benefit of South Lake Minnetonka residents and businesses. There is community consensus that The Commons functions as a neighborhood park for Excelsior residents, and as a community park for South Lake Minnetonka residents. It does not function as a regional park intended to draw large audience from outside the community. Scale and mass of future proposed projects should

reflect this intended audience.

- South Lake Minnetonka residents and businesses support incremental improvement to, rather than radical redesign of, The Commons. The objective of future capital projects should be to improve upon what already exists, rather than attempt to create wholly new concepts and amenities.
- The community's preferred uses of the park are passive and unstructured (ie: walking, casual sporting activities, lake viewing, etc.) as opposed to new large-scale, organized events. As such, future proposals for new elements and programming in the park should be consistent with these types of uses.
- Proposed changes and improvements must preserve The Commons' historic elements as identified in the Preservation Design Works (PVN) report.
- The architectural language for improvements to The Commons should be inspired by a "summer" or "lake" aesthetic, and reflective of Excelsior's legacy of simple, unembellished wooden structures and natural materials. Future structures should be buildings of today, influenced by history without creating historical replicas
- Capital improvement projects must balance design aesthetics with the need for sustainable upkeep and maintenance. Proposed renovation or development projects should include costs of ongoing maintenance in their budgets

Overall, the primary purpose of this document is to add supplemental guidance and specific emphasis for the City to consider for **The Commons** regarding:

- Commercial Use
- Guidance on Donations and Donations Commemoration
- Special events
- Any specific code amendments

The EXCELSIOR PARK AND RECREATION COMMISSION is committed to accommodating and balancing the interests of all users with reasonable access and appropriate use of The Commons and its amenities, in order to sustain the quality, accessibility, and vitality of The Commons now and in the future.

Part I: Commercial Use Guidance (as far as I can tell this would be new content that is not specifically addressed in the existing Ordinances)

1. WHAT IS COMMERCIAL USE OF THE COMMONS? Commercial use is defined as any activity beyond a special event conducted for commercial gain where there is a fee or other monetary barrier to entry. "Commercial use" includes any commercial activities taking place on Commons property that is associated with any trade, occupation, profession, business, franchise, not-for-profit or school use. "Commercial use" does not include activities conducted on Excelsior's behalf or in conjunction with the City of Excelsior.
2. WHY DO I NEED PERMISSION? Commercial use of the Commons is unlawful without first obtaining permission. Commercial use permission does not grant exclusive use of space. Permission is revocable at will. Participants must share the designated areas with other users and cannot block public access. Participants may need to share designated areas with other uses.
3. WHAT COMMERCIAL ACTIVITIES ARE AUTHORIZED UNDER COMMERCIAL USE? Authorized uses are focused on enjoyment of the park and lake without interfering with the use of the Commons as it is today. Authorized activities are:
 - a. Recreational in nature
 - b. In general, be open to the public
 - c. Do not impede upon view corridors or aesthetics of the park
 - d. Be low noise, have minimized light pollution and be low impact in nature
 - e. Will not restrict or impede access for the general public's access to The Commons
 - f. Must not conflict with recreational programming offered by Excelsior or non-profit recreational programming such as through Minnetonka Community Education
 - g. Will not pose a safety risk to persons or property, and
 - h. Will not create an undue burden on the Commons property including managing any waste generated by the activity
 - i. Given the four seasons in Minnesota, seasonality and winter use will be considered
 - j. Permission for group or individual recreational classes will be reviewed on an individual basis, considering impact, frequency and scheduling
4. CAN THE COMMERCIAL ACTIVITIES HAVE A PHYSICAL STRUCTURE? Any structure needs to be temporary and cannot impede upon view corridors or aesthetics of the park.
 - a. Any temporary structure can remain only during the relevant season.
 - b. Cannot exceed 12'x16' and a height of 11 ft at its tallest point
 - c. Cannot go beyond the bounds of the area for storage, equipment or any other reason
 - d. Any outdoor auxiliary power requires additional city permission
 - e. Must be kept organized, neat and tidy at all times
 - f. Structure appearance must be approved by Excelsior Park and Recreation Commission and City Council prior to set up
5. WHAT ACTIVITIES ARE NOT AUTHORIZED UNDER COMMERCIAL USE? Any activities that violate the provisions set forth in Question #3 are not authorized. Additionally, not

authorized:

- a. Any request that would create a conflict of interest of programs provided by the city of Excelsior
 - b. Any permanent structures
 - c. Structures that are not removed for the seasons they are not used
 - d. Prohibiting general public visitors from any portion of a park amenities
 - e. Posting of physical advertisement beyond signage for the purpose of the commercial activity; City sign ordinance must be observed
 - f. Selling merchandise or vending that is not connected to an approved commercial activity is not allowed
 - g. Commercial filming/photography of any kind is not allowed on park property without the proper permission from the City of Excelsior
 - h. Distributing fliers, leaflets or pamphlets to park visitors by placing them on vehicles parked within the Commons is banned.
6. DOES PERMISSION GIVE ME EXCLUSIVE USE OF THE PARK PROPERTY? No, it does not. Permission does not grant exclusive use of space. Permission provides for the activity in the designated areas and is revocable at will. Participants must share the designated areas with other users and cannot block public access. Participants, if needed, may need to move or share space.
7. CAN I CONDUCT BUSINESS IN THE PARK WHEN THERE ARE SPECIAL EVENTS HAPPENING? No. There are specific dates when annual or community events take place in the parks. The event organizers hold the permit to the park site for the event dates and have precedence. In some cases, you may be able to arrange to vend at an event by working directly with the organizer. Separate fees may apply.
8. WHAT IS THE APPLICATION PROCESS? XXX process. A new request is needed each calendar year one month prior to the initial permit expiration.
9. WHO DO I CONTACT FOR MORE INFORMATION ON COMMERCIAL USE OF EXCELSIOR COMMONS? Please contact XXXX.
10. WHAT ARE THE PERMITTING FEES AND INSURANCE REQUIREMENTS? Details to be added.

PART II: Park Donations & Commemorations (as far as I can tell this would be new content that is not specifically addressed in the existing Ordinances)

INTRODUCTION

An important element of the Excelsior Commons is to serve the community through safe and enjoyable park usage. Donations are important to help support this and are welcomed and encouraged.

PURPOSE

The intent of this policy is to establish procedures and guidance for considering park donations in a way that is flexible and responsive to the needs of the donors. It also highlights important elements for donors to consider before making offers of such support.

Granting specific naming rights of park facilities based on donations are not allowed. By excluding named structures, this policy is able to reflect the preference, values and guiding principles embodied in The Commons and represented by city residents. Visual clutter such as named structures takes away the focus from the lake and does not complement the natural landscape.

Instead, a commemoration of the name(s) of donor(s) in the form of a plaque or paver may be installed at ground level.

POLICY

The Excelsior Parks and Recreation Commission will be responsible for advising City Council regarding this policy and to establish a review process for approving and installing donations.

Donations will be considered from public and private sources for the purposes of enhancing the Commons and will become the property of the City of Excelsior.

Donations will be accepted for either, restricted or unrestricted use, per the wishes of the person, group, or business making the donation. Unrestricted donations will be dispersed to the area of greatest need at the sole discretion of the Excelsior City Council as advised by the Excelsior Parks and Recreation Commission.

Donations will be considered for areas in the Commons at the sole discretion of the Commission and the City. No area where human activity is discouraged or areas that protect habitat and sensitive lands will be considered.

All costs associated with a donation will be considered on a case-by-case basis.

New recreation facilities or structures within The Commons may be commemorated with a plaque or paver installed at ground level honoring the donor(s) to include the names of the donors with approved phrasing (see below, Pre-Approved Text).

City of Excelsior reserves the right to deny any donation if it is not in the best interest of Excelsior or the Commons, or does not fit the make up or proposed concepts of the Commons.

PROCEDURES

Approval Process

All donations meeting approval criteria will be managed administratively by XX. For donations that require installation, appropriate approval of the donation must be obtained before installation may begin. Once installed, the donation becomes the property of the Excelsior.

All gifts of real property will be submitted through Department Staff and forwarded to the Parks and Recreation Commission for review, and then to the Excelsior City Council for final approval.

If a proposal does not meet the approval criteria, the donor will receive written notification, within XX days of submittal.

DAMAGES & TERM OF DONATIONS

The term of a donation will be for the life of the asset. The City will make every practical effort to repair damaged donations. However, the City is not responsible for replacing donations due to excessive damage, loss, or vandalism. The City will attempt to contact the donor to inform them of the loss. The donor may choose to replace the donation at their own expense.

CRITERIA

The following criteria must be met for any donation or request to be considered:

- Does not discriminate against any person on the basis of race, color, creed, religion, gender, sexual orientation, age, marital status, ancestry, national origin, or physical or mental disability, in compliance with all federal, state, and local laws and statutes; and
- Does not have connotations that by contemporary community standards are derogatory or offensive.
- Does not promote environmental, work, or other practices that, if they took place in Excelsior, would violate U.S. or state law (i.e., dumping of hazardous waste, exploitation of child labor, etc.).
- Does not promote drugs, alcohol, tobacco, or marijuana.
- Does not constitute violations of law.
- Does not participate in unethical business practices as determined by a court of law.

Proposed donations may be incorporated into the landscape of the Commons according to the following:

General Criteria:

- Donations must be compatible with and meet a specific Commons facility or amenity need, and when applicable, identified in The Excelsior Commons Conceptual Guide Plan (The Master Plan).
- Donations will be considered for areas in the Commons at the sole discretion of the Commission and the City. No area where human activity is discouraged or areas that protect habitat and sensitive lands will be considered.
- In areas not covered by master plans, compatibility with existing facilities and local conditions shall be considered if the donation meets a specific Commons need.
- Age and anticipated general condition of the donation.
- Anticipated maintenance requirements.

Specific Criteria:

- **Commemoration Plaques-** Commemoration plaques will be permitted only in conjunction with the donation of a new item such as a bench, tree, rock, etc.
- **Commemoration Benches-** Commons has a standard style of XX bench and a maximum capacity of 43 benches - including Commemoration benches.
- **Cash Donations-** Unspecified cash donations may be used to build, repair, or upgrade existing or new Commons facilities or amenities at the City Council's discretion.
- **Structures, Site Furnishings, Plants or Trees-** There are general aesthetic standards for The Commons, most importantly, to complement the natural landscape, avoid visual clutter and maintain the Lake as the focus. Donations will maintain these aesthetic standards.
- **Artwork, Sculpture, Standing Ornamentation-** Donations of art, sculpture or standing ornamentation are in general not considered, as it risks taking away from the natural environment and can easily create visual clutter.
- **Gardens** -Donations to landscape or to create a specific garden must meet the general aesthetic standards for the Commons - to complement the natural landscape, avoid visual clutter and maintain the Lake as the focus. Donations will maintain these aesthetic standards.

COMMEMORATION PLAQUE GUIDELINES

- Commemoration plaques and installation components need to be provided by the donor unless otherwise agreed and shall be a marker either installed at ground level or attached to an approved object.
- City staff reserve the right to perform or supervise the installation.
- The plaque size will be established by specified use, with a maximum number of text lines and restricted font.
- Commemoration Plaque variation will be allowed only upon approval of the Recreation & Parks Commission.

Pre-approved Plaque Sizes:

- 2.5" x 6.5" – No larger than 2.5 inches wide by 6.5 inches long with a limit of four lines of text. Drill holes must be located ¼ inch from each side edge. Typical application is directly affixed to a park bench.
- 10" x 10" – No larger than 10 inches wide by 10 inches long with a limit of 9 lines of text. Typical application is placement on a rock or concrete base.

Pre-approved Text:

- The City must approve all text for Commemoration Plaques.
- Suggested Text: In Honor of: In Memory of: In Celebration of: Dedicated to:

REMOVAL OF COMMEMORATION PLAQUE

The City may remove a Commemoration plaque if one or more, but not limited to, the following situations occurs:

- It is determined that association with the donor or named person or group will materially damage the reputation of Excelsior.
- If the individual or group listed on the Commemoration plaque is convicted of a felony or

otherwise engages in conduct that is harmful to the reputation of Excelsior.

- If the donor fails to maintain payment on a pledge upon which the commemoration was bestowed.
- Other circumstances/situations may be considered to protect the best interest of Excelsior.
- In the event such a decision to remove a Commemoration plaque is made, the City will inform the donor in writing.

The City of Excelsior holds all communications with donors and information concerning donors and prospective donors in strict confidence.

Part III: Special Events

The content that follows is an extract of *ARTICLE XIV. - SPECIAL EVENTS*. This Article applies to the entire City of Excelsior. Are there elements that we need to call out or adjust specifically for special events located in THE COMMONS?

While Excelsior welcomes its role as a regional destination, it owes its residents and businesses the space to live and work without excessive interruption by special events. It also has limited public safety staff and resources—which it must share with its neighboring communities—to dedicate to special events.

With respect to The Commons Park, the council finds that excessive use can have an adverse effect on the condition of the turf and impose additional maintenance expenses. It is the purpose of this article to balance the community's interest in serving as a regional destination with its limited capacity for supporting such events and its residents' and businesses' legitimate interest in limiting the number of days each year when special events occupy The Commons.

Special Events within The Commons:

1. WHAT IS CONSIDERED A SPECIAL EVENT? *Special events in The Commons* is an event or happening organized by any person, firm, organization, or corporation which will generate or invite considerable public or private participation and/or spectators, for a particular and limited purpose and time. Events may include:
 - a. athletic events,
 - b. boat shows
 - c. bicycle rides
 - d. carnivals
 - e. concerts,
 - f. dances,
 - g. fairs,
 - h. farmer's markets,
 - i. festivals,
 - j. flea markets,
 - k. parades,
 - l. parties,
 - m. reunions,
 - n. runs and walks,
 - o. vehicle shows
2. ARE THERE LIMITATIONS ON SPECIAL EVENTS?
 - a. Events cannot be carried on between the hours of 10:00 p.m. and 7:00 a.m. Activities prior to 7:00 am that are necessary to prepare for the event will be subject to conditions of the specific permit.
 - b. A special event permit will include specific conditions. This can include any number of conditions deemed appropriate for the event. Examples include:

- i. The number of persons authorized to be in attendance,
 - ii. The time during which the special event is permitted (including time for set up before and clean up after the special event),
 - iii. Time limitations on the use of amplified sound,
 - iv. The physical boundaries of the permitted special event.
 - v. Patrons are not allowed on the location later than the time set in the permit.
- 3. ARE THERE SPECIAL EVENTS THAT DO NOT REQUIRE A PERMIT?
 - a. Special events attracting attendance of less than 50 people provided these events do NOT include:
 - i. ancillary equipment (such as air supported amusement structures, motorized vehicles, or other equipment that needs to be tethered to the ground or transported to and from the event site via a motorized vehicle,
 - ii. food trucks
 - iii. service of alcohol
 - iv. commercial enterprise
 - b. Community athletic events attracting less than 100 spectators that have made reservation arrangements with the city.
- 4. WHAT SPECIAL EVENTS ARE NOT ELEGIBLE TO TAKE PLACE IN THE COMMONS? This is not specifically addressed in Article XIV.
- 5. HOW ARE SPECIAL EVENTS CATEGORIZED TO MANAGE THE DEMAND? The city council has determined that there must be a limit on the number and frequency of events that impose burdens on the quality of life of the residents and city resources such as police and fire/medical services. Three levels of events have been identified to support this effort.
 - a. Level 1 events do not impose a substantial burden on quality of life or city resources and, accordingly, there is not a need to impose a limit on the number and frequency of such events. (50—199 people)
 - b. Level 2 events may impose substantial burdens of resident quality of life and city resources (200—1,999 people)
 - c. Level 3 events do impose substantial burdens on resident quality of life and city resources (2,000 or more people)
 - i. Levels 2 and 3 have reasonable limits on the number and frequency of these events
 - ii. Historically, the burdens imposed by such events have been most problematic during the summer months (May—October).
 - iii. Accordingly, the total number of special event permits issued during each of the summer months needs to be limited as follows. Limitations are based on the council's review of the historical experience of the community. They account for city-sponsored events subject to agreements between the city and the event organizer that are not otherwise covered by this Article XIV. The city council shall review these limits annually and adjust them as necessary to achieve the goals of this chapter.

Month	Days without Level 2 or 3 Events
May	23 (max days w/ = 8)

June	18 (max days w/=12)
July	17 (max days w/=14)
August	23 (max days w/ = 7)
September	24 (max days w/ = 6)

Month	Level 1 Events	Level 2 Events	Level 3 Events
January	No limit	No Limit*	0
February	No limit	No Limit*	1
March	No limit	No Limit*	0
April	No limit	No Limit*	0
May	No limit	4 Events/5 Days	0**
June	No limit	2 Events/3 Days	0**
July	No limit	3 Events/6 Days	0**
August	No limit	1 Event/1 Day	0**
September	No limit	1 Event/1 Day	0**
October	No limit	No Limit*	0**
November	No limit	No Limit*	0
December	No limit	No Limit*	0

6. WHAT IS THE LEAD TIME FOR THE APPLICATION SUBMISSION?

- a. No more than 365 days prior to the event.
- b. Applications for level one special events (50—199 people) - no less than ten days prior to the event unless such event requires staffing of public safety personnel, in which case the application needs to be submitted no less than 21 days prior to the event.
- c. Applications for level two special events (200—1,999 people) - no less than 30 days prior to the event.
- d. Application for level 3 special events (2,000 or more people) - no less than 60 days prior to the event.

**** THERE IS NOTHING NOTED ABOUT FOOD TRUCKS AND THEIR LOCATION OR LIMIT OR PORTABLE RESTROOMS, DO WE NEED THIS?**

PART IV: EXCELSIOR CODE OF ORDINANCES Chapter 24 PARKS and RECREATION

Do we want to add anything to this Ordinance such as:

Photography and videography

What if I want to film a short movie or a commercial?

Any photography or videography in City parks, when used for commercial use, requires a permit. "Commercial filming" is defined as the film, electronic, magnetic, digital, or other recording of a moving image by a person, business, or other entity for a market audience with the intent of generating income. If you plan to use your film to develop business for your company or organization then you must obtain a permit.

Student films, videos of your family in a park, taking senior photos, wedding pictures or other personal uses do not require a permit.

Drone usage

A City permit is not required for drone usage in City parks. We ask that you follow all FAA guidelines and regulations when using your drone.

Metal Detecting

Regarding regulations around using a metal detector in parks, walking in a park with a hand-held instrument that detects metals is allowable. Using motorized equipment or disturbing the ground to look for or retrieve something is not permitted

https://library.municode.com/mn/excelsior/codes/code_of_ordinances?nodeId=PTIICOOR_CH24PARE

**City of Excelsior
Park Capital Improvement Fund
As of 02/28/2025**

	<u>2025 Budget</u>	<u>FEBRUARY Actual</u>	<u>2025 YTD Actual</u>
PARK IMPROVEMENT FUND			
Park Improvements			
Revenue			
Interest Earnings	10,000		-
County Grants			
Contributions and Donations	40,000		
Charitable Gambling - Designated Donations	15,000	-	3,700
Park Dedication Fees	10,000		
Miscellaneous (Winter Storage)	21,755	-	
Transfers From Other Funds	-	-	-
	<u>96,755</u>	<u>-</u>	<u>3,700</u>
Expenditures			
Professional Services	10,000		
Engineering Fees	1,500		
Other Equipment	50,000	-	12,791
Charitable Gambling Expenditures - C4C			
Improvements Other Than Bldgs	248,000		
Improvements - Playground Equip			
Improvements - Charitable Gambling			
Transfers To Other Funds			
	<u>309,500</u>	<u>-</u>	<u>12,791</u>
Net Change in Fund Balances	<u>(212,745)</u>	<u>-</u>	<u>(9,091)</u>
Cash Balances			
Cash Balance -02/28/2025			788,010
Designated for Playground Equipment			3,926
Committed for Commons Master Plan - Charitable Gambling Projects*			138,752
Committed for Commons Master Plan			-
Balance Available for Park Projects			<u>645,332</u>
Fund Balance			<u>788,010</u>