

City of Excelsior
Notice of Regular Meeting
of the Excelsior City Council

NOTICE IS HEREBY GIVEN that the City Council of the City of Excelsior will hold its regular meeting on Monday, March 17, 2025, at 6:30 P.M. in-person at 106 Center Street, Excelsior, MN 55331– Entrance located on Center Street. The agenda for the meeting is attached hereto.

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

Join Zoom Meeting

<https://us02web.zoom.us/j/86346794494>

Meeting ID: 863 4679 4494

One tap mobile

+13092053325,,86346794494# US

+13126266799,,86346794494# US (Chicago)

Dial by your location

- +1 309 205 3325 US

City of Excelsior
Regular Council Meeting

Agenda

Monday, March 17, 2025

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

6:30 P.M.

(Please Note: Times Listed Are Approximate)

1. CALL TO ORDER
2. ROLL CALL
3. MEETING AGENDA APPROVAL
4. APPROVAL OF MINUTES
 - (a) March 3, 2025, City Council Work Session Minutes
 - (b) March 3, 2025, City Council Meeting Minutes
5. OPEN FORUM

This is the time for the public to speak. Open Forum will be limited to one-half hour. No person may speak more than five (5) minutes or more than once. Each subject will have a limit of ten (10) minutes. Council members may ask questions of the speaker. With the agreement of the Council, such matters taken up during the “Open Forum” may be scheduled on the current or a future Agenda. Members of the public interested in speaking on an agenda item may direct a request to be recognized to the Mayor.
6. CITY COUNCIL COMMUNICATIONS, QUESTIONS, and REPORTS
 - (a) Heritage Preservation Commission Update
 - (b) South Lake Minnetonka Police Department Update
7. MEET EXCELSIOR
 - (a) None
8. CONSENT AGENDA
 - (a) Review Verified Claims under \$20,000 and Approve Verified Claims over \$20,000
 - (b) Resolution 2025-18 Authorizing application to Hennepin County Youth Activities Grant, SoHi Community Park
 - (c) Resolution 2025-19 Amending 2025 Fee Schedule
 - (d) Resolution 2025-20, Tonka Boat Rentals LLC, Commercial Pier Lease 2025
8. PUBLIC HEARINGS
 - (a) None
9. PETITIONS, REQUESTS and COMMUNICATIONS
 - (a) Walker Parking Study Presentation

7:15 PM

10. ORDINANCES and RESOLUTIONS
 - (a) 2nd Reading Ordinance 681, Cannabis and Hemp Business Registration 8:15 PM
 - (b) Resolution 2025-21 approving abbreviated publication of Ordinance 681 8:30 PM
11. REPORTS of OFFICERS, BOARDS, and COMMITTEES
 - (a) None
12. UNFINISHED BUSINESS
 - (a) None
13. NEW BUSINESS
 - (a) Ballfield Bids The Commons, Resolution 2025-22 and 2025-23 8:35 PM
 - (b) Commission Appointments 8:50 PM
14. ADJOURNMENT

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

City of Excelsior
City Council Work Session

MINUTES

Monday, March 3, 2025

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

5:30 P.M.

1. CALL TO ORDER/ROLL CALL

Mayor Ringate called the March 3, 2025, council work session to order at 5:35 PM.

Present: Mayor Ringate and Councilmembers Bildsoe, Caron, O'Hanlon, and Tyler.

Absent: None.

Also Present: City Manager Luger, City Clerk Bajda, City Attorney Tietjen, and Community Development Director Mullin.

2. APPROVAL OF AGENDA

Tyler moved, Caron seconded to approve the March 3, 2025, City Council work session agenda. Motion carried 5/0.

3. NEW BUSINESS

a. Verbal Update City Hall

City Manager Luger provided verbal update to Council that they are working towards securing a broker to understand opportunities for City Hall locations.

b. Council Training with City Attorney

City Attorney Tietjen provided overview of Open Meeting Law, Data Practices, Gift Law, Conflict of interest and Council Decision Making.

4. ADJOURNMENT

Tyler moved, O'Hanlon seconded to adjourn the March 3, 2025, council work session meeting at 6:31 P.M. Motion carried 5/0.

Respectfully submitted,
Theresa Bajda, City Clerk

City of Excelsior
Regular Council Meeting

MINUTES

Monday, March 3, 2025

106 Center Street, Excelsior, MN 55331 – Entrance located on Center Street
6:30 P.M.

1. CALL TO ORDER

Mayor Ringate called the regular March 3, 2025, council meeting to order at 6:39 PM.

2. ROLL CALL

Present: Mayor Ringate and Councilmembers Bildsoe, Caron, O'Hanlon, and Tyler.

Absent: None.

Also Present: City Manager Luger, City Clerk Bajda, City Attorney Mary Tietjen, Public Works Director Amundsen, Community Development Director Mullin, City Engineer Dawley, and Parks Manager Quinn.

3. MEETING AGENDA APPROVAL

Caron moved, Tyler seconded to approve the March 3, 2025, regular meeting agenda. Motion Carried 5/0.

4. APPROVAL OF MINUTES

- (a) February 10, 2025, City Council Work Session Minutes
- (b) February 18, 2025, City Council Work Session Minutes
- (c) February 18, 2025, City Council Meeting Minutes

Tyler moved, Caron seconded to approve the February 10, 2025, City Council Work Session Meeting minutes and the February 18, 2025 City Council and City Council Works Session minutes. Motion carried 5/0.

5. OPEN FORUM

This is the time for the public to speak. Open Forum will be limited to one-half hour. No person may speak more than five (5) minutes or more than once. Each subject will have a limit of ten (10) minutes. Council members may ask questions of the speaker. With the agreement of the Council, such matters taken up during the "Open Forum" may be scheduled on the current or a future Agenda. Members of the public interested in speaking on an agenda item may direct a request to be recognized to the Mayor.

Bruce Kelley, 165 Maple Street, addressed the Council regarding liquor licenses and the amounts currently permitted within City Code and proposed cannabis ordinance.

6. CITY COUNCIL COMMUNICATIONS, QUESTIONS, and REPORTS

- (a) Parking Ramp Ribbon Cutting, March 4th

Luger reminded Councilmembers and residents of ribbon cutting event at noon on March 4th to celebrate the opening of the new parking ramp.

(b) Welcome Kevin Quinn, Parks & Natural Resources Manager

Amundsen introduced Kevin Quinn who started as Parks & Natural Resources Manager on February 18th.

Quinn introduced himself and expressed excitement to work with residents and elected officials.

(c) Parks and Recreation Commission Update

Amundsen provided an update of recent Parks and Recreation Commission meetings and work.

7. MEET EXCELSIOR

(a) Mark Kroll, Lake Minnetonka Conservation District (LMCD)

Mark Kroll introduced himself and provided an overview of LMCD, areas of focus and goals for 2025.

8. CONSENT AGENDA

(a) Review Verified Claims under \$20,000 and Approve Verified Claims over \$20,000

(b) January Financials

(c) 2nd Reading Ordinance 679, increase on-sale wine licenses

(d) 2nd Reading Ordinance 680, amend Chapter 10, Article XXIII THC Product License

(e) Resolution 2025-17, Consideration for Hennepin County Jurisdiction and Control of Minnetonka Blvd, Vine Hill Road, and St. Alban's Bay Bridge

O'Hanlon requested item 8(e) consideration for Hennepin County Jurisdiction and Control be pulled for additional discussion.

Tyler moved, Caron seconded to approve consent items 8(a) through 8(d). Motion carried 5/0.

O'Hanlon discussed St. Alban's Bay Bridge as a locally designated and partially City owned resource and requested information about the impact of ownership on designation.

Dawley confirmed the bridge is eligible for federal designation but currently only Excelsior portion is locally designated. Discussed staff desire to have Hennepin County consider a portion of the bridge in addition to Vine Road and Minnetonka Blvd and confirmed that said control wouldn't impact the process or review for a locally or federally designated landmark.

Council discussion.

Tyler moved, O'Hanlon seconded to approve item 8(e) and Resolution 2025-17, Consideration for Hennepin County jurisdiction and control of Minnetonka Blvd, Vine Hill Road, and St. Alban's Bay Bridge. Motion carried 5/0.

9. PUBLIC HEARINGS

(a) On-Sale Wine License, Jimmie's Old Southern BBQ Smokehouse, LLC, Resolution 2025-15

Mayor Ringate opened public hearing for anyone wishing to address the Council.

Caron moved, Tyler seconded to approve Resolution 2025-15 approving an on-sale wine license to Jimmie's Old Southern BBQ Smokehouse, LLC. Motion carried 5/0.

10. PETITIONS, REQUESTS and COMMUNICATIONS

(a) None

11. ORDINANCES and RESOLUTIONS

(a) 1st Reading Ordinance 681, Cannabis and Hemp Business Registration

Mullin provided an overview of the ordinance, new state law, and the purpose of the ordinance to establish a process for registration of businesses after the state licenses.

Tietjen confirmed the buffers provided in the agenda packet are the maximum allowed by statute and the city can implement lesser or no buffers.

Council discussion.

O'Hanlon moved, Bildsoe seconded to approve first reading of Ordinance 681 with recommended changes and direct staff to have the Planning Commission review zoning and buffers and make a recommendation to Council for any zoning changes related to a cannabis retailer. Motion carried 5/0.

12. REPORTS of OFFICERS, BOARDS, and COMMITTEES

(a) SoHi Community Park Request for Hennepin County Youth Activities Grant

City Clerk Bajda provided overview of grant request from SoHi Community Park for Phase II costs to implement a sport court.

O'Hanlon provided overview of the project and the meeting her and Councilmember Caron had with the group.

Council discussion.

Caron moved, Tyler seconded to direct staff to apply for the grant and execute an agreement with the support and assistance of the SoHi Community Group and Councilmembers Caron and O'Hanlon as needed. Motion carried 4-1.

13. UNFINISHED BUSINESS

(a) None

14. NEW BUSINESS

(a) Commons Lake Minnetonka Stabilization Study, Resolution 2025-16 authorizing grant application

Amundsen provided overview of the shoreline restoration plan and how staff worked with consultants at WSB to design the plan and explore funding opportunities. on

Dawley addressed council and shared presentation of restoration plan and funding opportunities.

Luke Lunde (WSB) provided an overview of additional opportunities at the Commons in addition to stabilization specific items with use of ENRTF funding.

Council discussion.

Caron moved, Tyler seconded to approve resolution 2025-16 authorizing application for grant to support Commons Lake Minnetonka stabilization. Motion carried 5/0.

15. ADJOURNMENT

O'Hanlon moved, Caron seconded to adjourn the March 3, 2025, meeting at 8:39 PM. Motion carried 5/0.

Respectfully submitted,
Theresa Bajda, City Clerk

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

03/12/2025					CHECK REGISTER FOR CITY OF EXCELSIOR		
CHECK DATE 02/27/2025 - 03/13/2025							
Check Date	Check			Amount			
Bank GEN WELLS FARGO							
03/05/2025	3267(E)			13,216.09			
03/05/2025	3268(E)			1,100.00			
03/05/2025	3269(E)			7,432.40			
03/05/2025	3270(E)			2,371.94			
03/05/2025	92055			75.00			
03/05/2025	92056			8,966.00			
03/05/2025	92057			37.38			
03/05/2025	92058			461.18			
03/05/2025	92059			359.01			
03/05/2025	92060			5.85			
03/05/2025	92061			100.00			
03/05/2025	92062			3,240.50			
03/05/2025	92063			446.27			
03/05/2025	92064			3.52			
03/05/2025	92065			75.82			
03/05/2025	92066			3,674.62			
03/05/2025	92067			120.06			
03/05/2025	92068			403.80			
03/05/2025	92069			528.00			
03/05/2025	92070			882.28			
03/05/2025	92071			80.00			
03/05/2025	92072			17.55			
03/05/2025	92073			1,402.66			
03/05/2025	92074			424.77			
03/05/2025	92075			30.00			
03/05/2025	92076			575.00			
03/05/2025	92077			1,099.54			
03/05/2025	92079			880.00			
03/05/2025	92080			300.00			
03/05/2025	92081			100.00			
03/05/2025	92082			128.06			
03/05/2025	92083			287.47			
03/05/2025	92084			2,485.00			
03/05/2025	92085			18,117.24			
03/05/2025	92086			283.48			
03/05/2025	92087			47.60			
03/05/2025	92088			1,788.00			
03/05/2025	92089			542.00			
03/05/2025	92090			551.00			
03/05/2025	92091			15.00			
03/05/2025	92092			30.00			
03/05/2025	92093			150.00			
03/05/2025	92094			47.60			

03/05/2025	92095			18,793.41		
03/05/2025	92096			154.83		
03/05/2025	92097			88.74		
03/05/2025	92098			39.65		
03/05/2025	92099			3,000.00		
03/05/2025	92100			60.00		
03/05/2025	92101			11.01		
03/05/2025	92102			500.00		
03/05/2025	92103			200.00		
03/05/2025	92104			274.85		
03/05/2025	92105			3,347.80		
03/05/2025	92106			915.80		
03/05/2025	92108			120.60		
03/06/2025	3271(E)			149.05		
GEN TOTALS:						
Total of 57 Checks:				100,537.43		
Less 0 Void Checks:				0.00		
Total of 57 Disbursements:				100,537.43		

[illegible]



MEMORANDUM

8(b) –Resolution 2025-18 authorizing

Re: Hennepin County Youth Activities Grant

Date: March 17, 2025

To: City Council

From: Theresa Bajda, City Clerk

At the March 3, 2025 Council meeting, staff were directed to apply to Hennepin County's Youth Activities Equipment Grant Program to support Phase II development at SoHi Park in Excelsior, which includes a sport court and sunshade seating area. Councilmembers Caron and O'Hanlon agreed to assist staff with collecting application materials and narrative in partnership with SoHi Community Park and Excelsior United Methodist Church by the grant deadline of March 31, 2025.

SoHi Park is embarking on Phase II of their plans to add recreational space for middle and high school aged kids and young adults. They plan to construct a sport court and sunshade seating area in the space adjacent to the existing playground. Their goal is to fundraise and install yet in 2025. The total project cost is approximately \$135,000 and the current funding gap is about \$40,000. Excelsior United Methodist Church ("United") is the owner of property where the project is located. The grant program provides funding for youth sports equipment with a maximum award of \$10,000.

When the City was awarded grant funding from Hennepin County to support installation of playground equipment at SoHi Park in 2022, United executed a covenant to ensure the public would enjoy use of the equipment for the functional life of the facility. Consistent with this practice and to ensure Phase II (sport court and sunshade seating area) is for public and recreational uses, a covenant has been drafted.

Council Action: Approve resolution 2025-18 authorizing the filing of application and execution of agreement with Hennepin County to provide youth sports opportunities as SoHi Community Park.

Attachments:

Resolution 2025-18
Covenant

CITY OF EXCELSIOR
CITY COUNCIL
RESOLUTION NO. 2025-18

**RESOLUTION AUTHORIZING THE FILING OF APPLICATION AND EXECUTION OF AGREEMENT TO
PROVIDE YOUTH SPORTS OPPORTUNITIES AS SOHI COMMUNITY PARK UNDER THE PROVISIONS OF
THE HENNEPIN COUNTY YOUTH ACTIVITIES EQUIPMENT GRANT**

WHEREAS, Hennepin County, via the Hennepin County Youth Activities Equipment Grant Program, provides funding to assist local government units of Hennepin County to acquire sports equipment to increase access to youth activities; and

WHEREAS, the City Council of the City of Excelsior (hereinafter “City”) desires to develop Phase II of SoHi Community Park to include a sport court (the “Project”) in partnership with SoHi Community Park and Excelsior United Methodist Church.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Excelsior that:

1. The estimate of the total cost of the Project is \$131,684. The City is requesting up to \$10,000 in eligible costs from the Hennepin County Youth Activities Equipment Grant.
2. Excelsior United Methodist Church, 881 Third Avenue, Excelsior, MN 55331 (“United”) is the owner of the property where the Project is located. United will own the property where the Project is located for the functional life of the facility, which is estimated to be at least 15 years. The Project may not be converted to non-public or non-recreational uses within this time period without the approval of the City and Hennepin County. As the property owner where the Project will be located, United has agreed to execute a covenant that will run with the land ensuring that the public may enjoy the use of the land and purchased recreational equipment as described in the grant application.
3. United agrees to assume one hundred (100) percent of Project costs, including operational and maintenance costs for the Project and will operate the Project for its intended purpose as stated in the Project application for the functional life of the facility.
4. The City agrees to enter into necessary and required agreements with Hennepin County for the specific purpose of developing the Project and managing its long-term operation.
5. The City Manager Kristi Luger is authorized and directed to execute the application for the Hennepin County Youth Activities Equipment Grant Program.

Adopted by the City Council of the City of Excelsior, Minnesota, this 17th day of March 2025.

Gary Ringate, Mayor

ATTEST:

Theresa Bajda, City Clerk

Kristi Luger, City Manager

**COVENANT IMPOSING REQUIREMENTS FOR PUBLIC USE OF PARK FACILITIES
ON PRIVATE PROPERTY**

THIS COVENANT, effective this _____ day of _____, 2025 (the “Effective Date”), is made by the undersigned owner of the Restricted Parcel (hereinafter referred to as the “Declarant”).

WITNESSETH:

RECITALS

- A. Declarant is the private owner of the Restricted Parcel (defined below); and
- B. Declarant is planning to construct a sport court and sunshade seating area (the “Facility”) on the Restricted Parcel for the benefit of the public; and
- C. Declarant is applying for a grant from the Hennepin County Youth Activities Equipment Grant Program (the “Grant”) to help fund the sport court and sunshade seating area; and
- C. The City of Excelsior has agreed to act as the required Local Government Unit (“LGU”) for the purpose of the Grant application; and
- D. For any sport court and sunshade seating area proposed to be located on private land, the Grant requires that the owner of the private property execute a covenant running with the land ensuring that the public will have access to the Facility for the expected life of the Facility; and
- E. Declarant desires to create such a covenant.

NOW, THEREFORE, THE DECLARANT HEREBY DECLARES AND IMPOSES THE FOLLOWING:

- 1. Recitals. The Recitals set forth above are incorporated by this reference.
- 2. Definitions.

- a. “Declarant” means owner of the Restricted Parcel.
 - b. “Restricted Parcel” is that parcel described on the attached Exhibit “A.”
3. Covenant. In order to comply with the requirements of the Grant, Declarant does hereby impose the following restrictions on the Restricted Parcel:
 - a. The Restricted Parcel shall be open to the public for the purpose of using the sport court and sunshade seating area as described in the Grant application attached hereto as Exhibit B for a period of fifteen (15) years, the expected life of the Facility. During this time, the Declarant or its successors shall ensure the Facility is available for use by the public during reasonable hours as agreed to by the LGU.
 - b. Declarant agrees that it shall not modify the sport court or sunshade area from its intended use without the consent of the LGU.
 - c. If, during the time period this Covenant is effective, the restricted Parcel is not made available as described in paragraph 3.a. above, Declarant shall repay the funds received from the Grant.
 - d. With the written consent of the LGU, the Declarant may file a release of this Covenant at the end of the 15-year period.
4. Restriction Runs with the Land. The use restriction imposed by this instrument constitutes a covenant running with the land and, as such, will be binding upon the owners of the Restricted Parcel and their respective successors and assigns. Declarant agrees that it shall provide written notice of the terms of this Covenant to any successor owners of the Restricted Parcel prior to sale of the Restricted Parcel.
5. Severability. If any provision of this instrument is invalid, illegal or incapable of being enforced by any law or public policy, all other provisions of this declaration will remain in full force and effect.

[SIGNATURE PAGE TO FOLLOW]

IN WITNESS WHEREOF, the Declarant has caused this Covenant to be executed on or as of the day and year first above written.

DECLARANT:

EXCELSIOR UNITED METHODIST CHURCH

By: _____

Bill Lester

Its: Social Justice Ministry Chair

STATE OF MINNESOTA)
) ss.
COUNTY OF HENNEPIN)

This instrument was acknowledged before me on this _____ day of _____, 2025, by _____, the _____ of Excelsior United Methodist Church.

NOTARIAL STAMP OR SEAL (OR OTHER
TITLE OR RANK)

SIGNATURE OF NOTARY PUBLIC OR OTHER
OFFICIAL

THIS DOCUMENT WAS DRAFTED BY:

Mary Tietjen
City Attorney
City of Excelsior
350 Highway 7, Suite 230
Excelsior, MN 55331
(612) 653-3671

EXHIBIT A
LEGAL DESCRIPTION OF THE RESTRICTED PARCEL

Lot 001, Block 001, United Methodist Church Addition

EXHIBIT B
Grant Application



MEMORANDUM

8(c) –Resolution 2025-19 Amending 2025

Re: Fee Schedule

Date: March 17, 2025

To: City Council

From: Theresa Bajda, City Clerk

At the December 16, 2024 City Council meeting, the 2025 Fee Schedule was adopted. Staff propose three amendments for Council consideration as outlined below.

Special Event Fee

Staff received feedback from our Special Event consultant in 2024 that a rate for special events of up to 12 days on private property would be beneficial for events like the farmer's market. This was discussed by Council in 2024 but was missed by staff when establishing the 2025 fee schedule. The amended fee schedule reflects the existing special event rate on private property of \$100/day and proposed fee of \$300 for private events up to 12 days.

Special Event Parking Fee

At the December 16, 2024 City Council meeting, Councilmembers discussed implementing a special event parking fee of \$25 at the new ramp and \$20 at the east lot. This was never formally approved as part of the 2025 fee schedule. Staff propose this fee be for all day special events, such as Apple Days or Art on the Lake and an hourly rate of \$5.00/hr. be utilized for events that are not full/multi-day (i.e. Luck of the Lake). This mimics the hourly special event rate at parking meters.

Cannabis Registration Fee

Council approved a first reading of Ordinance 681 related to registration of cannabis and hemp businesses on March 3, 2025 and will consider the 2nd reading and adoption at the March 17th meeting. Consistent with Sec. 10-1405 of the proposed Ordinance and Minnesota Statue, Sec. 342.22, the City can collect an initial registration and renewal fee. A local unit of government may impose an initial retail registration fee and may also impose a renewal retail registration fee. The initial registration fee shall include the fee for initial registration and the first annual renewal. Any renewal fees imposed thereafter shall be charged at the time of the second renewal and each subsequent annual renewal thereafter. The attached resolution reflects initial registration and renewal fees for both cannabis retailer and lower potency hemp edible retailer.

Council Action: Approve resolution 2025-19 amending the 2025 Fee Schedule.

Attachments:

Resolution 2025-19

CITY OF EXCELSIOR
CITY COUNCIL
RESOLUTION NO. 2025-19

**RESOLUTION AMENDING THE 2025 FEE SCHEDULE FOR LICENSES, PERMIT, UTILITY RATES, AND
OTHER CHARGES**

WHEREAS, Chapter 2, Article V, Division 1, Section 2-192 of the City Code allows for the City Council to change, amend, or revise licensing, permit, business, and application fees or charges by Resolution; and

WHEREAS, the administrative costs for regulating business activities, development activities, and recreational activities in the City should be borne by the users; and

WHEREAS, the additional administrative costs of renewals of licenses and permits after various dates for regulating business activities, development activities, and recreational activities in the City should be borne by the users.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Excelsior, Minnesota, the charges for those licenses, permits, utility rates and other charges listed in Exhibit A are hereby established as those set forth in said exhibit, effective as of March 17, 2025.

FURTHER RESOLVED, that any fees established by any prior resolution inconsistent or conflicting with those set forth in said fee schedule are hereby superseded as of March 17, 2025 and of no future effect.

Adopted by the City Council of the City of Excelsior, Minnesota, this 17th day of March 2025.

Gary Ringate, Mayor

ATTEST:

Theresa Bajda, City Clerk

Kristi Luger, City Manager

EXHIBIT A

2025 FEE SCHEDULE

Type of Fee	Conditions or Terms	Amount (in dollars)	Amt. if Pd after 4/1
Background Investigation Fee	Initial Application for Liquor and Tobacco Licenses	\$500.00	
Cemetery Charges	Plot & Perpetual Care – Resident	\$1,000.00	
	Plot & Perpetual Care - Non-Resident	\$1,300.00	
	Cremation Plot & Perpetual Care – Resident	\$700.00	
	Cremation Plot & Perpetual Care - Non-Resident	\$1,000.00	
	Perpetual Care - On-Hill Plots	\$350.00	
	Cemetery Plot Marking	\$100.00	
Copies	Each Copy – Black and White	\$0.25	
	Each Copy - Color	\$0.35	Remove
Dock/Buoy/Slide Fees	<u>Resident</u>	<u>Senior Resident</u>	<u>Non-Resident</u>
Dock	\$2,800.00	\$2,428.00	N/A
Slide	\$400.00	\$315.00	\$763.00
Buoy	\$800.00	\$630.00	\$1,518.00
Buoy & Slide	\$1,100.00	\$835.00	\$2,030.00
Canoe/Kayak Rack Space	\$123.00	\$120.00	\$185.00
		Amount	If Pd after 4/1
Dog License	Annually - Spayed or Neutered	\$25.00	\$30.00
	Not Spayed or Neutered	\$40.00	\$45.00
	Duplicate Tags	\$5.00	
Dog – Impound Fees	<u>1st Offense</u>	<u>2nd Offense</u>	<u>3rd Offense</u>
	Licensed Dog \$60.00	\$90.00	\$120.00
	Licensed Dog with Implant \$45.00	\$70.00	\$95.00

Dog – Impound Fees	Unlicensed Dog (inc. license)	\$110.00	\$165.00	\$220.00
	Unlicensed Dog with Implant	\$100.00	\$155.00	\$210.00
Excursion Boat Permits	Annually		\$3,680.00	
	One-Trip Permit		\$275.00	
	After-The-Fact Permit		\$550.00	
	4-20 Passengers Maximum – Per Seating Capacity		\$65.00	
Excursion Boat Refueling	Annually, Per Boat		\$150.00	
Garden Plots	Annually – Resident		\$30.00	
	Non-Resident		\$70.00	
Hawkers, Peddlers, Transient Merchants, Canvassers	Per Person – Six Month Term		\$150.00	
Liquor License	On-Sale Intoxicating		\$10,500.00	
	On-Sale Intoxicating (2 nd License Same PID)		\$5,000.00	
	On-Sale Wine		\$2,000.00	
	On-Sale Sunday Intoxicating		\$200.00	
	Off-Sale Intoxicating Liquor		\$300.00	
	Off-Sale – Brewer’s Malt Liquor License		\$250.00	
	Taproom – Brewer Liquor License		\$1,300.00	
	Temporary On-Sale Intoxicating		\$250.00	
THC License	Annually		\$350.00	
THC Background Investigation Fee	First time Application		\$100.00	
Cannabis and Hemp Business Retail Registration Fee	Cannabis Retailer Initial Registration (initial retail registration fee plus 1 st year renewal retail registration fee)		\$1,500.00	
	Cannabis Retailer First Annual Renewal (prior to the second year of operation)		\$0.00 *paid at time of initial registration	

	Cannabis Retailer Renewal Fee (at time of the second annual renewal, and each year thereafter)	\$1,000.00	
	Lower Potency Hemp Edible Retailer Initial Registration (initial retail registration fee plus 1 st year renewal retail registration fee)	\$250.00	
	Lower Potency Hemp Edible Retailer First Annual Renewal (prior to the second year of operation)	\$0.00 *paid at time of initial registration	
	Lower Potency Hemp Edible Retailer Renewal Fee (at time of the second annual renewal, and each year thereafter)	\$125.00	
Mobile Food Vendor License	Annual License	\$500.00	
	One-Time Commercial	\$175.00	
	One-Time Residential	\$50.00	
Rental Dwelling	Annually (Double Fee if Paid After 4/1)		
	Per Building	\$200.00	\$400
	Plus Per Unit	\$50.00	\$100
Short Term Rental Permit-	Per Building	\$200.00	
	Each Additional Unit	\$50.00	
Non-Sufficient Funds Check	Per Item	As allowed per State Statute	
Outdoor Sidewalk Café Permit	Annually	\$150.00	
Outdoor Music Permit	Single Event	\$100.00	
	Multi-Event (12 Performances)	\$900.00	
Parking Impact Fee	Per Deficit Parking Space – Annually Existing and newly approved development (excluding infill development providing retail use)	\$1,000.00	
	Infill development providing retail use	\$800.00	

	Restaurant seasonal outdoor seating	\$600.00	
Parking Maintenance Fee	Per Deficit Parking Space	\$113.81	
	Excursion Boat Permits – Per Four Seats of Capacity	\$113.81	
	One-Day Excursion Boat Permit – Per Four Seats of Capacity	\$1.50	
		Non- Event Rate / Hour (May -Sep)	Event Rate / Hour
Parking Meters	Monday - Sunday	\$3.00/(\$3.50)	\$5.00
Dock Meters	Monday - Sunday	\$3.00/(\$3.50)	\$5.00
Special Event Parking Rate	Monday – Sunday Ramp and East Lot	\$0.00	\$5.00
Special Event Parking Rate *For all day special events	Ramp	\$25.00	
	East Lot	\$20.00	
Parking Permits	Resident	\$20.00	
	Resident – Visitor Pass (available to restricted streets only, max. 5 per household)	\$20.00	
	Resident 75+ one permit at no cost	\$0.00	
	Business - Per Permit	\$225.00	
	Non-Residents - Per Permit	\$225.00	
Note: Residences without a driveway in Permit-Only Parking Zones, as defined in Sec. 32-50 of the City Code, are entitled to a complimentary residential parking permit per vehicle registered to the respective address, up to two per residence on an annual basis. Visitor passes are available at the posted rates.”			
Photo Shoot Permit	Per Day, Per Event	\$100.00	
Record Document Against Property	Recording of Resolution or Agreement in the Chain of Title	\$175.00	
		Amount	If Pd after 4/1
Refuse Collectors	Annually	\$275.00	\$412.50
	Per Vehicle Sticker	\$25.00	\$37.50

Sale of City Street Sign	Per Street Sign	\$25.00	
Tobacco License	Annually	\$325.00	\$487.50
Park Related		Fee Per Day	-
Special Event Permits	Event on City Property – Level 1	\$150.00	\$250.00 with Pavilion
	Event on City Property – Level 2 & 3	\$1,000.00	\$1,100.00 with Pavilion
	Wedding Ceremony Fee	\$500.00	
	Wedding Reception Fee	\$1,000.00	
	Events that Only Use Ball Field or Tennis Courts	\$60 per-shift	
	Athletic Event that Only Uses Streets	\$250.00	
	Athletic Event that Uses Streets and The Commons or City Parking Lot	\$1,000.00	
	Water Street and/or Sidewalk Closure	\$1,000.00	
	Parade	\$60.00	
	Events on Private Property (daily rate)	\$100.00	
	Events on Private Property (up to 12 days)	\$300.00	
	Add On – Serving Alcohol on City Property	\$250.00	
	Add On – Ticketed Event	\$1 per ticket	
	Add On – Reserve Parking Meters(s)	\$50/space	
Special Event Permits	Late Fee	\$100	
	Damage Deposit for The Commons – Level 1	\$150	
	Damage Deposit for The Commons – Level 2	Up to \$1,000	
Building Permit Related	Type of Fee	Amount	
Building Permits	Administration Fee - Residential	.50% of value of job Min. \$5.00 Max. \$100.00	
	Administration Fee - Commercial	1.5% of value of job Min. \$5.00 Max. \$200.00	

Building Permits - Valuation	\$1.00 - \$500.00	\$30.00
	\$501.00 to \$2,000.00	\$30.00 for 1st \$500 plus \$3.25 ea. Add'l \$1,000
	\$2,001 to \$25,000.00	\$80.00 for 1st \$2,000 plus \$15.00 ea. Add'l \$1,000
	\$50,001.00 to \$100,000.00	\$735.00 for 1st \$50,000 plus \$7.50 ea. Add'l \$1,000
	\$100,001.00 to \$500,000.00	\$1,100 for 1st \$100,000 plus \$6.00 ea. Add'l \$1,000
	\$500,001.00 to \$1,000,000.00	\$3,500 for 1st \$500,000 plus \$5.25 ea. Add'l \$1,000
Building Permits - Valuation	\$1,000,001.00 and Up	\$6,200 for 1st \$1,000,000 plus \$4.25 ea. Add'l \$1,000
Building Permit	Historic Designated Property	50% of building permit cost
Building Permit	Plan Review	65% of building permit cost
Building Permit Engineering Fee	Engineering Fee - Single Family Addition	\$100.00
After the Fact Applications		Double Application Fee
Building Permit - Escrows	Escrow - Construction Management	\$2,000.00
	Escrow - Stormwater Management	\$2,000.00
Construction Area Permit	30 Days	\$120.00
	90 Days	\$240.00
	72 Hours	\$80.00

Demolition Permit	Principal Building - removal of 50% or more of exterior wall area	\$1,250.00
	Principal Building - removal of less than 50% of exterior wall area	\$200.00
	Interior Demo	\$200.00
	Accessory Structures	\$100.00
Dumpster	On Public Property - Per 30 Days	\$80.00
Driveway/Sidewalk/Curb & Gutter Permit		\$125.00
Mechanical	Base Fee	\$50.00
	Furnace, Boiler, and A/C Replacement	1.25% of Valuation
	Addition of A/C	2.00% of Valuation
	Central System (New Construction)	2.00% of Valuation
	Additions	2.00% of Valuation
	Gas Piping -	
	First 3 Units	\$7.50
	Each Add'l Unit	\$4.50
	Water Softener and/or Heater Only	\$15.00
Mechanical Permits – Commercial	Based on Valuation	Use Building Permit Fee Schedule
Plumbing Permits – Residential	Base Fee	\$50.00
	Per Fixture	\$8.50
Plumbing Permits – Commercial	Based on Valuation	Use Building Permit Fee Schedule
Right-of-Way Management	Registration Fee	\$40.00
	Excavation Permit -	
	Hole (Each)	\$125.00
	Emergency Hole (Each)	\$50.00
	Trench	\$125.00 Plus \$70/100 Lin. Ft.

	Obstruction Permit	\$50.00 plus \$.05 per Lin. Ft.
	Permit Extension Fee	\$50.00
	Delay Penalty – up to 3 days late	\$50.00
	Additional Fee After 3 Days	\$10.00/day
Sewer Availability Charge	Per MCES Determination - Per Unit	\$1,000.00
State Surcharge	Building, Mechanical, & Plumbing Permits	\$.50 minimum - .0005 times valuation of job
	Flat Fee Permit	\$5.00
Street Excavation Permit		\$125.00
Street Impact Fee	Building Permits with Valuations more than \$400,000	\$800.00
Street Use Permit	30 Days	\$80.00
	60 Days	\$160.00
	90 Days	\$240.00
Stormwater Review	Residential	\$100.00
	As-Built/Final Site Plan Review-1 hour includes one revision and resubmittal	\$100.00
	Additional time, each hour spent	\$100.00
Water and Sewer Connection	Temporarily Connect/Disconnect Service	\$100.00
Water and Sewer Inspection		\$100.00
Water Availability Charge	Per MCES Determination – Per Unit	\$2,000.00
Planning and Zoning Related	Application	Fee
Residential Review Permit	Application Escrow	\$500.00
Residential Review Permit Fee		\$600.00
Residential Review Permit	Construction Management Plan Escrow	\$2,000.00
Amendment to Zoning Map	Commercial	\$400.00
	Residential	\$400.00

Amendment to Zoning Ordinance		\$700.00
Appeal of Administrative Decision		\$450.00
Comprehensive Plan Amendment		\$1,000.00
Conditional Use Permit	Commercial	\$750.00
	Residential	\$600.00
Design Standards Review	Remodel	\$500.00
	New Construction	\$600.00
	Changes to Plan	\$400.00
Development Agreements	Cost of Public Improvements	5% of total construction cost
Escrow Requirements for Land Use Applications		Variable
Interim Use Permits	Commercial	\$400.00
	Residential	\$200.00
Legal/Engineering/Planning Consultants	Fee Schedule Provided with Application	Actual Cost
Park Dedication Fee	Commercial	\$1,500.00 min. or 3.5% of the new market value, whichever is greater
	Residential per unit	\$1,500.00

Planned Unit Development	Preliminary Plan	\$950.00
	Final Plan	\$750.00
HPC Site Alteration Permit	Additions or New Construction in the Downtown Historic District	\$200.00
Site Plan Reviews	Commercial	\$500.00
	Residential	\$400.00
Sketch Plan Reviews		\$400.00

Subdivision	Administrative	\$500.00
	Sketch Plan	\$200.00
	Preliminary Plat	\$750.00
	Final Plat	\$750.00
	Lot Combination/Lot Line Adjustment	\$200.00
Street Vacation	Minimum Application Fee	\$400.00
	Per Benefitting Property	\$75.00
Easement Vacation	Minimum Application Fee	\$300.00
Variance	Commercial	\$750.00
	Residential	\$600.00
Recording Fee		\$175.00
Sign Permits	Based on Valuation Utilizing Building Permit Fee Schedule	\$50.00 Minimum
Temporary Sign Permit	Each Sign	\$100.00
Zoning Letter		\$60.00
Tree Removal Permit	Flat Fee Permit	\$100.00
Tree Trimmer Permit		\$50.00
Administrative Enforcement	Type of Violation	Amount
	Violations of Chapter 8 - Buildings and Buildings Regulations	\$200.00
	Violations of Chapter 16 - Environment	\$100.00
	Violations of Chapter 20 - Historic Preservation	\$100.00
Administrative Enforcement	Violations of Appendix E - Zoning Code (except of Section 12-9 Tree preservation and protection)	\$300.00
	Violations of Section 12-9: Tree preservation and protection	\$1000.00 per 4.5" caliper tree replacement as per Section 12-9(g)
	Subsequent Violations	2nd Citation within 24 months: 50% increase

		over scheduled civil penalty	
		3rd Citation within 24 months: 100% increase over scheduled civil penalty	
		4th Citation within 24 months: 200% increase over scheduled civil penalty	
Utility Rates	Service	In City Rate – Per Quarter	Out of City Rate – Per Quarter
Sewer - Commercial	Fixed Charge – Per Meter	\$33.16	\$39.79
	Per 1,000 Gallons - Based on Water Usage	\$8.99	\$9.60
Sewer - Residential	Fixed Charge – Per Meter	\$33.16	\$39.79
	Per 1,000 Gallons - Based on Water Usage (1 st & 4 th Quarters will be based on actual usage; 2 nd and 3 rd quarters will be based on the average of the 1 st and 4 th quarters.	\$8.99	\$9.60

Street Lighting	Commercial / Institutional (Per Acre)	\$47.61
	Commercial – Undeveloped (Per Acre)	\$47.61
	Residential – Single and Two Family (Per Unit)	\$11.90
	Residential – Multi-Family (Per Unit)	\$8.91
Surface Water Quality Management Fee (SWQM)	Port of Excelsior – Commercial Boats – Per Seating Capacity	\$10.91
	Residential Equivalent Factor (REF)	\$222.25
	Business/Warehousing/Industrial	2.4 REF's Multiplied By Acreage
	Commercial	2.3 REF's Multiplied By Acreage

	High Density Residential	1.7 REF's Multiplied By Acreage	
	Low Density Residential	.25 REF's Per Lot	
	Medium Density Residential	1.1 REF's Multiplied By Acreage	
	Public/Institutional	1.5 REF's Multiplied By Acreage	
Water – Commercial With Irrigation Meter	Fixed Charge – Per Meter	\$56.45	\$67.79
	Every 1,000 Gallons or Portion Thereof	\$8.19	\$8.75
Water – Commercial Without Irrigation Meter	Fixed Charge – Per Meter	\$56.45	\$67.79
	0–20,000 Gallons (Per 1,000 Gallons)	\$8.19	\$8.75
	20,000-40,000 Gallons (Per 1,000 Gallons)	\$10.25	\$10.96
	Over 40,000 Gallons (Per 1,000 Gallons)	\$15.35	\$16.41
Water – Irrigation Meters	Fixed Charge – Per Meter	\$56.45	\$67.79
	0-20,000 Gallons (Per 1,000 Gallons)	\$8.19	\$8.75
	Over 20,000 Gallons (Per 1,000 Gallons)	\$15.35	\$16.41
	Fixed Charge – Per Meter	\$56.45	\$67.79
	0–20,000 Gallons (Per 1,000 Gallons)	\$8.19	\$8.75
	20,000-40,000 Gallons (Per 1,000 Gallons)	\$10.25	\$10.96
	Over 40,000 Gallons (Per 1,000 Gallons)	\$15.35	\$16.41
Water - Bulk	Per 1,000 gallons	\$8.74	
Water - Special Request Shut-off	Per Shut-Off/On	\$50.00	
Freeze Kit Use	Per Use	\$100.00	



MEMORANDUM

8(d) –Resolution 2025-20 Approving

Re: Commercial Pier Lease Tonka Boat Rentals

Date: March 17, 2025

To: City Council

From: Theresa Bajda, City Clerk

At the June 17, 2024 City Council meeting, a one-year Commercial Pier Lease Agreement with Tonka Boat Rentals, LLC was authorized. This allowed use of slip 1 at Transient Pier 1.

Tonka Boat Rentals, LLC would like to continue operating at the same transient slip in 2025, and staff have drafted a one-year agreement that would cover the boating season from April 1 to October 31, 2025. The 2024 lease payment was \$6,597.05 and the proposed 2025 lease payment is \$7,219.99, reflecting any fee schedule changes in 2025.

All Transient Pier dock agreements expire at the end of the 2025 season (Duffy Boat and Paddle Tap), as do the Charter Dock Leases (Paradise Charter Cruises, Al & Alma's Charter, and Lady of the Lake). This one-year lease ensures revenue for slip 1 at Transient Pier 1 continues in 2025, while providing opportunity for staff to assess all transient and charter dock leases prior to the 2026 season.

Council Action: Approve resolution 2025-20 approving a Commercial Pier Lease Agreement with Tonka Boat Rentals LLC for the 2025 season.

Attachments:

Resolution 2025-20
Commercial Pier Lease Agreement

CITY OF EXCELSIOR
CITY COUNCIL
RESOLUTION NO. 2025-20

**RESOLUTION AUTHORIZING A COMMERCIAL PIER LEASE WITH TONKA BOAT RENTALS LLC FOR THE
2025 SEASON**

WHEREAS, the Commercial Pier Lease Agreement (“Agreement”) with Tonka Boat Rentals, LLC (“Tonka Rentals”) for use of Slip 1 on Transient Pier 1 expired October 31, 2024 and Tonka Rentals has submitted a request for a new lease for the 2025 boating season.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Excelsior, Minnesota, hereby approves a new Agreement with Tonka Rentals for the 2025 season under the terms reflected in the Agreement attached hereto as Exhibit A.

Adopted by the City Council of the City of Excelsior, Minnesota, this 17th day of March 2025.

Gary Ringate, Mayor

ATTEST:

Theresa Bajda, City Clerk

Kristi Luger, City Manager

EXHIBIT A

COMMERICAL PIER LEASE



COMMERCIAL PIER LEASE

THIS AGREEMENT (hereinafter referred to as "Lease" or "Agreement"), made and entered into by and between the City of Excelsior, a Municipal Corporation, organized under the laws of the State of Minnesota, hereinafter referred to as the Lessor, and

Tonka Boat Rentals LLC
2510 Shadyview Lane N, Plymouth, MN 55447

hereinafter referred to as Lessee;

WITNESSETH, that in consideration of the rents hereinafter stipulated to be paid and of the mutual covenants and agreements of the parties hereto, it is hereby understood and agreed by and between said parties as follows:

1. Docking Rights.

A. Tonka Boat Rentals. The Lessee shall have the right to dock one 21-foot boat and load and unload passengers on Transient Pier 1, Slip 1 of the City's northernmost transient pier as depicted on Exhibit A. Total capacity for the Tonka Boat cannot exceed 11 passengers. Lessee agrees not to permit boats other than those set forth herein to use its commercial dock slip. No changes in the configuration or construction of the pier, which is the subject of this Lease, shall be made without the prior approval of the Lessor. The Lessor shall keep said pier and the immediate land approaches thereto repaired at all times as it deems necessary, but Lessee shall pay for all damages beyond normal wear and tear caused by Lessee. The boats authorized in this lease shall not host passengers or crew or otherwise use the leased facilities for any purpose other than docking during the hours between 10:30 p.m. and 5:00 a.m. Sunday through Saturday.

2. Boating Season. The Lease shall be effective during the "Boating Season," which shall be from April 1 to October 31.

3. Term. The Lease Term shall be for one (1) year for the 2025 Boating Season.

Season	Rate Per Slip	Surface Water Quality Management Fee	Municipal Parking Fee	Total Lease Payment
2025	\$6,787.00	\$120.01	\$312.98	\$7,219.99

Lease fee payments shall be payable in three payments each year due on or before June 15th, July 15th, and August 15th.

Upon reasonable notice, the Lessor or its representatives shall be entitled to inspect the Lessee's booking records during regular business hours at least once per Operating Season. In the event that such audit by the Lessor or its representatives determines that the Lessor has been underpaid or overpaid, the amount of any such underpayment shall be remitted to the

Lessor within ten (10) days of written notice to Lessee; and any such overpayment may be subtracted from future payments by Lessee.

5. Taxes. Lessee shall be responsible for the payment of any taxes levied against it or its affiliates for the use of the City's dock.

6. Surface Water Quality Management Fee. In addition to the above fees, the City of Excelsior has established a Surface Water Quality Management Utility to help operate and maintained its storm sewer and surface water quality management system. Surface Water Quality Management Utility rates for use of the Port of Excelsior by excursion boats that lease dock space or secure an Excursion Boat Permit have been established based on the seating capacity of each boat. Each year the Lessee shall pay a Surface Water Quality Management Utility fee equal to the per seat rate established annually by resolution adopted by Lessor's City Council multiplied by the seating capacity of Lessee's boat with its first installment. The seating capacity of Lessee's boat shall be established by the seating capacity identified in the annual Charter Boat Inspection Report from the Hennepin County Sheriff's Water Patrol on an annual basis.

7. Municipal Parking Surcharge Fee. In addition to the above fees, Lessee shall pay an annual Parking Surcharge Fee for the use of the City's parking to meet the off-street parking requirement for its boating operation. This Parking Surcharge Fee shall be Lessor's Parking Surcharge Rate established annually by resolution of Lessor's City Council multiplied by the seating capacity of Lessee's boat and divided by four. The seating capacity of Lessee's boat shall be established by the seating capacity identified in the annual Charter Boat Inspection Report from the Hennepin County Sheriff's Water Patrol on an annual basis. Lessee shall pay the Parking Surcharge Fee to Lessor in three equal installments on or before June 15th, July 15th, and August 15th of each year.

8. Additional Services Provided by Lessor. In addition to providing Lessee the right and privilege to use Lessor's pier, Lessor shall provide, access to, at no additional cost to Lessee port area lighting, and trash and refuse removal. The costs of any other services shall be paid by the Lessee.

9. Assignment. The Lessee shall not have the right to assign this Lease without the written approval of the City Council of the Lessor, provided, however, that the approval of such assignment shall not be unreasonably withheld and provided that any assignee shall use the leased space only for the operation of the Tonka Boat Rentals or other boats which has received prior approval by the Excelsior City Council.

10. Insurance. The Lessee shall maintain public liability insurance on said pier, and the watercraft moored there, naming the City as an additional insured, with single limited coverage of One Point Five Million Dollars (\$1,500,000.00) for each claim arising out of a single occurrence, and shall file with the Lessor at the time of written notice of its intent to use the dock, a certificate showing said insurance to be in full force. Such policy shall be in effect during the Boating Season as defined in Paragraph 2 and shall be an occurrence policy.

11. Waiver of Liability. Lessee further agrees that the Lessor shall not be liable for any damage either to person or property sustained by the Lessee or by any other person or persons due to said pier or the water craft moored thereat or the approaches thereto becoming out of

repair or defective or due to the happening of any accident or due to any act of neglect of the Lessee or any business invitee of the Lessee or of any other person, persons, or corporations or by the action of wind or water or by the use or misuse of any instrumentality or agency in or connected with said pier or water craft moored thereat or the approaches thereto or occasioned by a nuisance made or suffered thereon or therein.

12. Hold Harmless and Indemnification. The Lessee assumes all liability and obligation of damages on account of the matters and things referred to above and agrees to save the Lessor harmless thereon and therefrom and to indemnify the Lessor on account thereof.

13. Lessee Control of Passengers. Lessee agrees to accept responsibility for the conduct of passengers not only while in the boat, but also while entering and leaving the boat and while waiting for the boat cruises and while waiting for land transportation following the cruises. Noise shall be controlled, and the prohibition of consumption of alcoholic beverages while in the Port of Excelsior property shall be enforced to the extent required by ordinances, even if it requires the hiring, by Lessee, of private security personnel.

14. Termination. The Lessor may terminate this Lease at any time for failure of the Lessee to abide by any of the terms of this Agreement, including but not limited to payment of the fees set forth herein in Paragraphs 4 through 7.

15. Compliance with Ordinances. The Lessee agrees to abide by all City ordinances pertaining to activities within the City and the Port of Excelsior, as if set forth herein. The City Manager has sole responsibility for determining the applicability of any City Code provision to the Lessee. Any legal fees incurred by the Lessor in enforcing its City Code provisions due to the conduct of Lessee, its employees, invitees, or assigns, shall be reimbursed, in full, to Lessor by Lessee upon demand by Lessor.

16. Severability. If any one or more of the provisions contained in this Lease shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provision thereof, and this Lease shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.

17. Entire Agreement. This Lease constitutes the entire agreement between Lessor and Lessee and may not be amended or altered except in writing and signed by both parties.

18. Governing Law. This Lease shall be governed by the laws of the State of Minnesota.

(remainder of page intentionally left blank)

IN WITNESS WHEREOF, the parties have hereunto subscribed their names and caused these presents to be executed this _____ day of _____, 2025.

City of Excelsior, Lessor

Gary Ringate, Mayor

Kristi Luger, City Manager

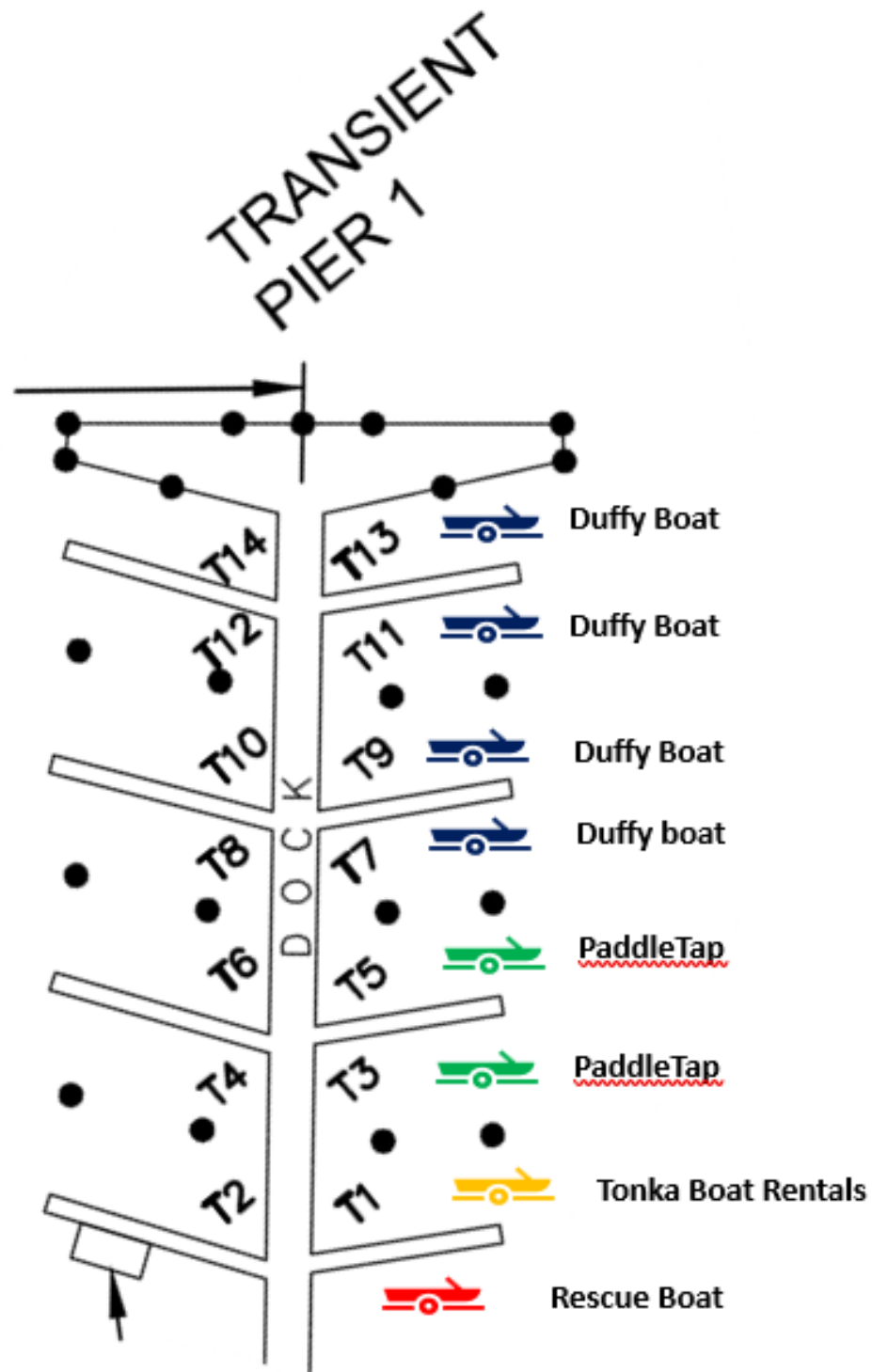
ATTEST:

Theresa Bajda, City Clerk

Tonka Boat Rentals LLC, Lessee

Eric Hartman, Owner

Exhibit A





MEMORANDUM

9(a)-Walker Parking Study Presentation

Re:

Date: March 17, 2025

Kristi Luger, City Manager

To: City Council

From: Julia Mullin, Community Development Director

Summary

When the City decided to proceed with the construction of a new public parking structure in 2022, the Council wanted to coordinate the new ramp with the existing downtown parking system, improve our system to create a high-quality parking experience for Excelsior's residents, businesses, and visitors, and explore how to efficiently and fairly pay for public parking. In June 2023, the City hired Walker Consultants (Walker) to conduct a comprehensive review of the City's parking system and provide recommendations on a strategic plan to operate and fund our downtown parking system going forward. Walker completed their review and will present their recommendations at tonight's meeting. The purpose of tonight's meeting is for the City Council to hear from Walker and to discuss any questions or comments Councilmembers have. This will conclude the study and help us pivot towards evaluating the recommendations and choosing our path forward.

Background

Over time, the City's parking system incrementally developed as needs arose. The addition of the new west ramp is a significant improvement to our downtown parking system and provides us with an opportunity to evaluate and evolve our downtown parking environment. It is also an important city asset that we must operate and maintain. We continue to want a parking system that meets the needs of our community and contributes to downtown's success, and we need to create our strategy for supporting the cost of public parking as the financial health of our system is critical to its success.

Walker has summarized Core Values to guide the ongoing management of our downtown parking system:

1. Optimize the use of the new West Parking Ramp as an amenity to downtown Excelsior.
2. Accommodate the range of user types to the best of our ability. Promote a high degree of access and customer service.
3. Promote turnover of the most convenient, proximate parking resources, particularly on-street parking.
4. Generate enough parking revenue to cover costs, including debt service and capital set-asides. Make the parking program and fund self-sustaining.
5. Provide the "right-sized" parking supply and promote the greatest use efficiency possible of the existing parking supply.
6. Conduct consistent (but fair) enforcement of parking rules and regulations.
7. Balance parking access and operations with multimodal transportation access and a walkable, vibrant downtown.

Walker has provided a summary of our existing conditions, peer communities' approaches to providing and paying for downtown public parking, and best practices for operating and funding public parking. Walker's recommendations for Excelsior are meant to provide a framework of potential paths forward. The City spent some time last year reviewing and discussing Walker's preliminary recommendations. The recommendations have generated discussion in the community, which has been helpful in determining the

best approach to operating our downtown parking system going forward. The findings have been useful in creating the Parking Fund, providing an initial understanding of how our parking system costs could be funded through parking-related revenue, and helping staff understand the role of a parking operator and how they could help Excelsior. In January the Council appointed two parking Working Groups - Parking Garage Operations and Parking Financials – to work with staff.

Staff Recommendation

Staff recommends that the Council discuss and comment on the “Core Strategies”, found in the “Parking System Strategic Recommendations” section of the report, starting on page 43, and then formally accept the study.

Council Action: Accept the Walker Parking Study.]



Downtown Parking Study

City of Excelsior, Minnesota

March 2025

Draft



WALKER
CONSULTANTS



March 11, 2025

Kristi Luger, ICMA-CM
City Manager
City of Excelsior
350 Highway 7, Suite 230
Excelsior, Minnesota 55331-1877

Re: *Downtown Parking Study*
Excelsior, Minnesota
Walker Consultants Project # 21-005178.00

Dear Ms. Luger:

Walker Consultants is pleased to submit this draft City of Excelsior *Downtown Parking Study* for your review.

We appreciate the opportunity to serve you on this project. If you have any questions or comments, please do not hesitate to call.

Sincerely,

WALKER CONSULTANTS

A handwritten signature in black ink, appearing to read "K. White".

Kevin White, AICP, CAPP
Director of Planning

A handwritten signature in black ink, appearing to read "Maxwell Holperin".

Max Holperin
Analyst

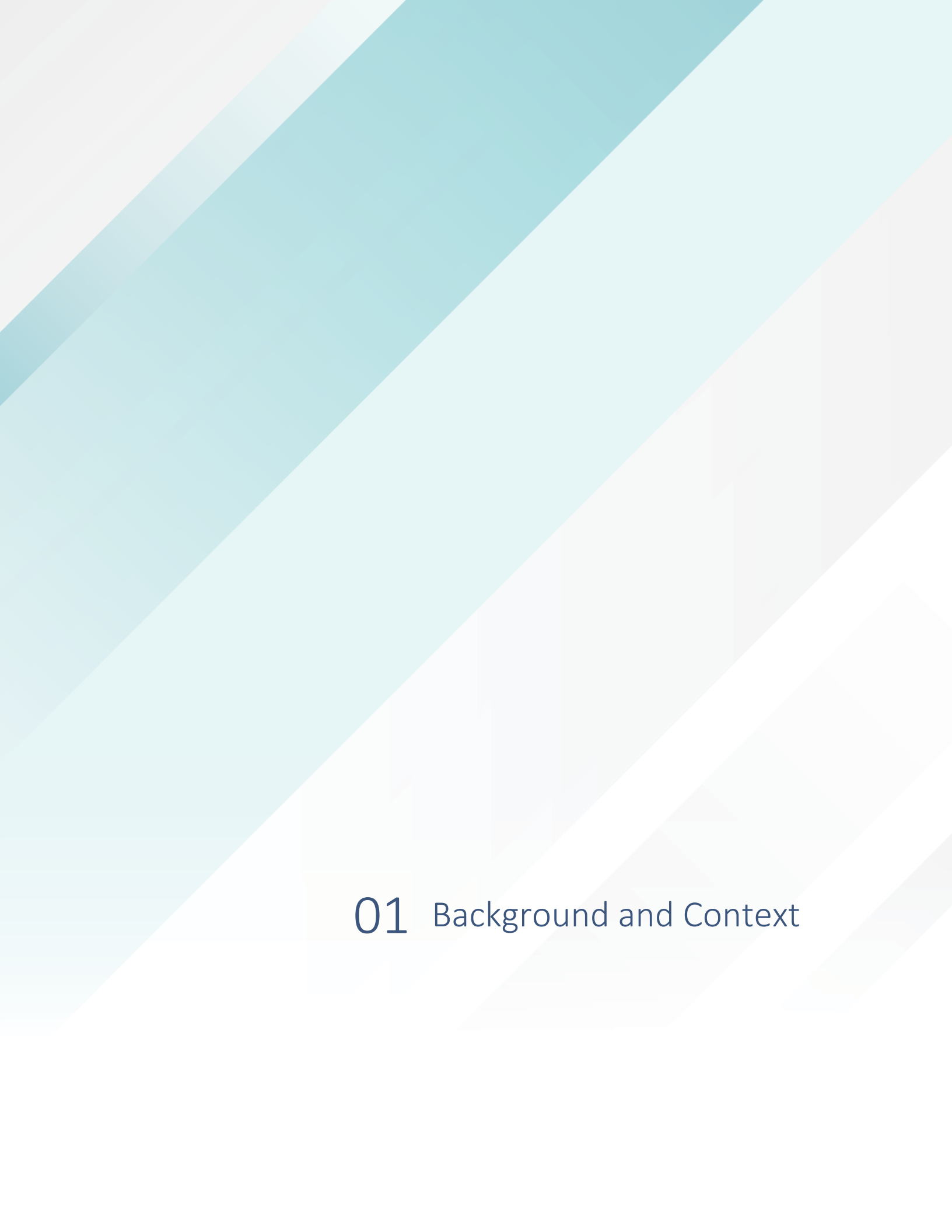
Contents

Section 1: Background and Context	7
Section 2: Existing Conditions Evaluation	9
Overview of Existing Parking Assets	9
On-Street Parking	9
East Parking Lot	12
West Parking Lot	12
West Parking Ramp	12
Parking Utilization	13
Permit Parking	14
Downtown Employee and Non-Resident Permits	14
Parking Restrictions and Citations	14
Parking Enforcement	16
Public Parking Experiences: Business Owners, Customers, Residents, and Visitors	17
Parking Requirements, Impact Fees, and Maintenance Fees	18
Section 3: Peer Review	21
Wayzata, Minnesota	21
Edina, Minnesota	22
Stillwater, Minnesota	23
Hopkins, Minnesota	23
Petoskey, Michigan	24
Conclusion	25
Section 4: Parking Enterprise Finances	27
Introduction and Current Financial Conditions	27
Current Revenues	27
Current Expenses	27
Planning for the Future	27
Operating Revenues	28
Operating Expenses	28
Non-Operating Income	29
Fund Transfers	29

Fund Balances	29
Conclusion	30
Section 5: Parking System Needs, Issues, and Opportunities	32
Introduction	32
Personnel and Organization	32
Policy, Parking Operations, and Management	35
Communications, Wayfinding, and Marketing	36
Section 6: Parking System Recommendations	40
Introduction	40
Parking Operations and Management Considerations	40
Basic Parking System Operations Tasks	40
Guiding Principles of Parking Management	40
Core System Values	42
Parking System Strategic Recommendations	43
Personnel, Organization, and Community Engagement Recommendations	43
Policy, Parking Operations, and Management Recommendations	47
Communications, Wayfinding, and Marketing Recommendations	56

List of Figures

Figure 1: Public Parking in Excelsior	11
Figure 2: Downtown Historic Parking Utilization, 2016, 2019, and 2022	13
Figure 3: Citation Fee Schedule, as of 2023	15
Figure 4: Survey Responses about Parking Experience in Excelsior	17
Figure 5: Minimum Parking Requirements in Excelsior- Selection of land uses (not comprehensive)	19
Figure 6: Proposed Downtown Excelsior Parking Management Approach	52



01 Background and Context

Section 1: Background and Context

The City of Excelsior retained Walker Consultants (“Walker”) to evaluate the city's downtown parking system's composition, use, and efficiency.

The City of Excelsior has a thriving downtown with an eclectic mix of uses. The city strives to balance the parking needs of businesses, employees, residents, and visitors. This becomes especially challenging during busy times and warmer weather months. A new parking garage opened in the fourth quarter of 2024, with three levels of public parking built on the former West Parking Lot site. This ramp provides a much-needed public resource but increases the operational and financial complexity of managing the downtown parking system.

With the opening of the new parking ramp and continued pressure on downtown parking, the City of Excelsior endeavored to evaluate current and ongoing downtown parking conditions, needs, and opportunities. In addition, the city desired an assessment of policies, operations, and management practices to ensure on-street and off-street parking is managed, financed, and used efficiently and supports the needs of downtown businesses, residents, employees, visitors, and other users.

The specific project objectives of the study were as follows:

1. Assess current parking conditions, needs, policies, operations, and management.
2. Consider future development and project future parking needs and adequacy.
3. Engage the public and stakeholders (business owners, community leaders, etc.) throughout the process.
4. Evaluate the current parking funding structure.
5. Identify potential parking infrastructure improvements and efficiencies.
6. Recommend strategies to improve parking operations and management for businesses, customers, employees, visitors, and residents.

Work was conducted from the summer of 2023 through 2024, as was a joint effort between Walker Consultants and City of Excelsior staff, with input from Excelsior residents, business owners, visitors, and the Excelsior City Council. This report was written in the fall of 2024 and was based on information collected leading up to that time. This report details the process, findings, conclusions, and recommendations of the City of Excelsior Downtown Parking Study.



On-street parking in downtown Excelsior.

02 Existing Conditions Evaluation

Section 2: Existing Conditions Evaluation

Overview of Existing Parking Assets

On-Street Parking

There are approximately 400 on-street metered parking spaces in the downtown area on Second Street and Third Street, on Lake Street along the Lake Minnetonka lakefront, and a portion of Excelsior Boulevard. Free/unmetered parking areas are available throughout downtown Excelsior, including on Water Street and at points to the south and west. Figure 1 depicts the locations of metered and unmetered downtown on-street parking and the city's off-street parking system, which is discussed in the following sections. There are three ways parkers can pay for metered parking:

- 1) Multi-space parking meter pay station, where the users input their vehicle license plate number, select how long they will park, and pay with coins or a debit/credit card;
- 2) Premium Parking mobile application; and
- 3) Text-to-Pay and scan-to-pay on Premium Parking's website.

The hourly rate for metered parking is \$3.50. Pay stations indicate paid parking 24 hours, Monday-Sunday. However, signs are visible in some locations indicating meters enforced 8:00 a.m. – 1:00 a.m. seven days a week. Additionally, signs are visible in other locations (e.g., Second Street) indicating two-hour parking enforced 7:00 a.m. – 6:00 p.m. (Walker determined that there is an alternate rate structure in effect on Second Street and Third Street for users who pay via the Premium parking app rather than the pay stations. This rate structure was identified on Premium's website and indicates that it is free for the first hour and \$1.00/hour starting after the first hour for up to nine hours, with payment always required. All hourly rate structures should be standardized moving forward). These differences and inconsistencies create confusion among parking users and difficulty for enforcement staff.

The city owns nineteen (19) Parkeon multi-space meter pay stations (Parkeon became part of FLOWBIRD in 2018). Two pay stations are used for the city's boat docks; the other seventeen (17) are used throughout the downtown on-street metered parking area. The pay stations are nearing the end of their useful life; subsequent sections of this report include more guidance related to pay stations.

Given the proximity to the popular Lake Minnetonka, First Street, Center Street, and Hidden Lane have permit-parking-only restrictions to prevent visitors from parking on the street all day and displacing spaces for residents. Water Street, the main road through the downtown core, is free to park, but most spaces have a 2-hour time

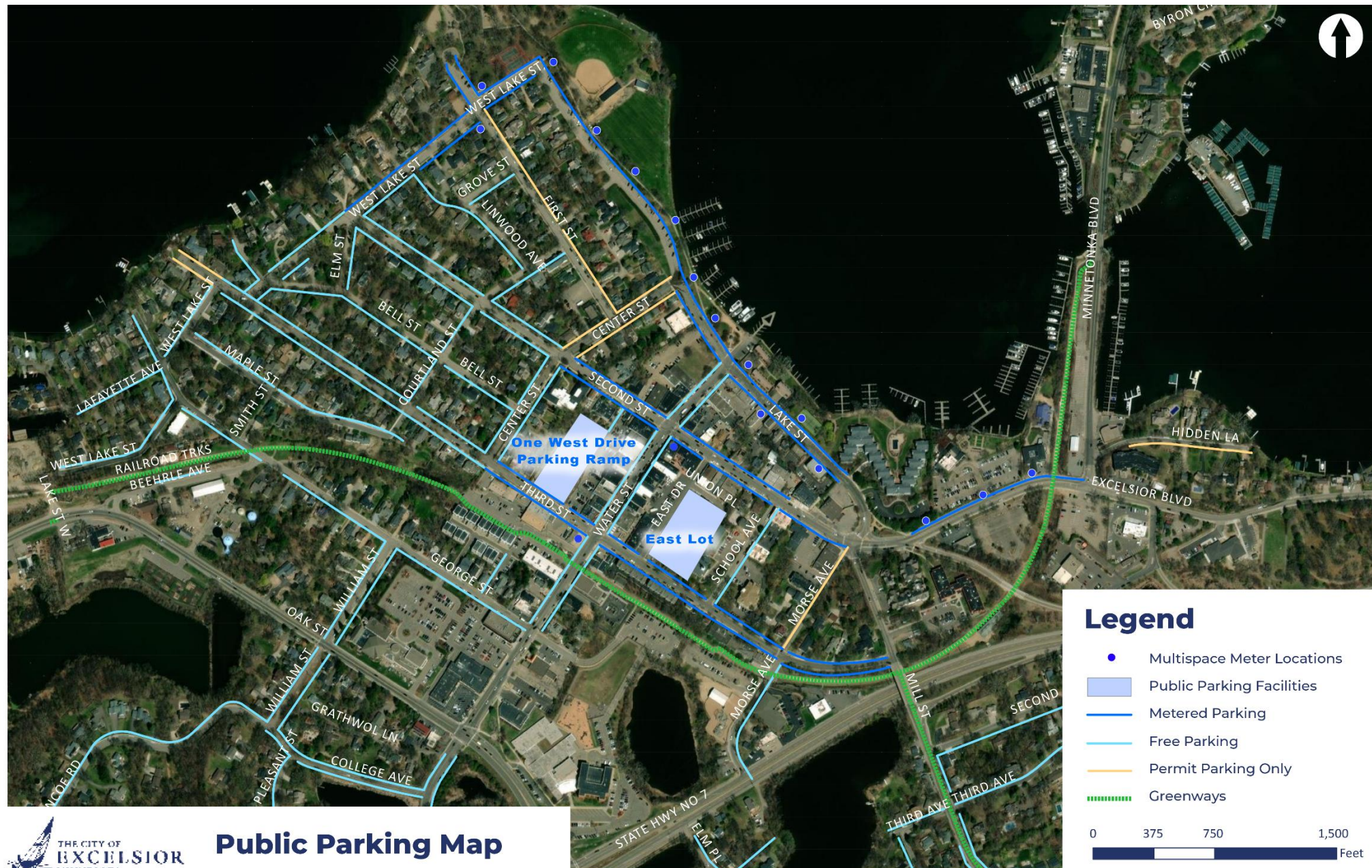


A parking meter pay station in Excelsior. The city's pay stations are aging and have caused frustrations with users and the city as the operator. The city has difficulty securing the necessary technical support from the vendor for the pay stations.

limit, and a few spaces have a 15-minute time limit. Most other unmetered streets are unmanaged and do not have special parking restrictions or time limits.

Please refer to Figure 1 on the following page for a depiction of current parking system assets.

Figure 1: Downtown Excelsior Public Parking



East Parking Lot

The city owns the 153-space East Parking Lot, which is immediately behind businesses on the east side of Water Street. There are two different policies for spaces in this lot. Approximately 35% of spaces are marked in white, denoting a three-hour time limit. The remaining 65% of spaces have a six-hour time limit during the busy summer months (from Memorial Day through Labor Day) and have a 12-hour time limit in the colder months from Labor Day until Memorial Day. Overnight parking is allowed in designated parking spaces in the East Lot between November 1 and April 30.



The East Parking Lot in Excelsior.

West Parking Lot

A narrow surface parking lot exists immediately behind the Water Street businesses and the new West Parking Ramp. Most of these surface spaces are privately owned but maintained by the city, with maintenance covered under the city's maintenance fee program. Most spaces in this lot are signed for parking only for patrons of the specific adjacent Water Street businesses. A portion of this parking lot on the south end is designated public parking, allowing for time-limited and overnight parking.



West Parking Ramp

The One West Drive residential redevelopment is located on the former site of the West Parking Lot at 329 – 339 Third Street in Excelsior. An on-site covered parking ramp was constructed as part of the development via a public-private partnership. The garage contains 244 public parking spaces across three levels.



The West Parking Ramp has 244 covered public parking spaces across three levels.

Parking Utilization

The City of Excelsior conducted vehicle occupancy counts of its metered street parking, East Lot, and West Lot (which has since been redeveloped as the One West Drive development), most recently during the summer months in 2016, 2019, and 2022. Counts were conducted during the third week of each month at noon, 4:00 p.m., and 6:00 p.m. on Tuesdays and Thursdays and at noon, 4:00 p.m., 6:00 p.m., and 8:00 p.m. on Fridays.

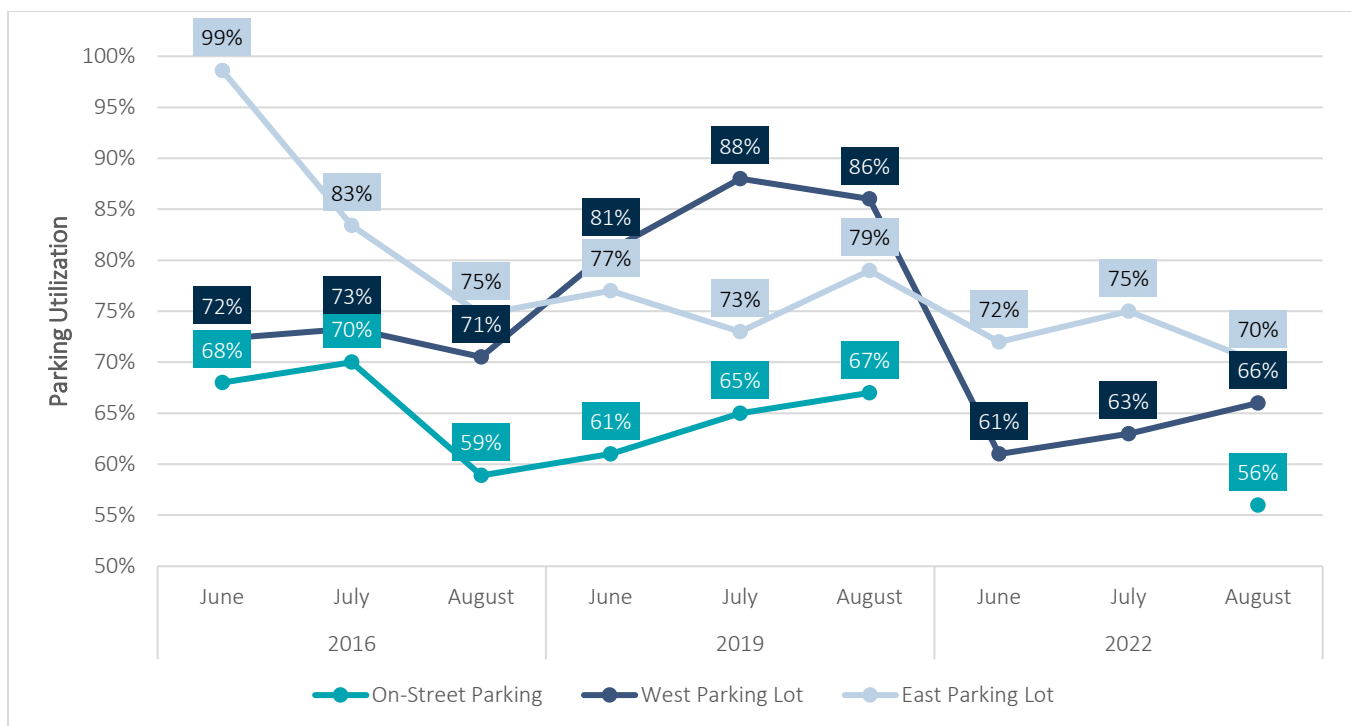
As shown below in Figure 2, demand for the two surface parking lots was typically higher than on-street parking demand. Average weekly occupancies in the surface lots ranged between 61% to 99%, with an average utilization of 76%. Average weekly on-street occupancies ranged between 56% and 70%, with an average utilization of 64%. Data indicates that while there is typically some parking available, there are times when individual parking facilities or streets are at their effective capacity, which may lead vehicles to circle for parking and add to traffic and parking congestion.

Effective Capacity

As a parking facility becomes close to fully occupied, it becomes increasingly difficult to find an available space.

A parking facility typically reaches its effective capacity at 85 - 90% occupancy, at this point, vehicles tend to circle for spaces, users become frustrated, and facilities become congested.

Figure 2: Downtown Historic Parking Utilization, 2016, 2019, and 2022



*Note that on-street data was unavailable for June and July of 2022.

Source: City of Excelsior, 2023

Permit Parking

The City of Excelsior offers three types of parking permits: residential permits, downtown employee permits, and non-resident permits (of which only a handful are sold yearly and provide the same privileges as employee permits).

Resident Parking Permits

Resident parking permits are available to any resident in Excelsior for \$20 per vehicle annually. This permit allows residents to park in any metered parking area without paying for the meter. Passes can be purchased at any time of the year, but all permits expire on December 31 in the year purchased. Residents of metered or permit-only streets may also purchase up to five visitor permits per year. Nine hundred and thirty-six (936) resident permits were sold in 2023, a 164% increase from the 355 permits sold in 2019. Permit prices rose from \$10.00 in 2019 to \$20.00 in 2023.



Vehicle stickers are used to denote permitted parkers.

Downtown Employee and Non-Resident Permits

Downtown Employee parking permits are sold to business owners and employees for \$225 annually. Like the resident permit, employees can park in any metered parking area and avoid paying the meter while time limits and other restrictions still apply. Passes can be purchased at any time of the year, but all permits expire on December 31 of a given year. Purchase of a downtown employee permit requires proof of employment in Excelsior (paystub or manager's signature). Some businesses purchase permits for their employees, while others leave it up to the individual employee to decide whether to buy a permit. Non-resident permits are also sold at \$225 per year with the same policies. Only seven non-resident permits were sold in 2023. Fifty-five (55) downtown employee permits were sold in 2023, a 53% increase from the 26 permits sold in 2019. Permit prices rose from \$100 in 2019 to \$225 in 2023.

Parking Restrictions and Citations

There are 34 types of parking violations, as shown in Figure 3 below. Between January 1 and July 13 of 2023, the four most frequently issued citation categories were:

1. Expired meter, 371 citations
2. Parking prohibited, 144 citations
3. Parking permit, 40 citations
4. Police parking only, 20 citations

Figure 3: Citation Fee Schedule, as of 2023

Violation Type	Fine Amount
Snow Emergency parking restrictions.	\$30.00
Place, keep, or park any vehicle or other equipment that obstructs operation or parking of vehicles	\$30.00
Parked on a sidewalk	\$20.00
Parked to near driveway entrance of a fire station.	\$20.00
Parking is prohibited at any place where official devices prohibit parking or stopping.	\$20.00
No Parking by temporary police order	\$30.00
Parked in a designated fire lane.	\$30.00
Parked in front of a driveway.	\$20.00
Parked in an alley.	\$30.00
Parked within an intersection.	\$20.00
Parked within ten feet of a fire hydrant.	\$20.00
Parked on a crosswalk.	\$20.00
Parked within 20 feet of a crosswalk at an intersection.	\$20.00
Parked within 30 feet of a stop sign/signal	\$20.00
Parked within 50 feet of a railroad crossing.	\$20.00
No parking and limited parking zones.	\$30.00
Truck, bus, or trailer shall stop, stand, or park on any street in or abutting a residential district	\$30.00
Stop, stand, or park a vehicle or operate any vehicle on any park property or other public grounds	\$30.00
Parked over 72 consecutive hours.	\$30.00
No Parking-Park and leave unattended any motor vehicle between the hours of 1 a.m. and 7 a.m.	\$30.00
Permit only parking	\$30.00
Restricted municipal lot parking between the hours of 2 a.m. and 7 a.m., seven days a week	\$30.00
Parked over 6 hours between 6 a.m. and 10 p.m. without moving vehicle from Memorial Day to Labor Day	\$30.00
Parking Zone - 180 minutes between the hours of 7 a.m. and 1 a.m.	\$30.00
Parking Zone - 120 minutes between the hours of 7 a.m. and 1 a.m.	\$30.00
Parking Zone - 30 minutes between the hours of 7 a.m. and 1 a.m.	\$30.00
Parking zone-Park, place, or keep vehicle more than 15 mins Monday through Saturday between 7a and 1a	\$30.00
The parking, standing, or stopping of any motor vehicle within a tow-away zone shall be unlawful	\$30.00

Parking zone, police parking only	\$30.00
Park outside of designated lines or markings	\$30.00
Expired Meter	\$30.00
Boat parking at pier only-park, store, keep or tie up to any part of the shoreline	\$30.00
Public docks and moorings. Unlawful to dock or moor for longer than two consecutive hours at a time	\$30.00
Dock or moor at a municipally leased pier unless authorized by lease or permit	\$30.00

Note that an additional \$12.00 fee per citation goes to Hennepin County.

Source: South Lake Minnetonka Police Department, 2023

Parking Enforcement

Parking enforcement is conducted by the South Lake Minnetonka Police Department (SLMPD), primarily by community service officers, through a joint agreement. Community service officers enforce Excelsior's parking ordinances proactively and upon service calls. The SLMPD employs a full-time public safety officer who operates in a community service officer capacity. Additionally, a part-time community service officer is used (and paid through an allocation by the City of Excelsior) to enforce parking between Memorial Day and Labor Day. Officers do not follow a designated enforcement route, but routes typically cover the metered parking area and East Parking Lot. Information gathered indicates that enforcement is not conducted regularly.

Officers use the Glideparcs Enforcement Application, a cloud-based parking software offered by Premium Parking, to enter the license plate numbers of parked vehicles to determine if the plates are valid and paid. Vehicles in violation may receive violations, which are affixed to vehicles.

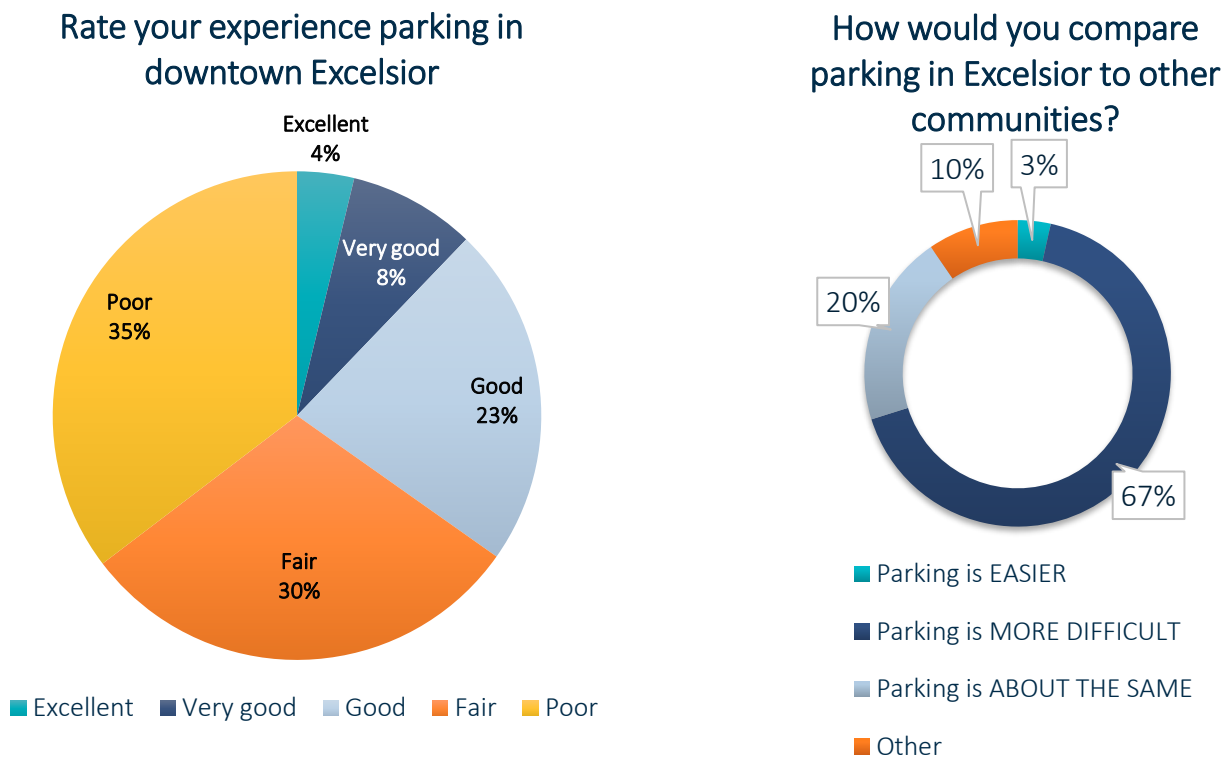
On a ride-along with the part-time community service officer in August 2023, Walker Consultants observed the following:

- The parking meters have backend software that is supposed to communicate with enforcement software to determine if a license plate is registered as paid. However, this frequently results in errors in which parkers who paid display a receipt of payment on their dashboard, but payments are not shown on the enforcement application. Many parkers know this and place the receipt on their dashboard even though they are not instructed or required to.
- There is general confusion about which surface lots are owned and enforced by the City of Excelsior. For example, some vehicles with a permit for the private 106 Center Street lot were non-compliant with meter payment or were parked in resident permit-only spaces.
- Contractors parked along residential permit parking streets were ticketed, unaware that permits are required, and that the city offers up to five visitor permits per household.

Public Parking Experiences: Business Owners, Customers, Residents, and Visitors

Walker Consultants and the City of Excelsior conducted a public parking survey in the fall of 2023, which collected 345 unique responses (Figure 4). In the survey, 35% of respondents rated their parking experience as excellent, very good, or good; 30% rated it as fair, and 35% rated it as poor. When comparing their experience parking in Excelsior to other communities, two in three respondents said that parking is more difficult in Excelsior, and only 3% said parking is easier. Full survey results are available in Appendix A.

Figure 4: Survey Responses about Parking Experience in Excelsior



Source: Walker Consultants, 2024

Meter payments and signage are two primary areas in which users, especially first-time visitors to Excelsior, experience the most difficulty. As described in the previous section, some users are inaccurately cited because of a glitch that does not show their parking session as valid. Others have described the meter screens as difficult to read and inaccessible for seniors or persons with disabilities. Parkers have commented that additional pay stations are needed along Second and Third Streets to prevent the need to walk up to the intersection with Water Street to pay.

An assortment of signs in some locations makes it difficult to discern when payments are required and whether there are time limits. Signage is redundant and confusing for those looking for parking.



Sign clutter and a lack of uniform brand or message creates confusion among visitors and the public on the existing parking rules and regulations.

Finally, because parking is only sporadically enforced, especially in the off-season between Labor Day and Memorial Day, there is a prevailing belief that signs and parking regulations are only suggestions. This leads to non-compliance in some cases, depressing parking revenue potential, diminishing the desired turnover of on-street spaces, and making parking more difficult for those who do follow the rules.

Parking Requirements, Impact Fees, and Maintenance Fees

Section 19-7(b) of Excelsior’s Code of Ordinances requires a minimum number of parking stalls for developments, as determined by the land use. Per the Code, the minimum number of stalls “shall be provided and maintained by ownership, easement, and/or lease. Figure 5 exhibits a sample of minimum parking requirements.

Figure 5: Minimum Parking Requirements in Excelsior- Selection of land uses (not comprehensive)

Land Use	Minimum spaces	/ unit	Notes
Single-family dwelling	2 spaces /	dwelling unit	Garage spaces fulfill the requirement
Multiple dwelling	2.5 spaces /	dwelling unit	Not more than 1 space to be above-ground, the remainder must be underground
Hotel	1.1 spaces /	key	One space per room plus additional spaces for every ten rooms
Church	0.25 spaces /	seat	
Clinic	6.67 spaces /	Thousand Square Feet of Gross Floor Area (ksf GFA)	Or 4 spaces/ staff doctor, whichever is greater
Retail	2.5 spaces /	ksf GFA	
Restaurant (with liquor)	0.33 spaces /	seat (design capacity)	If no design layout, then 24 spaces/ksf GFA
Restaurant (w/o liquor)	0.125 spaces /	seat (design capacity)	If no design layout, then 12 spaces/ksf GFA
Personal services	3.3 spaces /	ksf GFA	
Offices, banks, public office buildings	3 spaces /	ksf GFA	
Bed and breakfast	2 spaces /	key	
Microbrewery	Separate land uses by use of space, then follow each use's requirements (i.e., restaurant or warehousing)		

Source: Excelsior Code of Ordinances, Section 19-7(b)

Many businesses in the downtown business district cannot provide the minimum parking required by the code, so an annual impact fee is charged for properties that do not provide the required parking. Impact fees are paid based on the site parking deficit, which is the amount required by code minus the amount of parking provided. Staff and the city council determine the annual impact fee amount, which is set by resolution. The amount considers the anticipated costs of future acquisition and development.

For downtown businesses to change their land use or expand premises, the parking impact fee must be paid, existing parking on the property cannot be reduced, and a conditional use permit must be approved. Conditional use permits are not issued if the parking impact of a project exceeds the available capacity of the city's parking facilities. In 2022, the available parking capacity was determined to be 42 spaces, effectively limiting the scale of new downtown developments that do not provide on-site parking. Impact fees were most recently updated in 2017 - 2018, with a base rate of \$1,000 per space in a parking deficit, along with a separate retail fee of \$800 per deficit parking space and a separate restaurant fee of \$600 per deficit parking space for restaurants with seasonal outdoor dining. The parking impact fee does not cover parking maintenance fees, calculated separately and applied to businesses located in the downtown business district within 300 feet of the East or West Parking Lots and with parking deficits.



03 Review of Peer Cities

Section 3: Peer Review

Excelsior stands out for its uniqueness among Minnesota towns. While located in the Twin Cities metro area, it is a popular regional destination, particularly in the warmer months. Despite its population of only 2,300 residents, the city has a dense downtown with various destinations and employment centers. More commuters living outside of Excelsior commute into Excelsior than Excelsior residents who commute to other communities (*Longitudinal Employer-Household Dynamics, 2021*). Given the city's uniqueness, there is no precisely comparable city. However, Walker reviewed five cities with several of Excelsior's traits, such as being a tourist destination, having high seasonality, and having a dense, historic downtown.

Wayzata, Minnesota

Wayzata is located across Lake Minnesota from Excelsior and, like Excelsior, has a vibrant downtown. The city of 4,300 residents has six public downtown parking lots and two parking ramps. Additionally, a new parking ramp in the Promenade Center is privately owned but available to visitors. Downtown streets have a three-hour time limit between 6:00 a.m. and 6:00 p.m., and all parking is unmetered (no user fees are collected).

Wayzata maintains an enterprise fund to fund capital improvements and maintain its public parking inventory. The primary revenue source for the parking enterprise fund is a fee-in-lieu of parking, with secondary sources including electric vehicle charging fee revenue, investment earnings, and boat parking fees. Additional parking projects are funded through tax-increment financing (TIF). For example, 100% of the annual debt service for the city's \$7.725M in general obligation TIF bonds to finance the Mill Street Ramp (built-in 2017) is pledged from the Promenade Center TIF district. While Excelsior uses a combination of charging users and businesses to pay for its parking system, Wayzata pays for its parking by charging businesses and through tax-increment financing.¹

¹ Sources: Wayzata city website (2024); Wayzata Area Chamber (2024); SRF Consulting (2020, 2021); Wayzata 2024-2033 CIP; Wayzata city budget (2023); Housing and Redevelopment Annual Report (2020)

Edina, Minnesota

While not on the water, Edina's 50th and France business district is a popular destination for Twin Cities residents to visit entertainment, restaurants, and boutique shops. The district is centered along France Avenue, the border between Minneapolis and Edina. The business district has approximately 250 on-street parking spaces, three parking ramps, and one public parking lot. On-street parking is free, with one-hour time limits. Parking ramps also have varying time limits and are free for short-term visitors. Long-term parkers (employees and residents) must purchase a parking permit to overstay time limits or parking

overnight in ramps. Permit rates are \$120.00 for an annual permit, \$300.00 annually for premium permits located in the most convenient areas, and \$50.00 annually for overnight-only permits. Daily parking permits are also available at \$10 for a pack of 10 daily parking vouchers (typically used by part-time and temporary employees).

Parking maintenance costs are primarily paid through permit revenues and special assessments on 50th and France businesses. Capital improvements are paid for by the city and through TIF funding.²

50th & France Parking



Source: Edina, 2024

² Sources: Edina city website (2024); Edina city budget (2023)

Stillwater, Minnesota

Stillwater has a larger population and larger downtown footprint than Excelsior. With a population of 19,000, the city has approximately 2,000 on-street parking spaces, 18 surface parking lots, and one parking ramp. The city underwent a significant change to its parking system in 2023. While paid parking was only in effect during the summer before 2023, it is now required year-round and enforced between 10:00 a.m. and 10:00 p.m. The transient parking rate is \$1.00 per hour for both on-street and off-street parking. However, parking on Main Street is free with a 30-minute time limit, and parking west of Main Street is free. Permits are required to overstay posted time limits or to park overnight. Monthly permits are sold to residents and downtown employees at \$20.00 per month (\$240 annually).

Before 2023, Stillwater charged businesses a parking mitigation fee to maintain its parking assets. After its systemwide changes, this fee has been eliminated, and all parking system maintenance costs are recovered from charging user fees (permits and transient paid parking)³.

Hopkins, Minnesota

Hopkins is located between Excelsior and Minneapolis in the west Twin Cities area. It is a fast-growing community with a historic downtown and “Mainstreet.” Approximately 500 on-street parking spaces, seven surface parking lots, and one parking ramp exist. Parking on Mainstreet is free with a one-hour time limit. Parking on surrounding streets is free with a two-hour limit. Off-street parking has time limits between one hour and three hours. Time limits are enforced Monday to Friday between 8:00 a.m. and 6:00 p.m. Permits are sold that allow permit-holders to overstay time limits or park overnight. Daily permits are sold for \$3.26, monthly permits for \$46.67, and annual permits for \$328 annually.

Downtown Stillwater Public Parking



Sources: Stillwater city website (2024); Stillwater city budget

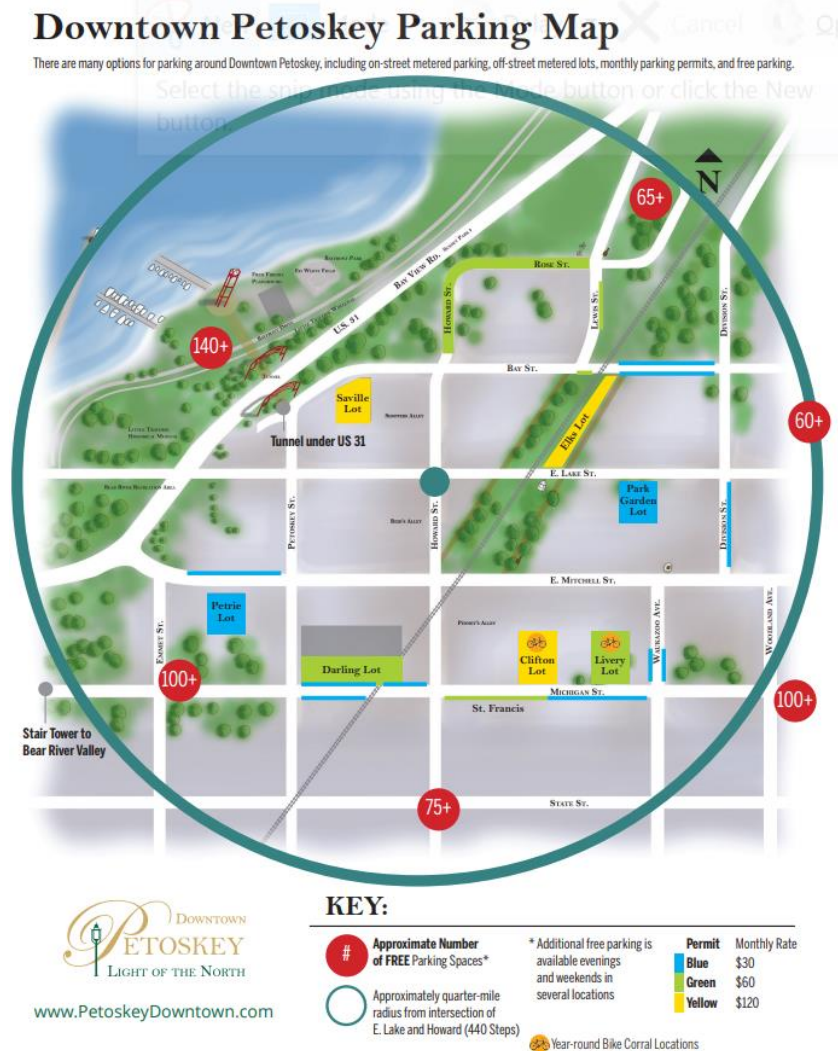
³ Sources: Stillwater city website (2024).

Hopkins has a Parking Special Revenue Fund, which restricts expenditures for specific purposes. Since the COVID-19 pandemic, the city has been unable to pay maintenance costs and the costs of a parking enforcement officer from user fees (permit sales) alone, which has required transfers from the general fund to subsidize parking. The city has a general obligation debt for constructing its Municipal Parking Ramp.⁴

Petoskey, Michigan

Petoskey is a small city of 7,000 residents located on the shores of Lake Michigan in Michigan's lower peninsula. The city has approximately 500 on-street parking spaces around the downtown commercial district and seven parking lots. Parking rates for on-street and off-street parking in the central core are \$1.00 per hour with a time limit of three hours. A few blocks away in the downtown periphery, parking on-street and off-street is \$0.25 per hour with no time limits. Meters are enforced from Monday to Saturday from 9:00 a.m. to 6:00 p.m. Permits are also sold, with on-street permits ranging between \$30.00/month and \$60.00/month. Off-street permit rates range from \$60.00 to \$120.00 per month.

User fees pay for all maintenance and repair costs. They have also generated additional revenue for downtown improvements and wayfinding. The Petoskey Downtown Office, part of the Downtown Management Board, manages parking.⁵



Source: City of Petoskey, 2024

⁴ Sources: Hopkins city website (2024); Hopkins city budget (2023)

⁵ Petoskey city website (2024)

Conclusion

Some of Excelsior's peers offer free parking for users. Still, Walker understands that other fees, including business/property owner fees, TIF funding, or general fund tax dollars, are used to support the parking system as needed. Most peers have one or two parking revenue sources. In contrast, Excelsior has three: user fees (meters), maintenance fees charged to businesses/property owners, and impact fees charged to businesses/property owners.

Moreover, the \$3.50/hour meter rate in Excelsior is the highest hourly meter rate Walker is aware of in Minnesota outside of specific locations and certain event rates in downtown Minneapolis.



04 Parking System Finances

Section 4: Parking Enterprise Finances

Introduction and Current Financial Conditions

This section offers a summary of a parking system financial evaluation Walker completed in the summer of 2024.

Currently, the city's public parking system is operated by city staff and is embedded in the city operations and general fund. A combination of parking user charges pays for system operating and capital expenses, with the net operating income (surplus/deficit) absorbed by the city's general fund.

Current Revenues

Current parking revenue streams include metered parking (including dock meter revenue and event parking), enforcement citations, charter boat parking fees, employee and resident parking permits, the maintenance fee assessment, and the impact fee. The total operating revenue in 2023 was nearly \$753,000 in 2023 (up from approximately \$578,000 in 2022 and approximately \$441,000 in 2021), with metered parking revenue representing almost 79% of system operating revenue (approximately \$593,000).

Current Expenses

Parking expenses include staff (including enforcement) time, parking lot maintenance costs, and miscellaneous expenses. Operating expenses were approximately \$184,000 in 2023, up from approximately \$161,000 in 2022 and approximately \$142,000 in 2021.

Planning for the Future

The opening of the city's first parking ramp in Quarter 4 of 2024 will disrupt the financial status quo by introducing ongoing debt service associated with paying off the bond to build the parking ramp, ongoing operating expenses, and routine and replacement (i.e., capital) maintenance and repair needs. To guide future directions and inform recommendations, Walker conducted a high-level review of the city's parking system financials and built a ten-year planning-level pro forma for planning and budgeting purposes. Three scenarios were modeled:

1. Status quo with no changes to staffing, operations, or parking rates, rules, and regulations but with the new operations, maintenance, debt, and capital expenses associated with the new parking ramp;
2. A reimagined approach assuming full adoption of all policies, rates, and regulations recommended in Section 6 of this report, with in-house parking operations and
3. A reimagined approach assuming full adoption of all policies, rates, and regulations recommended in Section 6 of this report, with outsourced parking operations.

The pro forma evaluates the implications of maintaining the status quo with the new parking ramp coming online and potential alternative operational approaches moving forward. The pro forma represents the parking system as a standalone (potentially self-sustaining) enterprise fund. Estimates are based on data available at the time of development, as well as a series of assumptions related to specific policies and the future performance of the parking system, including anticipated revenues and expenses. The assumptions are noted in the Excel version

of the model provided to the City of Excelsior staff. **Any deviations in policies and assumptions included in the pro forma will impact the results of the pro forma.**

The pro forma should be used as a template and tool for the city to conduct budgeting and planning as policies are adopted and implemented in the coming years. The parking system is in a state of flux at the moment. Walker recommends that the city update its parking budget once immediate core changes have been made to parking operations and once parking demand patterns downtown stabilize with the recent opening of the new parking ramp. At this time, the ongoing revenue and expense picture should stabilize.

Appendix B includes projections of operating income, non-operating income, transfers, fund balances, and a list of all pro forma budget assumptions for the three modeled scenarios.

Operating Revenues

Future parking revenue streams are expected to include the following:

- Non-event and event on-street metered parking revenue, including dock meter revenue;
- Charter boat parking fees;
- Permit revenue:
 - Residential on-street parking;
 - Overnight resident ramp parking;
 - Daily surface lot parking;
- Surface lot and ramp event revenue;
- Citations;
- Parking impact fee; and
- Maintenance assessment fee.

Under the status quo approach (with no additional revenue streams and no changes to parking rates or policies), Walker projects operating revenue to average just over \$710,000 over the 10-year horizon.

Under the modified approach, and based on parking use assumptions and assuming the implementation of the rates, rules, and regulations stated in Section 6 of this report, Walker projects revenue growth to approximately \$1.05 million in year 1 and \$1.25 million in year 10, nearly double current parking revenue totals.

Operating Expenses

Operating expenses include staffing costs, ongoing fees, and maintenance expenses, the latter of which are anticipated to increase with the new parking ramp added to the parking system.

Additionally, whether to operate parking in-house or hire a operator represents a critical decision impacting the parking system's expense structure. Walker recommends that the city explore outsourcing of parking operations. Still, the specific cost of this and its comparison to operating the parking system in-house is unknown at this time without formal operator bids. Walker worked with City of Excelsior staff in the summer of 2024 to secure preliminary cost estimates from two separate operators to get a general preliminary estimate of costs.

A formal request for proposals in the procurement process will elicit specific costs and staffing proposals from operators for two primary reasons: 1. A more specific scope of services will be identified for operators to respond

to, and 2. The RFP process will generate formal competitive bids from several qualified parking operators, drawing market-competitive cost proposals. Once these proposals have been received, the city can compare costs to providing an equivalent level of service using in-house resources and decide how to proceed.

Assuming in-house parking operations, future expenses are expected to include the following:

- Staffing: Enforcement and administrative staffing costs;
- Parking ramp costs: Personnel time for operations and maintenance, as well as ongoing routine maintenance costs;
- Technology: Ongoing technology fees;
- Parking lots: Parking lot maintenance costs; and
- General/miscellaneous: Permitting, office, bank fees, and administrative costs.

If outsourced, the city could expect the replacement of internal staffing costs with paying operating staffing expenses and an operator management fee.

Non-Operating Income

Non-operating income includes Tax Increment Financing contributions, debt service payments for the city's portion of the new parking ramp, major repairs and maintenance to be done in the parking ramp, and capital expenses, including new meter pay stations, enforcement and permitting technology, and signage upgrades. Ramp repair and maintenance expense allocations included in the pro forma are based on a 10-year parking ramp maintenance forecast developed by Walker and completed in October 2023 (see Appendix C).

Fund Transfers

The following fund transfers are assumed:

1. 1% of the assumed city portion of ramp construction costs transferred to a reserve savings account annually to fund more significant maintenance work (i.e., major repairs and replacement; see recommendation on capital set-asides in Section 6); and
2. Annual contribution to the city's general fund, assumed to be kept at the current \$350,000 annual amount (it is known that the city has relied on parking revenue to bolster its general fund, and this practice is assumed to continue).

Fund Balances

Accrued at 1% annually, the reserve savings account is projected to reach a fund balance of nearly \$1.2 million by year 10, providing funds for necessary, more significant capital repair and replacement projects in the ramp.

Status Quo Fund Balance: A "starting" total parking fund balance of just over \$300,000 was assumed per the city. When maintaining the status quo approach related to parking staffing, rates, rules, and regulations but adding the ongoing and capital costs associated with the new parking ramp (including the 1% annual contribution into the reserve savings account, a negative fund balance is expected in Year 2. The deficit is projected to be approximately \$40,000 in year 2, growing to over \$1.6 million in year 10.

Continuing the annual \$350,000 contribution to the general fund and adding the new costs associated with the parking ramp make a financially self-sustaining parking system unfeasible. Alternate funds would need to be leveraged to make up this projected deficit, ensuring the system maintains adequate operations and maintenance and the city does not defer maintenance needs.

Modified Approach Fund Balances: Even under a modified approach, analysis indicates that a self-sustaining parking enterprise fund balance is not possible over time, assuming the following:

- Continued \$350,000 annual contribution to the general fund;
- Additional costs associated with the parking ramp;
- 1% of the assumed city portion of ramp construction costs transferred to a reserve savings account annually to fund more significant maintenance work (major repairs and replacement); and
- Modified approach to parking rates, rules, and regulations.

Conclusion

It is imperative for the parking fund to continue to grow revenue to keep up with rising operating expenses, pay down debt service, and meet long-term capital maintenance obligations of the new parking ramp and system. Walker project's growth of operating revenue to over \$1,000,000 over the 10-year planning horizon under the "reimagined approach" with modified rates and policies based on recommendations included in this report. Walker recognizes that the City of Excelsior may not implement all rates and policies recommended in this report; whether this is the case or not, the City of Excelsior needs to continue to grow revenues, or alternate funding sources will need to be secured to bolster the parking system.

Whether operating in-house or outsourcing parking operations, Walker projects the parking fund cannot sustain itself by continuing the \$350,000 annual contribution to the city's general fund. A negative parking fund balance is projected, which may cause the city to pull from its parking reserve savings account or general fund to subsidize the parking system. Additional funds will need to be secured, either from the parking system or elsewhere.

A more in-depth evaluation of expenses under an in-house approach versus an outsourced parking operations approach is needed. Based on preliminary cost estimates from two different parking operators, Walker projects a more favorable financial picture under the in-house operations approach than the outsourced parking operations approach due to higher projected expenses under the outsourced parking operator approach. However, Walker believes that estimated operator costs may overestimate the market and that assumptions about in-house staffing costs underestimate market costs.

Competitive market-based bids should be secured for parking management services through an open parking operator procurement process to give the city a more accurate picture of true parking operator costs. There are other costs that were likely underestimated in the in-house parking operations evaluation described above. Due to information constraints, in-house hiring and training costs were not accounted for in Walker's evaluation, nor was in-house time spent on customer service, marketing, and communications, all services provided by the parking operator. Equally important are the intangible benefits associated with in-house staff, who are already dealing with limitations in resources and time, being able to focus on city governing rather than troubleshooting and serving daily parking operations issues, as is currently the case.



05 Parking System Needs, Issues, and Opportunities

Section 5: Parking System Needs, Issues, and Opportunities

Introduction

Walker and the city project team performed various tasks throughout this parking study to review, assess, and evaluate current parking conditions and operations. This included system review and observation, review of policies and programs, coordination with city staff, a public survey, and peer review.

The primary objective of these diagnostic activities is to identify the critical needs, issues, and opportunities with access and parking in Excelsior. These needs, issues, and opportunities answer the question, “What are we solving for?” and articulate the general items the city needs to address through specific operations and management strategies. Recommended parking operations and management strategies are outlined in detail in Section 6 of this report.

Identified needs, issues, and opportunities can be divided into one of three primary categories:

- Personnel and Organization
- Policy, Parking Operations, and Management
- Communications, Wayfinding, and Marketing

These categories are helpful for grouping strategies and action items when considering implementation and are used throughout the remainder of this report.

Personnel and Organization

This category ensures internal processes, personnel, and resources are in place to provide strategic system direction and adequately manage and conduct daily operations of on-street and off-street parking facilities. It involves budgeting and fiscal responsibility. Additionally, it involves engaging with stakeholders and the public on parking matters so that parking management exists as a central catalyst for the health and vitality of downtown Excelsior. Specific needs, issues, and opportunities relative to the City of Excelsior are described below.

Parking Management Approach

The new parking ramp, changes in downtown Excelsior and continued parking pressures necessitate increased sophistication in parking management.

Excelsior has a unique, mixed-use, and walkable downtown comprising businesses, eclectic retail shops, and eating and drinking establishments. Water Street is the center of downtown activity, and the surrounding area consists of single-family residential streets. Although undoubtedly small in population, the city is a popular regional destination, drawing scores of visitors during warm weather days to enjoy downtown amenities. Its presence on Lake Minnetonka further adds to its appeal, as visitors arrive by car and boat.

These seasonal visitor fluctuations bring surges in parking demand, particularly evident during special events. A movement toward more dining uses opening in downtown Excelsior and additional residential housing density have increased traffic and parking demand overall. Fluctuating and intensifying parking demand levels, changing downtown land use dynamics, and opening the city’s first public parking ramp on the former

West Parking Lot site have created a situation where the status quo in parking management and operations will no longer work. The new parking ramp brings liability, debt, and additional fiscal and operational responsibility. A new approach is needed to ensure parking demand is balanced, users' needs are met, the system's financial health is sustained, and physical assets are managed and maintained correctly for the long term. The city must become more sophisticated in planning, operating, maintaining, and funding its parking system.

Data-driven and Financially Self-Sustaining Operations

With the opening of its first public parking ramp, the city needs to emphasize a data-driven and financially self-sustaining parking system.

Data is a powerful tool for monitoring and tracking, performance management, budgeting, and strategic planning. The City of Excelsior lacks data and information about using its parking system to inform parking management and operations. Beyond a detailed parking inventory, the city does not have or collect detailed parking occupancy or enforcement data regularly. Consistent data collection and a modern data-driven parking management approach are needed, especially as the parking system's operating and capital financial obligations have increased with the opening of the new parking ramp.

The city's parking revenue has grown over the years and is soon projected to surpass \$1 million annually, with on-street metered parking being the primary source of revenue. On-street parking meter revenue was nearly \$600,000 in 2023, with overall operating revenue just over \$750,000 that same year (on-street revenue represents almost 80% of overall system operating revenue). Historically, parking system revenue has been leveraged to supplement the city's general fund.

The parking system needs to implement a plan for a separate and self-sustaining parking system fund that generates and retains enough revenue to cover annual system operating expenses, builds up a reserve balance to keep pace with regular maintenance and capital projects (specifically in the new parking ramp), and pays the ongoing debt service from the new parking ramp. Along with continuing to explore ways to add parking system revenue, promote quality customer service, and control system expenses, the parking system should retain all its revenue within a dedicated parking fund (i.e., separate from the general fund) to maintain system obligations moving forward.

Parking Operations Resources

Current staffing and resource constraints inhibit proactive and consistent parking management, and dedicated resources are needed.

To ensure coordinated parking management and implementation of new strategic initiatives, there is a need for ongoing strategic leadership and consolidated management of parking policy, planning, and operations (including communications, daily operations, customer service, and maintenance).

Daily, seasonal, and special event parking operations require dedicated resources and attention and involve keeping the parking system running efficiently and responding to and meeting customers' needs. Current parking enforcement, customer service, and operations are fragmented and inconsistent. Solidifying the core parking functions in the city should be an immediate focus: communications, customer service, payment

collection, enforcement, and maintenance. The city needs a consistent and sustainable approach to parking operations, with dedicated staff presence and prioritization among city leadership.

Beyond daily operations, strategic leadership at the city level involves seeking and capitalizing on partnerships and opportunities, evaluating redevelopment opportunities, aligning internal resources, garnering support, communicating and implementing new initiatives, and ensuring the successful implementation of projects.

Parking and Economic Vibrancy

An opportunity exists to formally engage with stakeholders about parking issues and to leverage parking as a critical part of downtown livability and economic vibrancy.

Observations and feedback indicate a need and opportunity for enhanced engagement with the community and public on access, transportation, and parking topics. The city can partner with community and business organizations to create a feedback loop, establish trust, and provide information on ongoing access, parking changes, and initiatives. The downtown parking system (and paid metered parking in busy areas that need on-street turnover) should be viewed as part of the solution for continued success downtown, not as part of the problem.

Engaging stakeholders is critical with any new parking operations and management changes, marketing campaigns, or new strategies that may be implemented because of this parking study. Once engaged, businesses can relay information to employees and customers. Stakeholder engagement should clarify to the business community and public that the City of Excelsior is an ally regarding access and parking needs.

In addition to increasing information sharing and transparency and improving comprehension among parking users in Excelsior, there is an opportunity to leverage parking as an economic development tool. Clear, well-managed parking promotes customer activity and parking turnover to support businesses and enhances customer service and quality of life for residents, business owners, employees, and visitors. Parking is visitors' first and last impression when visiting a place like Excelsior. Well-managed parking can attract and enable new development and new users.

Some Excelsior residents, visitors, and business owners are frustrated and negatively perceive the parking system and the city's management role. The city should improve how parking is operated, managed, communicated, and perceived to support better economic retention, growth, access, and quality of life and work with partners to make access and parking a central part of downtown economic development and vitality.



Policy, Parking Operations, and Management

This category involves developing parking policies and managing and operating a transparent, efficient, and accommodating parking system for diverse users. It also involves operating the hardware and software tools for parking management. It also includes employing the right mix of proactive policy, program, and infrastructure strategies to efficiently use parking resources and balance the needs of short—and long-term parking users. Specific needs, issues, and opportunities relative to the City of Excelsior are described below.

Parking System Equipment and Technology

The current parking system's hardware and software are unreliable and frustrate customers and the city.

Current technology is aging, requires frequent maintenance, and causes city and customer frustrations. The existing multi-space pay stations are unreliable, and receiving manufacturer support is challenging. The process and equipment used for enforcement is cumbersome and inefficient. City staff is tasked with maintaining hardware and troubleshooting issues that arise, pulling limited city personnel resources away from other tasks. Customers become frustrated, reflecting poorly on the whole downtown parking system. The city lacks digital tools to streamline parking permits, payment collection, and enforcement. Modern and reliable parking hardware and software are needed to operate efficiently and consistently with operational best practices.

Simple and Customer-Centric Parking System

A new approach to parking rules, regulations, and enforcement is needed, one that emphasizes clarity, consistency, and compliance.

Evaluation and stakeholder engagement indicate that some who come to park in Excelsior do not know where to park and do not know or are confused by the rules and regulations. Moreover, evidence suggests that others know that rules and regulations are not consistently enforced. Others may not be aware of the reasons for proactive parking management in an environment like downtown Excelsior, and some may have had a negative experience with parking enforcement officers or the parking system in general. These items can, in part, be addressed by proactive and strategic communications, messaging, and signage (see section on Communications, Wayfinding, and Marketing below), but addressing them must start with the adoption of a new approach to parking management and policy in Excelsior – one that emphasizes simplicity of policies and signage, clarity of options, rules, and regulations, and consistent but fair parking enforcement.

Clear and intuitive rules and regulations are necessary to improve system efficiency and reduce customer frustration. Engagement indicates that some feel parking enforcement is inconsistently applied and even arbitrary, and in some cases, not applied at all. The city needs to pivot toward promoting customer understanding and compliance with parking rules and regulations and a consistent and fair approach to parking enforcement. Emphasis should be placed on compliance rather than punitive measures. A need and opportunity exist to reconfigure parking management and communications to promote simplicity and consistency and improve clarity and understanding of parking regulations to drive compliance.

Without consistent and deliberate enforcement, parking rules and regulations become toothless and are ignored, making desired parking outcomes challenging. Reliable parking enforcement is especially critical in an unpaid parking system that relies solely on posted time limits (e.g., the current situation on Water Street)

to create the desired parking turnover and efficiency. Paid parking systems have the benefit of leveraging, in addition to posted time limits, market-based parking rates charged directly to parking users to incentivize turnover of parking spaces.

Parking rates and policies should be recalibrated to better balance parking needs throughout the public parking system and improve efficiency and accessibility (e.g., vehicles parking for longer than two or three hours should park in off-street locations, not prime on-street areas). All parking system policies, communications, and stakeholder engagement should emphasize clarity and compliance with parking rules and regulations.

Strategies to better manage the variety of parking users, improve signage and wayfinding, and clarify existing regulations will help boost customer service and compliance. This approach will allow the city to spend more time and resources on promoting parking and leveraging it for economic development purposes than on parking enforcement, answering questions, and addressing complaints.

Employee and Resident Parking

Options for downtown employee and resident parking are needed.

Well-suited to accommodate the parking needs of customers and visitors who typically park (at most) for a few hours at a time, there is a growing need for reliable parking options for employees and residents. Employee levels surge during the warmer months when certain businesses (e.g., Maynards) see greater demand. The need for employee and resident parking options will continue to increase as Excelsior sees growth in small businesses and residential development. Not all demand may be accommodated by on-site parking supply.

Unlike downtown customers and visitors, employees and residents park for longer stretches, often all day and sometimes overnight. These longer-term parkers should park in off-street facilities, saving valuable on-street parking areas for short-term parkers to access.

Communications, Wayfinding, and Marketing

This category involves creating brand identity and trust among parking users, communicating parking availability, rules, and regulations thoughtfully, comprehensively, and consistently, and guiding users around the parking system and the city. The goal is to create brand recognition and trust among parking users and to cultivate a clear and welcoming experience. Specific needs, issues, and opportunities relative to the City of Excelsior's downtown parking system are described below.



While signs for the private lot at 291 Water Street look nearly identical to signage used by the City of Excelsior for its public paid parking areas, note that this sign indicates “private parking lot” above the P1513 zone number.

Parking Brand Identity

A clear and recognizable parking brand identity is needed.

Currently, there is no central identity or “brand” for parking customers to look for when finding a place to park in Excelsior, which can result in confusion and frustration. Reports indicate that some users do not know their parking options or where public parking facilities exist.

In addition to public on-street parking, the East Lot, and the West Parking Ramp, there are privately owned parking facilities in and around downtown. These spaces are typically restricted for the employees and customers of the specific property owners, although some facilities are used by visitors when they are available.

Some owners of private off-street parking lots charge for parking. For example, a small parking lot (ten parking spaces) at 291 Water Street is a privately owned paid parking lot that uses Premium Parking to collect payments and enforces using a camera (see image below). As an example of the confusion, at least one private parking lot is now charging for hourly and daily. Some residents and visitors have complained about issues they have experienced in these facilities and questioned whether the city owned and operated the facility. A clear and recognizable parking system brand is needed to promote understanding and trust among parking customers.



Communications and Information Sharing

Deliberate communications and marketing of parking options, rules, and regulations are necessary.

Observation and stakeholder engagement suggest a fundamental need for more significant and effective information sharing about parking locations, options, regulations, and resources with visitors and others in Excelsior. Parking users lack information before they make their trip and information in real-time while they search for and finalize their parking choices. Stakeholder feedback indicates that parkers struggle to access information on parking options.

Access and parking in Excelsior should be promoted as part of a coordinated signage, wayfinding, communications, and marketing campaign with a clear, simple, and recognizable brand. The brand should identify the City of Excelsior's public parking options. There is a need to increase the profile and familiarity of parking in Excelsior and conduct a deliberate and widespread promotion and information distribution effort among visitors, businesses, and residents. This includes all appropriate communication strategies beyond traditional static options like signage and the city's website. Such a campaign should promote consistent brand recognition and trust among parking users in all phases of the trip-making and parking journey (i.e., before/trip planning, during, after parking, and when departing).

Wayfinding and Signage

Cluttered and inconsistent parking system signage adds to the confusion.

Clear, prominent, consistent, recognizable wayfinding and signage are critical to any parking operator's messaging and communications and essential to the parking user experience. Well-designed signage and wayfinding for vehicles and pedestrians improve customer service and the efficiency of existing parking resources. Parking users struggle to understand where they are allowed to park, for how long, and the parking rules and regulations. Confusing, inadequate, and absent wayfinding was noted throughout the existing conditions assessment phase as a critical need and opportunity for the City of Excelsior. Comprehensive wayfinding and signage improvements are needed. Uniform and consistent parking signage must be integrated throughout the city's downtown parking system and consistent with the current wayfinding and signage regime.



06 Parking System Recommendations

Section 6: Parking System Recommendations

Introduction

This section provides recommended parking operations and management strategies for the City of Excelsior, responding to the needs, issues, and opportunities identified in Section 4.

Parking Operations and Management Considerations

Before detailing recommendations, providing context on parking operations and management best practices is essential. The following are critical considerations when operating and managing an on-street and off-street parking system.

Basic Parking System Operations Tasks

Various functional tasks are necessary in operating an on-street and off-street parking operation, including the following:

- Conducting strategic planning and developing and implementing policy;
- Collecting payment;
- Managing contracts and permits for use on-street and off-street;
- Controlling access to certain facilities;
- Encouraging compliance and conducting enforcement;
- Maintaining and caring for physical assets; and
- Collecting regular data to inform operational decisions and policies.

How parking owners and operators approach these functional tasks depends on the system's specific users and operational circumstances. The approach to these tasks constitutes the system's "theory of operation" and defines the system's policies, operational tactics, and use of technology.

Guiding Principles of Parking Management

The City of Excelsior recognizes the following guiding principles of parking management.

Introduction

Providing, operating, and managing parking in an environment where space and other resources are constrained is a delicate balance involving personal choices and tradeoffs. Customers seek the following when looking for a place to park:

1. They want it to be free;
2. They want it to be always available; and
3. They want it to be convenient or proximate to their destination.

Users are guided by price, convenience, and availability when making transportation and parking decisions. It is challenging, if not impossible, to meet all three criteria simultaneously in an urban environment such as downtown Excelsior, which has limited space and other resources.

Offering free, always-available parking immediately adjacent to a parker's destination would require parking facilities built next to every downtown business and institution. This would result in an urban environment overrun by vehicles and parking and require a significant public subsidy. Instead, focus should be placed on establishing operations and management policies and practices to meet two of the three criteria.

Best practices dictate that parking owners and operators leverage policies, operations, and management strategies to guide parking customers into making parking decisions that suit them while also delivering value and efficiency for the parking operation.

A parking system should be self-supported through direct fees charged by the system owner/operated and paid by parking users. The concept is that those who do not use parking infrastructure should not be taxed through the general fund or other measures to pay for this service. Best practices include recognizing that parking is a commodity and a service that must be priced according to market economics, especially in the most constrained urban areas. Best practices for setting parking rates, fees, and associated time limits call for managing parking demand by pricing the most convenient and desirable parking locations higher than less convenient parking locations.

By applying natural market economic forces that recognize the demand for parking, particularly curbside parking, parking demand can be managed by incentivizing users to choose between price, convenience, and availability. A revenue stream can be generated to fund the parking system's ongoing planning, construction, operations/management, and maintenance.

On-Street Parking Management

From a demand management perspective, on-street parking spaces should serve high-turnover and short-duration-of-stay patrons due to their visibility, convenience, and proximity to core destinations. On-street parking users should typically include the following:

- Short-term parking (customers and visitors);
- Passenger and goods pick-up/drop-off/loading/unloading; and
- Resident parking (in managed residential parking areas).

Parking vehicles is one of many demands on limited curbside space in urban environments like downtown Excelsior. Others include commercial and passenger loading and unloading activities, bicycle and transit facilities, and placemaking amenities like outdoor seating and dining. Cities across the United States and the world are seeing limited curbside parking areas dwindle amidst the continued rise in other curb demands brought on by the growing prominence of food and goods delivery and rideshare services like Uber and Lyft.

Curbside or "on-street" parking represents the most limited part of most cities' public parking inventory and needs to be managed accordingly. Due to their visibility, convenience, and proximity to core destinations, on-street parking spaces should be managed for shorter parking stays and more significant space turnover throughout the day. On-street spaces should be optimized through pricing and other strategies for downtown customers and visitors, with parking stays typically lasting less than three hours.

Off-Street Parking Management

In contrast to on-street parking, off-street parking should be optimized to encourage more extended parking stays. Downtown residents, employees, and others who need to park for longer than a few hours should park in off-street parking lots and ramps. Off-street parking users should typically include the following:

- (Monthly) contract/permit parkers: Reserved and unreserved (e.g., employees and residents);
- Hourly and daily transient (non-contract) parking;
- Hotel parking; and
- Event parking.

Given the limited supply of on-street parking and its convenience for short-term parking, cities should employ strategies to discourage long-term parking on-street and promote the attractiveness of off-street facilities for long-term parkers. Those wishing to park for more than 2 – 3 hours in core urban and mixed-use areas should park in off-street facilities.

Unlike short-term parkers, long-term parkers may accept longer walking distances if the walking experience is comfortable and pleasant. The perception of acceptable walking distance certainly varies from city to city.

Parking Management Through Pricing, Time Limits, and Enforcement

Pricing is the most effective market-based tool for proper parking management, and market best practices call for charging more for convenient on-street parking than the rates of less convenient on-street parking and those of off-street parking facilities. In conjunction with pricing, setting time limits for on-street parking and enforcing on-street parking to encourage payment compliance is essential. Sending clear market signals related to on-street and off-street parking (and then implementing these) not only manages parking demand but also improves the overall use efficiency of the parking system and reduces users' circling for the most convenient parking spaces.

Core System Values

The following are the core values of the City of Excelsior as it manages its downtown parking system.

1. Optimize the use of the new West Parking Ramp as an amenity to downtown Excelsior.
2. Accommodate the range of user types to the best of our ability. Promote a high degree of access and customer service.
3. Promote turnover of the most convenient, proximate parking resources, particularly on-street parking.
4. Generate enough parking revenue to cover costs, including debt service and capital set-asides. Make the parking program and fund self-sustaining.
5. Provide the “right-sized” parking supply and promote the greatest use efficiency possible of the existing parking supply.
6. Conduct consistent (but fair) enforcement of parking rules and regulations.

7. **Balance** parking access and operations with multimodal transportation access and a walkable, vibrant downtown.

These core values provide the foundation for the city's thinking about parking management and operations and are a constant reference point.

Parking System Strategic Recommendations

Recommendations herein address the specific needs, issues, and opportunities identified through the evaluation process. Recommendations are provided below according to the following categories:

- Policy, Parking Operations, and Management
- Communications, Wayfinding, and Marketing
- Personnel, Organization, and Community Engagement

Recommendations are separated into the following:

1. **Core strategies:** These are the highest priority strategies for implementation, recommended for implementation within a year, especially with the city taking on the management, operations, and financial obligation of its first parking ramp. These strategies are foundational to efficient and customer-focused parking system management and operations. They should be prioritized above other items to elevate the parking system so it is operating consistent with a modern, best practices-based parking system.
2. **Supporting recommendations:** These strategies are recommended for consideration after the core strategies have been implemented and sustained on an ongoing basis. The city should continue to collect data and monitor the system's performance; support recommendations are strategies the city should consider based on system performance and needs over the next 2 – 5 years.

Personnel, Organization, and Community Engagement Recommendations

Core Strategies

[Core Strategy 1: Procure the Services of a Parking Operator to Standardize Parking Operations, Customer Service, and Enforcement](#)

The scope, scale, and sophistication needed for parking management in Excelsior are expected to increase with the opening of the city's first parking ramp.

The following are considerations that must be made when conducting in-house parking operations:

1. Inconsistent enforcement, marketing, and communications.
2. Staff time dedicated to parking planning and operations vs. other city priorities: It is challenging to manage daily operations, special events, and strategic initiatives.
3. Need to hire and train staff; especially difficult for occasional special events.
4. Fielding customer service needs and issues.
5. Ongoing parking equipment maintenance and troubleshooting.
6. City assumes full liability.

Given these challenges, it is recommended that the city procure the services of a parking operator to ensure consistent and optimal best practice-based parking operations, enforcement, event parking management, customer service, asset management, and maintenance.

National operators and local and regional operators that exist in the Minneapolis/St. Paul area may be willing and able to take on the city's parking operations. The typical engagement structure involves establishing a management agreement with an operator, in which the operator conducts daily operations and routine maintenance activities and charges a base management fee and an incentive fee. A typical parking management agreement term lasts three years. Depending on the management agreement structure, staffing costs and fixed expenses like supplies and insurance are typically passed through to the owner.

Advantages and considerations of bringing in a parking management company include:

1. Operator brings existing systems, experience, and industry knowledge to the operation.
2. Major operators indemnify owners and provide extensive umbrella insurance policies.
3. The client can benefit from the operator's low costs for purchasing services, equipment, and supplies.
4. Operator has established supervision, human resources, maintenance, and audit divisions to assist in project oversight.
5. Most large parking companies are Level 1 PCI DSS (Payment Card Industry Data Security Standard) compliant firms, removing related risk and liability from the property owner.
6. Most parking management agreements include 30-day cancellation clauses (on both sides) without cause. Thus, the client can implement an in-house system later of its choosing.
7. Remove the day-to-day operational burden of the parking system.
8. Provide additional strategic support (website creation, signage procurement, technology/equipment procurement and maintenance, etc.)
9. Bring in best practices and act as a risk and liability "buffer" in the operation.
10. Potential cost savings from the efficiencies of an experienced private operator.
11. Reduced hiring, staffing, and training costs and burdens.
12. Potential to lower personnel costs due to private versus public sector labor.
13. Requires owner oversight, management, and auditing of the operator.
14. The city pays pass-through labor and other expenses and management fees.
15. Additional costs incurred from either management fee or revenue share with the private operator (the private company's profit).

The parking operator would oversee all aspects of the parking system's on-street and off-street day-to-day operations: system management, enforcement, space and parking permit allocation/sales/distribution, financial recordkeeping, payment collection, management of equipment and hardware, routine facility maintenance, marketing and communications, and customer service. Additionally, the parking operator will help implement new plans and initiatives and, if desired by the city, can bring hardware and software solutions to the city to address specific needs.

It is recommended that the city initiate a request for proposals to solicit bids from parking operators. The RFP should articulate a clear vision for daily parking operations, seasonal fluctuations, event parking management, enforcement, and maintaining the city's parking ramp. The RFP process usually takes about 12 to 16 weeks from start to finish, with critical tasks being:

1. Develop the RFP, including a written description of the project, an Excel Proposal Forms workbook in which proposers would enter the financial components of a proposal, and a draft parking management agreement based on industry best practices.
2. Administration of an onsite or virtual pre-proposal meeting to provide proposers with the additional information needed to complete informed submissions.
3. Issuance of the RFP to “recommended as qualified” parking operators.
4. Review and analysis of RFP responses.
5. Finalist interviews.
6. Scoring of proposals and interviews.
7. Selection of an operator and execution of a management agreement.

Core Strategy 2: Create a Separate Parking Fund and City Parking System Champion

Parking management is currently spread across several city units, including the City Manager, Police, Public Works, Economic Development, and Development Services. Centralization of parking program operations, enforcement, and management oversight is recommended under the leadership of a single staff person. If the city employs the services of a parking operator, this city staff person will oversee the parking operator contract, ensuring compliance and accountability. The city will need a contract administrator to ensure parking operations work is performed to the highest quality per the established agreement. This person should ensure that all other maintenance duties are done on schedule and to the proper level of satisfaction.

With the parking operator handling daily operations, the staff person providing operator contract oversight will work with other city staff to manage the parking system's ongoing strategic direction, oversee the system's budget and ensure fiscal responsibility, manage and maintain physical assets, seek partnership opportunities, and implement strategic recommendations. However, the parking operator will primarily be responsible for executing daily operations and specific ongoing initiatives.

Walker recommends the city establish a self-sustaining parking enterprise fund with a separate budget independent of the city's general fund. The city has historically relied on parking revenue to bolster the general fund and pay for city initiatives. Walker recommends a separate parking fund that retains all its parking revenues (i.e., no distribution to the general fund), with additional revenue sources generated as required. The parking fund should leverage all of its operating revenue to pay its operating expenses, ongoing debt service, and capital expenditures (system capital expenses will increase given the ongoing maintenance of the new parking city parking ramp). The city should enact policies and strategies to continue to increase operating revenue to keep up with ongoing expenses and capital obligations.

Core Strategy 3: Plan and Budget for Ongoing Parking System Capital Repairs and Maintenance

Parking facilities, especially parking structures, represent a significant capital investment, so proper maintenance is necessary to maximize their useful life. There are annual costs incurred to operate a facility day-to-day, as well as longer-term maintenance costs incurred only periodically when significant repairs and replacements are necessary, such as lighting system replacement, elevator modernization, reapplication of concrete sealer, etc.

The costs associated with operating and maintaining a structured parking facility can be significant depending on several factors, including the type of construction, the frequency of routine maintenance and upkeep, and the use of personnel to operate the facility. Separate from routine maintenance, which is considered an operating expense, it is best practice for parking owners to set aside funds regularly to cover future structural maintenance

and major equipment replacement costs. To that end, the city should establish a sinking fund for the city parking system.

The best practice for parking owners is to set aside 0.5% to 1.0% of the original hard costs of constructing a parking facility in a sinking fund annually to cover future repair and maintenance needs. Additionally, this set-aside amount should be increased over time to account for the effects of inflation. Once a sinking fund is established, contributions accumulate over time and are available to cover structural maintenance and repairs. This set-aside amount is not intended to predict actual capital repair expenses. However, it can provide a substantial fund to offset all or a portion of regular, periodic maintenance, repair, and replacement costs.

In addition to the sinking fund, they should conduct regular formal facilities assessments with a qualified independent outside engineer and establish a plan to remain current on maintenance work in the ramp.

Supporting Recommendations

Develop a Mission Statement that is Supported Across City Departments

Critically important is creating a parking mission statement that frames goals and objectives and serves as a guidepost for ongoing work. Parking policies, duties, and programs should be consistent with the mission statement, which should be supported across all city agencies. This mission statement should be adopted and central to public relations and communications campaigns focused on implementing programs and initiatives. The inclusion of objectives like managing parking efficiently to promote customer service, quality of life, and economic development is recommended in the mission statement.

Implement a Citizens Parking Committee

The City of Excelsior should implement a citizen's parking committee of appointed residents and business leaders. This committee would meet several times yearly, receive updates about parking initiatives, and provide critical feedback. This is particularly important as the recommendations of this parking study are implemented.

Policy, Parking Operations, and Management Recommendations

The following recommendations address how parking rules and regulations and the policies, practices, equipment, and tools needed to conduct daily parking operations and manage a downtown parking system.

Core Strategies

The following are core strategies that should be prioritized for implementation.

Core Strategy 1: Procure New Payment Collection and Enforcement Equipment and Software

Of critical importance for the City of Excelsior is securing a suite of reliable, user-friendly payment collection and enforcement tools that enable efficient and data-driven parking system operations and management. The city should procure the following upgraded hardware and software: multi-space meter pay stations to take payment, a virtual permit management system to manage and maintain a digital database of resident and non-resident parking permits in Excelsior, a citation management system to serve as the central “source of truth” for all rates, rules, and regulations, and a mobile payment application to take digital parking payments. These items can be procured and purchased separately by the city, with the city retaining ownership, or leased and/or purchased through an outside parking operator. These technologies are discussed in more detail below.

Multi-Space Pay Stations

The current pay-by-plate (the license plate is used as the credential in paid parking environments) multi-space pay stations are from the vendor Parkeon, which is now part of Flowbird. The pay stations are aging and have experienced customer service and performance issues. The city has been unable to secure reliable support to troubleshoot problems. Careful evaluation should be undertaken to determine the optimal number and placement of pay stations to ensure customer access and visibility.

Modern pay stations accept credit card and coin payment, should be placed in visible and accessible mid-block



Mobile license plate recognition-equipped enforcement vehicles are shown above. New multi-space meters, and an integrated license plate recognition enforcement, citation management system, and virtual permit management system are recommended.

locations, and should be placed at a frequency of one pay station approximately serving approximately 15 – 20 parking spaces.

Virtual Permit Management System, Mobile License Plate Recognition, and Citation Management System

An integrated virtual permit management system (VPMS), citation management system (CMS), and mobile license plate recognition (LPR) enforcement system are recommended to enforce on-street and off-street parking and manage and streamline the city's existing permit parking program and any program changes moving forward. The virtual parking permit system would provide for online customer application and registration for the various types of long-term parking permits. The platform would handle payments and account administration for all long-term permit holders. The system uses parking permit holder license plates as the parking credential.

In addition to a virtual parking permit management system, mobile license plate recognition is essential to operating the off-street management approach recommended herein. The license plate is the credential in this system. The city should procure mobile LPR units to equip fleet enforcement vehicles for mobile license plate-based enforcement. The LPR and VPMS integrate with a backend citation management system (CMS) that serves as the "source of truth" for all parking rates, rules, and regulations. The parking permit system should be set to require regular renewal of parking permits to avoid extraneous permits from users who no longer need them. The virtual system should offer online user application features, billing, the ability to manage user accounts, vehicles, and plate numbers, and allow for auto-renewal.

Vehicles should make regular enforcement runs through all time-limited on-street and off-street parking facilities. Enforcement activity throughout the week should be varied to avoid creating predictable patterns for parkers. Depending on user patterns, downtown events, and occupancy levels, the city may wish to increase or decrease enforcement at certain times.

An illustration of how enforcement would work is as follows: During each enforcement run, the LPR would read each license plate and cross-check each with the virtual parking permit database to confirm whether the vehicle is a parker with a valid parking permit or a transient/hourly parker. If a license plate is identified as a transient/hourly parker, the first instance this license plate is read represents the effective start of that vehicle's transient/hourly parking session. If the next time the enforcement vehicle drives through the lots, the same transient license plate is still parked, the vehicle is identified as violating the posted time limit, and the LPR reads a "hit." A citation could then be issued.

Paper citation tickets can be written during enforcement, and e-citations are also possible. Mobile LPR units can enforce other surface lots and on-street parking as needed. As with any parking enforcement, the city must determine its goals regarding the rigor of parking enforcement and compliance relative to delivering a satisfactory level of parking availability and the desired level of customer service.

The most straightforward approach is for the city to procure a comprehensive and integrated LPR and virtual solution from a vendor simultaneously. Typically, LPR units are purchased as part of an enforcement package, which includes:

- Vehicle-mounted LPR unit (that can be installed on an existing city fleet vehicle);
- Virtual parking permit system integrated with the mobile LPR;
- Handheld device for issuing citations;
- In-vehicle printer;

- Backend city user administrative account for monitoring and performance management; and
- Customer-facing portal for parking permit requests and account management.

Once purchased, the city would retain physical ownership of the equipment and need to pay to replace it outside the warranty period and at the end of its useful lifespan. Some ongoing equipment fees are necessary. Beyond capital and ongoing costs for LPR and the virtual parking permit/enforcement platform, existing staff and resources can be reallocated to operate the recommended off-street parking approach.

Mobile Payment Application

Once the pay stations, VPMS, and CMS are updated, the mobile application must also be updated. Mobile payment applications should be fully integrated with the pay stations, virtual permit management system, and citation management system to ensure parking compliance and proper enforcement of paid parking sessions executed on the mobile application. A new mobile payment vendor can be procured separately from procurement for the rest of the hardware and software recommended here at typically no upfront capital cost to the city.

Mobile payment application vendors can help develop and place street signage as needed. Vendors earn revenue through transaction fees charged for each parking session or extension of a parking session. Customers are made aware of this fee before confirming the transaction, and many cities pass this fee on to the customer to absorb.

Hardware and Software Procurement: Request for Proposals or Via Parking Operator

The city can procure the recommended hardware and software through an open bid/request for proposals process or via a parking operator. An open bid process would involve developing and issuing separate specifications and proposal requests for the multi-space pay stations, VPMS, and CMS. A public bid process may not be necessary to procure the new mobile payment application, as no capital costs will be spent. Alternatively, suppose the city elects to hire a parking operator to manage its parking. In that case, the city may pursue ownership and financing options with the parking operator for upgraded parking hardware and software, including options where the operator owns and maintains the physical hardware and software.

Owning and maintaining its parking hardware and software has advantages, including increased control beyond a typical parking management agreement timeframe. However, if a parking operator is hired, the City of Excelsior should evaluate hardware and software options, compare options to market rate options, and decide whether the city wishes to own and maintain its own parking hardware and software or have the operator own and maintain.

Supporting Recommendations

Adopt and Implement a Modified Approach to Downtown Parking Management

A new approach to managing parking needs is recommended for downtown Excelsior. This approach will depart from current conditions but address identified needs and issues and work to spread demand throughout the system among residents, visitors, and employees, as well as create turnover in the most popular on-street parking areas.

The city should implement a deliberate communications and marketing campaign in advance of program changes and in accordance with the recommendations below. Implementing this modified approach could occur over a year or more and will require coordinated engagement, communications, marketing, education, and signage

efforts. Applicable ordinance changes will need to be made to facilitate new management strategies. The proposed changes for on-street and off-street parking are described below and summarized. Then, for comparison, the specific options and experience are defined for each downtown parking user type in the current and proposed scenarios.

On-Street Parking: Paid Parking Areas and Meter Rates

The following changes are recommended for on-street paid parking areas:

- a) Eliminate the “first hour free” on-street parking policy (this policy is not well known, and it is understood that not all parkers take advantage of it). Walker observed this rate schedule being in effect in certain zones when paying only with the Premium Parking mobile app.
- b) Eliminate current downtown resident (currently \$20 per year) and employee (currently \$225 per year) permits that allow unlimited free parking in metered areas.
- c) Implement a “first-hour free” permit program for all Excelsior residents parking in on-street metered areas. This permit will be offered free to all Excelsior residents, whether they live downtown or outside of downtown, and the permit grants one hour of free parking in all metered parking areas during active enforcement hours.
- d) Implement time-limited residential permit parking areas on all other downtown residential streets, with permits available upon request of residents and based on the City of Excelsior's review of occupancy levels. Permits are recommended at an initial rate of \$20 per year and allow permitted parkers to overstay posted time limits (and not be subject to payment at any existing meters) on specific designated streets. **Residential streets downtown outside of the metered parking area will remain unmanaged without time limits unless specific requests for management are filed through petition and approved through a request, evaluation, and granting process to be developed and implemented by the city.**
- e) Retain Lake Street and West Lake Street metered parking at the current \$3.50/hour rate with no time limit.
- f) Convert Water Street to metered parking at \$3.50/hour (Tier 1 rate), with a 3-hour time limit added.
- g) Convert all other current metered parking from \$3.50/hour to \$2.50/hour with a 3-hour time limit applied.

Note that the city intends to charge hourly event parking rates for on-street parking access in metered areas during events.

These modifications ensure that the city's most popular on-street parking areas are priced the highest (at the current \$3.50 per hour city on-street rate) while offering less expensive on-street parking options a little further away. These changes are consistent with market economics and designed to distribute parking demand according to choice and preference and offer parkers options. Those parking in Excelsior outside of Water Street will pay less per hour under the modified structure than they do under the current system.

Off-Street Parking

The following changes are recommended for the city's public off-street parking areas:

- a) Implement free 5-hour time-limited parking in the East Lot, with no overnight parking allowed. Note the City of Excelsior plans to charge for parking access in the lot during identified events.
- b) Implement a daytime employee/business permit program for daily parking in the East Lot. Initially, the city is recommended to cap the number of daily permits at no more than 25% of the total number of spaces in the lot (25% of 153 spaces is 38 permits). This permit program is intended for downtown employees and business owners who wish to park all day in the East Lot beyond posted time limits. Permits are recommended at an initial rate of \$15 per year.
- c) Implement free parking in the city parking ramp with no time limit and no overnight parking allowed except those with a resident permit. Walker recommends that the parking ramp remain ungated and be patrolled by enforcement agents in a manner consistent with the rest of the system. Note that the City of Excelsior plans to charge for parking access in the ramp during identified events.
- d) Implement a program to sell limited resident permits for 24/7 (including overnight) access to the city parking ramp. These spaces must be reserved, signed, and enforced to prevent other users from parking, particularly during peak demand periods like events. Permits are recommended at an initial rate of \$30 per year.
- e) Retain the existing visitor parking pass program.
- f) Pursue acquisition, lease, or shared use access to the surface parking lots adjacent to the Lake Minnetonka LRT Regional Trail and use it as a free overflow parking lot, with no overnight parking permitted. Hennepin County online parcel ownership records indicate Wells Fargo Bank NA and Ascent Group LLC own these parcels. The surface lot at 339 Water Street, accessible directly from Water Street and the LRT Trail, is particularly well-suited for overflow parking.

Figure 6 includes all on-street and off-street recommendations associated with the downtown parking district.

Figure 6: Proposed Downtown Excelsior Parking Management Approach



Implement Formal Enforcement Hours

Currently, no paid parking enforcement hours are in place or advertised. Technically, payment is required 24 hours per day, 7 days per week in the current system; payment compliance is unknown. It is reasonable to assume that payment compliance is low during off-peak hours when overall parking demand is low, and parkers can safely assume that no parking enforcement is being conducted.

The city should codify, advertise, and implement enforcement hours of 10:00 a.m. – 10:00 p.m., Monday through Sunday. Non-payment and meter overstay violations will be enforced on the street during these times, and overstay time limits and parking without a permit will be enforced in off-street parking facilities. The city should continuously evaluate parking occupancy to determine if modifications to enforcement hours are needed to generate the desired parking turnover.

Reform the Maintenance Fee Program

Walker recommends retaining the existing impact fee program with no changes.

Furthermore, Walker recommends continuing the maintenance fee with modifications. Industry best practice is to rely on fees charged directly to the parking system users to pay for system operations, maintenance, and upkeep. Walker recommends this is challenging in an environment like downtown Excelsior, which has limited tax revenue, seasonable parking pressure, and ongoing expenses that must be accounted for.

It is important to note that businesses benefit from the current fee approach. They receive a waiver or variance to the required provision of off-street parking spaces and benefit from a city-managed and maintained public parking system, which now includes a new parking ramp. This serves customer access and saves businesses from providing, operating, and maintaining their parking.

The following objectives should be the focus of the maintenance fee program moving forward:

- Improve certainty for businesses related to annual fees to be paid.
- Simplify the process for all involved.
- Increase the rigor and objectivity in the fee calculation for improved transparency and stakeholder engagement.

Walker recommends the following process:

1. Enlist a structural engineer to conduct a thorough inspection and conditions assessment of the parking ramp and lots every three years and create/update an asset management/capital improvement plan that outlines the recommended maintenance activities for the lots and the ramp for the subsequent three years, including projected costs. Please note that visual inspections and ongoing maintenance work should be conducted regularly, with visual inspections occurring annually.
2. Using the maintenance plan/schedule and costs from #1 above, establish/approve the maintenance expenditure schedule for the upcoming three-year cycle (we assume this will be codified in your CIP). Add an assumption for the cost of maintenance activities like snowplowing based on historical averages, as these costs are variable year-to-year.

3. Based on #2 above, identify a projected **total cost per space** for the three years. From there, determine a portion of the cost per space to allocate to businesses, resulting in a portion of the per-space cost that the city will cover and a portion that businesses will cover. These per-space costs should be formalized, adopted, and published.
4. Then, as usual, total maintenance costs are calculated each year for the previous year. Businesses will pay their share by calculating their parking deficit multiplied by the per-space cost allocated to businesses identified in #3 above.

Since the business per space cost is set every three years, this method means that the city would absorb the risk when there are years when snowplow costs are higher or unanticipated maintenance costs arise. However, the risks are mitigated since projected maintenance costs are tied to diligent and consistent maintenance assessments and evaluating historical averages and because the per-space calculation is renewed every 3 years.

Facilitate and Promote Downtown Shared Parking

Beyond public parking facilities, there are several **private** off-street parking facilities in downtown Excelsior. These private facilities represent the potential for shared parking opportunities when specific land uses do not need the parking, especially during peak event periods. Opportunities for shared parking include surface parking lots at the following locations where research indicates the land uses do not need parking in the evenings: United States Post Office at 545 Second Street, Congregational Church of Excelsior/Mis Amigos Pre-School at 471 3rd Street (lot on School Avenue), 261 School Avenue parking lot (serving daytime commercial uses in the historic former school building), and the Huntington Bank and Wells Fargo Bank lots at 435 Water Street and 411 Water Street, respectively. These lots may be particularly appropriate for downtown restaurant employees who need a place to park during their shifts.

To facilitate shared parking partnerships, the City of Excelsior should implement a district-level shared parking strategy in downtown Excelsior, including maintaining an informational database that is regularly updated, containing information about the supply and location of private parking facilities. The City of Excelsior could serve as a parking “clearinghouse,” promoting shared parking arrangements, connecting employers, landlords, developers, and others with shared parking resources, and ensuring that any security, maintenance, or other barriers are overcome. Moreover, the city should create and share a standard shared parking/joint use template for private parties to use and review with their legal counsel in brokering shared parking agreements.

Implement Best Practices for Event Parking Management

Excelsior hosts several events downtown, which include seasonal events such as the Memorial Day Parade and the Fourth of July. Increased levels of congestion not only affect traffic and parking operations but also increase the conflicts between vehicles, bicycles, and pedestrians. Recommendations for event parking best practices include:

- Leverage shared parking agreements for peak parking needs during events.
- Locate and establish flexible curb zones to handle event pick-up and drop-off.
- Develop a parking communication and event signage plan for special events.
- Add parking ambassadors during special events.
- Evaluate the potential to add bike parking in existing off-street public parking facilities and strategically placed on-street areas throughout the city.

- The city should develop a specific event parking management plan for downtown events to reduce congestion, avoid conflicts, and efficiently move people and vehicles.

Monitor Parking Demand to Continually Assess Parking Needs

On and off-street parking demands should be monitored on an ongoing basis. It is recommended that on-street and off-street inventory and occupancy data be collected annually, and strategies included in this parking study should be revisited accordingly, considering the data collected. Particular attention should be paid to whether the proper balance has been achieved in accommodating short-term (customer and visitor) and long-term (employee and resident) parking needs and whether policies or operations need to be adjusted.

Seek Public-Private Partnerships to Strategically Add Parking Supply

With all of the downtown development, the city should seek public-private partnerships that could add off-street public parking supply, particularly covered parking in core areas, providing a premium experience for parkers.

The city may be able to share, lease, or take over the management of off-street parking facilities built with new development to unlock more parking for public access. Assuming management responsibility over these facilities ensures they are managed consistently with the rest of the public parking system.

Require a Parking Study with New Downtown Development and Implement Proper Parking Planning Measures

One of the primary challenges of new development is that it is typically built on off-street parking lots, which displaces available off-street parking supply. Any off-street parking loss will impact future parking supply and the ability to accommodate ongoing parking needs.

All new developments should be required to conduct a site parking study. The city should require parking studies with all new downtown developments as part of the formal city approval and TIF assistance processes. Studies should identify projected parking needs and develop plans for accommodating and managing transportation and parking demand.

The city should work to ensure that long-term parking needs associated with new development are accommodated reasonably. New residents and business owners/employees should be eligible for access to long-term parking permits under the city's new parking management program. Short-term parkers should be provided with off-street parking resources and encouraged and incentivized to use nearby on-street parking.

Moreover, as development proposals are refined, the city should work to identify the loss of existing parking and which users are expected to park in these spaces. The city should work with development partners to identify and document the number of off-street parking spaces lost or displaced with all new developments and typical current off-street parking demand conditions in those facilities. Plans should be taken to accommodate displaced parkers whose parking demand will remain. The city should look to available public parking resources to accommodate projected parking needs, where possible. Additionally, the city should pursue public-private partnerships in new development, where possible.

Communications, Wayfinding, and Marketing Recommendations

The customer experience is a critical component of any parking system. How information on parking facility locations, space availability, time restrictions, and other aspects of the system are communicated to the public dramatically influences customer experience. Parking information can be delivered through various means, and the most effective method involves a uniform wayfinding system and easy-to-locate online resources.

A recognizable brand and a uniform parking wayfinding system guide visitors and patients to all publicly available parking within an area. This not only improves the overall efficiency of the parking system but also reduces the time spent circulating for parking, creating a safer environment for drivers and pedestrians. Additionally, providing easily accessible and transparent parking information online can significantly reduce the stress experienced by first-time or infrequent visitors.

Core Strategies

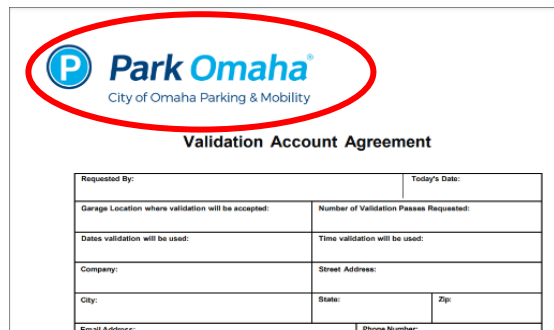
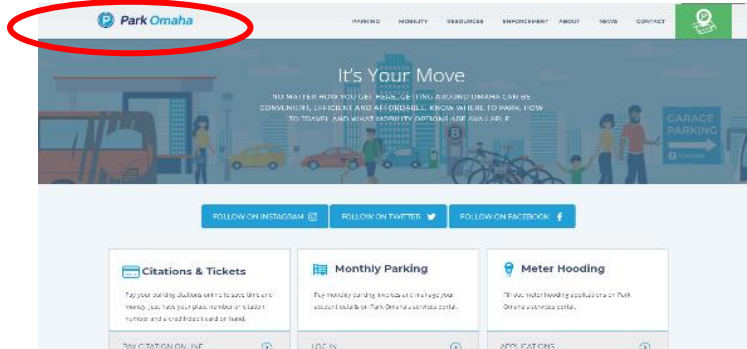
The following are core strategies that should be prioritized for implementation.

Core Strategy 1: Develop and Launch a Brand and Associated Marketing Campaign

1a: Create a Recognizable City of Excelsior Parking Brand

Walker recommends developing a clear and recognizable brand for public parking in Excelsior, as illustrated in the examples on the following pages. The brand will help create user recognition and trust and should be extended throughout all city signage and communications.

Example of Consistent Branding Across Entire Parking System (ParkOmaha)



Source: Park Omaha

Example of Branded Signage



Left: Prominent, branded signage indicating parking facilities is recommended. Sign branding should correspond to branding all parking communications. Source: Platteville.org; Guidestudio.com

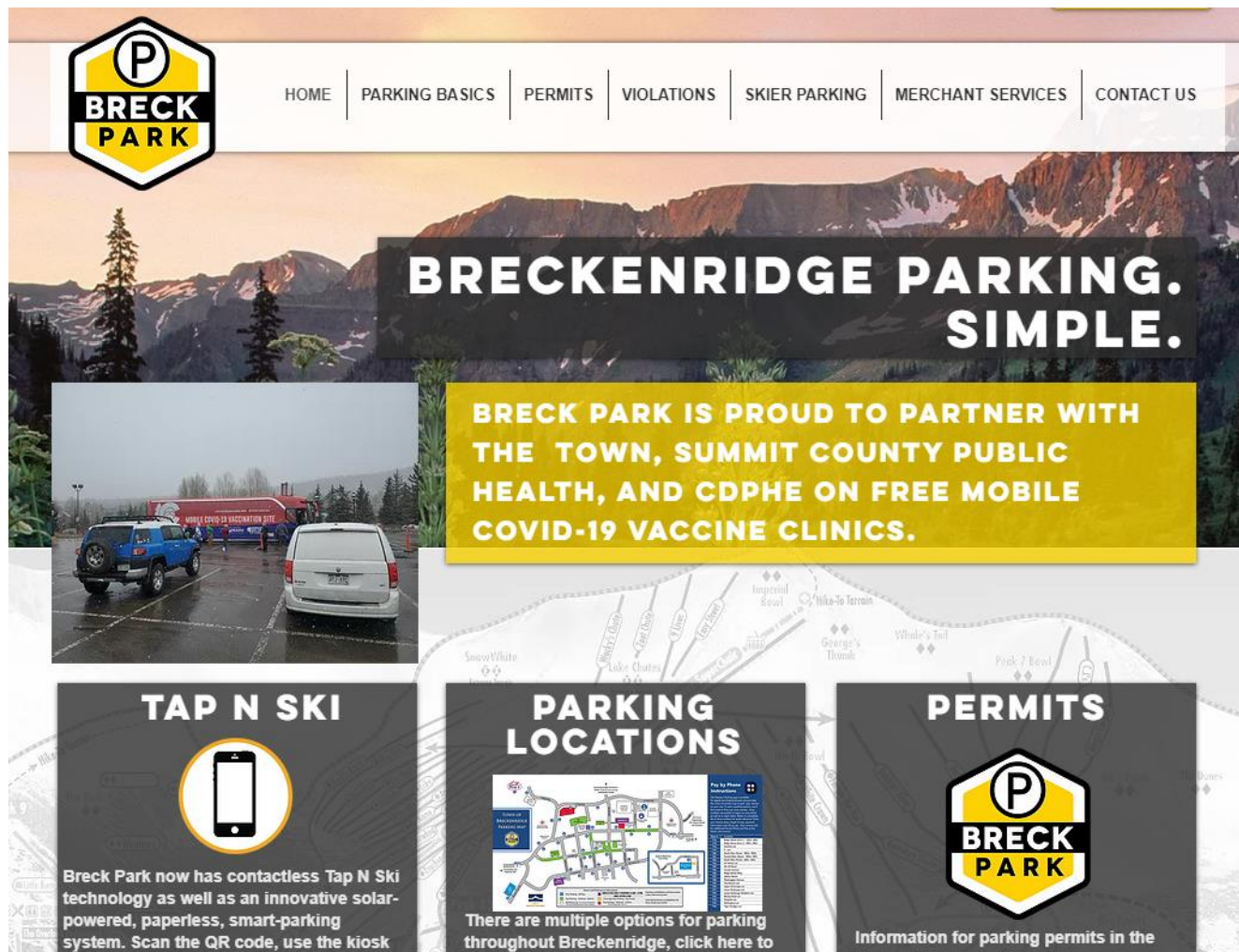
Right: An example of parking branding and leveraging parking as an economic development tool. Source: <https://allieaymarketing.com/>

1b: Update the City Website Related to Parking and Transportation

In addition to consulting web and app-based sources for restaurant recommendations and points of interest, people visiting a city for the first time often look to similar resources for parking information. Providing easily accessible and transparent parking information can significantly reduce the stress experienced by first-time or infrequent visitors to a city.

The City of Excelsior website should provide a clear and branded parking map showing where public parking is available and information on rates, rules, and regulations (the current parking map is difficult to find outside of a direct Google search and does not include time-limit information). Breckenridge, Colorado, is a community with seasonal traffic that provides clear and informative web-based parking resources incorporating the city's parking brand, "Breck Park" (see image below).

Example of Breck Park Branding

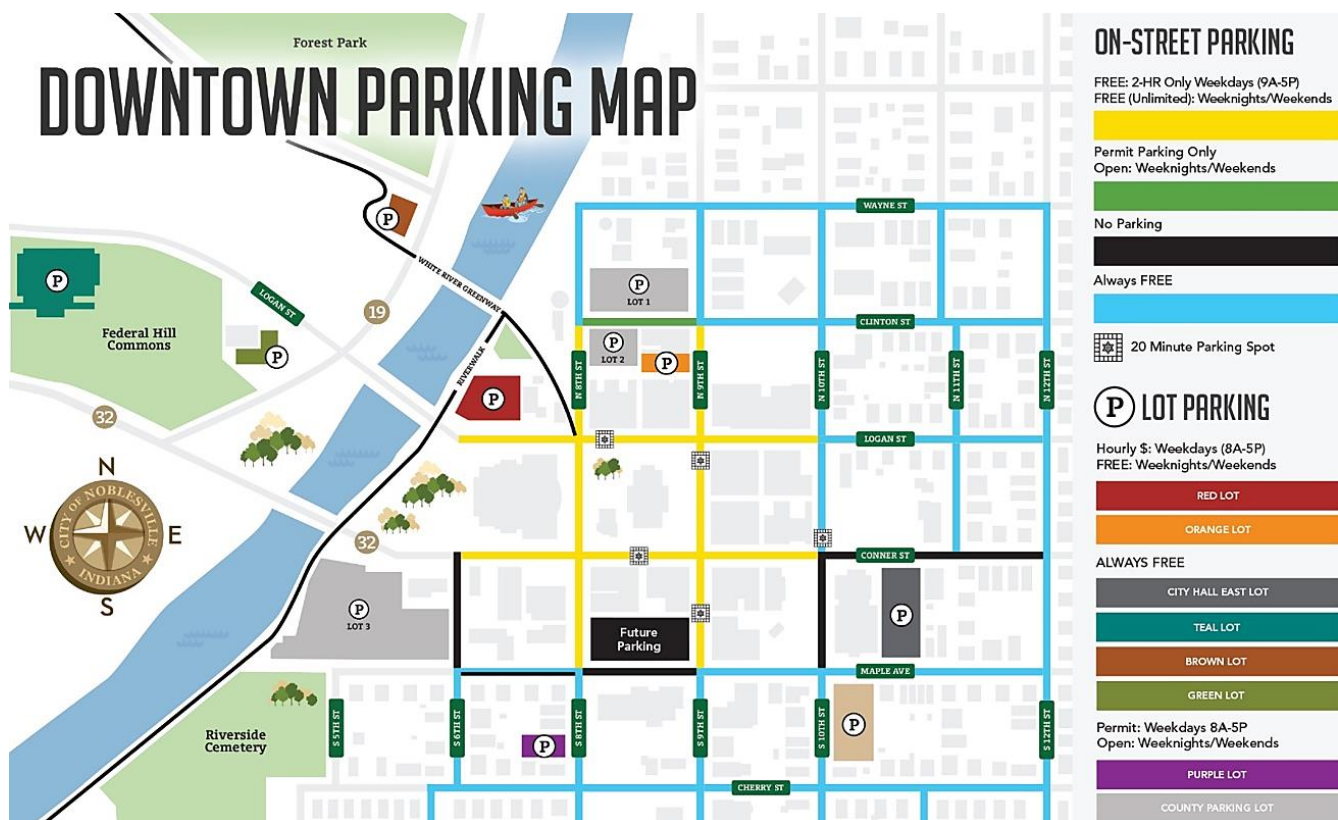


Source: Breck Park

Core Strategy 2: Develop and Launch an Ongoing Parking-Related Communications and Marketing Campaign

Many of the frustrations and challenges around parking stem from users not knowing where to park or what the rules and regulations are. Users often cannot discern public parking resources from private or reserved parking resources. These issues are particularly pronounced for first-time or infrequent visitors to a particular community.

Building off the recommendations herein, the City of Excelsior should leverage internal personnel or hire outside support to develop and release an education and promotion campaign around where to park and what rules and regulations exist. Communications should come in the form of flyers, social media, websites, advertisements, clear maps (like that pictured in the image below, and videos. The city should work with key stakeholders to distribute information to visitors and prospective visitors. The primary goal should be that visitors, *before* coming to Excelsior, understand the parking system constraints, particularly during events, and know where parking is located and their options.



A clear, color-coded parking map showing specific rules and regulations should be developed and incorporated into the city's branding and communications campaign. Source: <https://alliewaymarketing.com/>

Core Strategy 3: Engage with Community Organizations on Branding and Communications

One prominent partnership opportunity is partnering with community and business organizations to promote parking in Excelsior, communicate changes, and market the revamped Excelsior parking brand. These organizations have contact lists and established trust with community and business leaders and should be leveraged.

Supporting Recommendations

Conduct an Inventory of Existing Signs and Take Appropriate Action

Various signs and sign types are used throughout downtown Excelsior, including parking-related signage. Too many signs can add visual clutter to an area and confuse visitors. Signs should provide simplified information with consistent messaging. After time limits are modified and new policies are rolled out, the signage system across the city will need to be overhauled.

The city should document and inventory all non-regulatory signage to create an organized, comprehensive approach to signage and wayfinding. It should address outdated and inconsistent signage, remove defunct business signs, and remove extraneous poles and supports. The goal is to remove sign clutter and visual “noise.”

Apply Unified City of Excelsior Brand to All Downtown Parking System Signage

The current signage is inconsistent with the iconic City of Excelsior brand identity. Signs need to be designed and integrated to establish one unified and consistent parking system that is recognizable and provides a sense of place. This can be done by incorporating the city logo and parking brand elements into each sign within the sign system. This same branding should be used throughout all signs, print, and digital materials related to the parking system that the City of Excelsior distributes. This creates brand recognition and trust among customers.

Update Parking-Related Signage at Key Locations

A unified wayfinding parking signage system should be implemented across Excelsior. The primary objective of wayfinding signage is to assist different users in navigating and providing a sense of shared identity through various environments.

Most wayfinding signs can be grouped into one of four types: identification, directional, informational, and regulatory. Leveraging the different types is critical to developing a unified and efficient sign system.

- **Identification Signs** – Let you know that “you are here,” such as a gateway sign into a downtown
- **Directional Signs** – Tell you which way to go and are usually shown with arrows or distances/times
- **Informational Signs** – Provide you with additional information, such as a map with different destinations
- **Regulatory Signs** – Tell you different rules and regulations

All new signage should address the following design elements: colors, fonts, messaging, identity, placement, consistency, and continuity. Below are examples of the different sign types. These examples embrace the recommended design elements and consist of unified branding.


Identification

Directional

Informational

Regulatory


Design and Install Identification Signs for All Public Parking Facilities

To help visitors identify where they have parked for improved downtown wayfinding, the city should design and install identification signage for all public parking facilities. Each sign should have the same consistent look for each parking facility, including the name of the facility, and communicate “public parking” or the commonly known “P” (typically a white “P” on top of a contrasted colored circle background) to help identify parking. Examples of appropriate parking identification signs are included in the examples that follow.



Install Pedestrian Directional and Informational Signage at Key Locations

Everyone is a pedestrian at some point in their journey, particularly in a place like Excelsior, which is so walkable and relatively compact. The city should identify locations near exits to public parking facilities, hotels, and trolley stops along important pedestrian routes. The city should provide “you are here” maps and wayfinding tools to help guide visitors to various destinations downtown. Include public parking facility names on all pedestrian directional signs and maps. All signage should be consistent with the city’s messaging and brand. Physical maps should be consistent with maps used online across all platforms. Critical locations for consideration may include Water Street and the Port of Excelsior. Examples of effective pedestrian directional and informational signage and a parking map are included below. The City of Portland, Oregon, provides parking locations with names, addresses, and public restroom locations on physical maps oriented to downtown pedestrians. Examples are depicted on the following page.



Conclusion

This parking study evaluates downtown Excelsior's parking system at this inflection point as the city opens its first parking ramp and continues to promote the vibrancy and quality of life downtown. The core strategies should be the focus of the City of Excelsior's implementation within the next year or so. Implementing these core strategies is foundational for the City of Excelsior to "get its house in order" relative to parking system management.

The core strategies promote customer satisfaction and service, system efficiency, fiscal and operational sustainability, and transparency. Once in place, the City of Excelsior should have a clearer picture of the "normalized" parking system operational condition from a parking demand, behavior, revenue, performance, and customer service perspective.



— THE CITY OF —
EXCELSIOR
MINNESOTA

Fall 2023

Parking Survey Analysis

APPENDIX A

Summarized by the City of Excelsior

Parking Survey Analysis

The Excelsior Parking Study project was completed by 345 respondents with some overlap in the categories of

- Resident
- Visitor
- Downtown Employee
- Downtown Business Owner
- Other

The results of the parking study will help pave the way for the Excelsior Parking Management Plan.



Survey Questions

#1. How are you affiliated with Excelsior?

#2. How often do you visit downtown?

#3. Where do you park?

#4. Are you able to find parking?

#5. How long do you stay parked downtown?

#6. Rate your experience.

#7. How would you compare parking in downtown?

#8. Rank your experiences.

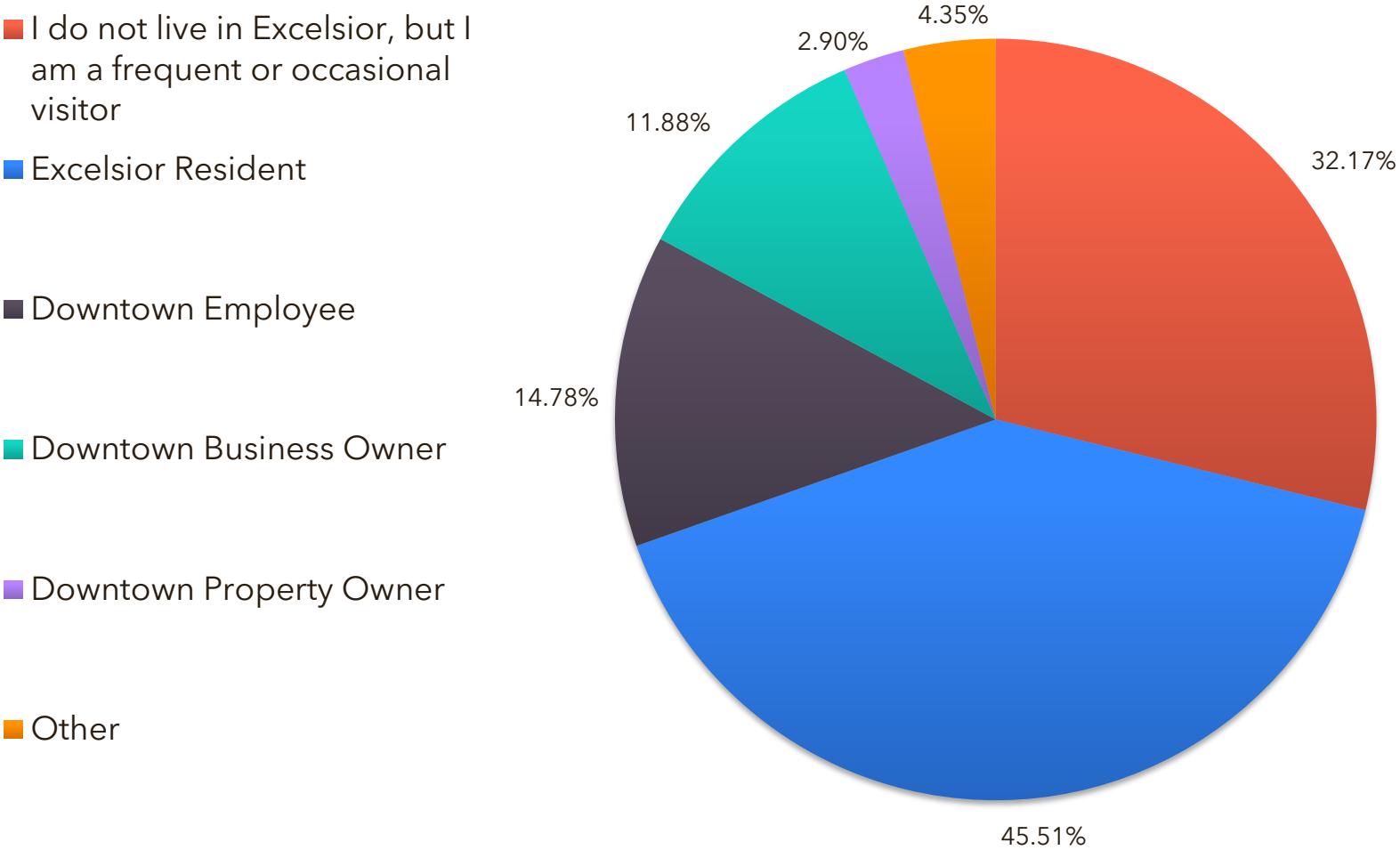
#9. Do you agree or disagree with certain aspects of parking?

#10. How far are you willing to walk?

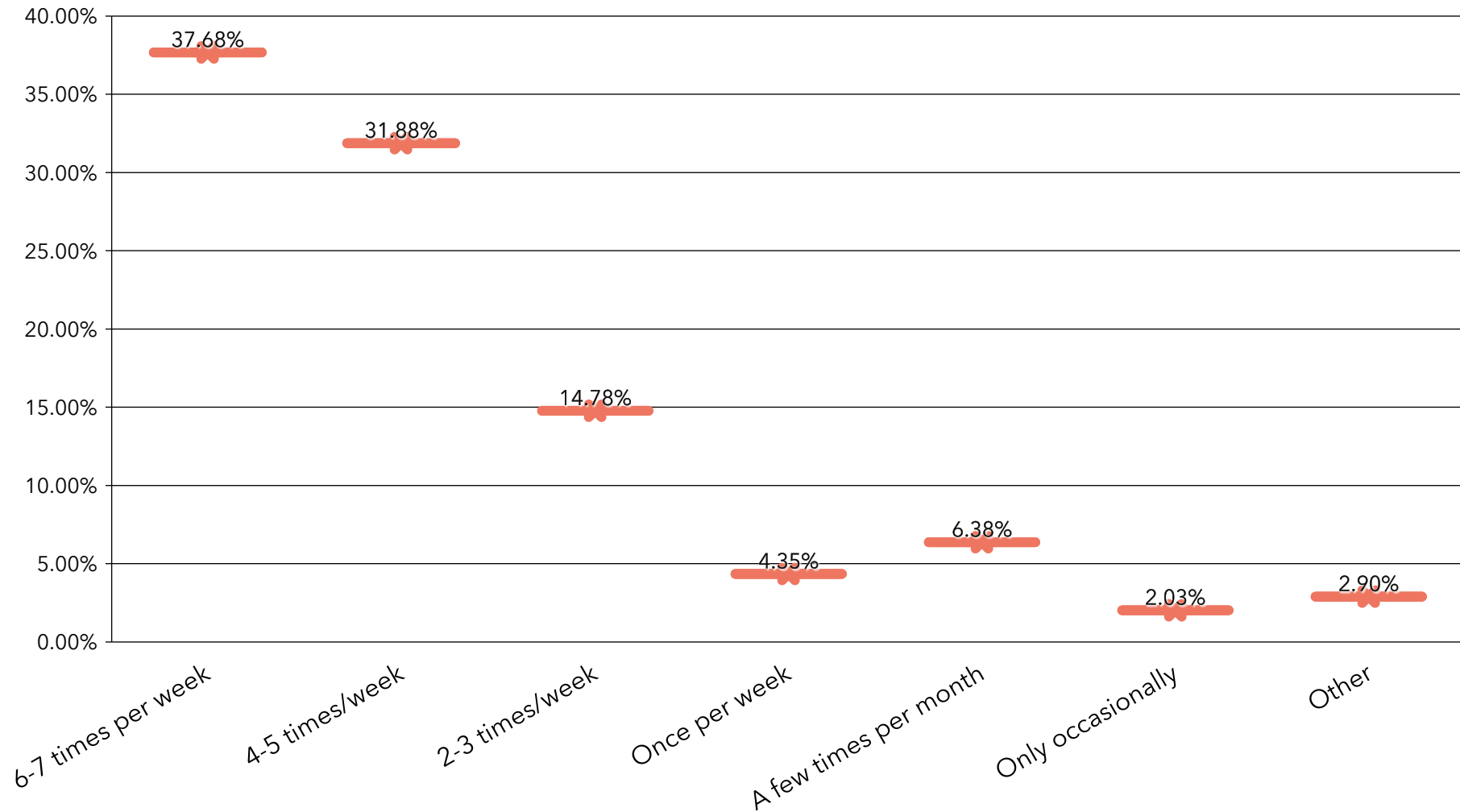
#11. How would you improve parking?

#12. Additional Comments

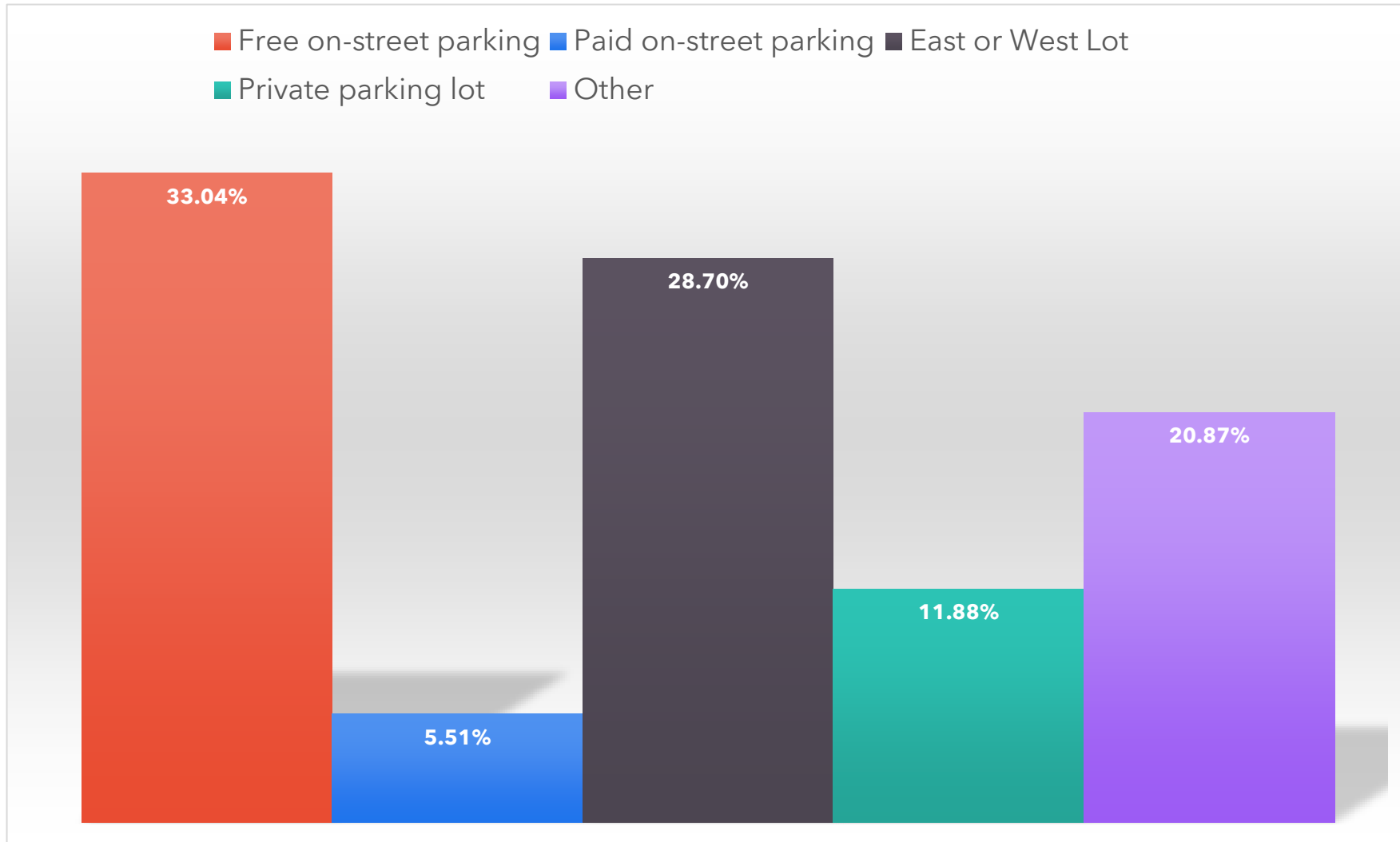
#1. What best describes you? Please select all that apply.



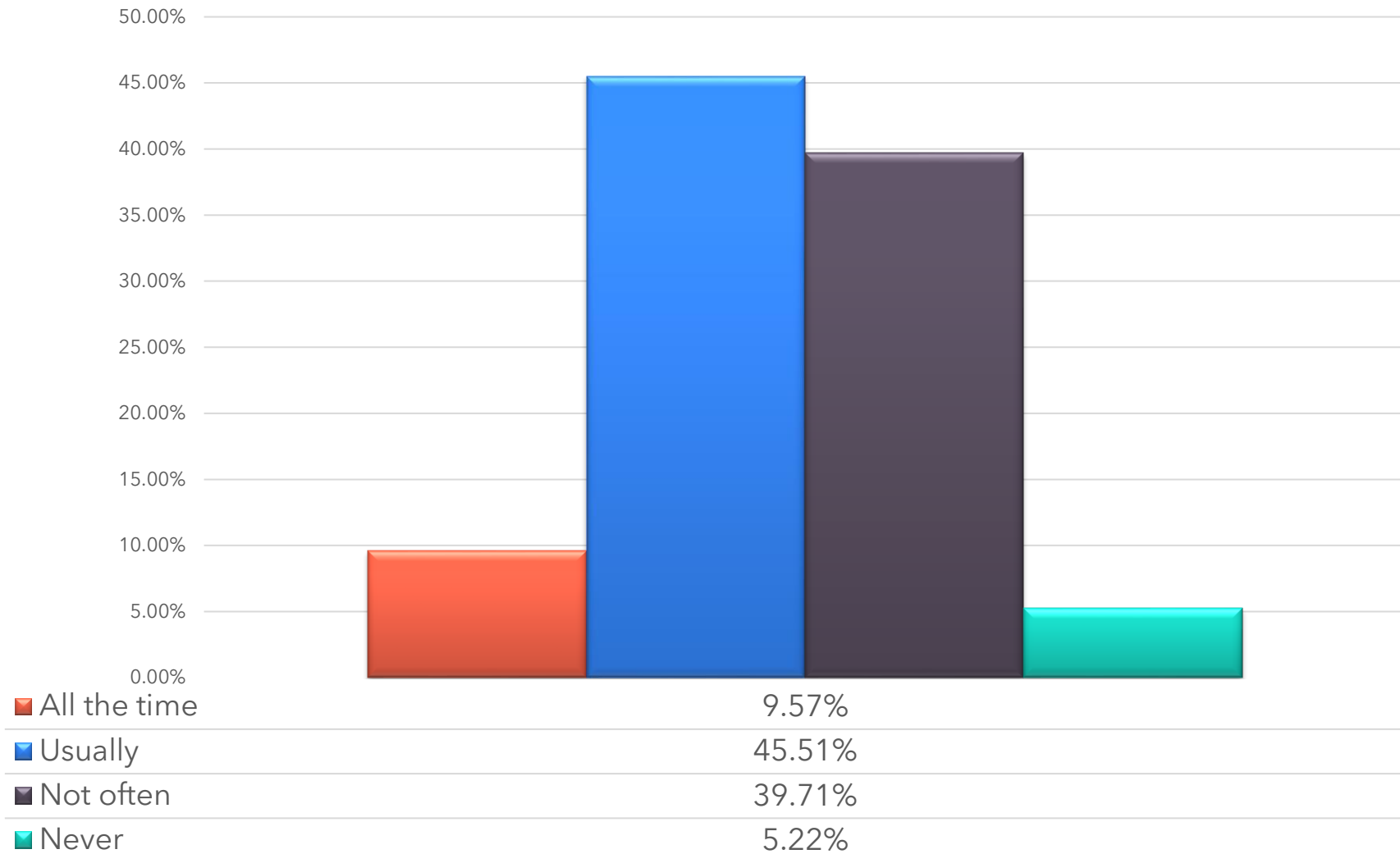
#2. How often do you visit downtown Excelsior?



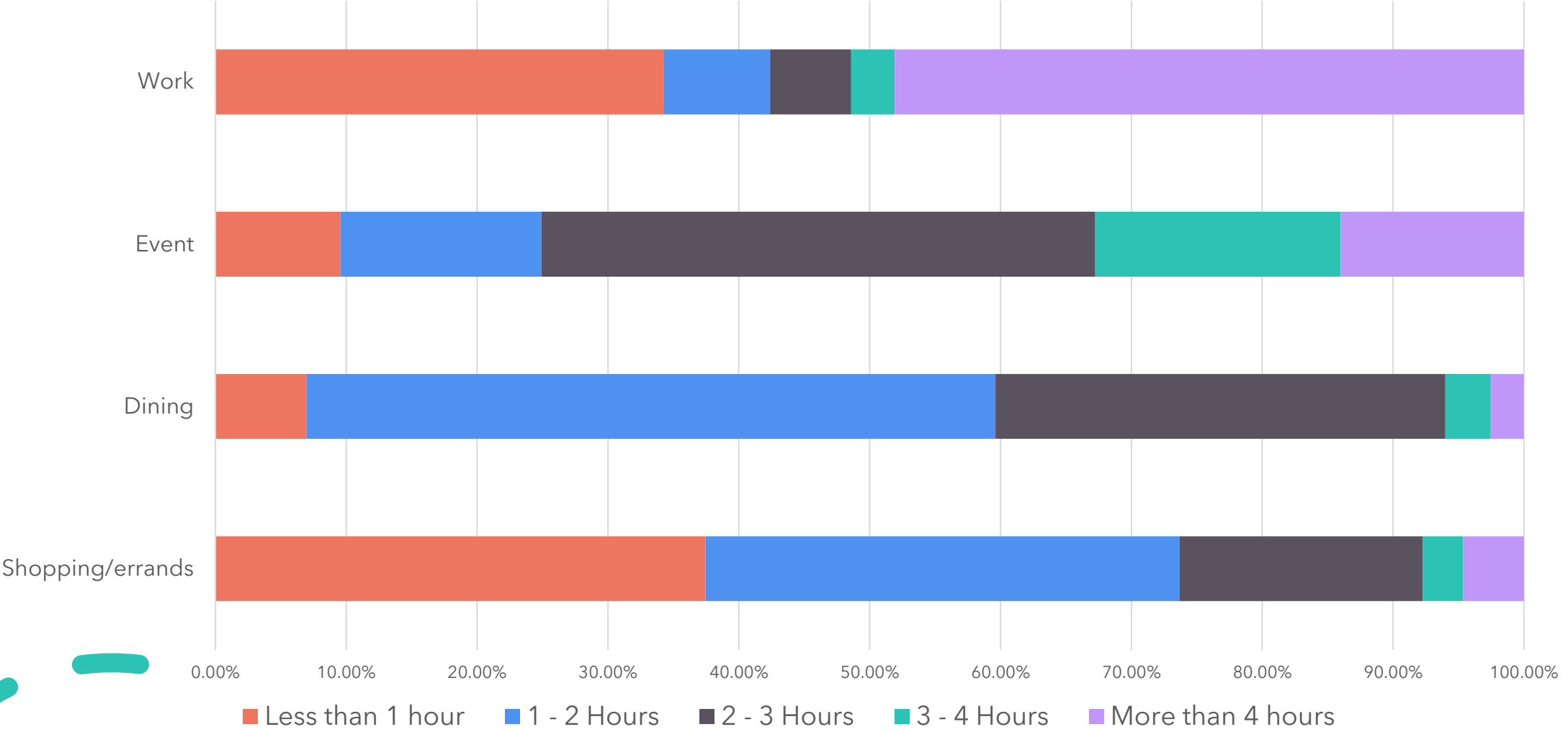
#3. Where do you typically park when you come to downtown Excelsior?



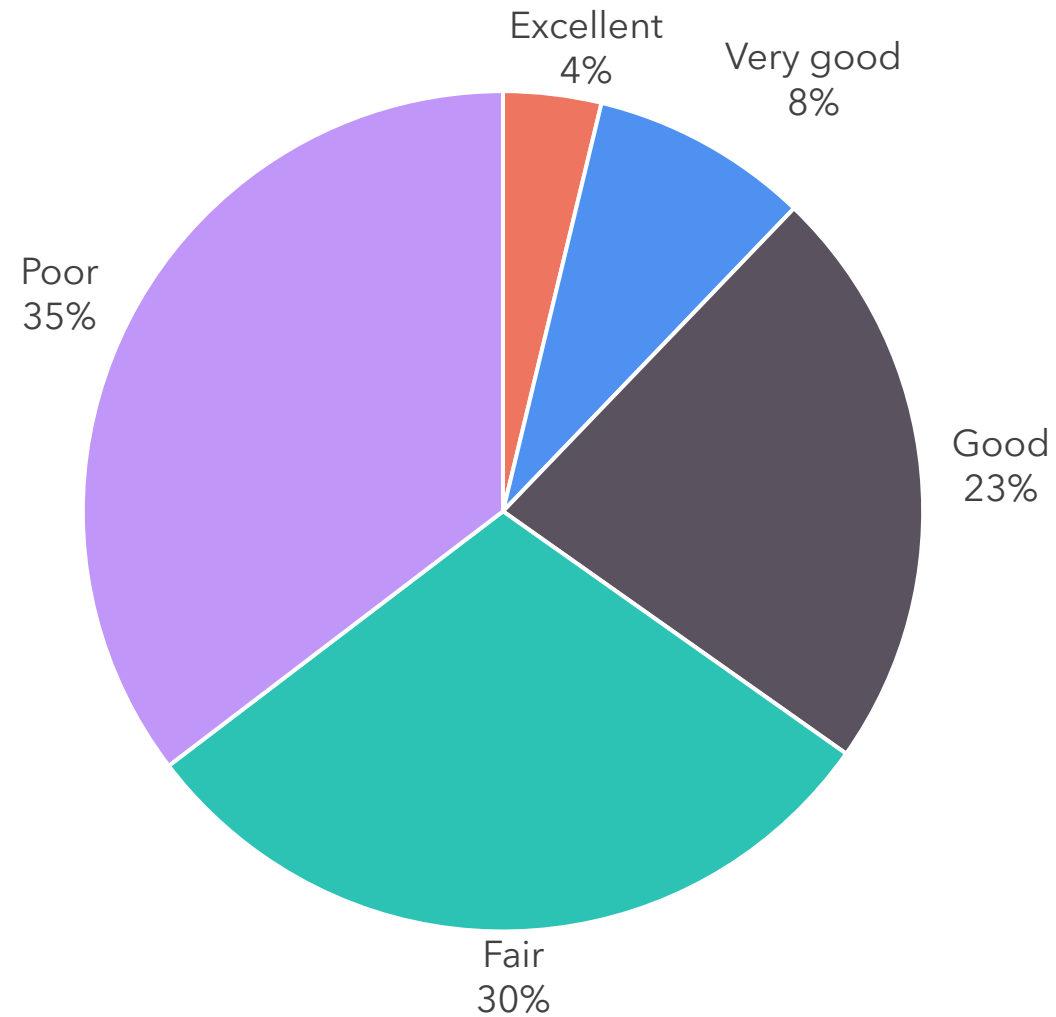
#4. When you come to downtown Excelsior, how often are you able to find parking where you prefer to park?



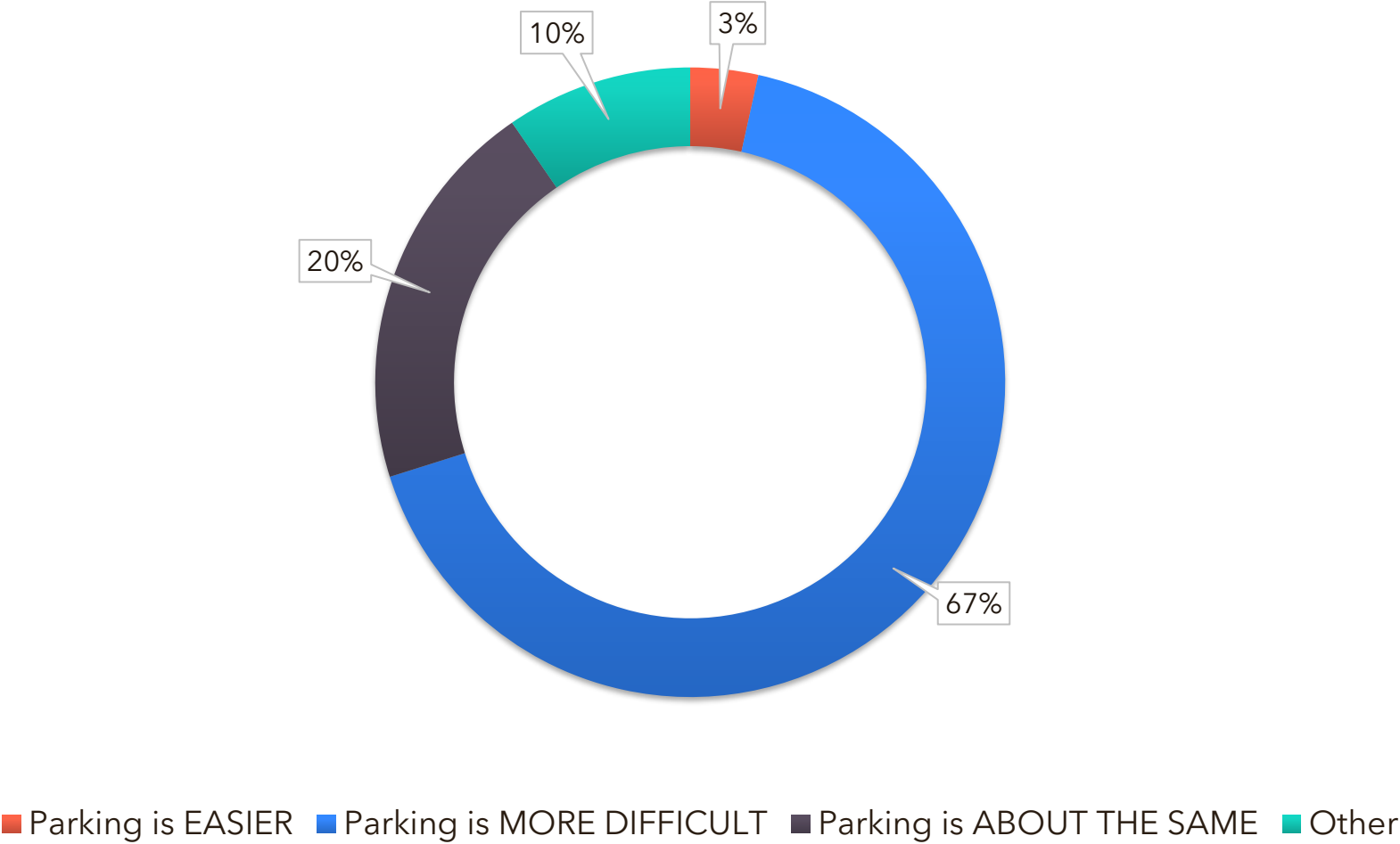
#5. How long do you usually remain parked downtown when you come to visit for the purposes listed below? Please answer all that apply to you.



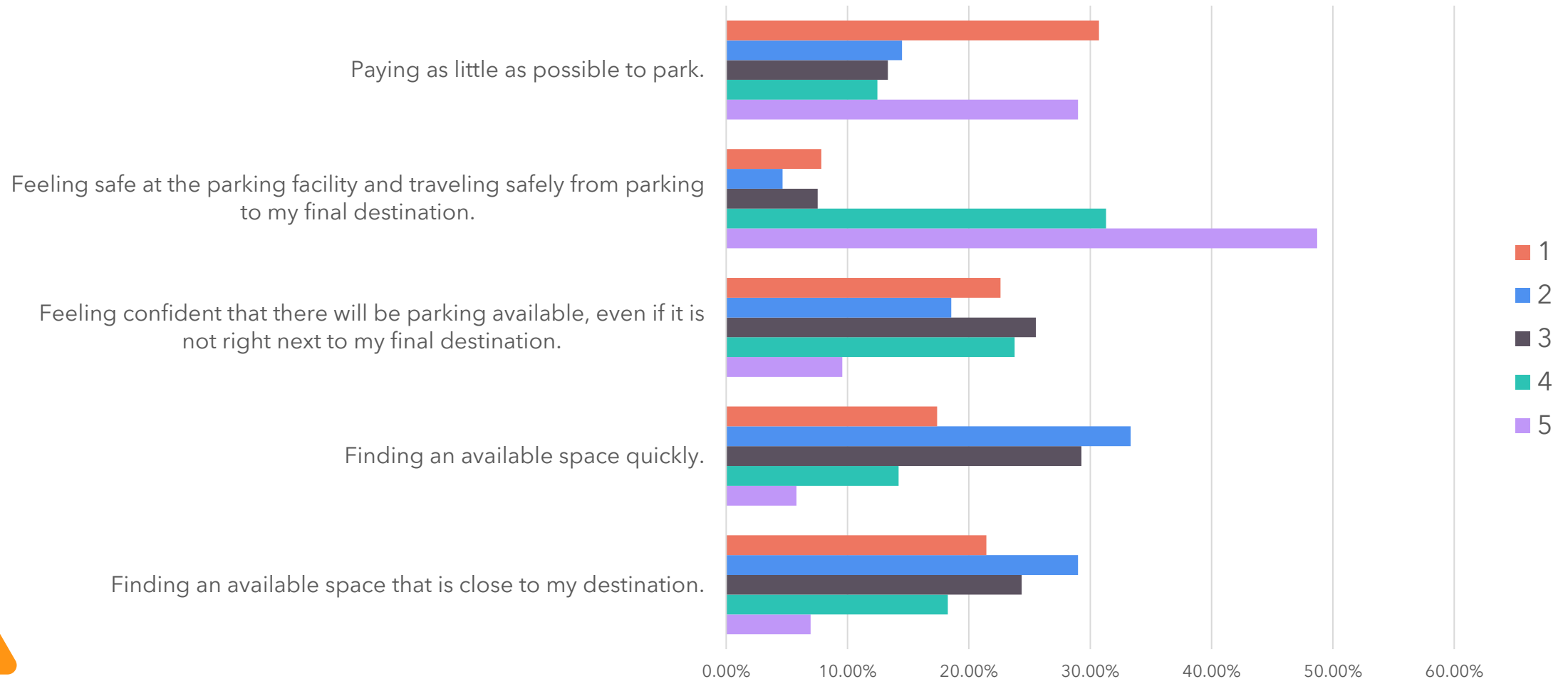
#6. How would you rate your parking experience in downtown Excelsior?



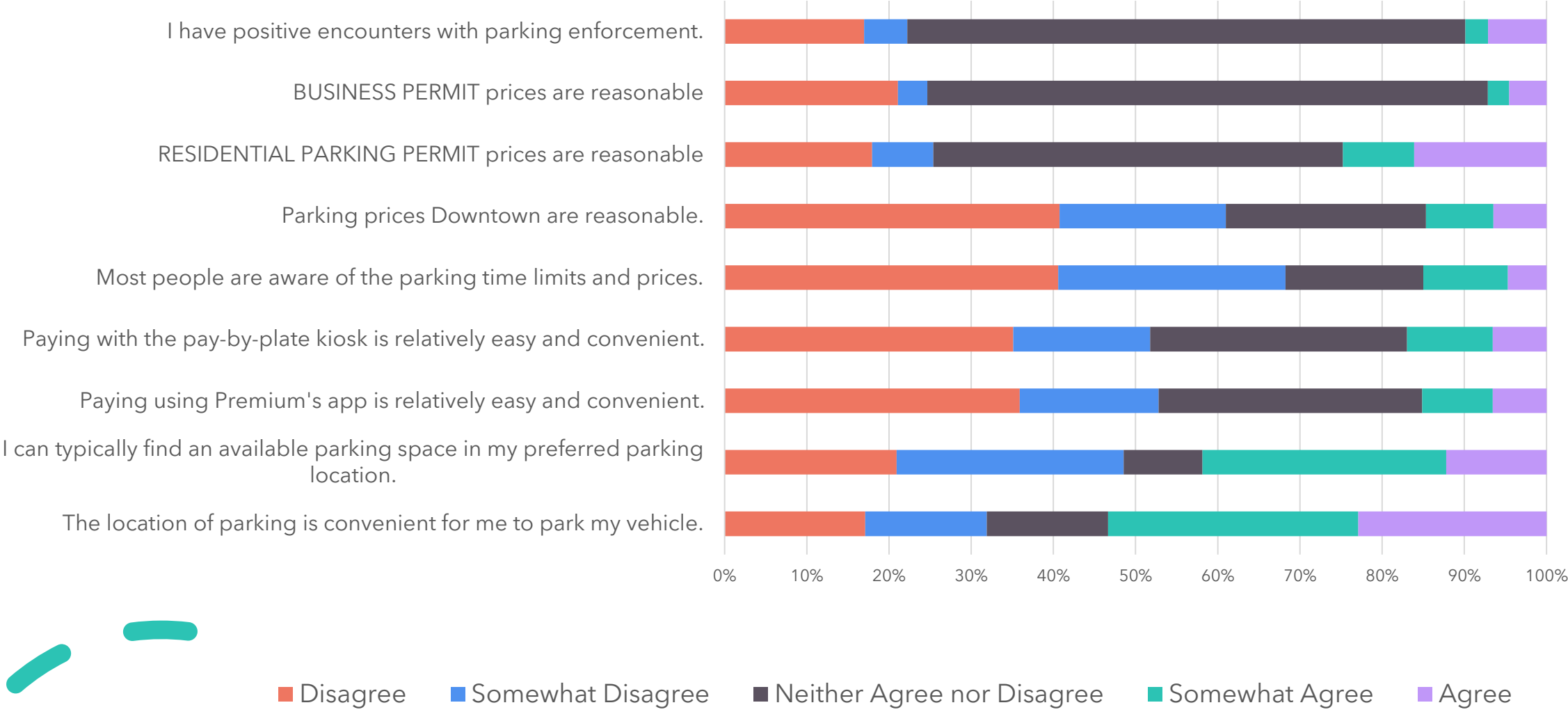
#7. Please select the choice below that you most agree with relative to parking in downtown Excelsior compared to relatively similar sized communities?



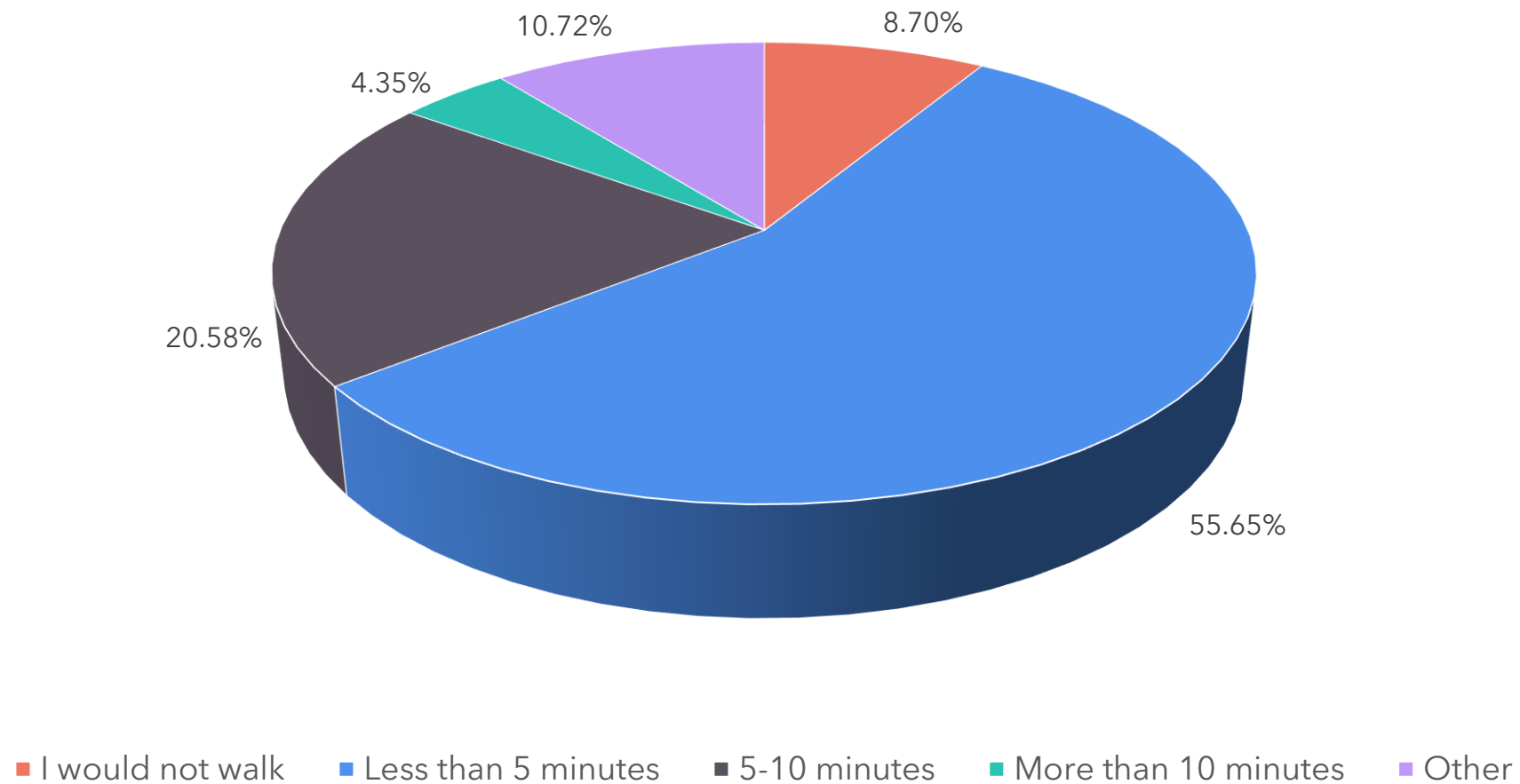
#8. Please rank the following items about your parking experience, based on how important they are to you. Rank the options below by clicking and dragging them in your preferred order, with 1 being the most important.



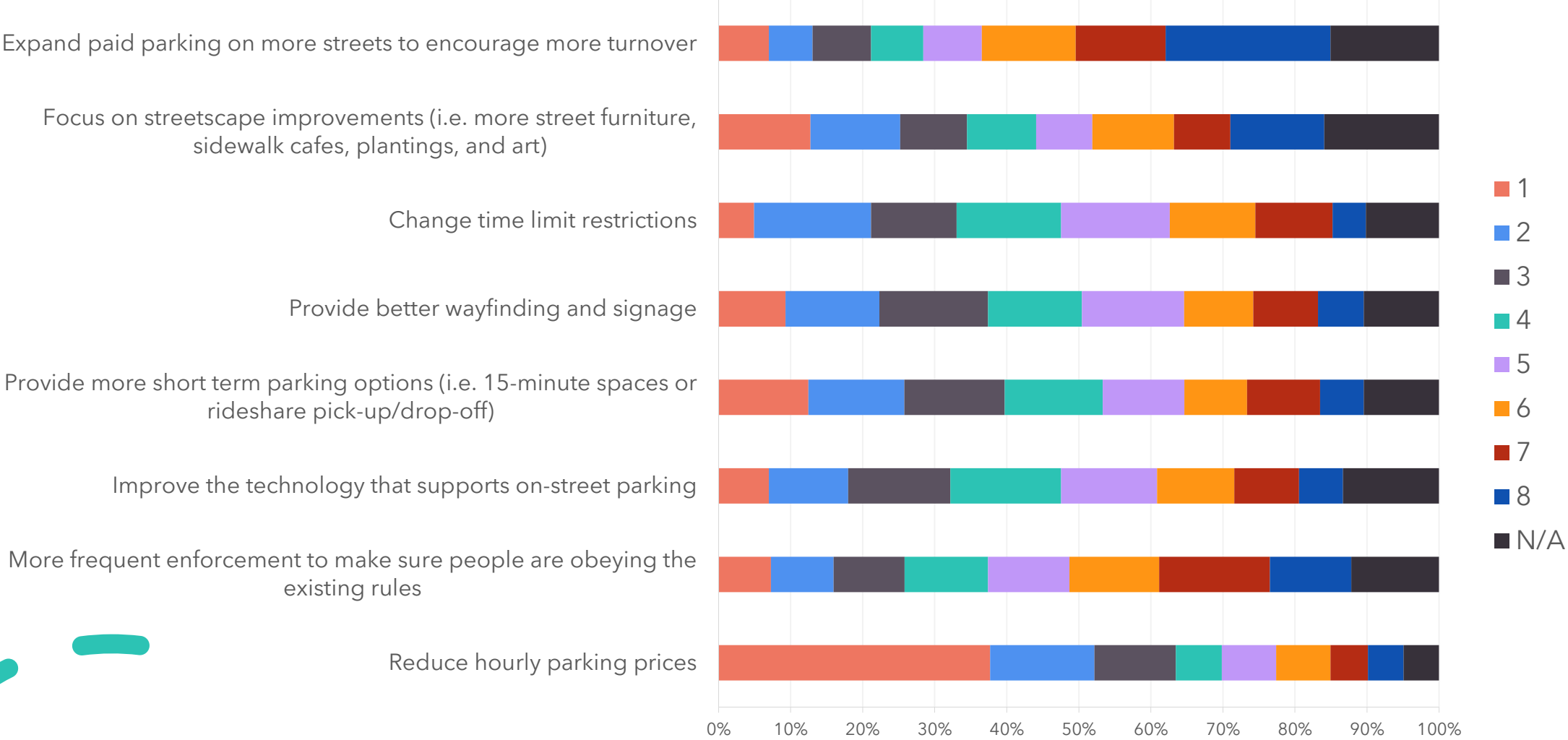
#9. When thinking of your experience of parking in Downtown Excelsior, do you agree or disagree with the following statements?



#10. If you were unable to find parking right next to your destination, how far would you be willing to walk between your parking spot and your destination?



#11. What are the best opportunities to improve the parking system in Downtown Excelsior? Rank the options below by clicking and dragging them in your preferred order, with 1 being the most important. If the option does not need consideration, please select N/A.



#12. Please share any other comments you have about parking and mobility in downtown Excelsior?

This optional question had 211 respondents. The word chart shows key words from comment responses.



CONTINUING WITH THE STATUS QUO

Planning-Level Projections

Parking Management As-Is/No Changes, with Parking Ramp Added

	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Operating Revenue	\$ 663,000	\$ 671,900	\$ 680,800	\$ 690,800	\$ 701,900	\$ 712,100	\$ 721,400	\$ 731,800	\$ 742,300	\$ 752,900	\$ 762,600
Operating Expenses	\$ (224,000)	\$ (183,000)	\$ (229,000)	\$ (324,000)	\$ (229,000)	\$ (267,000)	\$ (356,000)	\$ (252,000)	\$ (302,000)	\$ (604,000)	\$ (388,000)
Net Operating Income Available for Debt Service	\$ 439,000	\$ 488,900	\$ 451,800	\$ 366,800	\$ 472,900	\$ 445,100	\$ 365,400	\$ 479,800	\$ 440,300	\$ 148,900	\$ 374,600
Non-Operating Income											
Other Revenues											
TIF Contributions		\$ 181,691	\$ 256,257	\$ 262,552	\$ 268,989	\$ 275,571	\$ 282,301	\$ 289,182	\$ 296,219	\$ 303,413	\$ 310,769
Debt Service Payments	\$ (322,460)	\$ (431,028)	\$ (381,210)	\$ (390,585)	\$ (394,335)	\$ (402,460)	\$ (405,410)	\$ (413,613)	\$ (416,595)	\$ (428,875)	\$ (435,325)
Ramp (major repairs and maintenance)				\$ (57,500)			\$ (69,500)			\$ (83,000)	\$ (654,500)
Capital Expenses											
On-Street Pay Stations	\$ -	\$ -									
Enforcement and Permitting Technology - Capital Purchase	\$ -	\$ -									
Signage Upgrades	\$ -	\$ -									
Other Expenses											
Downtown Streetscape Beautification	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Non-Operating Income	\$ (322,400)	\$ (249,300)	\$ (124,900)	\$ (185,500)	\$ (125,300)	\$ (126,800)	\$ (192,600)	\$ (124,400)	\$ (120,300)	\$ (208,400)	\$ (779,000)
Net Income After Debt Service and Non-Operating Revenue and Expenses	\$ 116,600	\$ 239,600	\$ 326,900	\$ 181,300	\$ 347,600	\$ 318,300	\$ 172,800	\$ 355,400	\$ 320,000	\$ (59,500)	\$ (404,400)
Fund Transfers											
Transfer Out to General Fund	\$ (350,000)	\$ (350,000)	\$ (350,000)	\$ (350,000)	\$ (350,000)	\$ (350,000)	\$ (350,000)	\$ (350,000)	\$ (350,000)	\$ (350,000)	\$ (350,000)
Contributions to Reserve Savings Account	\$ (92,720)	\$ (95,502)	\$ (98,367)	\$ (101,318)	\$ (104,357)	\$ (107,488)	\$ (110,713)	\$ (114,034)	\$ (117,455)	\$ (120,979)	\$ (124,608)
Contributions to Reserve Savings Account	\$ (93,000)	\$ (96,000)	\$ (99,000)	\$ (102,000)	\$ (105,000)	\$ (108,000)	\$ (111,000)	\$ (115,000)	\$ (118,000)	\$ (121,000)	\$ (125,000)
Fund Balances											
	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Subtotal Parking Fund Balance	\$ (22,000)	\$ (228,000)	\$ (350,000)	\$ (620,000)	\$ (727,000)	\$ (866,000)	\$ (1,154,000)	\$ (1,262,000)	\$ (1,410,000)	\$ (1,940,000)	\$ (2,819,000)
Subtotal Reserve Savings Account Balance	\$ 92,000	\$ 188,000	\$ 286,000	\$ 387,000	\$ 492,000	\$ 599,000	\$ 710,000	\$ 824,000	\$ 941,000	\$ 1,062,000	\$ 1,187,000
Total Fund Balance (Parking Fund + Reserve Savings Account)	\$ 70,000	\$ (40,000)	\$ (63,000)	\$ (232,000)	\$ (234,000)	\$ (266,000)	\$ (443,000)	\$ (438,000)	\$ (468,000)	\$ (878,000)	\$ (1,632,000)

At this point, additional public tax dollars will need to be spent to subsidize the City's parking program. This analysis includes a \$350,000 per year transfer to the General Fund for City priorities.

BUDGET PROJECTIONS: REIMAGINED APPROACH

OUTSOURCE PARKING OPERATIONS, REIMAGINED APPROACH

**Includes \$350,000 per year transfer to General Fund.*

		2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
OPERATING INCOME												
REVENUES												
On-Street Parking	Total On-Street Parking Revenue	\$ 738,000	\$ 744,000	\$ 751,000	\$ 757,000	\$ 764,000	\$ 864,000	\$ 871,000	\$ 879,000	\$ 886,000	\$ 894,000	\$ 902,000
Parking Ramp	Total Parking Ramp Revenue	\$ 140,000	\$ 140,000	\$ 140,000	\$ 140,000	\$ 144,000	\$ 144,000	\$ 144,000	\$ 144,000	\$ 144,000	\$ 144,000	\$ 144,000
Surface Parking Lots	Total Surface Lot Revenue	\$ 74,000	\$ 74,000	\$ 74,000	\$ 74,000	\$ 76,000	\$ 76,000	\$ 76,000	\$ 76,000	\$ 76,000	\$ 76,000	\$ 76,000
	Subtotal	\$ 952,000	\$ 958,000	\$ 965,000	\$ 971,000	\$ 984,000	\$1,084,000	\$1,091,000	\$1,099,000	\$1,106,000	\$1,114,000	\$1,122,000
	Maintenance Assessment Fee	\$ 97,000	\$ 99,900	\$ 102,800	\$ 105,800	\$ 108,900	\$ 112,100	\$ 115,400	\$ 118,800	\$ 122,300	\$ 125,900	\$ 129,600
Total Parking Fund	Operating Revenue	\$1,049,000	\$1,057,900	\$1,067,800	\$1,076,800	\$1,092,900	\$1,196,100	\$1,206,400	\$1,217,800	\$1,228,300	\$1,239,900	\$1,251,600
EXPENSES												
Staffing	Total Staffing Expense - Parking Operator	\$ (192,300)	\$ (192,300)	\$ (192,300)	\$ (210,000)	\$ (210,000)	\$ (210,000)	\$ (228,900)	\$ (228,900)	\$ (228,900)	\$ (250,000)	\$ (250,000)
Parking Ramp	Total Parking Ramp Expense	\$ (81,000)	\$ (86,000)	\$ (102,000)	\$ (192,000)	\$ (92,000)	\$ (125,000)	\$ (210,000)	\$ (101,000)	\$ (145,000)	\$ (441,000)	\$ (220,000)
Technology	Enforcement and Permitting Technology (Ongoing Fees)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
General/Miscellaneous	Permitting, Office, Bank Fees, Administrative Costs	\$ (10,000)	\$ (11,000)	\$ (11,000)	\$ (11,000)	\$ (12,000)	\$ (12,000)	\$ (12,000)	\$ (13,000)	\$ (13,000)	\$ (14,000)	\$ (14,000)
Parking Lots	Parking Lot Maintenance	\$ (111,000)	\$ (63,000)	\$ (65,000)	\$ (67,000)	\$ (69,000)	\$ (71,000)	\$ (73,000)	\$ (75,000)	\$ (78,000)	\$ (80,000)	\$ (82,000)
Other Operator Fees	Total Other Operator Fees	\$ (104,000)	\$ (104,000)	\$ (104,000)	\$ (114,000)	\$ (114,000)	\$ (114,000)	\$ (124,000)	\$ (124,000)	\$ (124,000)	\$ (135,000)	\$ (135,000)
Total Parking Fund	Operating Expenses	\$ (498,300)	\$ (456,300)	\$ (474,300)	\$ (594,000)	\$ (497,000)	\$ (532,000)	\$ (647,900)	\$ (541,900)	\$ (588,900)	\$ (920,000)	\$ (701,000)
	Operating Revenue	\$1,049,000	\$1,057,900	\$1,067,800	\$1,076,800	\$1,092,900	\$1,196,100	\$1,206,400	\$1,217,800	\$1,228,300	\$1,239,900	\$1,251,600
	Operating Expenses	\$ (498,300)	\$ (456,300)	\$ (474,300)	\$ (594,000)	\$ (497,000)	\$ (532,000)	\$ (647,900)	\$ (541,900)	\$ (588,900)	\$ (920,000)	\$ (701,000)
	Net Operating Income Available for Debt Service	\$ 550,700	\$ 601,600	\$ 593,500	\$ 482,800	\$ 595,900	\$ 664,100	\$ 558,500	\$ 675,900	\$ 639,400	\$ 319,900	\$ 550,600
Non-Operating Income												
Other Revenues	TIF Contributions		\$ 181,691	\$ 256,257	\$ 262,552	\$ 268,989	\$ 275,571	\$ 282,301	\$ 289,182	\$ 296,219	\$ 303,413	\$ 310,769
Debt Service Payments	Debt Service Payments	\$ (322,460)	\$ (431,028)	\$ (381,210)	\$ (390,585)	\$ (394,335)	\$ (402,460)	\$ (405,410)	\$ (413,613)	\$ (416,595)	\$ (428,875)	\$ (435,325)
	Ramp (major repairs and maintenance)				\$ (57,500)			\$ (69,500)			\$ (83,000)	\$ (654,500)
Capital Expenses	On-Street Pay Stations		\$ (380,000)									
	Enforcement and Permitting Technology - Capital Purchase		\$ (120,000)									
	Signage Upgrades		\$ (50,000)									
Other Expenses	Downtown Streetscape Beautification		\$ (20,000)	\$ (20,600)	\$ (21,218)	\$ (21,855)	\$ (22,510)	\$ (23,185)	\$ (23,881)	\$ (24,597)	\$ (25,335)	\$ (26,095)
	Net Non-Operating Income	\$ (322,400)	\$ (819,300)	\$ (145,500)	\$ (206,700)	\$ (147,200)	\$ (149,300)	\$ (215,700)	\$ (148,300)	\$ (144,900)	\$ (233,700)	\$ (805,100)
	Net Income After Debt Service and Non-Operating Revenue and Expenses	\$ 228,300	\$ (217,700)	\$ 448,000	\$ 276,100	\$ 448,700	\$ 514,800	\$ 342,800	\$ 527,600	\$ 494,500	\$ 86,200	\$ (254,500)
Fund Transfers												
	Transfer Out to General Fund	\$ (350,000)	\$ (350,000)	\$ (350,000)	\$ (350,000)	\$ (350,000)	\$ (350,000)	\$ (350,000)	\$ (350,000)	\$ (350,000)	\$ (350,000)	\$ (350,000)
	Contributions to Reserve Savings Account	\$ (98,000)	\$ (98,000)	\$ (99,000)	\$ (102,000)	\$ (103,000)	\$ (108,000)	\$ (111,000)	\$ (115,000)	\$ (116,000)	\$ (121,000)	\$ (125,000)
Fund Balances												
	Subtotal Parking Fund Balance	\$ 89,000	\$ (574,000)	\$ (574,000)	\$ (750,000)	\$ (755,000)	\$ (698,000)	\$ (816,000)	\$ (752,000)	\$ (725,000)	\$ (1,110,000)	\$ (1,839,000)
	Subtotal Reserve Savings Account Balance	\$ 92,000	\$ 188,000	\$ 286,000	\$ 387,000	\$ 492,000	\$ 599,000	\$ 710,000	\$ 824,000	\$ 941,000	\$1,062,000	\$1,187,000
	Total Fund Balance (Parking Fund + Reserve Savings Account)	\$ 182,000	\$ (386,000)	\$ (288,000)	\$ (362,000)	\$ (263,000)	\$ (98,000)	\$ (106,000)	\$ 72,000	\$ 216,000	\$ (47,000)	\$ (652,000)

BUDGET PROJECTIONS: REIMAGINED APPROACH

OUTSOURCE PARKING OPERATIONS, REIMAGINED APPROACH

Fund Transfers and Totals

Includes \$350,000 annual transfer to the General Fund for City priorities

Fund Transfers	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Transfer Out to General Fund	\$ (350,000)	\$ (350,000)	\$ (350,000)	\$ (350,000)	\$ (350,000)	\$ (350,000)	\$ (350,000)	\$ (350,000)	\$ (350,000)	\$ (350,000)	\$ (350,000)
Contributions to Reserve Savings Account	\$ (93,000)	\$ (96,000)	\$ (99,000)	\$ (102,000)	\$ (105,000)	\$ (108,000)	\$ (111,000)	\$ (115,000)	\$ (118,000)	\$ (121,000)	\$ (125,000)
Fund Balances	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Subtotal Parking Fund Balance	\$ 89,000	\$ (574,000)	\$ (574,000)	\$ (750,000)	\$ (755,000)	\$ (698,000)	\$ (816,000)	\$ (752,000)	\$ (725,000)	\$ (1,110,000)	\$ (1,839,000)
Subtotal Reserve Savings Account Balance	\$ 92,000	\$ 188,000	\$ 286,000	\$ 387,000	\$ 492,000	\$ 599,000	\$ 710,000	\$ 824,000	\$ 941,000	\$ 1,062,000	\$ 1,187,000
Total Fund Balance (Parking Fund + Reserve Savings Account)	\$ 182,000	\$ (386,000)	\$ (288,000)	\$ (362,000)	\$ (263,000)	\$ (98,000)	\$ (106,000)	\$ 72,000	\$ 216,000	\$ (47,000)	\$ (652,000)

No annual transfer to General Fund

Fund Transfers	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Transfer Out to General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contributions to Reserve Savings Account	\$ (93,000)	\$ (96,000)	\$ (99,000)	\$ (102,000)	\$ (105,000)	\$ (108,000)	\$ (111,000)	\$ (115,000)	\$ (118,000)	\$ (121,000)	\$ (125,000)
Fund Balances	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Subtotal Parking Fund Balance	\$ 439,000	\$ 126,000	\$ 476,000	\$ 650,000	\$ 995,000	\$ 1,402,000	\$ 1,634,000	\$ 2,048,000	\$ 2,425,000	\$ 2,390,000	\$ 2,011,000
Subtotal Reserve Savings Account Balance	\$ 92,000	\$ 188,000	\$ 286,000	\$ 387,000	\$ 492,000	\$ 599,000	\$ 710,000	\$ 824,000	\$ 941,000	\$ 1,062,000	\$ 1,187,000
Total Fund Balance (Parking Fund + Reserve Savings Account)	\$ 532,000	\$ 314,000	\$ 762,000	\$ 1,038,000	\$ 1,487,000	\$ 2,002,000	\$ 2,344,000	\$ 2,872,000	\$ 3,366,000	\$ 3,453,000	\$ 3,198,000

BUDGET PROJECTIONS: REIMAGINED APPROACH

IN-HOUSE PARKING OPERATIONS, REIMAGINED APPROACH

*Includes \$350,000 per year transfer to General Fund.

		2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
OPERATING INCOME												
REVENUES												
On-Street Parking	Total On-Street Parking Revenue	\$ 738,000	\$ 744,000	\$ 751,000	\$ 757,000	\$ 764,000	\$ 864,000	\$ 871,000	\$ 879,000	\$ 886,000	\$ 894,000	\$ 902,000
Parking Ramp	Total Parking Ramp Revenue	\$ 140,000	\$ 140,000	\$ 140,000	\$ 140,000	\$ 144,000	\$ 144,000	\$ 144,000	\$ 144,000	\$ 144,000	\$ 144,000	\$ 144,000
Surface Parking Lots	Total Surface Lot Revenue	\$ 74,000	\$ 74,000	\$ 74,000	\$ 74,000	\$ 76,000	\$ 76,000	\$ 76,000	\$ 76,000	\$ 76,000	\$ 76,000	\$ 76,000
	Subtotal	\$ 952,000	\$ 958,000	\$ 965,000	\$ 971,000	\$ 984,000	\$1,084,000	\$1,091,000	\$1,099,000	\$1,106,000	\$1,114,000	\$1,122,000
	Maintenance Assessment Fee	\$ 97,000	\$ 99,900	\$ 102,800	\$ 105,800	\$ 108,900	\$ 112,100	\$ 115,400	\$ 118,800	\$ 122,300	\$ 125,900	\$ 129,600
Total Parking Fund	Operating Revenue	\$1,049,000	\$1,057,900	\$1,067,800	\$1,076,800	\$1,092,900	\$1,196,100	\$1,206,400	\$1,217,800	\$1,228,300	\$1,239,900	\$1,251,600
EXPENSES												
Staffing	Total Staffing Expense	\$ (163,000)	\$ (168,000)	\$ (173,000)	\$ (178,000)	\$ (184,000)	\$ (189,000)	\$ (195,000)	\$ (201,000)	\$ (207,000)	\$ (213,000)	\$ (219,000)
Parking Ramp	Total Parking Ramp Expense	\$ (81,000)	\$ (88,000)	\$ (102,000)	\$ (192,000)	\$ (92,000)	\$ (125,000)	\$ (210,000)	\$ (101,000)	\$ (143,000)	\$ (441,000)	\$ (220,000)
Technology	Enforcement and Permitting Technology (Ongoing Fees)	\$ -	\$ -	\$ (28,000)	\$ (30,000)	\$ (31,000)	\$ (33,000)	\$ (35,000)	\$ (36,000)	\$ (38,000)	\$ (40,000)	\$ (42,000)
General/Miscellaneous	Permitting, Office, Bank Fees, Administrative Costs	\$ (10,000)	\$ (11,000)	\$ (11,000)	\$ (11,000)	\$ (12,000)	\$ (12,000)	\$ (12,000)	\$ (13,000)	\$ (13,000)	\$ (14,000)	\$ (14,000)
Parking Lots	Parking Lot Maintenance	\$ (111,000)	\$ (63,000)	\$ (65,000)	\$ (67,000)	\$ (69,000)	\$ (71,000)	\$ (73,000)	\$ (75,000)	\$ (78,000)	\$ (80,000)	\$ (82,000)
Total Parking Fund	Operating Expenses	\$ (365,000)	\$ (328,000)	\$ (379,000)	\$ (478,000)	\$ (388,000)	\$ (430,000)	\$ (525,000)	\$ (426,000)	\$ (481,000)	\$ (788,000)	\$ (577,000)
	Operating Revenue	\$1,049,000	\$1,057,900	\$1,067,800	\$1,076,800	\$1,092,900	\$1,196,100	\$1,206,400	\$1,217,800	\$1,228,300	\$1,239,900	\$1,251,600
	Operating Expenses	\$ (365,000)	\$ (328,000)	\$ (379,000)	\$ (478,000)	\$ (388,000)	\$ (430,000)	\$ (525,000)	\$ (426,000)	\$ (481,000)	\$ (788,000)	\$ (577,000)
	Net Operating Income Available for Debt Service	\$ 684,000	\$ 729,900	\$ 688,800	\$ 598,800	\$ 704,900	\$ 766,100	\$ 681,400	\$ 791,800	\$ 747,300	\$ 451,900	\$ 674,600
Non-Operating Income												
Other Revenues	TIF Contributions		\$ 181,691	\$ 256,257	\$ 262,552	\$ 268,989	\$ 275,571	\$ 282,301	\$ 289,182	\$ 296,219	\$ 303,413	\$ 310,769
Debt Service Payments	Debt Service Payments	\$ (322,460)	\$ (431,028)	\$ (381,210)	\$ (390,585)	\$ (394,335)	\$ (402,460)	\$ (405,410)	\$ (413,613)	\$ (416,595)	\$ (428,875)	\$ (435,325)
	Ramp (major repairs and maintenance)				\$ (57,500)		\$ (69,500)				\$ (83,000)	\$ (654,500)
Capital Expenses	On-Street Pay Stations		\$ (380,000)									
	Enforcement and Permitting Technology - Capital Purchase		\$ (120,000)									
	Signage Upgrades		\$ (50,000)									
Other Expenses	Downtown Streetscape Beautification		\$ (20,000)	\$ (20,600)	\$ (21,218)	\$ (21,855)	\$ (22,510)	\$ (23,185)	\$ (23,881)	\$ (24,597)	\$ (25,335)	\$ (26,095)
	Net Non-Operating Income	\$ (322,400)	\$ (819,300)	\$ (145,500)	\$ (206,700)	\$ (147,200)	\$ (149,300)	\$ (215,700)	\$ (148,300)	\$ (144,900)	\$ (233,700)	\$ (805,100)
	Net Income After Debt Service and Non-Operating Revenue and Expenses	\$ 361,600	\$ (89,400)	\$ 543,300	\$ 392,100	\$ 557,700	\$ 616,800	\$ 465,700	\$ 643,500	\$ 602,400	\$ 218,200	\$ (130,500)
Fund Transfers												
	Transfer Out to General Fund	\$ (350,000)	\$ (350,000)	\$ (350,000)	\$ (350,000)	\$ (350,000)	\$ (350,000)	\$ (350,000)	\$ (350,000)	\$ (350,000)	\$ (350,000)	\$ (350,000)
	Contributions to Reserve Savings Account	\$ (95,000)	\$ (96,000)	\$ (99,000)	\$ (102,000)	\$ (105,000)	\$ (108,000)	\$ (111,000)	\$ (115,000)	\$ (118,000)	\$ (121,000)	\$ (125,000)
Fund Balances												
	Subtotal Parking Fund Balance	\$ 223,000	\$ (312,000)	\$ (217,000)	\$ (277,000)	\$ (173,000)	\$ (14,000)	\$ (9,000)	\$ 171,000	\$ 305,000	\$ 53,000	\$ (552,000)
	Subtotal Reserve Savings Account Balance	\$ 92,000	\$ 188,000	\$ 286,000	\$ 387,000	\$ 492,000	\$ 599,000	\$ 710,000	\$ 824,000	\$ 941,000	\$1,062,000	\$1,187,000
	Total Fund Balance (Parking Fund + Reserve Savings Account)	\$ 315,000	\$ (124,000)	\$ 69,000	\$ 111,000	\$ 319,000	\$ 586,000	\$ 701,000	\$ 995,000	\$1,247,000	\$1,115,000	\$ 635,000

Not included here is staff time for daily operations oversight, hiring, training, and strategic implementation.

BUDGET PROJECTIONS: REIMAGINED APPROACH

IN-HOUSE PARKING OPERATIONS, REIMAGINED APPROACH

Fund Transfers and Totals

Includes \$350,000 annual transfer to the General Fund for City priorities

Fund Transfers	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Transfer Out to General Fund	\$ (350,000)	\$ (350,000)	\$ (350,000)	\$ (350,000)	\$ (350,000)	\$ (350,000)	\$ (350,000)	\$ (350,000)	\$ (350,000)	\$ (350,000)	\$ (350,000)
Contributions to Reserve Savings Account	\$ (93,000)	\$ (96,000)	\$ (99,000)	\$ (102,000)	\$ (105,000)	\$ (108,000)	\$ (111,000)	\$ (115,000)	\$ (118,000)	\$ (121,000)	\$ (125,000)
Fund Balances	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Subtotal Parking Fund Balance	\$ 223,000	\$ (312,000)	\$ (217,000)	\$ (277,000)	\$ (173,000)	\$ (14,000)	\$ (9,000)	\$ 171,000	\$ 305,000	\$ 53,000	\$ (552,000)
Subtotal Reserve Savings Account Balance	\$ 92,000	\$ 188,000	\$ 286,000	\$ 387,000	\$ 492,000	\$ 599,000	\$ 710,000	\$ 824,000	\$ 941,000	\$ 1,062,000	\$ 1,187,000
Total Fund Balance (Parking Fund + Reserve Savings Account)	\$ 315,000	\$ (124,000)	\$ 69,000	\$ 111,000	\$ 319,000	\$ 586,000	\$ 701,000	\$ 995,000	\$ 1,247,000	\$ 1,115,000	\$ 635,000

No annual transfer to General Fund

Fund Transfers	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Transfer Out to General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contributions to Reserve Savings Account	\$ (93,000)	\$ (96,000)	\$ (99,000)	\$ (102,000)	\$ (105,000)	\$ (108,000)	\$ (111,000)	\$ (115,000)	\$ (118,000)	\$ (121,000)	\$ (125,000)
Fund Balances	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
Subtotal Parking Fund Balance	\$ 573,000	\$ 388,000	\$ 833,000	\$ 1,123,000	\$ 1,577,000	\$ 2,086,000	\$ 2,441,000	\$ 2,971,000	\$ 3,455,000	\$ 3,553,000	\$ 3,298,000
Subtotal Reserve Savings Account Balance	\$ 92,000	\$ 188,000	\$ 286,000	\$ 387,000	\$ 492,000	\$ 599,000	\$ 710,000	\$ 824,000	\$ 941,000	\$ 1,062,000	\$ 1,187,000
Total Fund Balance (Parking Fund + Reserve Savings Account)	\$ 665,000	\$ 576,000	\$ 1,119,000	\$ 1,511,000	\$ 2,069,000	\$ 2,686,000	\$ 3,151,000	\$ 3,795,000	\$ 4,397,000	\$ 4,615,000	\$ 4,485,000



October 17, 2023

Ms. Kristi Luger
City Manager
City of Excelsior
350 Highway 7, Suite 230
Excelsior, MN 5533

*Re: Repair/Maintenance Cost Projections
339 3rd Street Parking Structure
Excelsior, Minnesota*

Dear Ms. Luger,

Walker Consultants (Walker) is pleased to submit a report of potential maintenance and repair cost projections over a 10-year period for the proposed parking structure to be constructed at 339 3rd Street in downtown Excelsior, Minnesota. The asset management plan (AMP) includes projections of costs associated with anticipated maintenance actions that include preventative, routine, and replacement actions to be performed during this initial period following construction and opening of the parking structure.

Background

Red Leaf Partners (Developer) intends to construct a residential development on an existing parking lot at the location noted. Because the development will remove existing public parking inventory, the City of Excelsior (City) intends to fund replacement parking capacity, plus additional public parking capacity, in the parking structure associated with the development.

The City engaged Walker in late 2022 to better understand the expected annual costs to operate and maintain the parking structure. This effort, detailed in the memorandum dated October 13, 2022, contains an estimate of expected maintenance costs that understood the construction type to be cast-in-place, post-tensioned concrete construction. We now understand that the superstructure expressed in the Construction Documents is a precast, hollow-core concrete system. This revision results in a change in recommended maintenance actions that require additional costs to maintain the parking structure over time. Notably, the parking structure now requires a traffic membrane system that is anticipated to require annual maintenance costs approximately twice the originally expected values.

Facility Description

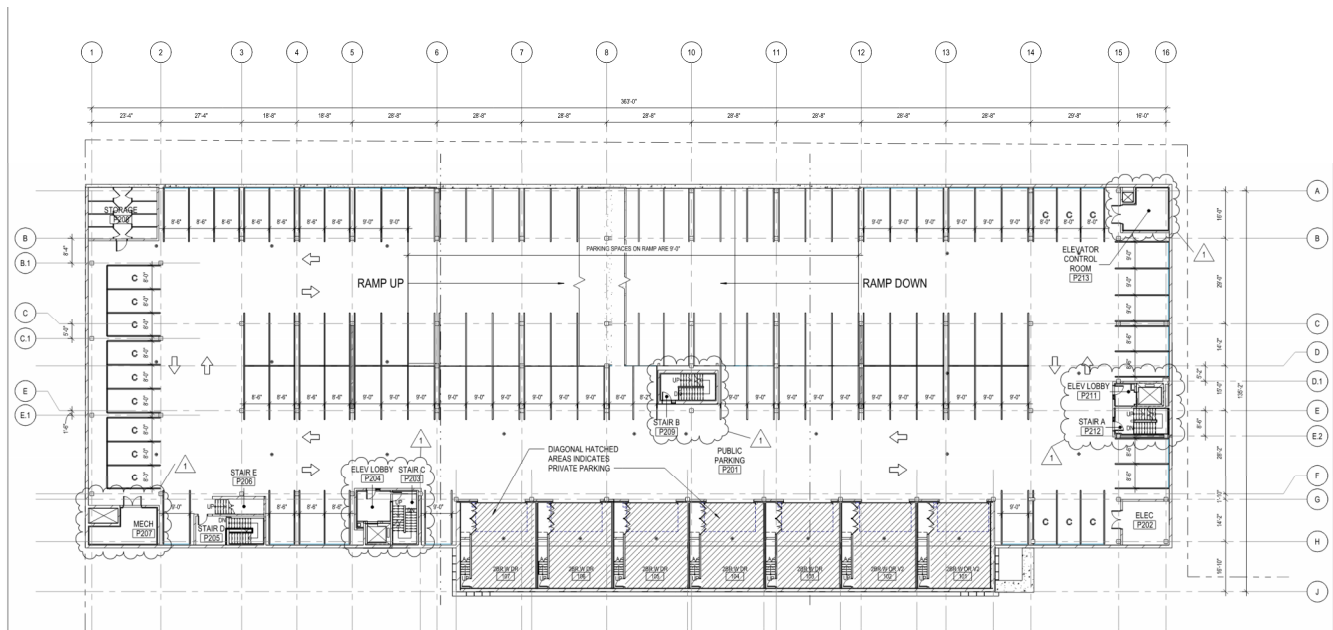
The parking structure component of the facility is indicated to have a total parking capacity of ± 322 parking spaces: 244 as public parking and 78 at private parking. The facility is a three level (grade slab plus two levels on supported structure) structure appx. 363 ft in length and 118 ft wide.

Parking function is characterized as a two-bay single threaded helix with one ramping bay between floors. Parking spaces are 90-degree (straight-in) and consist of a mix of *full-size* spaces either 9 ft or 8.5 ft wide by 18 ft long, *compact* spaces 8 ft wide by 18 ft long, and *ADA* spaces 9 ft wide by 18 ft long.

Structure is comprised of precast concrete framing and hollow-core plank floors with a supplemental topping slab. A traffic membrane is indicated to be installed at parking floors. Drainage is characterized as being mono-sloped via concrete topping to central gutters. Gutters are accompanied by periodic locations of plumbed area drains with approximate catchment areas of $\pm 3,500$ sf to $\pm 5,000$ sf in area.

Documents Reviewed

A typical floor plan depicting the parking structure is provided below:



Typical Parking Floor Plan

Construction Documents produced by Snow Kreilich Architects and furnished by IronMark as follows:

Drawings

Drawings were generally entitled Permit Package 3, dated 5/26/2023.

- Sheet A0.03, Detail F2B: indicates a minimum 2-inch topping slab atop precast plank. Topping is to receive a floor covering entitled "Traffic-1". Topping is to slope a 1/8 inch per foot (1%).
- Sheets A1.00, A1.01, A1.02 and A1.03 indicate nominal slab & drainage designs.
- Sheets A2.00, A2.01, A2.02 for general parking function and stall counts.
- Sheets S201A/B/C, S2.02A/B/C, S2.03A/B/C for structural foundation and general framing plans.

Specifications

- 07 18 00 Traffic Coatings – dated March 31, 2023.

Objective

Based on our proposal, our objective with this report is to perform the following scope of work:

1. Review existing documentation provided by the City for architectural, structural, electrical, and plumbing systems, equipment, and configuration.
2. Meet with City staff to discuss budget and maintenance process. Confirm annual budgeting process and timeframes with City staff.
3. Develop a 10-year future maintenance recommendation for programmed maintenance and potential repairs (structural and waterproofing maintenance, etc.), and an opinion of expected maintenance/repair costs. Future maintenance actions may include potential repairs, annual cleaning/washing, lighting maintenance, plumbing cleaning, and re-striping relating to the parking areas of each facility.
4. Furnish a copy of the asset management plan in electronic format (PDF) and conduct a web-meeting to review recommendations of the plan.
5. Meet with Client staff to review recommendations via web-meeting.

Plan Assumptions

The Snow Kreilich Architects drawings depict a parking structure for ± 322 passenger vehicles contained in a three-level facility approximately 363 ft in length and 118 ft wide.

Walker has based this report and analysis on the following design basis obtained from review of the noted Construction Documents:

- Below-grade precast framing with Cast-in-Place topping slab (2" nominal) with epoxy coated rebar.
- Typical parking structure waterproofing systems of sealants, traffic topping, and expansion joints on supported levels.
- Expansion Joints at main entrance and stair towers all supported levels.
- Heavy duty urethane traffic topping membrane on the full topping slab surface of two supported levels.
- Traffic markings on all three levels.
- No interior finishes other than limited painted areas.
- Four stair towers service the parking levels.
- MEP features include 7 to 8 floor drains each per parking level.
- Air-pressured dry standpipe system in the parking structure.
- Parking management will be at one entrance/exit point of P1 level for parking equipment.

Exclusions

- Maintenance cost for EV chargers is excluded.
- Maintenance cost for elevators is not included.
- No security cameras or call stations are included.
- Landscape maintenance or replacement outside of parking structure footprint.
- Building façade maintenance is excluded, understood to be responsibility of the non-parking occupancies.

OPINION OF PROBABLE COSTS

Our opinion of probable repair and maintenance costs for the 10-year AMP recommended actions is summarized in the following table:

Table 1 – Opinion of Probable Repair and Maintenance Costs

Repair/Maintenance Items	Costs
General Conditions	\$ 101,500
Structural Repairs	\$ 210,000
Waterproofing Maintenance/Repairs	\$ 853,500
Mechanical/Electrical Maintenance	\$ 158,000
Architectural/Miscellaneous Maintenance	\$ 180,500
PARCS (Parking Access / Revenue Control System)	\$ 20,000
Subtotal	\$ 1,523,500
<i>Contingency</i>	\$ 78,000
<i>Engineering Fees</i>	\$ 155,000
TOTAL	\$ 1,756,500

Reference 10-year budget AMP in Appendix A for further information.

Cost for engineering design fees for condition assessments, construction repair documents, and a contingency budget of 5% for repairs over the 10-year cycle is shown in Appendix A.

Discussion

As with all projects, the original construction materials and systems have an expected service life with various maintenance requirements. Some of the factors that can influence the service life of the systems include:

- The extent of the original design.
- Quality of material specified for the original construction.
- Quality of preparation and installation of construction materials on the project.
- Contractor quality control measures and experience.
- Adverse weather conditions or severe exposure.
- Lack of protection and/or construction defects during construction.

Planning and budgeting for the repair/replacement of these original construction components should be anticipated and planned through a comprehensive maintenance repair program over the expected service life of the structure.

We have categorized the maintenance and operation costs for the parking structure into three distinct classifications.

Preventive Maintenance

Preventive maintenance refers to construction materials or systems utilized in original construction to protect structural concrete components from moisture infiltration and potential corrosion of reinforcement or concrete deterioration.

Examples of these systems are typical waterproofing systems such as sealants, expansion joints, sealers, epoxies, membrane systems, paints, and protective coatings.

These systems typically have a specific life expectancy and require re-application or replacement at the end of the specific service life.

Routine Maintenance

Routine Maintenance is typically annual maintenance and limited repairs to damaged systems or require limited area repairs of a component of the parking structure to maintain the system in good condition during its expected service life.

Routine Maintenance is typically performed on all the preventive maintenance systems along with concrete structural repairs, drainage maintenance, mechanical equipment systems, lighting systems and fixtures, architectural features, signage/wayfinding, parking equipment, and other systems that are components of the parking structure.

Replacement Maintenance

Replacement Maintenance is the full replacement of the designed systems, such as drainage bowls and pipes, light fixtures and poles, roofing, parking equipment, fire suppressant systems, elevators, glass, barrier cable restraints, signage, and wayfinding systems once those systems have reached their long-term end of service life. These systems, by design typically have an expected service life greater than 20 years.

Maintenance Cycles

Maintenance performed on a regular basis will help take full advantage of structural repairs and waterproofing work. Without maintenance, the facility will not see the expected service life from the structure or the repairs and waterproofing. Typical maintenance includes routine sealing of joints, recoating of wall and floor membranes (including aggregate in traffic coating systems for slip resistance) along with periodic concrete repairs.

Funds for maintenance should be accrued yearly considering the life expectancies of certain elements such as sealants, coatings, floor membranes, expansion joints concrete repairs, etc. The life expectancies expressed vary depending on workmanship, quality of materials, use and exposure to elements.

We recommend the following items:

- Repair miscellaneous concrete deterioration anticipated to develop (Every 3 to 5 years).
- Replace urethane sealants exposed to UV (Every 5 to 7 years).
- Replace urethane sealants not exposed to UV (Every 8 to 10 years).
- **Spot repair of urethane sealants and/or traffic topping membranes immediate upon detection of leaking.**
- Replace/recoat traffic topping membranes in high traffic turn and drive lanes (Every 3 years)

- Replace /recoat Traffic topping membranes full system (Every 10-12 Years)
- Perform minor maintenance repairs on expansion joints to address deteriorated nosing and isolated tears (Every 3 to 5 years).
- Replace expansion joints (Every 10 – 12 years).
- Perform maintenance repairs on the drainage, lighting systems (Every 2- 3 year).
- Perform minor miscellaneous repairs, as needed (annually)

Benefits of Timely Maintenance

There are various benefits to providing the repair and preventive maintenance program at the earliest feasible time. Long-term delay of repairs significantly increases cost. The cost to repair and maintain the parking garage will continue to increase at progressively faster rates when deterioration appears and continues. The main benefits from implementing scheduled maintenance repairs are:

- Mitigating the infiltration of water and chlorides into the concrete.
- Maintaining the structural capacity and maintain the service life of the structure.
- Cost savings due to avoidance of structural repairs that are more costly per unit and facility shutdown of parking areas to complete.
- Higher levels of service to the users of the facility due to fewer days of downtime because of more extensive structural repairs.
- Long term delay of maintenance repairs significantly increases future repair costs.

Conclusion

Parking facility maintenance aims to assure proper and timely preventive actions to reduce premature deterioration of structural elements and equipment failures.

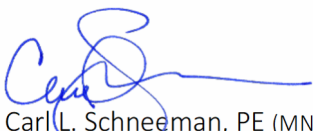
Maintenance must be performed at regular intervals if the full benefit of the effort is to be realized. Irregular or incomplete maintenance will provide a marginal return on investment. Establish a schedule and follow appropriate maintenance procedures to ensure a functional maintenance program. Also, the level of maintenance for a facility is initially designed into the facility and impacted further by the quality of construction.

This report is intended to provide a rough order of magnitude (ROM) guideline costs for maintaining and repair of the presented concept parking facility at a satisfactory level of service over the first 10 years of the service life of the structure. Any major changes to the design scope, upgrades to presented systems, material cost fluctuations, supply chain issues, labor shortages, etc., may affect the ROM cost stated in the report.

We are available to discuss this report if you have any questions.

Sincerely,

WALKER CONSULTANTS



Carl L. Schneeman, PE (MN)
Managing Principal



Ray Charbonneau
Restoration Consultant

Appendix A

Asset Management Plan: 10-Year Maintenance Budget Forecast



339 3rd Street Parking Structure 10-Year Maintenance Budget Forecast



WORK DESCRIPTION	10-YEAR TOTAL COST	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
General Conditions	\$ 101,500	\$ 2,500	\$ 3,000	\$ 6,500	\$ 9,500	\$ 2,500	\$ 8,000	\$ 9,500	\$ 2,500	\$ 8,500	\$ 49,000
General Conditions / Mobilization	\$ 101,500	2,500	3,000	6,500	9,500	2,500	8,000	9,500	2,500	8,500	49,000
Structural / Concrete Repairs	\$ 210,000	\$ -	\$ -	\$ 57,500	\$ -	\$ -	\$ 69,500	\$ -	\$ -	\$ 83,000	\$ -
Floor Repair	\$ 150,000			\$ 50,000			\$ 50,000			\$ 50,000	
Beam Repair	\$ 20,000			\$ 2,000			\$ 8,000			\$ 10,000	
Column Repair	\$ 20,000			\$ 2,000			\$ 8,000			\$ 10,000	
Structural Crack Repair	\$ 20,000			\$ 3,500			\$ 3,500			\$ 13,000	
	\$ -										
Waterproofing	\$ 853,500	\$ -	\$ 1,000	\$ -	\$ 95,500	\$ -	\$ 4,500	\$ 95,500	\$ -	\$ 2,500	\$ 654,500
Sealant Maintenance	\$ 23,500		\$ 500		\$ 9,000		\$ 2,500	\$ 9,000		\$ 2,500	
Control Joint Replacement	\$ 120,000										\$ 120,000
Cove Sealant Replacement	\$ 19,000		\$ 500								\$ 18,500
Traffic Coating-Maintain/Recoat Drivelanes	\$ 173,000				\$ 86,500			\$ 86,500			
Traffic Topping - Full Recoat	\$ 510,000										\$ 510,000
Expansion Joint Replacement-Entrance	\$ 8,000						\$ 2,000				\$ 6,000
Mechanical / Electrical / Plumbing	\$ 158,000	\$ 14,000	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000	\$ 16,000
Clean Floor Drains and Piping	\$ 18,000		\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
Electrical Allowance	\$ 30,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
Mechanical Allowance	\$ 110,000	\$ 11,000	\$ 11,000	\$ 11,000	\$ 11,000	\$ 11,000	\$ 11,000	\$ 11,000	\$ 11,000	\$ 11,000	\$ 11,000
Architectoral / Miscellaneous	\$ 180,500	\$ 17,000	\$ 17,000	\$ 17,000	\$ 18,500	\$ 17,000	\$ 17,000	\$ 18,500	\$ 17,000	\$ 17,000	\$ 24,500
Re-paint Traffic Markings	\$ 10,500				\$ 1,500			\$ 1,500			\$ 7,500
Floor Sweep (every 3 weeks)	\$ 100,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
PowerwashFloors 2x YR	\$ 60,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000
Miscellaneous	\$ 10,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
	\$ -										
PARQS	\$ 20,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
Maintain Parking Equipment	\$ 20,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
	\$ -										

	10-YEAR TOTAL COST	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Sub Total	\$ 1,523,500	\$ 35,500	\$ 39,000	\$ 99,000	\$ 141,500	\$ 37,500	\$ 117,000	\$ 141,500	\$ 37,500	\$ 129,000	\$ 746,000
Contingency 5%	\$ 78,000	\$ 2,000	\$ 2,000	\$ 5,000	\$ 7,500	\$ 2,000	\$ 6,000	\$ 7,500	\$ 2,000	\$ 6,500	\$ 37,500
Consulting & Engineering Fees	\$ 155,000	\$ 4,000	\$ 4,000	\$ 10,000	\$ 14,500	\$ 4,000	\$ 12,000	\$ 14,500	\$ 4,000	\$ 13,000	\$ 75,000
Opinion of Annual Budget (2024 Dollars)	\$ 1,756,500	\$ 41,500	\$ 45,000	\$ 114,000	\$ 163,500	\$ 43,500	\$ 135,000	\$ 163,500	\$ 43,500	\$ 148,500	\$ 858,500
Opinion of Annual Budget (Adjusted Future Value)	\$ 2,215,000	\$ 42,800	\$ 47,800	\$ 124,600	\$ 184,100	\$ 50,500	\$ 161,200	\$ 201,100	\$ 55,200	\$ 193,800	\$ 1,153,800

Note: Future value cost based on inflation; 3% annually

NOTES:

- Note 1: Construction costs based on work during normal business hours with reasonable areas provided to the contractor to complete work.
Note 2: Contingency based on 5% of the construction cost rounded up to the nearest \$500.



339 3rd Street Parking Structure
10-Year Maintenance Budget Forecast



WORK DESCRIPTION	10-YEAR TOTAL COST	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034

Note 3: General Conditions based on 7% of Sub Total of work item costs rounded up to the nearest \$500.
Note 4: Consulting and Engineering Fees based on work during normal business hours and a construction duration of 3-4 months. Actual fees will be provided based on actual scope and duration of construction.
Note 5: Inflated Future Value accounts for general inflation of the U.S. Dollar and does not include an increase for material or labor.



Appendix B

Maintenance Checklist

	Daily	Weekly	Monthly	Quarterly	Semi-Annually	Other (see notes)
STRUCTURAL MAINTENANCE						
A. STRUCTURAL SYSTEM						
Check for:						1
Floor surface deterioration				x		
Water leakage				x		
Cracking of concrete				x		
Rusting of steel				x		
Repair	As per engineer's recommendations					
Replace protective concrete floor coating	As per engineer's recommendations					
B. ROOFING AND WATERPROOFING						
Check for leaks, wear and deterioration:						
Roofing			x			
Joint sealant in floors			x			
Expansion joints			x			
Windows, doors and walls			x			
Floor membrane areas			x			
OPERATIONAL MAINTENANCE						
A. CLEANING						
Sweeping – localized	x					
Sweeping – all areas (including curbs)		x				
Expansion joints		x				
Empty trash cans	x					
Toilets						
Floors, fixtures	x					
Walls		x				
Cashier booths						
Floors, fixtures	x					
Walls		x				
Elevators						
Floors, doors, tracks	x					
Windows, glass backs				x		
Stairs						
Floors, handrails	x					
Windows			x			
Lobby, office						
Floors	x					
Windows		x				
Wash down parking floors			x			2
Parking control equipment		x				

	Daily	Weekly	Monthly	Quarterly	Semi-Annually	Other (see notes)
OPERATIONAL MAINTENANCE (continued)						
B. DOORS AND HARDWARE						
Doors close and latch properly	x					
Mechanized doors	x					
Panic hardware at security doors	x					
Lubricate mechanized doors			x			
C. ELECTRICAL SYSTEM						
Check light fixtures and exposed conduit		x				
Re-lamp fixtures		x				
Special units – inspect						3
Distribution panels					x	
D. ELEVATORS						
Check for normal operation	x					
Check indicators and other lights	x					
Preventive maintenance service					x	4
E. HEATING, VENTILATION and AIR CONDITIONING (HVAC)						
Check for proper operation		x				
Check ventilation in enclosed or underground garage	x					
Preventive maintenance service				x		3
G. PARKING CONTROL EQUIPMENT						
Check for proper operation	x					
Preventive maintenance					x	5
H. PLUMBING/DRAINAGE SYSTEMS						
Check for proper operation						
Sanitary facilities	x					
Irrigation		x				
Floor drains		x				
Sump pump		x				
Fire protection system			x			
Drain water systems for winter					x	
Check for icy spots	x					
Remove snow and ice	x					
I. SAFETY CHECKS						
Carbon monoxide monitor	x					
Handrails and guardrails		x				
Exit lights	x					
Emergency lights	x					
Tripping hazards	x					

	Daily	Weekly	Monthly	Quarterly	Semi-Annually	Other (see notes)
OPERATIONAL MAINTENANCE (continued)						
J. SECURITY SYSTEM						
Check for proper operation						
Closed circuit TV	x					
Audio surveillance	x					
Panic buttons	x					
Stair door locks and alarms	x					
K. SIGNS (GRAPHICS)						
Check signs for:						
In place		x				
Clean				x		
Legible				x		
Illuminated	x					
AESTHETIC MAINTENANCE						
A. LANDSCAPING						
Remove trash	x					
Gardening – mow, trim, weed		x				
B. PAINTING						
Check for rust spots						
Doors and door frames				x		
Handrails and guardrails				x		
Pipe guards				x		
Exposed pipes				x		
Conduits				x		
Other metal				x		
Check for appearance						
Striping			x			
Signs			x			
Walls				x		
Curbs			x			
Touch-up paint			x			
Re-paint						3

NOTES FOR MAINTENANCE CHECK LIST

1. In areas subject to freezing in the winter months, it is important that this inspection be performed in the spring so that any resulting maintenance or repairs can be performed in the late spring, summer, and early fall months.
2. Wash-downs should occur monthly in northern and coastal regions, where salts can accumulate on the structure. In other areas, wash downs should be performed quarterly, or, at a minimum, in the spring and fall.
3. A frequency should be selected that is appropriate for the element in the parking garage. Spot repairs or replacements should be performed as needed.
4. This equipment should be under a service contract for regular preventive maintenance and emergency service. The equipment manufacturer's recommendations for inspection and preventive maintenance should be followed.
5. This equipment should either be under a service contract for regular preventive maintenance and emergency service, or in-house staff should be specially trained to provide the required service. The equipment manufacturer's recommendations for inspection and preventive maintenance should be followed in order to maintain warranty and maximize service life of equipment.

Limitations

Reliance On Information Provided by Others

Any estimates or projections Walker provides will be premised upon assumptions provided by the Client. As used herein, an “assumption” is an axiom or proposition which is included in an analysis to project future performance or events and is not a guarantee of performance, or representation of a fact which will eventually exist or be attained or reached. the Client fully understands that Walker must utilize such “assumptions” in order to perform feasibility or other analyses.

Furthermore, the Client fully understands that Walker is not an auditor or a certified public accountant and will not independently review or investigate misrepresentations, fraud, misappropriation, completeness or accuracy of the information or assumptions provided by the Client, its agents, representatives, or others supplying information or data to Walker for its use in performance of the services.

Walker may draw certain assumptions from its past work on other projects of similar or like nature and will do so in a manner consistent with the standard of care within the profession. the Client fully understands that, because of the inherent uncertainty and probable variation of the assumptions, actual results will vary from estimated or projected results and such variations may be material. As such, Walker makes no warranty or representation, express or implied, as to the accuracy of the estimates or projections.

Financial Projections

Walker may compile, from information and assumptions provided by the Client, projections and related prospective statements of income, expenses, and cash flow. the Client is responsible for representation about its plans and expectations and for disclosure of significant information that might affect the services. Walker is not the Client’s investment advisor or advocate. The actual results achieved will vary from the projections and variations may be material.

Changes In Assumptions After Completion of Services

Unforeseen and changed laws, technologies, events, or circumstances may occur after the course of this engagement and completion of services which may render the documents obsolete. Walker has no responsibility to inform the Client about changed circumstances impacting projections and does not have any responsibility to update Documents for events and circumstances occurring after delivery of documents to the Client.

No Third-Party Beneficiary

The Client understands that the documents are prepared for the Client’s internal management use only and that Documents are for the Client’s sole benefit and no third-party beneficiary is implied. The Client agrees to obtain Walker’s prior written permission before distributing a copy of the documents to anyone other than a member of its internal management. If the Client distributes a copy of the documents to any person or entity other than its internal management, the Client fully understands that it does so at its own risk, and Walker assumes no liability or responsibility therefor or the consequences thereof and the Client hereby agrees to indemnify and hold

harmless from and against any and all claims or causes of actions for damages or loss against Walker by such person or entity as a result of said person's alleged reliance on the documents.

Use of Documents

The Client agrees not to use documents in a transaction in which one relies on the accuracy of projections, and Walker assumes no responsibility for the Client's actions in its use of the documents in such transactions. Further, any use of documents for modifications or extensions of the services, new projects, or completion of this project by others, without Walker's specific written consent, will be at the Client's sole risk.

Statute of Limitation

Parties agree that all legal action by one party against the other arising out of this agreement or connected with the services shall be barred and no such claim shall be initiated by either party after four (4) years have passed from the date the documents were delivered to the Client unless applicable statute of limitation sets a shorter period.

Limitation of Remedies

Walker's liability to the Client as a result of acts, errors, or omissions of Walker shall be limited in the aggregate to the fee.

Municipal Financial Advisor

Walker Consultants is not registered with the U.S. Securities and Exchange Commission ("SEC") as a municipal financial advisor. As such, Walker's consultation will be limited to engineering advice based on site and/or economic feasibility; Walker will not be recommending a specific financial structure or vehicle for consideration, nor will Walker recommend a specific financial plan. For those services, the owner/Client should seek counsel from a qualified municipal financial advisor. Any opinions or views provided by Walker are not intended to be, and do not constitute, advice within the meaning of Section 975 of the Dodd-Frank Wall Street Reform and Consumer Protection Act.

Proprietary Information

The information contained in this proposal is confidential, privileged, and only for the Client and may not be shared, published, or redistributed without prior written permission from Walker Consultants.

Limitations

The preparation of projected costs proposed under the scope of services is based on limited information for the conceptual structure construction. The costs provided are based on current economic projections and do not include considerations for deferred maintenance, unknown economic changes, cost inflations, or other factors related to how the facility is operated and maintained.



City of Excelsior Downtown Parking Study

March 17, 2025

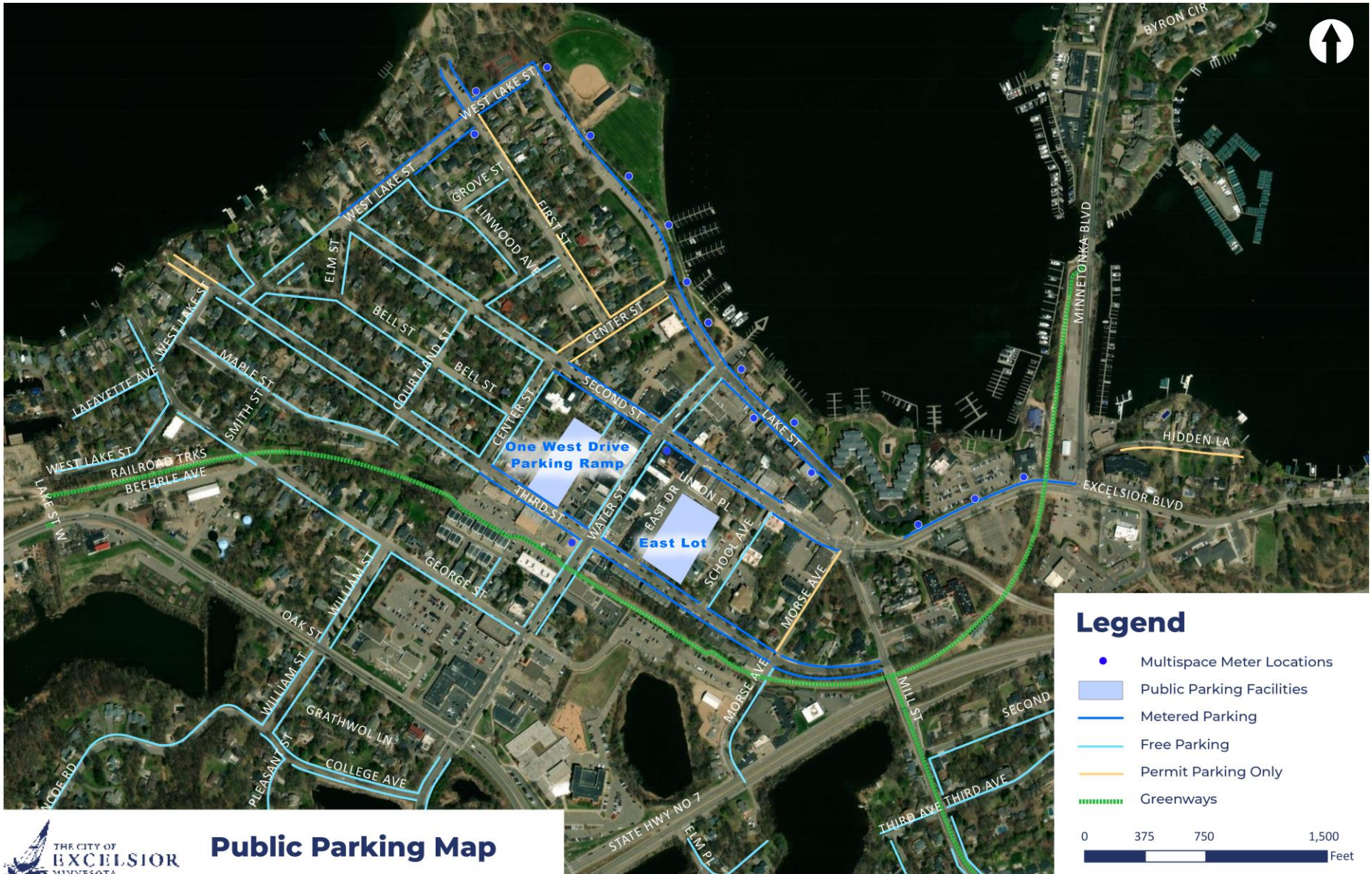




1

Project Overview and Process

PROJECT STUDY AREA



PROJECT SCOPE AND OBJECTIVES

1. Current Conditions Assessment

- Data, policy, and program review
- Parking demand data collection and analysis
- Survey and stakeholder engagement
- Peer and best practice review

2. Scenario Planning and Strategy Development

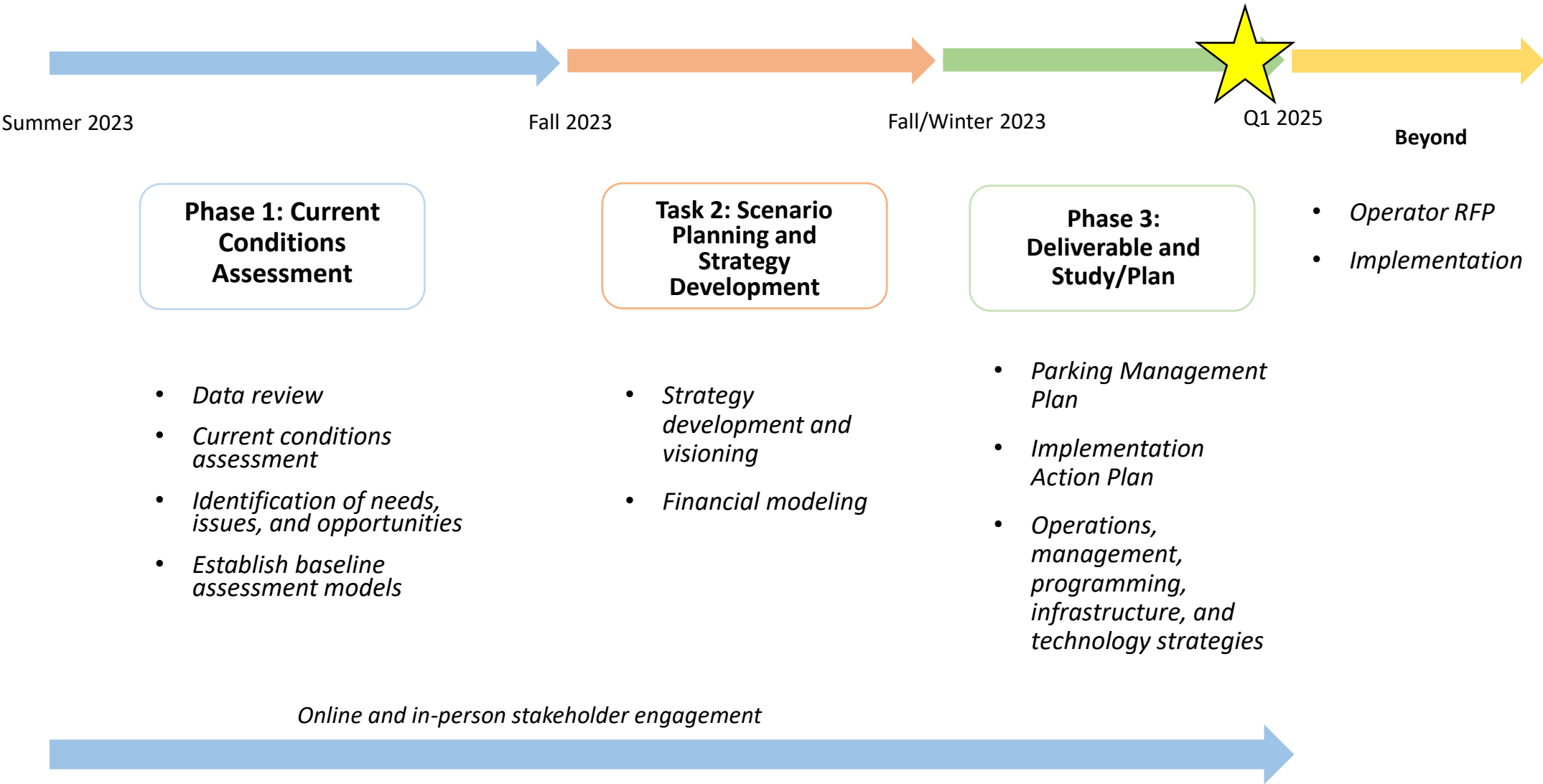
- Future development scenario development and evaluation
- Future parking needs assessment
- Operations, policies, and management changes

3. Parking Study Deliverable

- Parking study and strategic plan



PROJECT SCHEDULE



A photograph of a parking lot with several cars parked in a row. In the background, there is a two-story brick building with a gabled roof and a stop sign. A semi-transparent teal banner is overlaid on the right side of the image, containing the text '2 Parking Management Best Practices'.

2

Parking Management Best Practices

PARKING USER TYPES AND USE CASES

Shorter parking stays

ON-STREET PARKING

- Short-term parking (customers, visitors) (less than 3 hours)
- Resident parking in permit areas
- Passenger and goods pick-up/drop-off /loading/unloading
- Mobility and placemaking: parklets, street dining, bicycle and pedestrian facilities, etc.

Longer parking stays

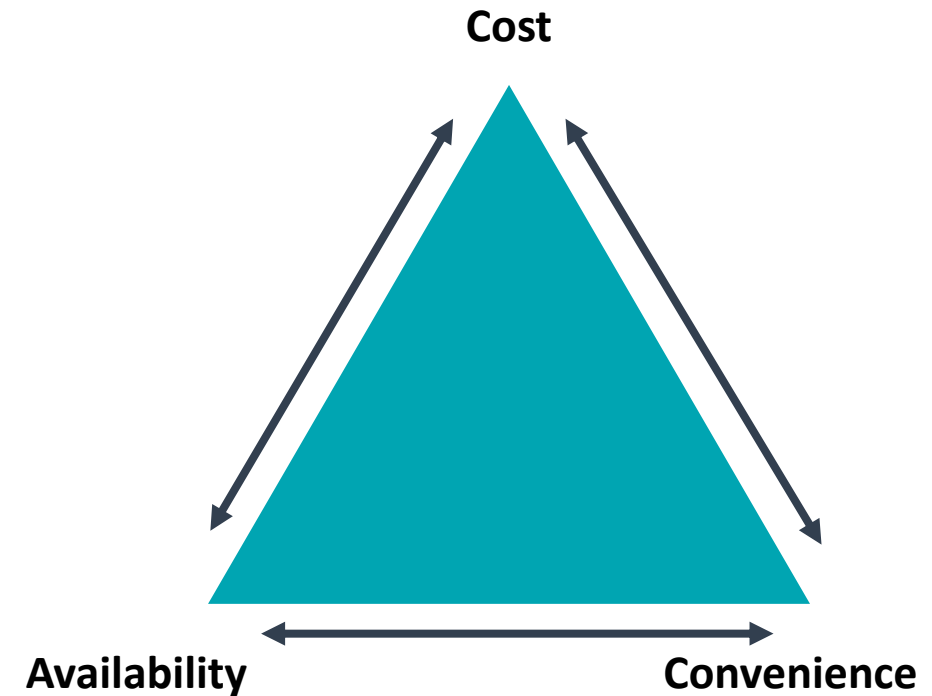
OFF-STREET PARKING

- (Monthly) contract/permit parkers: Reserved and unreserved
 - Employees and residents
- Transient hourly and daily parking (greater than 3 hours)
- Hotel parking
- Event parking
- Other



PARKING MANAGEMENT: USER PREFERENCES

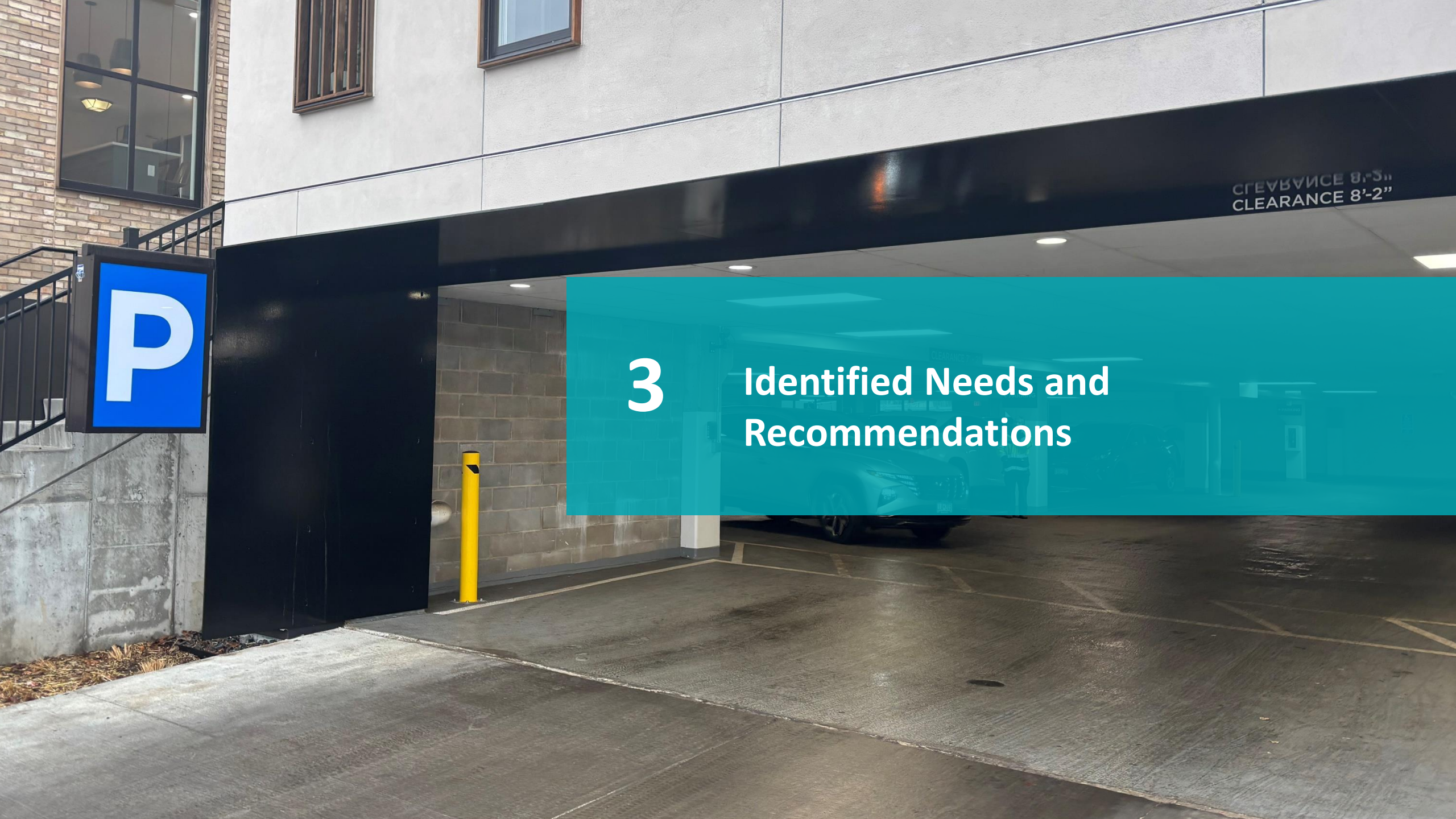
- Desires for parking:
 - Want it to be free;
 - Want it to be always available;
 - Want it to be convenient or proximate to their destination.
- **Typically, only two out of the three can be met simultaneously, depending on the user's preferences and cost/benefit analysis.**
 - Cheap and/or free parking that is very convenient is typically full.
- Goal: Most convenient parking is \$\$\$; Less convenient parking is \$.
- Price parking based on market economics. Provide options and choices.



CORE PRINCIPLES OF PARKING MANAGEMENT

1. **System efficiency:** Balance parking demand and optimize use of the new parking ramp.
2. **Customer service and access:** Accommodate the range of user types. Promote system turnover. Apply consistent by fair enforcement.
3. **System revenue:** Generate enough parking revenue to cover costs, including debt service and capital set-asides. Make the parking program and fund self-sustaining.
4. **Right-size parking supply:** Provide the “right-sized” parking supply and remain current with asset management and maintenance.





3

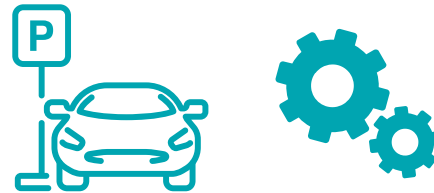
Identified Needs and Recommendations

PARKING OPERATIONS CATEGORIES

**Communications,
Wayfinding, and Marketing**



**Policy, Parking Operations,
and Management**



**Personnel, Organization,
and Community
Engagement**



PARKING SYSTEM EVALUATION



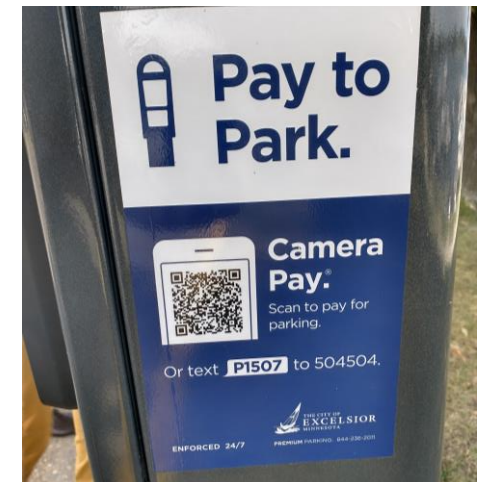
Communications, Wayfinding, and Marketing

Key Takeaways:

1. Hodgepodge and confusion

Critical Needs:

1. Clear recognizable parking brand → recognition and trust
2. Communication and information sharing
3. Emphasis on compliance and the “why”
4. Uniform, streamlined (not cluttered!), and consistent parking signage and communications



CORE STRATEGIES



Communications, Wayfinding, and Marketing

1. Develop and Launch a Brand and Associated Marketing Campaign
2. Develop and Launch an Ongoing Parking-Related Communications and Marketing Campaign
3. Engage with Community Organizations on Branding and Communications

BRANDING AND COMMUNICATIONS



Source: Park Omaha
Example of Branded Signage



Source: Breck Park

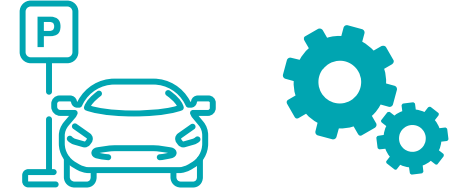




Communications, Wayfinding, and Marketing

1. Conduct an Inventory of Existing Signs and Take Appropriate Action
2. Apply Unified City of Excelsior Brand to All Downtown Parking System Signage
3. Update Parking-Related Signage at Key Locations
4. Design and Install Identification Signs for All Public Parking Facilities
5. Install Pedestrian Directional and Informational Signage at Key Locations

PARKING SYSTEM EVALUATION



Policy, Parking Operations, and Management

Key Takeaways:

1. Cumbersome and inefficient enforcement
2. Demand imbalance
3. Aging technology → maintenance issues and customer frustrations

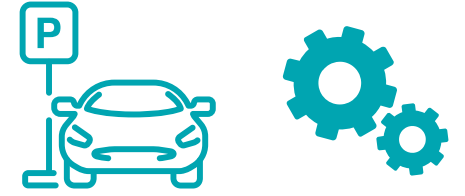
Critical Needs:

1. Clear and intuitive rules and regulations
2. Consistent and fair approach to parking enforcement to gain understanding and compliance
3. Business and employee parking option reform
4. Rate and policy recalibration → balance parking demand: long-term vs. short-term



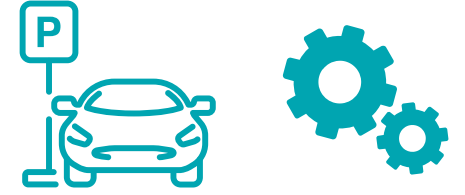
CORE STRATEGIES

Policy, Parking Operations, and Management



1. Procure New Payment Collection and Enforcement Equipment and Software





Policy, Parking Operations, and Management

1. Adopt and Implement a Modified Approach to Downtown Parking Management
2. Reform the Maintenance Fee Program
3. Facilitate and Promote Downtown Shared Parking
4. Implement Best Practices for Event Parking Management
5. Monitor Parking Demand to Continually Assess Parking Needs
6. Seek Public-Private Partnerships to Strategically Add Parking Supply
7. Require a Parking Study with New Downtown Development and Implement Proper Parking Planning Measures



Personnel, Organization, and Community Engagement

Key Takeaways:

1. Small operation, peak loads + new ramp = elevated approach required
2. Solid foundation, but lots of constrained staff time dedicated to the system with uneven results

Critical Needs:

1. Leadership and staffing plan → strategy and operations
2. Customer service, stakeholder engagement, and feedback loop
3. Parking to promote community vitality
4. Sustainable financial plan with new ramp → annual OPEX, CAPEX, debt service



Personnel, Organization, and Community Engagement

1. Procure the Services of a Parking Operator to Standardize Parking Operations, Customer Service, and Enforcement
2. Create a Separate Parking Fund and City Parking System Champion
3. Plan and Budget for Ongoing Parking System Capital Repairs and Maintenance



Personnel, Organization, and Community Engagement

1. Develop a Mission Statement that is Supported Across City Departments
2. Implement a Citizens Parking Committee

QUESTIONS?

Thank you!

MEMORANDUM

Re: 10(a)- Ordinance 681 Registration and Regulation of Cannabis Businesses

Date: March 17, 2025

To: City Council

From: Julia Mullin, Community Development Director,
Theresa Bajda, City Clerk

Background

Ordinance 681 Registration and Regulation of Cannabis Businesses is before you tonight for a second reading and approval. You discussed the ordinance and approved the first reading at your meeting on March 3rd. You requested some changes to the draft and staff has made the following amendments:

1. The maximum buffers allowed by state statute are included in the ordinance: cannabis businesses are prohibited within 1,000 feet of schools, and within 500 feet of day care centers, residential treatment facilities, and attractions within a public park regularly used by minors (for example, a playground, ballfield, pool.) Attached is the zoning map with the buffer areas identified.
2. The So-Hi Playground at 897 Third Avenue is added to the map with the 500' buffer around it. The map illustrates: two schools in Excelsior – Excelsior Elementary and St. John the Baptist Catholic Montessori School; two-day care centers – River Valley Montessori and Child Care and Mis Amigos Preschool; and three “park features” - the playground and ballfield in The Commons and the So-Hi playground.
3. Council directed staff to amend the hours of operation to mimic that of off-sale liquor licensing. As presented in the attached Ordinance, Monday – Saturday hours of 8:00 am – 10:00 pm are consistent with those of our off-sale liquor sales and permitted by state statute. Sunday hours for cannabis retail, as permitted by State Statute, is 10:00 am-9:00 pm. This deviates slightly from that of Sunday off-sale hours in our City Code, which is 11:00 am-6:00 pm.
4. The definitions have been expanded to make the ordinance more user-friendly.
5. Typos have been corrected.

A draft ordinance to amend the zoning code has been noticed for the March 24th Planning Commission meeting. This ordinance will prohibit retail cannabis businesses from locating in the Downtown Commercial district. Pursuant to Sec. 3-3 of the Excelsior zoning ordinance, the Planning Commission will hold a public hearing on the proposed amendment and make a recommendation to the City Council. The ordinance is tentatively scheduled for the Council's April 7th meeting agenda.

Council Action:

Waive second reading and approve Ordinance No. 681 adding a new article XXV to Chapter 10 of the city code regarding registration of cannabis and hemp retail businesses and related regulations.

Attachments:

Ordinance No. 681

Zoning map with proposed buffers

ORDINANCE NO. 681

AN ORDINANCE ADDING A NEW ARTICLE XXV TO CHAPTER 10 OF THE CITY CODE REGARDING REGISTRATION OF CANNABIS AND HEMP BUSINESSES AND RELATED REGULATIONS

The City Council of the City of Excelsior hereby ordains as follows:

Section 1. Chapter 10 of the Excelsior City Code is amended to add the following new Article XXV:

ARTICLE XXV. – REGISTRATION OF CANNABIS AND HEMP BUSINESSES

Sec. 10-1401. – Purpose and Findings.

The City of Excelsior makes the following legislative findings: The purpose of this article is to protect the public health, safety, welfare in the City by implementing regulations pursuant to Minnesota Statutes, chapter 342 related to the registration and regulation of cannabis and hemp businesses within the City. The City finds and concludes that these regulations are appropriate and lawful and are in the public interest and for the public good.

Sec. 10-1402. – Definitions.

The following words, term, and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Adult-use cannabis product. As defined by the Act, meaning a cannabis product that is approved for sale by OCM or is substantially similar to a product approved by OCM. Adult-use cannabis product includes edible cannabis products but does not include medical cannabinoid products or lower-potency hemp edibles.

Applicant. An entity with a license issued by the Office of Cannabis Management that is applying for an initial registration or for registration renewal.

The Act. Minnesota Statutes, Chapter 342, as it may be amended from time to time.

Cannabis business. As defined in the Act, which includes any of the following licensed under the Act: cannabis microbusiness; cannabis mezzobusiness; cannabis cultivator; cannabis manufacturer; cannabis retailer; cannabis wholesaler; cannabis transporter; cannabis testing facility; cannabis event organizer; cannabis delivery service; and medical cannabis combination business.

Cannabis flower. As defined in the Act, meaning the harvested flower, bud, leaves, and stems of a cannabis plant. Cannabis flower includes adult-use cannabis flower and medical cannabis flower.

Cannabis flower does not include cannabis seed, hemp plant parts, or hemp-derived consumer products.

Cannabis product. As defined in the Act, meaning any adult-use cannabis products, including but not limited to edible cannabis products and medical cannabinoid products.

Cannabis retailer. Any person, partnership, firm, corporation, or association, foreign or domestic, that sells cannabis product to a consumer and not for the purpose of resale in any form and is licensed under the Act and required to register with the City under Minnesota Statutes, section 342.22.

Daycare. A location licensed with the Minnesota Department of Human Services to provide the care of a child in a location outside the child's own home for gain or otherwise, on a regular basis, for any part of a 24-hour day.

Hemp-derived consumer product. As defined by the Act, meaning a product intended for human or animal consumption, does not contain cannabis flower or cannabis concentrate, and: (1) contains or consists of hemp plant parts; or (2) contains hemp concentrate or artificially derived cannabinoids in combination with other ingredients. Hemp-derived consumer product does not include artificially derived cannabinoids, lower-potency hemp edibles, hemp-derived topical products, hemp fiber products, or hemp grain.

Lower-potency hemp edible. As defined by the Act, including any product that: is intended to be eaten or consumed as a beverage by humans; contains hemp concentrate or an artificially derived cannabinoid, in combination with food ingredients; is not a drug; does not contain a cannabinoid derived from cannabis plants or cannabis flower; is a type of product approved for sale by OCM or is substantially similar to a product approved by OCM, including but not limited to products that resemble nonalcoholic beverages, candy, and baked goods; and meets either of the requirements in Minnesota Statutes, section 324.01, subd. 50(b).

Lower-potency hemp retailer. Every lower-potency hemp edible retail business that sells lower-potency hemp edibles to consumers and is licensed under the Act and required to register with the City under Minnesota Statutes, section 342.22.

Medical cannabis combination business. A person, cooperative, or business holding a medical cannabis combination business license under the Act and authorized to perform any or all the authorized actions set forth in Minnesota Statutes, section 342.515, as it may be amended from time to time.

OCM. The Office of Cannabis Management.

Park feature. An attraction within a public park that is regularly used by minors, including but not limited to, a playground or athletic field.

Potential licensee. An applicant that has not received a license from the OCM.

School. Any kindergarten, elementary school, middle school, or secondary school as defined by Minnesota Statutes Section 120A.05 or a nonpublic school that must meet the reporting requirements under Minn. Stat. Section 120A.24.

Temporary cannabis event. An event held by an individual or an organization licensed by the State of Minnesota as a Temporary Cannabis Event Organizer, as described in Minnesota Statutes, sections 342.39 and 342.40.

Sec. 10-1403. – Pre-license certification of cannabis businesses.

(a) *Authority to Certify.* The City Manager, or their designee, is authorized to certify whether a proposed Cannabis Business complies with the City’s zoning ordinances and if applicable, with state fire code and building code pursuant to Minnesota Statutes, section 342.13.

(b) *Pre-certification inspections.* Potential licensees are responsible for making all necessary zoning applications prior to the City receiving the request for certification from the OCM. If a potential licensee fails to obtain necessary zoning approvals prior to the City receiving a request for certification, the City will inform the OCM that the potential licensee does not meet zoning and land use laws. If, at the time the City receives a request for zoning certification, there are no further intended alterations to the building where the business is to be conducted, the City will also certify compliance with building and fire code regulations, provided that the potential licensee has obtained inspections prior to the City’s receipt of a request for certification from the OCM. Building and fire code inspections will be valid for 1 year from completion.

(c) *Location.* No Cannabis Business may be located within 1000 feet of a school, or within 500 feet of a daycare or park feature as measured by the shortest line from the property line of the space to be occupied by the potential licensee and the nearest property line of the school, daycare, or park feature.

Sec. 10-1404. – Registration of Retailers.

Retail Registration Required. Before making retail sales to customers or patients, all Cannabis Retailers and Lower-Potency Hemp Retailers must register with the City. Making retail sales to customers or patients without an active registration is prohibited.

Sec. 10-1405. – Cannabis Retailer Registration Limits.

(a) *Cap on Cannabis Retailer Registrations.* The City will issue one (1) cannabis retailer registration in the City. Registrations issued to businesses with a license preapproval from OCM will count toward the City’s registration limit.

(b) *Exceptions.* The following businesses are not subject to the cap on registration under (a) above:

- (1) Businesses operating under a tribal compact entered into under Minnesota Statutes, Section 3.9224 or 3.9228;
- (2) Tribally issued licenses and registrations;
- (3) Lower-Potency Hemp Retailers;
- (4) Medical cannabis combination businesses; and
- (5) Municipal cannabis business.

Sec. 10-1406. – Processing registration.

(a) *First-come, first-served.* Applications for registration will be processed on a first-come, first-served basis based on the City receiving a complete application and payment of all fees.

(b) *Complete applications.* Applications will be considered complete when all materials in section 10-1405 are received by the City and include all required information.

(c) *Date of pre-licensing certification.* The date a pre-licensing certification under section 10-1403 is issued will have no impact on the applicant's registration processing and is not an indication that the cap on registrations has not been met.

Sec. 10-1407. – Application for Registration.

(a) *Application.* All applicants for initial registration or renewal registration must submit a registration application provided by the City. The form may be amended from time to time by the City, but must include or be accompanied by:

- (1) Name of the property owner;
- (2) Name, address, email address, telephone number, and date of birth of the applicant;
- (3) Address and parcel ID for the property for which the registration is sought;
- (4) Certification that the applicant complies with the requirements of this article;
- (5) The following fees, as established in the City's fee schedule, at the time of initial application and prior to the City's consideration of any renewal application:
 - (a) At the time of initial registration: An initial registration fee. The initial registration fee will pay for the costs of registration and the cost of the first year of operation.
 - (b) The renewal fee for the second year of operation.
 - (c) At the time of the first annual renewal (prior to the second year of operation), no fee will be due.

- (d) At the time of the second annual renewal, and each year thereafter, the renewal fee must be paid prior to the City issuing any renewal registration.
 - (6) A copy of a valid state license or written notice of OCM license preapproval; and
 - (7) Acknowledgement that all property taxes and assessments are current at the location where the retail establishment is located.
- (b) *Fees non-refundable.* Initial registration fees and renewal registration fees are nonrefundable.

Sec. 10-1408. – Preliminary compliance check.

Initial Cannabis Retailer or Lower-Potency Hemp Retailer registration shall not be issued unless, prior to opening for operations following approval of an application for initial registration, the applicant has passed a preliminary compliance check conducted by the City to ensure compliance with this article and any other regulations established pursuant to Minnesota Statutes, section 342.13.

Sec. 10-1409. – Basis for denial of registration.

(a) *Basis to Deny Registration.* The City shall not issue a registration or renewal for any Cannabis Retailer or Lower-Potency Hemp Retailer if any of the following conditions are true:

- (1) The applicant has not submitted a complete application.
- (2) The applicant does not comply with the requirements of this article.
- (3) The applicant does not comply with applicable zoning and land use regulations.
- (4) If applicable, the applicant is found to not comply with the requirements of the Act, this article, the building code, or the fire code at the preliminary compliance check.
- (5) If applicable, the maximum number of registrations, pursuant to section 10-1405 have been issued by the City.
- (6) The applicant does not have a valid license from the OCM.
- (7) The applicant is not current on all property taxes and assessments at the location where the retail establishment is located.

Sec. 10-1410. – Issuance of registration or renewal.

The City shall issue the registration or renewal if the applicant meets the requirements of this chapter, including that none of the reasons for denial in section 10-1407 are true.

Sec. 10-1411. – Registration nontransferable.

A registration is not transferable to another person, entity, or location.

Sec. 10-1412. – Enforcement.

(a) *Generally.* The City Council may impose a fine or suspend a registration on a finding that the registered business has failed to comply with an applicable statute, regulation, or ordinance, including a violation of this article.

(b) *Notice and Right to Hearing.* Prior to imposing a fine or suspending any registration, the City shall provide the registered business with written notice of the alleged violations and inform the registered business of its right to a hearing on the alleged violation.

(c) *Delivery of Notice.* Notice shall be delivered in person or by regular mail to the address of the registered business and shall inform the registered business of its right to a hearing. The notice will indicate that a written response must be submitted within ten (10) days of receipt of the notice, or the right to a hearing will be waived.

(d) *Council Hearing.* Provided a timely request for a hearing is submitted by the registered business, the City Council will hold a hearing before taking final action to fine or suspend a registration. The City Council shall give due regard to the frequency and seriousness of the violations, the ease with which such violations could have been cured or avoided and good faith efforts to comply and shall issue a decision to fine or suspend the registration only upon written findings.

(e) *Council Action.* If a timely request for a hearing is not received, the matter shall be submitted to the City Council for imposition of the fine or suspension.

(f) *Emergency.* If, in the discretion of the City's chief law enforcement officer, or their designee, a registered business poses an imminent threat to the health or safety of the public, the City may immediately suspend the registration and provide notice of the right to hold a subsequent hearing as prescribed in this section.

(g) *Reinstatement.* The City may reinstate a registration if it determines that the violations have been resolved. The City shall reinstate the registration if the OCM determines the violations have been resolved.

(h) *Report to OCM.* All enforcement actions will be reported to the OCM.

Sec. 10-1411. – Penalties.

(a) *Misdemeanor.* Any person who violates this article is guilty of a misdemeanor and, upon conviction, is subject to a fine and imprisonment as prescribed by state law. Each day each violation continues or exists, constitutes a separate offense.

(b) *Civil Penalty.* The City may impose a civil penalty, as authorized by Minnesota Statutes, section 342.22, of up to \$2,000 for each violation of this article.

(c) *Action Against Business License.* Violation of this article shall be grounds for enforcement against any business license issued by the City of Excelsior.

Sec. 10-1412. – Cannabis business operating regulations.

(a) *Compliance Checks.* The City shall complete, at a minimum, one compliance check per calendar year of every registered Cannabis Retailer business to assess if the business meets age verification requirements, as required under Minnesota Statutes, section 342.22, subd. 4(b) and this article. Any failures under this article are a basis for enforcement action and must be reported to the OCM.

(b) *Hours of Operation.* Cannabis businesses are limited to retail sale of cannabis, cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products to between the hours of 8:00 a.m. and 10:00 p.m. Monday through Saturday, and 10:00 a.m. and 9:00 p.m. on Sunday.

(c) *Display of License and Registration.* All licenses and registrations must be posted and displayed in plain view of the general public on the premises.

(d) *Advertising.* Signage is subject to the City's sign code, Appendix E, Article 24 of this Code, with the addition of the following: Cannabis businesses are permitted to erect up to two fixed signs on the exterior of the building or property of the business.

Sec. 10-1413. – Lower-potency hemp retailer operating regulations.

(a) *Compliance Checks.* The City shall complete at minimum one compliance check per calendar year of every registered Lower-potency Hemp Retailer business to assess if the business meets age verification requirements, as required under Minnesota Statutes, section 342.22, subd. 4(b) and this article. Any failures under this article are a basis for enforcement action and must be reported to the OCM.

(b) *Display of License and Registration.* All licenses and registrations must be posted and displayed in plain view of the general public on the premises.

(c) *Advertising.* Signage is subject to the City's sign code, Appendix E, Article 24 of this Code.

Sec. 10-1414. – Temporary Cannabis events.

(a) *Special Event Permit Required.* Prior to holding a Temporary Cannabis Event, any cannabis event organizer with a license from the OCM must obtain a special event permit from the City and follow all regulations under Chapter 10, Article XIV of this Code.

(b) *Other Requirements.* In addition to the requirements for special events under Chapter 10, Article XIV, all Temporary Cannabis Events must meet the following requirements:

- (1) The event organizer must provide to the City a complete copy of the cannabis event license application submitted to OCM pursuant to Minnesota Statutes, section 342.39, subd. 2.
- (2) If held outdoors, events are subject to location restrictions applicable to cannabis and hemp businesses in section 10-1403(c).
- (3) All Temporary Cannabis Events must follow all requirements of Minnesota Statutes, chapter 342, as it may be amended from time to time, and all requirements of the temporary cannabis event organizer license issued by the OCM.

Sec. 2. This Ordinance is effective in accordance with Section 3.06 of the Excelsior City Charter.

Adopted by the Council of the City of Excelsior, Minnesota, this 17th day of March 2025.

Gary Ringate, Mayor

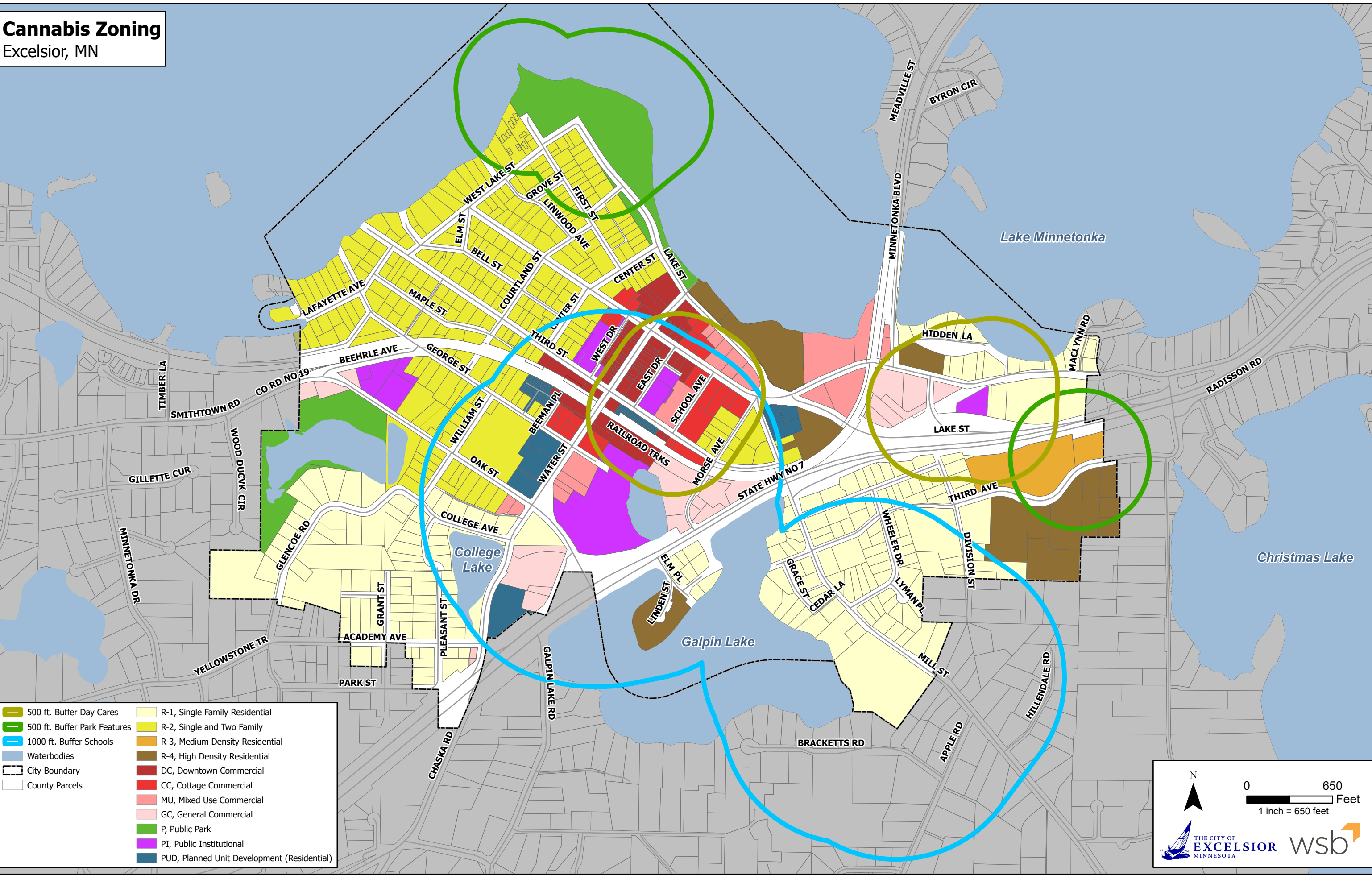
ATTEST:

Theresa Bajda, City Clerk

Kristi Luger, City Manager

First Reading of Ordinance: March 3, 2025
Second Reading and Adoption: March 17, 2025
Publication of Ordinance: March 27, 2025
Effective Date: April 29, 2025

Cannabis Zoning
Excelsior, MN



- | | |
|------------------------------|---|
| 500 ft. Buffer Day Cares | R-1, Single Family Residential |
| 500 ft. Buffer Park Features | R-2, Single and Two Family |
| 1000 ft. Buffer Schools | R-3, Medium Density Residential |
| Waterbodies | R-4, High Density Residential |
| City Boundary | DC, Downtown Commercial |
| County Parcels | CC, Cottage Commercial |
| | MU, Mixed Use Commercial |
| | GC, General Commercial |
| | P, Public Park |
| | PI, Public Institutional |
| | PUD, Planned Unit Development (Residential) |

N

0 650 Feet

1 inch = 650 feet

THE CITY OF
EXCELSIOR
MINNESOTA

wsb



MEMORANDUM

10(b) –Resolution 2025-21 abbreviated

Re: publication Ordinance 681

Date: March 17, 2025

To: City Council

From: Theresa Bajda, City Clerk

Ordinance 681 adding a new article XXV to Chapter 10 of the City Code related to the registration of cannabis and hemp businesses was presented for a first reading at the March 3, 2025 meeting. The second reading and adoption are on the March 17, 2025 agenda. If approved, staff request Council review and approve an abbreviated publication or Ordinance 681 which will be published in the City's official newspaper (Sun Sailor).

Consistent with Minnesota Statute, Section 412.191, Subd. 4, City Council may approve an abbreviated publication of ordinances in the case of lengthy ordinances or ones that include charts or maps.

Council Action: Approve resolution 2025-21 and publication of an abbreviated Ordinance 681 by title and summary.

Attachments: Resolution 2025-21

CITY OF EXCELSIOR
CITY COUNCIL
RESOLUTION NO. 2025-21

RESOLUTION APPROVING PUBLICATION OF ORDINANCE NUMBER 681 BY TITLE AND SUMMARY

WHEREAS, on March 17, 2025, the City Council of the City of Excelsior adopted Ordinance No. 681 adding a new article XXV to Chapter 10 of the Excelsior City Code related to Businesses; and

WHEREAS, Minnesota Statutes, § 412.191, subd. 4 allows publication by title and summary in the case of lengthy ordinances or those containing charts or maps; and

WHEREAS, the verbatim text of the ordinance is lengthy and the expense of publication of the complete text is not justified; and

WHEREAS, the following summary clearly informs the public of the intent and effect of the ordinance.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Excelsior that the following summary is approved for official publication:

SUMMARY PUBLICATION

ORDINANCE NO. 681

**AN ORDINANCE ADDING A NEW ARTICLE XXV TO CHAPTER 10 OF THE CITY CODE REGARDING
REGISTRATION OF CANNABIS AND HEMP BUSINESSES AND RELATED REGULATIONS**

On March 17, 2025, the Excelsior City Council adopted Ordinance No. 681, the title of which is stated above. The purpose of the ordinance is to add a new article to Chapter 10 of the Excelsior City Code to establish regulations pursuant to Minnesota Statutes, Chapter 342 related to the registration and regulation of cannabis and hemp businesses within the City.

BE IT FURTHER RESOLVED, the city clerk is directed to publish Ordinance No. 681 by title and summary, pursuant to Minnesota Statutes, section 412.191, subdivision 4 and maintain a full copy of the ordinance for public viewing at the Excelsior city office, 350 Highway 7, Suite 230, Excelsior, MN 55331.

Adopted by the City Council of the City of Excelsior, Minnesota, this 17th day of March 2025.

Gary Ringate, Mayor

ATTEST:

Theresa Bajda, City Clerk

Kristi Luger, City Manager

MEMORANDUM

13(a)- The Commons Ballfield Improvement
Project – Awarding bid and project approval

Re:

Date: March 17, 2025

To: City Council

From: Tim Amundsen, Public Works Director

Construction documents for The Commons Ballfield Improvements project were approved in December 2024 and the advertisement for bids was authorized by Council at the January 6, 2025 meeting. The Commons Ballfield Improvements project was intended to be completed in two phases. Phase I of the project is the installation of a new ballfield lighting system and Phase II was termed as the field improvements and additional site-specific items to include the lower tier adjacent to the plaza and ballfield, the upper tier, rain garden and planting areas, sidewalks, and storage. Council previously approved a contract for ballfield lighting as Phase I. The Commons Ballfield Improvement Project bid addressed Phase II components.

Approving Bid for Construction of Phase II Ballfield Improvements

Attached is a memo from HKGi that summarizes results of the February 25, 2025 bid opening. Six (6) bids were received. Sunram Construction, Inc. was the low base bid of \$938,203. HKGi contacted Sunram Construction and verified that they have a thorough understanding of the project conditions and requirements. HKGi and City staff recommend award of the base bid of \$938,203 to Sunram Construction. Following the award of the bid, City staff and HKGi will coordinate a construction schedule with Sunram Construction and notify organizations that utilize the ballfield.

Proposed Construction Administration Tasks

Per the attached memo, HKGi will provide construction administration for the City of Excelsior as per industry norms, including weekly observation and administration through the construction process. Working with civil engineering partner, Solution Blue Inc., key tasks include:

- Organize a preconstruction meeting
 - Lines of communication
 - Review Sunram construction schedule & sequence of work
 - Irrigation & historic WPA seating coordination
- Review construction submittals
- Review substitution requests and provide recommendations
- Prepare weekly construction observation reports
- Respond to contractor requests for information (RFI)
- Review and provide recommendations on potential proposal requests (PR) and change orders (CO)
- Provide recommendation on pay requests
- Provide substantial completion and warranty walk throughs and punch lists
- Supply the city with as-built drawings

HKGi is proposing 128 hours for these tasks for a not to exceed fee of \$19,200. If additional hours are required, services will be provided at an hourly rate base on their fee schedule.

Phase II Proposed Project Scope Cost:

The chart below represents the proposed project scope of costs for phase II of The Commons Ballfield project. This includes the installation of the main project by Sunram plus irrigation installation, site furnishings, construction administration and observation by HKGi and Solution Blue, a testing allowance for concrete and compaction, and the WPA seating restoration work. Staff are including the higher estimate in the assumptions for the WPA seating work and will work to lower that number following onsite meetings with competent masonry contractors. The WPA seating work will be completed in early summer in preparation for the main project installation.

Project Scope under Consideration 3/17

Installation of Main Ballfield Project	\$	938,203.00
Irrigation and New Controller Installation	\$	43,392.72
Site Furnishings by Owner Allowance	\$	15,000.00
HKGi and Solution Blue Construction Administration and Observation	\$	19,200.00
Testing Allowance	\$	12,000.00
WPA Seating Restoration	\$	80,000.00
Project Contingency (15%)	\$	166,169.36
Total	\$	1,273,965.08

The total project cost for Council consideration at the March 17th meeting to complete the project in total, with 15% project contingency for unforeseen conditions, is \$1,273,965.08.

Total Ballfield Improvement Project Costs (Phase I and Phase II):

An analysis of the total project costs for the design, lighting, WPA seating and the above project scope is also attached to this memo. The total cost of the project incorporating all elements is \$1,643,472.95. The original total project cost was anticipated from early estimates to be \$2,150,000.

Ballfield Project Funding

The project's financing will utilize the remaining sales tax funds estimated at approximately \$1 million. The balance of the project cost will be funded through bonding. Options include extending the existing sales tax bond or issuing a Tax Increment Financing (TIF) bond with sales tax revenues dedicated to debt repayment.

Council Action:

- 1) Approve resolution 2025-22 accepting bid and awarding a construction contract for The Commons Ballfield construction project to Sunram Construction an amount of \$938,203.
- 2) Approve resolution 2025-23 authorizing professional services agreement with HKGi for construction administration
- 3) Approve the total project costs to include all elements of phase II with a 15% project contingency, construction administration, irrigation, and the WPA seating for \$1,273,965.08.

Attachments:

1. Resolution 2025-22, accepting bids and awarding construction contract to Sunram Construction, Inc.
2. Memorandum from HKGi- Contract Award Recommendation
3. Resolution 2025-23, approving professional services proposal from HKGi
4. Memorandum from HKGI – Construction Administration
5. Total Cost of Ballfield Project analysis

CITY OF EXCELSIOR
CITY COUNCIL
RESOLUTION NO. 2025-22

**RESOLUTION ACCEPTING BID AND AUTHORIZING THE AWARD OF CONTRACT FOR THE COMMONS
BALLFIELD IMPROVEMENT PROJECT IN THE CITY OF EXCELSIOR IN THE AMOUNT OF \$938,203.00**

WHEREAS, pursuant to an advertisement for bids for City Project No. 2025-01- The Commons Ballfield Improvement Project, bids were received, opened on February 25, 2025 at 2:00 p.m., via on-line bidding, read aloud, and tabulated according to law; and

WHEREAS, the following bids were received complying with the advertisement:

CONTRACTOR	BASE BID
Sunram Construction, Inc.	\$938,203.00
Blackstone Contractors LLC	\$1,152,452.24
Urban Companies	\$1,158,715.00
New Look Contracting, Inc.	\$1,194,834.75
Peterson Companies	\$1,044,171.65
Brennan Construction of MN, Inc.	\$1,127,000.00

WHEREAS, Sunram Construction, Inc. is the lowest responsive bidder for a total base bid amount of \$938,203.00.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Excelsior, Minnesota, that the Mayor and City Manager are hereby authorized and directed to enter a contract with Sunram Construction, Inc. in the name of the City of Excelsior, for the City Project No. 2025-01 – The Commons Ballfield Improvement Project according to the plans and specifications approved by the City Council and on file at the office of the City Clerk.

Adopted by the City Council of the City of Excelsior, Minnesota, this 17th day of March 2025.

Gary Ringate, Mayor

ATTEST:

Theresa Bajda, City Clerk

Kristi Luger, City Manager

Memorandum



To: Tim Amundsen, Public Works Director
From: Amy Bower, Project Landscape Architect
Subject: Excelsior Commons Ballfield Improvements – Contract Award Recommendation
Date: March 11, 2025

The bid for the Excelsior Commons Ballfield Improvements Project was opened on Tuesday, February 25th. Six bids were received.

HKGI recommends project award to Sunram Construction Inc., for a Base Bid of \$938,203.00. Recommendation is based on the following;

1. Sunram Construction Inc., submitted the lowest price for the Base Bid.
2. Sunram Construction Inc., pricing for the Base Bid is within a reasonable cost range.
3. Sunram Construction Inc., has years of experience for quality site construction work, including many successful park and recreation projects.
4. A bid opening follow up phone conversation with Ryan Sunram of Sunram Construction Inc., about the project demonstrated they had a thorough understanding of project conditions and requirements.

Feel free to call us with any questions.

Amy Bower, PLA (MN)

Landscape Architect

612-703-2358 | amy@hkgi.com

CITY OF EXCELSIOR
CITY COUNCIL
RESOLUTION NO. 2025-23

**RESOLUTION AUTHORIZING EXECUTION OF A PROFESSIONAL SERVICES AGREEMENT WITH
HOISINGTON KOEGLER GROUP INC. IN THE AMOUNT OF \$19,200**

WHEREAS, on March 17, 2025 the City Council of the City of Excelsior awarded a contract for The Commons Ballfields Improvement Project ("Project"); and

WHEREAS, the size and complexity of the Project will require the City of Excelsior ("City") to have a representative/construction manager in the field to ensure the work proceeds according to the schedule and plans; and

WHEREAS, recognizing the need for an owner's representative/construction manager in the field, the City sought a written proposal from Hoisington Koegler Group Inc. ("HKGi") to provide observation and administration through the construction process.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Excelsior, Minnesota, that the City Manager is hereby authorized and directed to execute professional services agreement with HKGi, in the name of the City of Excelsior, for construction administration related to The Commons Ballfield Improvement Project in an amount not to exceed \$19,200.

Adopted by the City Council of the City of Excelsior, Minnesota, this 17th day of March 2025.

Gary Ringate, Mayor

ATTEST:

Theresa Bajda, City Clerk

Kristi Luger, City Manager

March 12, 2025

Tim Amundsen, Public Works Director, City of Excelsior
Kristi Luger, City Administrator, City of Excelsior
350 Highway 7, Suite 230, Excelsior, MN 55331

RE: Excelsior Commons – Construction Administration

Dear Tim and Kristi:

Thank you for the continuing opportunity to help Excelsior realize the vision for an updated Commons Ballfield. The HKGi team is pleased to submit this proposal outlining our approach to supporting the city with construction administration and construction observation services. This proposal is based on our understanding of the City's desires for a thorough construction observation and administration process during the anticipated late summer/early fall construction window identified.

Proposed Construction Administration Tasks

HKGi will act as the City of Excelsior's agent as per industry norms and provide weekly observation and administration through the construction process. Working with civil engineering partner, Solution Blue Inc., key tasks for the construction observation and administration will include:

Key Tasks:

- » Organize a preconstruction meeting
 - Lines of communication
 - Review Sunram construction schedule & sequence of work
 - Irrigation & historic seat wall coordination
- » Review construction submittals
- » Review substitution requests and provide recommendations
- » Prepare weekly construction observation reports
- » Respond to contractor requests for information (RFI)
- » Review and provide recommendations on potential proposal requests (PR) and change orders (CO)
- » Provide recommendation on pay requests
- » Provide substantial completion and warranty walk throughs and punch lists
- » Supply the city with as-built drawings

For the above tasks, the HKGi team is anticipating the following tasks/hours:

Preparation and attendance at preconstruction meeting	8 Hours
HKGi and Solution Blue review of submittals	28 Hours
Weekly Site Visits (12)	48 Hours
Additional Site Visits (4) at key points	16 Hours
Review of Pay Applications, RFIs, PRs, COs	16 Hours
Punch List Site Visit, Documentation, As Built Drawings	12 Hours

Total Hours	128 Hours
--------------------	------------------



We will bill these services hourly, for a not to exceed fee of \$19,200. If the City desires the HKGi team complete tasks outside of those outlined above, we can provide additional services on an hourly basis, based on our team's individual 2025 hourly rate schedules.

We are excited to see this project come to life and appreciate the opportunity to see it through construction. Please don't hesitate to reach out if you have any questions.

Thank you,

A handwritten signature in black ink, appearing to read 'Bryan Harjes'.

Bryan Harjes, PLA (MN)
President, HKGi

A handwritten signature in black ink, appearing to read 'Kevin Clarke'.

Kevin Clarke
Associate, HKGi

Accepted by:

Kristi Luger
City Manager, City of Excelsior

Date

Project to Date	
Design, Stakeholder Meetings, and Bidding	
HKGi SB initial contract	\$ 61,800
Stakeholder Meetings add on	\$ 19,833
Bidding add on	\$ 12,640
	\$ 94,273.00
Lighting	
Sports Lighting Authority	\$ 13,275.00
Geotech Report by Kilo Engineering	\$ 6,850.00
Purchase Light Fixtures and Poles from Musco	\$ 129,000.00
Boring of Conduit by MP Nexlevel	\$ 12,925.40
Installation of Lights by Killmer	\$ 98,570.00
	\$ 260,620.40
Historic Wall Considerations	
Mackdonald & Mack Historic Report for Seating	\$ 7,414.47
Historic Wall Materials Condition Exploration Work	\$ 7,200.00
	\$ 14,614.47
Project to Date	\$ 369,507.87
Project Scope under Consideration 3/17	
Installation of Main Ballfield Project	\$ 938,203.00
Irrigation and New Controller Installation	\$ 43,392.72
Site Furnishings by Owner Allowance	\$ 15,000.00
HKGi and Solution Blue Construction Administration and Observation	\$ 19,200.00
Testing Allowance	\$ 12,000.00
WPA Seating Restoration	\$ 80,000.00
Project Contingency (15%)	\$ 166,169.36
Total	\$ 1,273,965.08
Anticipated Total Project Cost	\$ 1,643,472.95

MEMORANDUM

13(b) –City Commission Appointments

Re: _____

Date: March 17, 2025

To: City Council

From: Theresa Bajda, City Clerk

At the February 10, 2025 City Council meeting, Councilmembers were appointed to interview Commissioners seeking re-appointment and any new applicants for all three City Commissions.

Parks and Recreation Commission: Caron/Tyler

Heritage Preservation Commission: O'Hanlon/Bildsoe

Planning Commission: Ringate/Bildsoe

Additionally, Councilmembers moved to extend the term for Commissioners seeking re-appointment through the end of March 2025 to allow time for interviews/application intake.

Heritage Preservation Commission (HPC)

Three Heritage Preservation Commission (HPC) appointments require Council action. Two appointments, Dan Brattland's and Anne Mark's expired February 29, 2024, however they are currently serving on the HPC and desire to continue service. The third appointment, Tim Caron's, expired February 2025. Tim has expressed interest in continuing service for two years. Staff discussed the following terms with these Commissioners prior to the February 10th Council meeting:

- Tim Caron be re-appointed to fill the two-year term held by Dan Brattland (ending February 29, 2027)
- Dan Brattland be re-appointed to fill a full three-year term (ending February 29, 2028)
- Anne Marke be re-appointed to fill the remaining two-year term (ending February 29, 2027)

No new applications for the HPC have been received by staff.

Councilmembers O'Hanlon and Bildsoe recommended re-appointment of all three Commissioners as described above to the City Clerk.

Parks and Recreation Commission (PNR)

Roy Pike did not seek re-appointment, creating one vacancy on the PNR (March 25-February 28). Anne Vogel seeks re-appointment for an additional three-year term (March 25-February 28). Two applications to the PNR were received by staff. Candidates were interviewed by Councilmembers Caron and Tyler.

Councilmembers Tyler and Caron will provide feedback at the March 17, 2025 meeting for discussion.

Planning Commission (PC)

Kara Tyler seeks re-appointment for an additional three-year term (March 2025-February 2028).

There are two vacancies on the PC and staff received two applications from interested Excelsior residents.

- 1) March 2025-February 2028 (previously Bruce Noll)
- 2) Present – February 2026 (previously Tim Bildsoe)

Mayor Ringate and Councilmember Bildsoe conducted interviews with Kara Tyler and the two applicants seeking appointment and made a recommendation to the City Clerk to re-appoint Kara Tyler and the two Excelsior residents who applied.

Council Action: Approve re-appointments and new appointments as follows and direct City Clerk to administer the oath of office prior to March Commission meetings.

- Tim Caron re-appointed to HPC – term ending February 29, 2027.
- Anne Marke re-appointed to HPC – term ending February 29, 2027.
- Dan Brattland re-appointed to HPC – term ending February 29, 2028.

- Kara Tyler re-appointed to PC - term ending February 29, 2028.
- Excelsior Resident, Jeff Malsam, be appointed to PC for term ending February 29, 2028 (filling Bruce Knoll vacancy)
- Excelsior Resident, JoAnna Hansen, be appointed to PC for term ending February 29, 2026 (filling Tim Bildsoe Vacancy)
**These new appointments were made based on the order of vacancy created and new application submission date.*

- Appointments to Planning Commission based on recommendation of Councilmembers Caron and Tyler and Council discussion.

Attachments:

Commission Term Chart (for reference)

Period	Commission 1	Commission 2	Commission 3	Commission 4	Commission 5	Commission 6	Commission 7
3/1/2019-2/29/2020							
3/1/2020-2/29/2021							
3/1/2021-2/29/2022							
3/1/2022-2/29/2023		Roy Pike	Anne Vogel				
3/1/2023-2/29/2024		Roy Pike	Anne Vogel	Nathan Schmidt	Leigh Smith		
3/1/2024-2/29/2025	Keri Sobiech	Roy Pike (not seeking re-appointment)	Anne Vogel (seeks re-appointment)	Nathan Schmidt	Leigh Smith	Diane Bolles	Tom Wolfe
3/1/2025-2/29/2026	Keri Sobiech	Vacancy	Vacancy	Nathan Schmidt	Leigh Smith	Diane Bolles	Tom Wolfe
3/1/2026 - 2/29/2027	Keri Sobiech	Vacancy	Vacancy	Vacancy	Vacancy	Diane Bolles	Tom Wolfe
3/1/2027-2/29/2028	Vacancy	Vacancy	Vacancy	Vacancy	Vacancy	Vacancy	Vacancy
3/1/2028-2/29/2029	Vacancy			Vacancy	Vacancy	Vacancy	Vacancy
3/1/2029-2/29/2030	Vacancy					Vacancy	Vacancy
3/1/2030-2/29/2031							
		Parks and Recreation Commission - 7 Members					

Period	Commission 1	Commission 2	Commission 3	Commission 4	Commission 5)	Commission 6	Commission 7
3/1/2019-2/29/2020							
3/1/2020-2/29/2021							
3/1/2021-2/29/2022							
3/1/2022-2/29/2023	Andrew Punch (April 2022)	Kara Tyler (April 2022)					Bruce Noll
3/1/2023-2/29/2024	Andrew Punch	Kara Tyler	Tim Bildsoe (Feb 2023)	Matt Neale (August 2023)			Bruce Noll
3/1/2024-2/29/2025	Andrew Punch (resigned Dec. 24)	Kara Tyler (seeks re-appointment)	Tim Bildsoe *elected to Council/vacancy Jan. 2025	Matt Neale	Heather Johnson (March 2024)	Bill Muenzberg	Bruce Noll (resigned March 2024)
3/1/2025-2/29/2026	Mitch Day	Vacancy	Vacancy	Matt Neale	Heather Johnson	Bill Muenzberg	Vacancy
3/1/2026 - 2/29/2027	Mitch Day	Vacancy	Vacancy	Vacancy	Heather Johnson	Bill Muenzberg	Vacancy
3/1/2027-2/29/2028	Mitch Day	Vacancy	Vacancy	Vacancy	Vacancy	Vacancy	Vacancy
3/1/2028-2/29/2029			Vacancy	Vacancy	Vacancy	Vacancy	
3/1/2029-2/29/2030					Vacancy	Vacancy	
3/1/2030-2/29/2031							
		Planning Commission - 7 Member					

Period	Commission 1 (appointment)	Commission 2 (appointment)	Commission 3 (appointment)	Commission 4 (appointment)	Commission 5 (appointment)
3/1/2019-2/29/2020					
3/1/2020-2/29/2021					
3/1/2021-2/29/2022				Dan Brattland (Dec. 2021)	Salita
3/1/2022-2/29/2023	Tim Caron			Dan Brattland	Salita
3/1/2023-2/29/2024	Tim Caron	Tim Gephart (Feb. 2023)	Rick Dahlstrom (Feb. 2023)	Dan Brattland (seeks re-appointment)	Anne Mark (January 2023) - Seeks reappointment
3/1/2024-2/29/2025	Tim Caron (seeks re-appointment 2 years)	Tim Gephart	Rick Dahlstrom	Vacancy	Vacancy
3/1/2025-2/29/2026	Vacancy	Tim Gephart	Rick Dahlstrom	Vacancy	Vacancy
3/1/2026 - 2/29/2027	Vacancy	Vacancy	Vacancy	Vacancy	Vacancy
3/1/2027-2/29/2028	Vacancy	Vacancy	Vacancy		
3/1/2028-2/29/2029		Vacancy	Vacancy		
3/1/2029-2/29/2030					
3/1/2030-2/29/2031					
	Heritage Preservation Commission - 5 Member				