

City of Excelsior  
City Council Work Session

Agenda

Monday, January 3, 2022

5:30 P.M.

(Please Note: Times Listed Are Approximate)

1. Call to Order/Roll Call
2. Agenda Approval
3. 2022 Objectives
4. Adjournment

Note:

The purpose of a Work Session is for the Council to discuss matters informally and in greater detail than is allowed at formal Council meetings. All meetings of the Council including Work Sessions will be open to the public. While the privilege of participating in these discussions is generally limited to the Council, staff, and consultants, the Mayor may open a discussion from the floor.



# MEMORANDUM

Work Session Item 3

**Re:** 2022 Objectives

**Date:** January 3, 2022

**To:** City Council

**From:** Kristi Luger, City Manager

Last year, the Council established their annual goals in February and then revisited them in June. With several of the items incomplete, staff is recommending that the Council not undertake the traditional goal setting process and instead refine their current list of objectives. Included in the packet is the fourth quarter overview of the City objectives. As a reminder, a color code is used to rate the quarterly progress made on each item:

- Red – progress on the item is at less than 25% and work has not started
- Orange – progress on the item is at 25%-49% and work has started
- Yellow – progress on the item is at 50%-75% and work is well underway
- Green – progress on the item is at 76%-99% and work is almost complete
- Gray – item has been completed

The Council should review their current list of objectives and determine whether any items should be added or removed. It would also be helpful if some of the objectives are clarified (particularly related to planning) so staff can ensure they are meeting the Council's expectations.

There are a couple items that were discussed in 2021 that were not added to the list of objectives. The Council should consider whether any of the following items should be added to the list of 2022 objectives, continued to 2023, or removed completely:

- Consider Creating an Art Walk
- Explore Forming a Business Development Commission (with the objective of being more proactive with recruiting businesses)
- Facilitate Access to Excelsior with Transportation Options (biking, ridesharing, public transit options, etc.)
- Preserve Existing Housing
  - Create a task force to study methods for encouraging property owners to preserve existing housing

- Regulate Short-Term Rentals
  - Evaluate other short-term rental ordinances and possibly create short-term rental regulations and license for Excelsior
  - Incorporate short-term rentals into future lodging tax
- Tobacco Free Excelsior
- NEW ITEM – Analyze Downtown Parking Strategy (with the theater looking to add a performing arts center and the city hall/west parking lot site being redeveloped, the Council may want to proactively address the upcoming parking needs related to redevelopment)

With the addition of the Assistant City Manager/City Attorney position, staff is in the process of creating a workplan which would outline the items that staff would like to accomplish during the tenure of this position. The items that the Council discusses during the work session will also be incorporated into the workplan. Once the plan is complete, it will be shared with the Council.

# City of Excelsior 2021 Objectives - Fourth Quarter Report

Mission Statement: To be the best small lakeside-town in Minnesota



Community Priorities	Goal	Strategic Initiatives	Responsible Party (Staff, Council, Commissions)	2021 Progress				
				Coloring Rating for Quarterly Progress (R= <25%, O= 25-49%, Y= 50-75%, G= 76-99%)				
				1st Q Apr	2nd Q Jul	3rd Q Oct	4th Q Jan	Status
Enhance Small Town Character and Quality of Life for Residents	1. Code Enforcement	Approach building inspector about doing more frequent, proactive inspections and research hiring a compliance officer	Kristi	R	O	O	O	Looking into requiring a mass and scale verification
	2. Mill Street Corridor	Work proactively with Hennepin County to ensure improvements are completed	Morgan and Tim	R	R	Y	Y	County will present report at CC meeting
	3. Oak Hill Cemetery	Create a committee to research funding opportunities to preserve and enhance the cemetery	Nalisha and Tim	R	O	O	O	Currently advertising for openings on the cemetery committee
	4. Pedestrian Improvements	Select top three projects and work to secure any outside funding	Morgan and Tim	R	R	R	R	
	5. Maintenance	Develop a list of items that public works should regularly maintain	Tim and P&R	R	R	R	R	
	6. Excelsior-Studer Park	Create a master park plan for Excelsior-Studer Park and other smaller parks	Tim and P&R	R	R	O	O	P&R has started discussions
	7. Gateways into Excelsior	Research options to replace the gazebo by TCF Bank and enhance the gateways on Excelsior Boulevard, Mill Street, Oak Street	Tim and P&R	O	O	O	O	Men's Garden Club is meeting with P&R about the gazebo
TOP PRIORITY	1. City Hall	Consider options for City Hall and the west parking lot	Kristi and Scott	O	O	O	O	Council is actively discussing
	2. Vacant and Underdeveloped Properties	Assign Councilmember(s) to meet with each owner of a vacant or underdeveloped property to discuss what is preventing them from developing their property	Mayor and City Council	O	O	O	Y	Many of these properties are submitting sketch plan applications

Fiscal Management	3. Infrastructure/ Bonding Strategy	Create a long-term financial strategy to address the City's infrastructure needs	Jenny, Tim, Jennifer					Jenny is getting quotes for this work
	4. Lodging Tax	Implement a lodging tax	Kristi and Jenny					Research is complete, need action plan
	5. Parking	a. Research methods for encouraging less car use and accessing Excelsior through the bike trail and other pedestrian access points	Scott and Morgan					
		b. Analyze parking meter revenue and determine revenue allocation	Jenny					Discussed at the 10-18-21 work session
		c. Determine how to address requests for converting previously public parking spaces to private property	Kristi, Kevin, and Morgan					Presenting concepts to businesses in February
d. Consider limiting the amount of time vehicles can remain parked at metered spaces at The Commons		Scott						
Legislation and Policy	1. Water Street Corridor <b>TOP PRIORITY</b>	a. Tighten up restrictions regarding types of uses on Water Street (from Lake Street to Oak Street)	Julia and Kevin					
		b. Explore how to eliminate non-conforming uses	Julia and Kevin					
		c. Consider hiring a consultant to explore extending the look and feel of Water Street to County Road 19	Kristi					
	2. Style Guide	a. Create style guidelines for City-owned properties that align with HPC guidelines	Julia, Tim, PC, P&R					Staff is working with D/F on proposal
		b. Explore having a landscape artist/Excelsior Master Gardener on retainer	Kristi	<b>DONE</b> - The City has been contracting with Sustinea for any horticulturist work that is needed				
		c. Establish a landscaping plan for the next 20 years and consider 'Tree City USA' designation	Julia, Tim, PC, P&R					Research is complete, need to determine next steps

		d. Create regulations regarding the size, color, and placement of utility boxes	Tim, Morgan, and Kevin					
	3. Zoning Standards	Revisit lot coverage, setbacks, and building height (look at where it's measured)						
	4. Zoning Compliance	Explore various ways to address compliance with City ordinances	Kevin, Julia, and Tim					
	5. Sign Ordinance	Revisit current ordinance to determine updates to be made (focus on size, number, placement, color, review process)	Julia, Kevin, HPC, PC					
	6. Comprehensive Plan	Develop a strategy to gradually re-evaluate the current Comprehensive Plan to gain alignment and reflect the long-term vision	Julia and PC					
Clear and Timely Communications	1. Internal Communications	a. Communications between: Council and Staff, Council and the City Manager, and Council and Commissions	Staff, Todd, and Com Chairs					
	2. With Other Agencies	a. Public and private agencies (State, County, C4C, Rotary, Charter Boats, Neighboring Cities, Etc.)	Staff and City Council					
	3. Community Engagement	a. Council liaisons within their respective neighborhoods, website, and social media	Nalisha and City Council					
2021 Projects	2021-2022 Project							Done for 2021
	810 Excelsior Boulevard	a. Close on the property with 45 North Group (March 29, 2022 deadline)						Actively working with 45 North Group
		b. Provide notice to tenants in March		DONE - Tenants were notified on 03-17-21				
	East Parking Lot	a. Complete improvements to the east lot		DONE - Improvements are complete for 2021				
		b. Research creating a centralized location for the dumpsters						
	Met Council Cooperative Project	a. Finalize agreement with the Met Council	Morgan and Kevin	DONE - The Met Council agreement was approved at the 03-15-21 City Council meeting				
	b. Review TIF balance and decide how to utilize the remaining funds	Jenny					Jenny is working on this information	