



City Council
Regular Meeting

Tuesday, September 8, 2026, 6:30 PM
106 Center Street

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

<https://us02web.zoom.us/j/88526566715>

Meeting ID: 885 2656 6715 ---

One tap mobile +13052241968,,88526566715# US

AGENDA

1. Call to Order
2. Roll Call
3. Meeting Agenda Approval
4. Approval of Minutes
 - a) August 17, 2026 Work Session Minutes
 - b) August 17, 2026 City Council 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 5 minutes or more than once. Each subject will have a limit of 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) Council Work Group Updates
 - b) Construction Updates
 - c) Election Updates
 - d) Ice Cream Social - September 14, 2026, 5-7 PM
7. Meet Excelsior
 - a) Lake Minnetonka Conservation District Representative Mark Kroll - 6:45 PM

8. Consent Agenda
 - a) Review Verified Claims under \$20,000 and Approve Verified Claims over \$20,000
 - b) July Financials
 - c) Water Treatment Plant Ph 1 Improvements Accept Quotes and Award Contract
 - d) Policy Declaring Certain Property Surplus and Authorizing Sale, Donation, and/or Disposal
 - e) 2026 Pavement Maintenance Project - Crack Fill, Seal Coat, and Fog Seal - Approve Pay Voucher No. 1
 - f) Closure of City Hall on October 1st
 - g) Parks Equipment Purchase
9. Public Hearings
 - a) Ordinance No. 701 Amending the Excelsior Code of Ordinances by Adding Chapter 4, Article II, Division I, Section 4-35 Consumption and Display Permit
 - b) Resolution 2026-43 Converting an Existing 3.2 Wine and Beer Liquor License to an On Sale Intoxicating License and Sunday On Sale Intoxicating License for Olive's Fresh Pizza Bar at 287 Water Street
10. Petitions, Requests, and Communications
11. Ordinances and Resolutions
12. Reports of Officers, Boards, and Committees
 - a) Men's Garden Club Garden Statuary Discussion - 8:00 PM
13. Unfinished Business
14. New Business
 - a) Communication Policy Discussion
 - b) Time Change for September 21 Work Session
15. Adjournment

City of Excelsior
City Council Work Session

Minutes

Monday, August 17th, 2026

106 Center Street – Entrance located off Center Street

5:30 P.M. – 6:30 P.M.

1. CALL TO ORDER/ROLL CALL

Mayor Ringate called the work session to order at 5:30 PM.

Present: Mayor Ringate and Councilmembers Caron, O'Hanlon, and Vogel. Bildsoe arrived late.

Also Present: City Manager Luger, Assistant City Manager Lindberg, City Clerk Vokovan, Finance Director Palmer, Public Works Director Amundsen, Community Development Director Mullin and City Planner Long.

2. APPROVAL OF AGENDA

O'Hanlon moved to approve the work session agenda. Caron seconded. Motion carried 5/0.

3. NEW BUSINESS

(a) 2027 Preliminary Budget Discussion

Finance Director Palmer presented the 2027 Preliminary Budget. Council discussed.

4. ADJOURNMENT

Bildsoe moved to adjourn. Vogel seconded. Motion carried 5/0. The work session adjourned at 6:36 PM.

Respectfully submitted,

Hilary Vokovan
City Clerk

City of Excelsior
Regular Council Meeting

Minutes

Monday, August 17, 2026

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

Mayor Ringate called the August 17, 2026 City Council Meeting to order at 6:43 PM

2. ROLL CALL

Present: Mayor Ringate and Councilmember Caron, O’Hanlon, Bildsoe and Vogel.
Also Present: City Manager Luger, Assistant City Manager Lindberg, City Clerk Vokovan,
Finance Director Palmer, Public Works Director Amundsen, Parks and Natural Resources
Manager Quinn, City Engineer Dawley, Community Development Director Mullin, City
Planner Long, and City Attorney Tolar.

3. MEETING AGENDA APPROVAL

Bildsoe moved to approve the City Council agenda. Vogel seconded. Motion carried 5/0.

4. APPROVAL OF MINUTES

(a) August 3rd, 2026 Work Session Minutes

(b) August 3rd, 2026 City Council Minutes

O’Hanlon moved to approve the August 3, 2026 Work Session and City Council Minutes.
Caron seconded. 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 Kelly – 165 Maple Street: spoke regarding concerns for the narrow streets.

6. CITY COUNCIL COMMUNICATIONS, QUESTIONS, and REPORTS

(a) Council Work Group Updates

Bildsoe provided an update on the Parking Work Group.

(b) Construction Updates

Public Works Director Amundsen provided an update.

(c) Ice Cream Social – September 15th, 5-7 PM

Mayor Ringate provided an update and clarified a date of September 14th.

(d) Tree Grant/Canopy Grant

Parks and Natural Resources Manager Quinn provided an update.

7. MEET EXCELSIOR

None.

8. CONSENT AGENDA

- (a) Review Verified Claims under \$20,000 and Approve Verified Claims over \$20,000
- (b) Second Reading and Approval of Ordinance 697 Amending Appendix E, Article 15, Nonconforming Uses, Structures, Lots, and Signs to Clarify the meaning of "Expansion"
- (c) Second Reading and Approval of Ordinance 698 Amending Appendix E, Article 21, Fencing to Remove CUP Requirements for Swimming Pools
- (d) Second Reading and Approval of Ordinance 699 Amending Appendix E, Articles 2 and 42 to Clarify Definitions of Porch and Pergola and Exemptions from Residential Review Permit Ordinance
- (e) Second Reading and Approval of Ordinance 700 Amending the Excelsior Code of Ordinances by Adding Chapter 34, Article 2 Sewer Service
- (f) 2027 South Lake Minnetonka Police Department Budget
- (g) Third and Center Street SUIP - Approve Pay Voucher No. 2
- (h) Planning Commissioner Recommendation Approval
- (i) Division Street Watermain Lining Project – Approve Pay Voucher No. 2

Bildsoe moved to approve consent items. O'Hanlon seconded. Motion carried 5/0.

9. PUBLIC HEARINGS

- (a) Public Hearing and Consideration of Assessment Roll for 2022-2023 Street and Utility Improvements Project – 7:15 PM

City Engineer presented the public hearing for the Street and Utility Improvement Project. Mayor Ringate opened the public hearing at 7:24 PM. No one from the public spoke. Mayor Ringate closed the public hearing at 7:25 PM. Bildsoe moved to approve Resolution 2026-41 Adopting Assessment Roll for the 2022-2023 Street and Utility Improvements Project (MCES L20). Caron seconded. Motion carried 5/0.

- (b) 88 First Street Variance from Lot Coverage for Driveway Construction – 7:30 PM

City Planner Long presented a public hearing for 88 First Street Variance from Lot Coverage Standard. Mayor Ringate opened the public hearing at 7:49 PM. No one from the public spoke. Mayor Ringate closed the public hearing at 7:50 PM. Bildsoe moved to have Staff bring a Resolution to the September City Council meeting. O'Hanlon seconded. Motion carried 5/0.

10. PETITIONS, REQUESTS and COMMUNICATIONS

- (a) Mini Master Park Plan - 8:00 PM

Britton Jones and Rachel Burand presented the final concept for the Mini Master Park Plan for The Commons. Council discussed plans. O'Hanlon moved to approve the Mini Master Plan Concept and next steps. Bildsoe seconded. Motion carried 5/0.

11. ORDINANCES and RESOLUTIONS

12. REPORTS of OFFICERS, BOARDS, and COMMITTEES

13. UNFINISHED BUSINESS

(a) 26 Water Street Resolution - 9:00 PM

Community Development Direction Mullin presented two resolutions regarding 26 Water Street. Council discussed. Bildsoe moved to approve Resolution 2026-39 Reversing the Heritage Preservation Commission's Decision to Deny a Site Alteration Permit for the Partial Demolition and Rear Wall Design of the Tonka Theater at 26 Water Street with edits. Vogel seconded. Motion carried 4/1. Caron dissented. Bildsoe moved to approve Resolution 2026-41 Making Certain Findings with Respect to a Substandard Building and Authorizing Future Execution of a Development Agreement with edits. Vogel seconded. Motion carried 4/1. Caron dissented.

14. NEW BUSINESS

(a) Rotary Contract Work Group – 9:15 PM

Assistant City Manager Lindberg discussed the Rotary Contract Work Group. Council discussed. Caron moved to appoint Bildsoe and Ringate to serve as representatives on the Rotary Contract Work Group. O'Hanlon seconded. Motion carried 5/0.

15. ADJOURNMENT

Vogel moved to adjourn the meeting. O'Hanlon seconded. Motion carried 5/0. The meeting adjourned at 9:05 PM.

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



Item: 6.c.

ITEM REPORT

To: City Council

From: Hilary Vokovan, City Clerk

Meeting Date: September 8, 2026

Department/Office: Administration

Item Name: Election Updates

Summary:

General Election

November 3, 2026

7 AM - 8 PM

Mount Calvary Church - 301 County Road 19, Excelsior

Early Voting

Begins October 19 - November 2, 2026

7:30 AM - 5:30 PM - Monday through Thursday

City Hall - 261 School Ave, Third Floor, Excelsior

Additional Open Days

- October 24, 2026 - Saturday
- October 31, 2026 - Saturday
- November 1, 2026 - Sunday

9 AM - 3 PM

City Hall - 261 School Ave, Third Floor, Excelsior

Recommended Action:

Information Only.

Budget:

Attachments:

None

ICE CREAM SOCIAL

Where?

Plaza in The Commons Park

When?

**September 14th
5:00 PM–7:00 PM**



Sebastian Joe's
ice cream from
Tommy's Tonka
Trolley

09/03/2026

CHECK REGISTER FOR CITY OF EXCELSIOR
CHECK DATE 08/12/2026 - 09/02/2026

Check Date	Check	Amount
Bank GEN WELLS FARGO		
08/19/2026	3602(E)	15,950.95
08/19/2026	3603(E)	900.00
08/19/2026	3604(E)	8,330.52
08/19/2026	3605(E)	2,853.53
08/19/2026	93993	878.75
08/19/2026	93996	235.87
08/19/2026	93997	150.00
08/19/2026	93998	2,803.68
08/19/2026	94000	312.00
08/19/2026	94001	14,057.00
08/19/2026	94002	100.00
08/19/2026	94003	150.00
08/19/2026	94004	2,800.00
08/19/2026	94005	11,632.43
08/19/2026	94006	40.44
08/19/2026	94008	15.10
08/19/2026	94009	203.32
08/19/2026	94010	580.00
08/19/2026	94011	164.78
08/19/2026	94012	80.00
08/19/2026	94013	806.57
08/19/2026	94014	90.24
08/19/2026	94015	283.47
08/19/2026	94016	75.00
08/19/2026	94017	32.61
08/24/2026	94019	5,000.00
08/26/2026	3620(E)	2,962.14

09/02/2026	3615(E)	14,821.80
09/02/2026	3616(E)	900.00
09/02/2026	3617(E)	8,506.35
09/02/2026	3618(E)	2,623.41
09/02/2026	3619(E)	145.19
09/02/2026	94025	2,025.00
09/02/2026	94026	51.54
09/02/2026	94027	404.15
09/02/2026	94028	60.90
09/02/2026	94029	133.87
09/02/2026	94030	87.78
09/02/2026	94031	20.00
09/02/2026	94032	272.72
09/02/2026	94033	200.00
09/02/2026	94034	129.68
09/02/2026	94035	619.98
09/02/2026	94036	165.35
09/02/2026	94037	18,852.41
09/02/2026	94038	556.00
09/02/2026	94039	180.00
09/02/2026	94040	115.24
09/02/2026	94041	2,200.00
09/02/2026	94042	283.12
09/02/2026	94043	253.40
09/02/2026	94044	40.35
09/02/2026	94045	231.00
09/02/2026	94046	45.30
09/02/2026	94047	199.50
09/02/2026	94048	3,150.00
09/02/2026	94049	687.14
09/02/2026	94050	183.02
09/02/2026	94051	994.50
09/02/2026	94052	312.00

09/02/2026	94053	97.75
09/02/2026	94055	763.06
09/02/2026	94056	712.79
09/02/2026	94057	415.14
09/02/2026	94058	17.80
09/02/2026	94059	150.00
09/02/2026	94060	890.00
09/02/2026	94061	614.15
GEN TOTALS:		
Total of 68 Checks:		134,599.79
Less 0 Void Checks:		0.00
Total of 68 Disbursements:		134,599.79

09/03/2026

CHECK REGISTER FOR CITY OF EXCELSIOR
CHECK DATE 08/12/2026 - 09/02/2026

Check Date	Check	Amount
Bank GEN WELLS FARGO		
08/19/2026	93994	114,350.07
08/19/2026	93999	554,952.30
09/02/2026	94054	146,343.52
09/02/2026	94062	219,734.05
09/02/2026	94063	54,325.75
GEN TOTALS:		
Total of 5 Checks:		1,089,705.69
Less 0 Void Checks:		0.00
Total of 5 Disbursements:		1,089,705.69

MEMORANDUM

Re: Item 8(c)- July Financials

Date: September 8, 2026

To: City Council

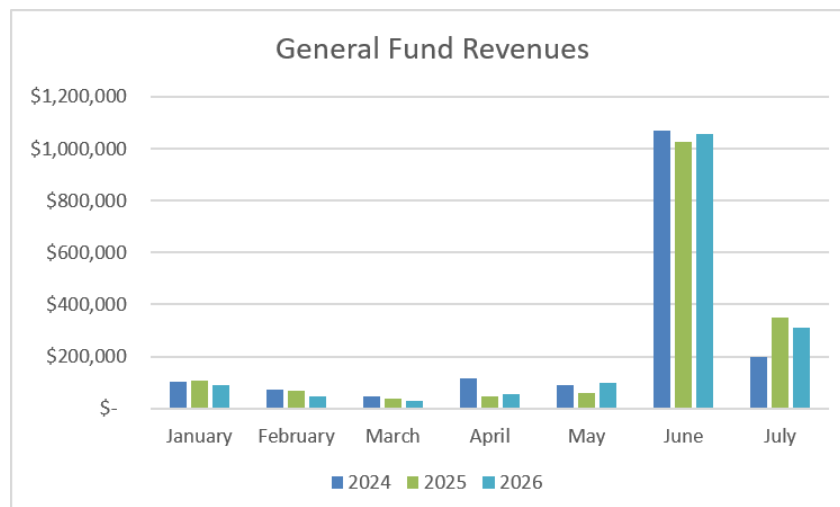
From: Jenny Palmer-Finance Director

General Fund Revenues

The July target budget is 58.33%. Transfers from the Dock Fund and Park Capital Fund occurred in July bringing The General Fund closer to budget. Business licenses consist mostly of liquor licenses and those don't get billed until December.

GENERAL FUND	BUDGET	JULY REVENUE	YTD REVENUE	VARIANCE	PERCENT RECEIVED
Taxes and Franchise Fees	2,087,125		1,046,363	1,040,762	50.13%
Business Licenses	120,925	300	5,625	115,300	4.65%
Non-Business Licenses/Permits	271,050	5,196	189,582	81,468	69.94%
Intergovernmental Revenue	57,000	12,910	24,973	32,027	43.81%
Charges for Services	73,900	909	38,833	35,067	52.55%
Fines	15,000	-	10,907	4,093	72.71%
Water Tower and Kayak Rental	46,500	-	49,303	(2,803)	106.03%
Park Vendor, Garden and Cemetery Plots	42,000	11,261	21,121	20,879	50.29%
Transfers from Other Funds	625,000	275,000	275,000	350,000	44.00%
Other Revenue	144,500	3,668	25,531	118,969	17.67%
GENERAL FUND TOTAL	3,483,000	309,244	1,687,238	1,795,762	48.44%

	July	Annual	% of Annual
	YTD Revenues	Revenues	Revenues
2024	\$ 1,495,560	\$ 3,097,442	48.28%
2025	\$ 1,342,041	\$ 3,486,562	38.49%
2026	\$ 1,687,238	\$ 3,483,000	48.44%

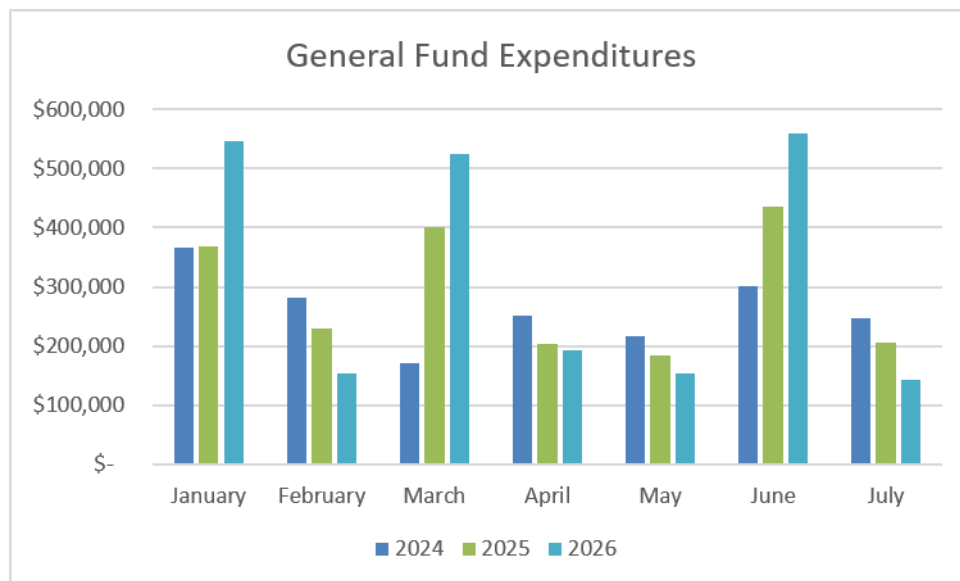


General Fund Expenses

General Fund Expenses are over budget by 6.96%. This is mainly due to third quarter Police and Fire payments made in June. Recreations Programs is over budget due to some expenses for Cinema in The Commons. Trees and Plantings are over budget mainly due to spring/summer plantings and tree injections mostly done for the year.

GENERAL FUND	BUDGET	JULY EXPENSE	YTD EXPENSE	VARIANCE	PERCENT EXPENDED
Council	19,469	40	8,553	10,916	43.93%
City Manager/Clerk	245,652	21,973	153,628	92,024	62.54%
Elections	7,624	38	905	6,719	11.87%
Finance	84,549	1,943,373	49,856	34,693	58.97%
Planning & Zoning	275,411	14,704	149,971	125,440	54.45%
City Administration	336,653	23,997	213,350	123,303	63.37%
Heritage Preservation	25,500	619	10,833	14,667	42.48%
Police	1,064,764	3,339	801,660	263,104	75.29%
Fire	361,208	-	269,406	91,802	74.58%
Building Inspections	75,000	1,862	24,141	50,859	32.19%
Engineering	50,000	-	7,374	42,627	14.75%
Streets	308,302	22,738	202,729	105,573	65.76%
Park Maintenance	528,368	44,714	304,981	223,387	57.72%
Recreation Program	500	-	923	(423)	184.50%
Trees and Plantings	100,000	2,662	75,575	24,425	75.58%
GENERAL FUND TOTAL	3,483,000	2,080,059	2,273,885	1,209,115	65.29%

	July YTD Expenses	Annual Expenses	% of Annual Expenses
2024	\$ 1,588,220	\$ 3,097,442	51.28%
2025	\$ 1,824,087	\$ 3,346,062	54.51%
2026	\$ 2,273,885	\$ 3,483,000	65.29%

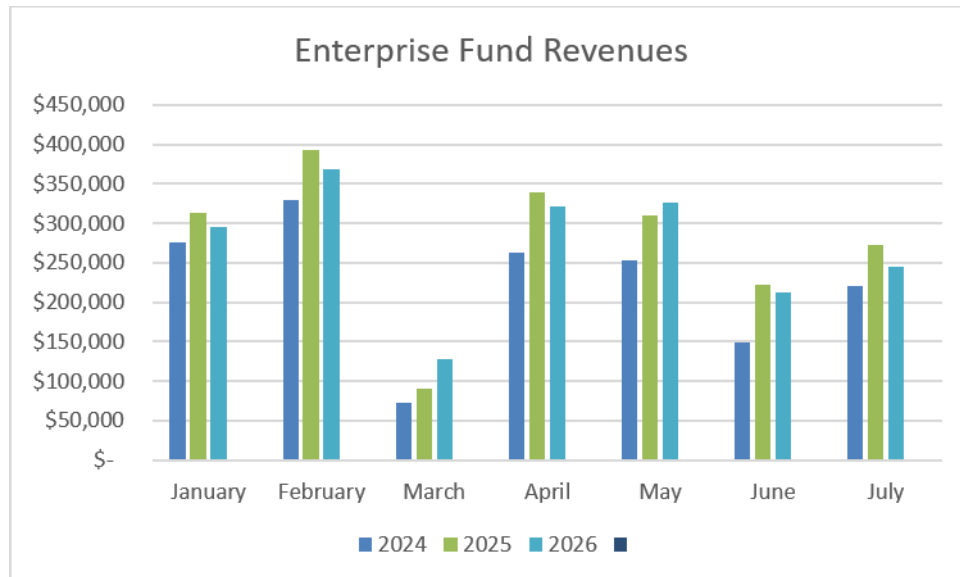


Enterprise Funds Revenue

The Enterprise Fund revenues are slightly below budget by 2.54%. The City should receive payments for quarters 1 and 2 from Shorewood for water in August or September. The bonds have also been sold so the Water Fund will be paid back \$245,000 for the Division Street water lining project. Both of these items will increase Water revenues closer to target. Also, both water and sewer will be reimbursed from the bond funds for some engineering fees for the Third and Center Street project.

	<u>BUDGET</u>	<u>JULY REVENUE</u>	<u>YTD REVENUE</u>	<u>VARIANCE</u>	<u>PERCENT RECEIVED</u>
Water Fund	1,379,370	69,449	608,331	771,039	44.10%
Sewer Fund	1,030,096	95,101	496,676	533,420	48.22%
Street Lighting Fund	76,000	4,265	41,218	34,782	54.23%
Docks Fund	537,007	47,858	543,014	(6,007)	101.12%
Surface Water Mgmt Fund	380,400	29,059	209,388	171,012	55.04%
ENTERPRISE FUND TOTAL	3,402,873	245,732	1,898,627	1,504,246	55.79%

		July	Annual	% of Annual
		YTD Revenues	Revenues	Revenues
2024	\$	1,344,179	\$ 2,584,550	52.01%
2025	\$	1,668,754	\$ 2,836,495	58.83%
2026	\$	1,898,627	\$ 3,402,873	55.79%

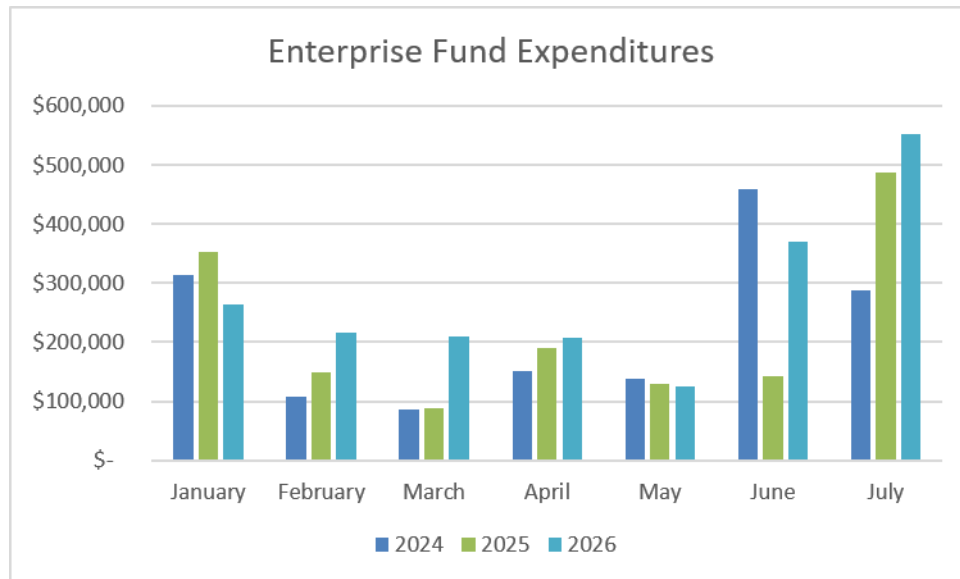


Enterprise Funds Expenditures

The Enterprise Fund expenses are 5.23% over the target budget of 58.33% for July. The Water fund is over budget due to payments for the Division Street water lining project that will be paid back in August with the bond proceeds. Also, engineering fees for the Third and Center Street project have been accounted for in the Water and Sewer funds until the bonds were sold.

	<u>BUDGET</u>	<u>JULY EXPENSE</u>	<u>YTD EXPENSE</u>	<u>VARIANCE</u>	<u>PERCENT EXPENDED</u>
Water Fund	926,074	159,932	642,396	283,678	69.37%
Sewer Fund	1,045,025	78,453	637,840	407,185	61.04%
Street Lighting Fund	91,331	6,155	49,133	42,198	53.80%
Docks Fund	564,892	275,021	426,586	138,306	75.52%
Surface Water Mgmt Fund	430,306	33,671	187,418	242,888	43.55%
ENTERPRISE FUND TOTAL	3,057,628	553,232	1,943,373	1,114,255	63.56%

		July	Annual	% of Annual
		YTD Expenses	Expenditures	Expenditures
2024	\$	1,254,997	\$ 2,657,378	47.23%
2025	\$	1,051,449	\$ 2,449,727	42.92%
2026	\$	1,943,373	\$ 3,057,628	63.56%

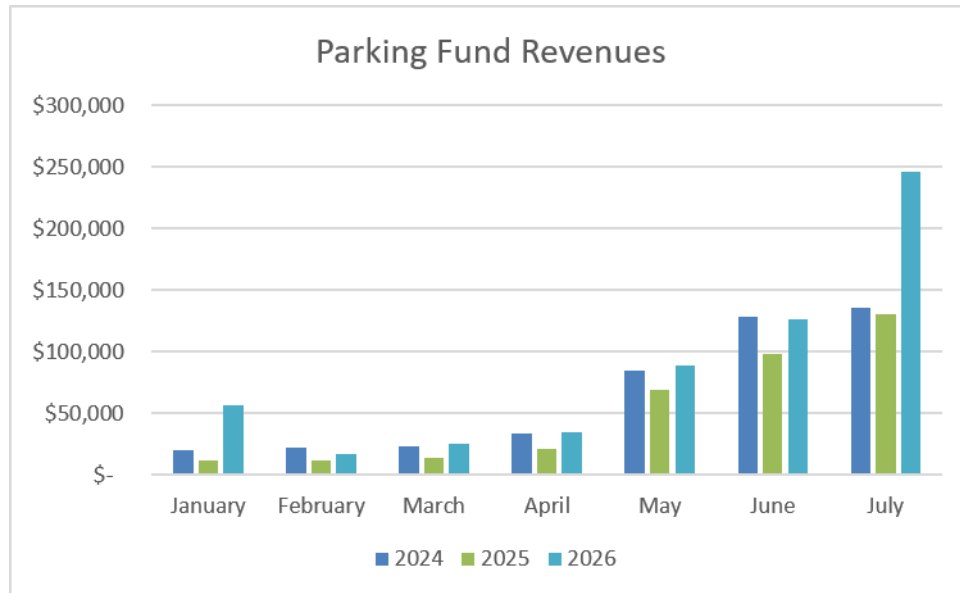


Parking Fund Revenues

The parking revenues are now tracked in their own fund. The main revenue generating months for parking are May-August. Parking Lot Maintenance fees were sent out in July which brings the revenues closer to budget.

PARKING FUND	<u>BUDGET</u>	<u>JULY REVENUE</u>	<u>YTD REVENUE</u>	<u>VARIANCE</u>	<u>PERCENT RECEIVED</u>
Special Event Parking	116,622	84,713	90,607	26,015	77.69%
Metered Parking	883,000	100,116	336,936	546,064	38.16%
Parking Permits	37,600	486	30,697	6,903	81.64%
Parking Citations	50,000	12,292	41,677	8,323	83.35%
Parking Impact Fees	0	0	0	-	0.00%
Charter Boat Maintenance Fees	30,300	3,236	33,652	(3,352)	111.06%
Parking Lot Maintenance Fees	45,900	44,881	59,368	(13,468)	129.34%
PARKING FUND TOTAL	1,163,422	245,724	592,937	570,485	50.96%

	July	Annual	% of Annual
	YTD Revenues	Revenues	Revenues
2024	\$ 311,312	\$ 745,122	41.78%
2025	\$ 222,869	\$ 602,394	37.00%
2026	\$ 592,937	\$ 1,096,400	54.08%

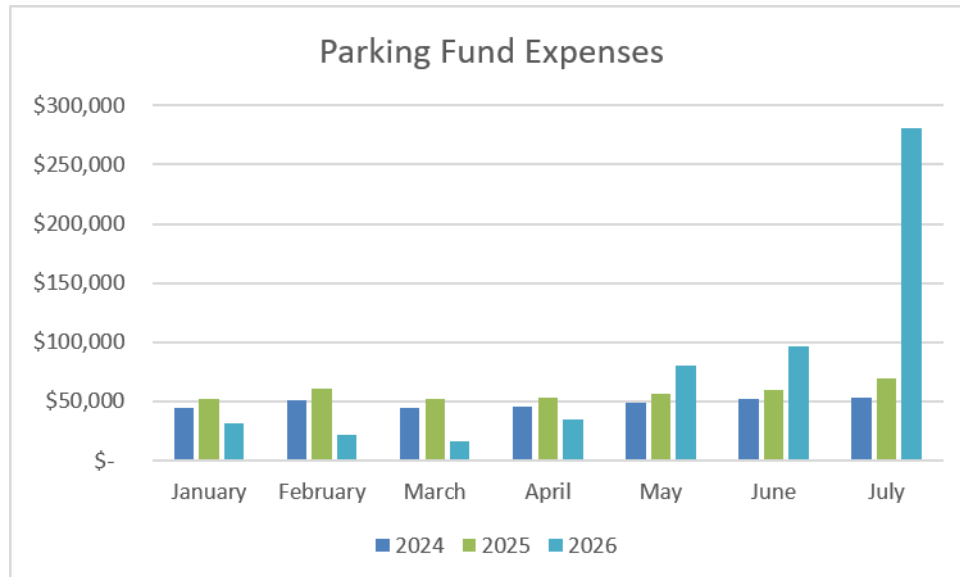


Parking Fund Expenses

Parking Fund expenses are below budget by 12.1%. The debt service transfer has been accounted for but has not been transferred yet. Parking operator expenses also increased for July bringing the expenses closer to budget.

PARKING FUND	BUDGET	JULY EXPENSE	YTD EXPENSE	VARIANCE	PERCENT EXPENDED
Ramp Reserves for Major Repairs	18,945	1,578	11,051	7,894	58.33%
Ramp Insurance, Utilities, Supplies	10,500	728	5,714	4,786	54.42%
Ramp Maintenance	11,000		10,097	903	91.79%
City Staff	96,162	8,769	65,082	31,080	67.68%
Parking Operator	401,150	81,000	237,200	163,950	59.13%
Permitting, Office, Bank Fees, Admin Costs	86,305	35,358	77,701	8,604	90.03%
Downtown Beautification	35,000	3,237	4,246	30,754	12.13%
Transfer to General Fund	350,000		0	350,000	0.00%
Transfer to Debt Service	204,559	150,006	150,006	54,553	73.33%
PARKING FUND TOTAL	1,213,621	280,676	561,097	652,524	46.23%

	July YTD Expenses	Annual Expenses	% of Annual Expenses
2024	\$ 286,990	\$ 587,913	48.82%
2025	\$ 335,587	\$ 685,746	48.94%
2026	\$ 561,097	\$ 1,213,621	46.23%



Capital and Special Revenue Funds

	BUDGET	JULY ACTIVITY	YTD	VARIANCE	PERCENT EXPENDED
Revenues					
Local Sales Tax - The Commons	802,000	61,634	411,603	390,397	51.32%
Debt Service Funds	1,423,885	372,727	1,083,533	340,352	76.10%
Capital Project Funds	1,430,622	106,233	281,586	1,149,036	19.68%
Expenditures					
Local Sales Tax - The Commons	875,000	-	772,469	102,531	88.28%
Debt Service Funds	1,654,270	284,300	1,643,435	10,835	99.35%
Capital Project Funds	619,300	154,712	513,162	106,138	82.86%

Revenues:

- Debt Service is over budget due to the annual transfer from the sales tax fund to the debt service fund to cover the 2022A bond payment.
- Capital Project fund is under budget due to the anticipated sale of 106 Center Street.

Expenditures:

- The Sales Tax fund is over budget due to finishing the ballfield project.
- Debt Service Funds are over budget due to all principal and interest paid for the year. These funds will stabilize throughout the year.
- Capital Projects Fund is over due to expenses related to the Mini Master Park Plan and expenses for St. Alban's Bay Bridge which are reimbursed quarterly from Hennepin County.

Council Action: Accept report for filing.

ITEM REPORT

To: City Council

From: Morgan Dawley, City Engineer

Meeting Date: September 8, 2026

Department/Office: Administration

Item Name: Water Treatment Plant Ph 1 Improvements Accept Quotes and Award Contract

Summary:

On June 1, 2026, the City Council authorized the Water Treatment Plant – Phase 1 Improvements, which includes repair and replacements for windows and repairs to brick masonry on the Water Treatment Plant building, as well as further evaluation of the existing filtration and softening systems to inform future phase improvements anticipated in 2027. The City's architect, Oertel Architects solicited quotes for the masonry and window work, and a copy of their recommendation letter is attached. Staff recommends acceptance of the quotes and award of contract to the two recommended contractors: Advanced Masonry Restoration in the amount of \$75,500 for brick restoration and repair, and Mon-Ray Inc. in the amount of \$38,720 for windows.

Funding for the project is with water utility funds included in the 2026 budget in the amounts of \$178,500 for masonry work, and \$73,500 for window replacement. All quotes recommended for award are within identified budget including the standard recommended owner's construction risk contingency of 10 percent. All costs for this effort, at previously mentioned 2026 budgeted amounts, were included in the recently completed utility rate study.

Staff recommends Council award of the contracts as outlined above and as recommended by Oertel Architects.

Recommended Action:

1. Accept quotes for masonry rehabilitation for the Water Treatment Plant Phase 1 Improvements project and award a contract to Advanced Masonry Restoration in the amount of \$75,500; and
2. Accept quotes for window replacement for the Water Treatment Plan Phase 1 Improvements project and award a contract to Mon-Ray, Inc. in the amount of \$38,720.

Budget:

Attachments:

1. Oertel Architects Recommendation Letter

Water Treatment Plant Renovation

Date September 1, 2026
To: Tim Amundsen, Public Works Director, City of Excelsior
From: Thomas Stromsodt, Vice President, Oertel Architects
RE: Renovation Quotes – Letter of Recommendation

Dear Mr. Amundson:

We have received and vetted the quotes for the following scopes of work:

- Masonry and concrete restoration
- Window replacement

Bidding Format:

Lump sum quotes were solicited from (3) contractors for each scope based on a quote package prepared by Oertel Architects. The quote package included architectural drawings and a baseline technical specification. (3) quotes were received for the masonry work and (2) quotes were received for the window work. While all of the contractors are capable of doing the work, I recommend proceeding with the following quotes:

Advanced Masonry Restoration for a total of \$75,500

Mon-ray Inc. for a total of \$38,720

Both contractors have visited the site, reviewed field conditions, and have provided detailed and complete quotes in line with the quote package scope. Advanced Masonry has successfully completed previous historic projects within Excelsior with no prior claims or concerns. Mon-ray is local company with experience completing window replacement projects for historic brick structures. I know of no reason not to proceed with the quotes as received with the contractors listed above.

Please contact me if you have any questions.

Thomas Stromsodt
Oertel Architects



Item: 8.d.

ITEM REPORT

To: City Council

From: Hilary Vokovan, City Clerk

Meeting Date: September 8, 2026

Department/Office: Administration

Item Name: Policy Declaring Certain Property Surplus and Authorizing Sale, Donation, and/or Disposal

Summary:

Staff has created a Policy declaring certain property surplus and authorizing the sale, donation, and/or disposal at the discretion of the City Manager.

Recommended Action:

Approve the Policy Declaring Certain Property Surplus and Authorization Sale, Donation, and/or Disposal or City Property.

Budget:

Attachments:

1. Policy for Donation of Surplus Equipment to a Nonprofit Organization



Policy for Donation of Surplus Equipment to a Nonprofit Organization

Purpose

The purpose of this Policy is to establish procedures for the donation of Surplus Equipment by the City to a Nonprofit Organization as required by Minnesota Statute § 471.3459 (2016).

Scope

This policy applies to all City departments that generate Surplus Equipment and governs the actions of all City employees and officials.

Definitions

“City” means the City of Excelsior, Minnesota.

“City Council” means the governing body of the City.

“Donation” means to contribute, donate or give Surplus Equipment at no cost to a Nonprofit Organization that serves a public purpose and benefits its community as a whole.

“Eligible Organization” means a Nonprofit Organization serving one or more of the following functions: cultural, historical, educational, safety, social services, environmental or economic.

“Fair Market Value” means the price at which property would change hands between a willing buyer and a willing seller, neither being under any compulsion to buy or sell and both having reasonable knowledge of all relevant facts.

“Nonprofit Organization” means an organization formed under Section 501 (c)(3) of the Internal Revenue Code.

“Policy” means this Policy adopted by the City Council.

“Surplus Equipment” means equipment used by any City Department, that is no longer needed by the City because it does not meet the industry standards and has minimal or no resale value.

“Surplus Equipment Form” means the form attached as Exhibit 1 to this Policy that must be filled out by a Nonprofit Organization requesting a Donation of Surplus Equipment.

Procedure The City shall determine all Surplus Equipment and may offer it for Donation in conformance with the following guidelines:

1. Identify Surplus Equipment. The identification of Surplus Equipment shall be done at the request of the City Manager. Department supervisors are responsible for monitoring their equipment and shall recommend to the City Manager which equipment will be designated as Surplus Equipment. The City Manager is responsible for making the final recommendation on which items are considered Surplus Equipment.
2. Determine the Fair Market Value of Surplus Equipment. The City Manager shall work with City staff to determine the Fair Market Value of the Surplus Equipment.
3. City Council Declaration. The City Manager will provide a list of the Surplus Equipment with each item's Fair Market Value to the City Council who shall approve or deny the Surplus Equipment as eligible for Donation. The City has no obligation to make a Donation of Surplus Equipment. Surplus Equipment that is not donated may be sold, recycled or discarded in the discretion of the City Manager.
4. Donation. After the City Council has determined the Surplus Equipment is eligible for Donation, the City Manager is responsible for coordinating the Donation of the Surplus Equipment in accordance with the terms of this Policy.
5. Transfer between Departments. All Surplus Equipment must first be considered for transfer between departments for the benefit of the City.
6. Advertisement. Surplus Equipment shall be posted as eligible for Donation on the City's website. The City may also use other reasonable means to notify Eligible Organizations about the availability of Surplus Equipment. The City shall wait at least thirty (30) days after advertising Surplus Equipment before approving any Donation.
7. Surplus Equipment Form. Eligible Organizations interested in Surplus Equipment shall fill out a Surplus Equipment Form and submit the form to the City Manager.
8. Approval of Donation. If the Surplus Equipment has a Fair Market Value less than \$1,000, the City Manager shall approve the Donation to an Eligible Organization, subject to review by the City Council. If the Surplus Equipment has a Fair Market Value greater than \$1,000, the City Council must approve the donation by a majority vote of the City Council.
9. Prioritization of Donations. If more than one Eligible Organization requests a Donation for the same Surplus Equipment, the City shall consider factors it deems relevant including how the Surplus Equipment will be used, the benefit to the Eligible Organization, the impact on the City, how the Donation will accomplish goals of the City Council, and any previous Donation to the Eligible Organization.

10. Conflict of Interest. All City employees and officials are prohibited from taking possession of any Surplus Equipment on behalf of an Eligible Organization.

11. As Is. A Donation of Surplus Equipment is made “as is” with no warranty, guarantee or representation of any kind, express or implied, as to the condition, utility, or usability of the Surplus Equipment offered. The Surplus Equipment may be defective and cannot be relied upon for safety purposes.

12. Title. The City Manager shall cause any title or other ownership documents to be transferred to the Eligible Organization at the time of transfer. Any fees required to transfer the Surplus Equipment are the responsibility of the Eligible Organization.

13. Transportation. In the Surplus Equipment Form, the Eligible Organization must provide a detailed plan for transporting the Surplus Equipment from the City to the Eligible Organization. The Eligible Organization must pay all expenses associated with the transportation of the Surplus Equipment.

14. Delegation. The City Manager may delegate specific responsibilities for implementing this Policy.

15. Documentation. The City Clerk shall document the Donation of all Surplus Equipment and shall keep such records in accordance with the City’s Records Retention Schedule.

16. Review of Policy. The City Manager is responsible for maintaining and reviewing this Policy. Any changes to this Policy must be approved by the City Council.

OFFICE USE ONLY:

Fair Market Value of Surplus
Equipment: _____

Approval: _____

Date: _____

Exhibit 1
Surplus Equipment Form

Organization Name: _____

Organization Address: _____

Organization Website: _____

- Attach proof of status as a nonprofit organization under Section 501 (c)(3) of the Internal Revenue Code.

Organization Purpose: _____

Point of Contact

Name: _____

Address: _____

Email: _____

Phone: _____

City Surplus Equipment:

- _____
- _____
- _____
- _____
- _____



Item: 8.e.

ITEM REPORT

To: City Council

From: Morgan Dawley, City Engineer

Meeting Date: September 8, 2026

Department/Office: Administration

Item Name: 2026 Pavement Maintenance Project - Crack Fill, Seal Coat, and Fog Seal
- Approve Pay Voucher No. 1

Summary:

All work by the contractor included in Construction Pay Voucher No. 1 has been completed on the 2026 Pavement Maintenance Project – Crack Fill, Seal Coat & Fog Seal, and the quantities have been reviewed and agreed upon by the contractor. Staff recommends approval of the City of Excelsior's portion of the attached Construction Pay Voucher No. 1 in the amount of \$20,464.90. This payment request reflects work certified through August 27, 2026, in the amount of \$21,542.00, with 5% retainage withheld in the amount of \$1,077.10, for a total payment amount of \$20,464.90.

Major work completed during this pay period included routing and sealing cracks in bituminous pavement. Funding for the project is by street maintenance funds included in the 2026 budget, and included in the 2026 bond issue, with debt service by street maintenance tax levy funds.

Contract Item Status (City of Excelsior)									
Line No.	Item	Description	Unit	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
1	2021.501	MOBILIZATION	LS	\$20,000.00	1	.23	\$4,6000.00	.23	\$4,600.00
2	2331.608	ROUT & SEAL BITUMINOUS PAVEMENT CRACKS	LB	\$2.75	26464	4488	\$12,342.00	4488	\$12,342.00
3	2331.608	SEAL BITUMINOUS PAVEMENT CRACKS	LB	\$2.75	15800	0	\$0.00	0	\$0.00
4	2355.506	BITUMINOUS MATERIAL FOR FOG SEAL	GAL	\$1.10	8700	0	\$0.00	0	\$0.00
5	2356.504	BITUMINOUS SEAL COAT	S Y	\$2.20	66200	0	\$0.00	0	\$0.00
6	2356.506	BITUMINOUS MATERIAL FOR SEAL COAT	GAL	\$2.10	19900	0	\$0.00	0	\$0.00
7	2563.601	TRAFFIC CONTROL	LS	\$20,000.00	1	.23	\$4,600.00	.23	\$4,600.00
Bid Totals:							\$21,542.00		\$21,542.00

Recommended Action:

Approve the City of Excelsior's portion of Construction Pay Voucher No. 1 for the 2026 Pavement Maintenance Project – Crack Fill, Seal Coat & Fog Seal and authorize payment in the amount of \$20,464.90 to Allied Blacktop Company.

Budget:

Attachments:

1. Construction Pay Voucher 1
2. WSB Recommendation Letter

2026 Pavement Maintenance
Project - Crack Fill, Seal Coat &
Fog Seal

Pay Voucher 1



Client: City of Minnetrista 7701 County Road 110 West Minnetrista, MN 55364-9553	Contractor: Allied Blacktop Company 10503 89th Avenue North Maple Grove, MN 55369
---	--

WSB Project No.: 033677-000
Client Project No.: Minnetrista City Project No. 03-26
State Project No.:
Federal Project No.:

Contract Amount		Funds Encumbered	
Original Contract	\$353,226.00	Original	\$353,226.00
Contract Changes	\$0.00	Additional	N/A
Revised Contract	\$353,226.00	Total	\$353,226.00

Work Certified To Date	
Base Bid Items	\$268,919.15
Contract Changes	\$0.00
Material On Hand	\$0.00
Total	\$268,919.15

Work Certified This Voucher	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Voucher	Total Amount Paid To Date
\$268,919.15	\$268,919.15	\$13,445.96	\$0.00	\$255,473.19	\$255,473.19
Percent Retained: 5%			Percent Complete: 76.13%		

This is to certify that the items of work shown in this Pay Voucher have been actually furnished for the work comprising the above-mentioned project in accordance with the plans and specifications heretofore approved.

Approved By Allied Blacktop Company

Approved By WSB

Jeremy Swenson

Emily Brown

Signature

Signature

August 31, 2026

August 31, 2026

Date

Date

Approved By City of Minnetrista

Approved By City of Excelsior

Signature

Signature

Date

Date

Payment Summary				
No.	Up Through Date	Work Certified Per Voucher	Amount Retained Per Voucher	Amount Paid Per Voucher
1	08/27/26	\$268,919.15	\$13,445.96	\$255,473.19

Funding Category Name	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Voucher	Total Amount Paid To Date
1 - Minnetrista	\$247,377.15	\$12,368.86	\$0.00	\$235,008.29	\$235,008.29
2 - Excelsior	\$21,542.00	\$1,077.10	\$0.00	\$20,464.90	\$20,464.90

Accounting Number	Funding Source	Amount Paid This Voucher	Revised Contract Amount	Funds Encumbered To Date	Paid Contractor To Date
1 - Minnetrista	Local	\$235,008.29	\$271,250.00	\$271,250.00	\$235,008.29
2 - Excelsior	Local	\$20,464.90	\$81,976.00	\$81,976.00	\$20,464.90

Contract Item Status									
Line No.	Item	Description	Unit	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
1	2021.501	MOBILIZATION	LS	\$20,000.00	1	1	\$20,000.00	1	\$20,000.00
2	2331.608	ROUT & SEAL BITUMINOUS PAVEMENT CRACKS	LB	\$2.75	26464	4488	\$12,342.00	4488	\$12,342.00
3	2331.608	SEAL BITUMINOUS PAVEMENT CRACKS	LB	\$2.75	15800	10045	\$27,623.75	10045	\$27,623.75
4	2355.506	BITUMINOUS MATERIAL FOR FOG SEAL	GAL	\$1.10	8700	0	\$0.00	0	\$0.00
5	2356.504	BITUMINOUS SEAL COAT	S Y	\$2.20	66200	68288	\$150,233.60	68288	\$150,233.60
6	2356.506	BITUMINOUS MATERIAL FOR SEAL COAT	GAL	\$2.10	19900	18438	\$38,719.80	18438	\$38,719.80
7	2563.601	TRAFFIC CONTROL	LS	\$20,000.00	1	1	\$20,000.00	1	\$20,000.00
Bid Totals:							\$268,919.15		\$268,919.15

Project Category Totals		
Category	Amount This Voucher	Amount To Date
Surface Improvements	\$268,919.15	\$268,919.15

Contract Change Item Status											
CC	CC No.	Line No.	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
Contract Change Totals:											

Contract Change Totals				
No.	Contract Change	Description	Amount This Voucher	Amount To Date

Material On Hand Additions

Line No.	Item	Description	Date	Added	Comments

Material On Hand Balance

Line No.	Item	Description	Date	Added	Used	Remaining

September 2, 2026

Ms. Kristi Luger
City Manager
City of Excelsior
PO Box 558
Excelsior, MN 55331

Re: Construction Pay Voucher No. 1
2026 Pavement Maintenance Project – Crack Fill, Seal Coat & Fog Seal
City of Excelsior, MN
WSB Project No. 033771-000

Dear Ms. Luger:

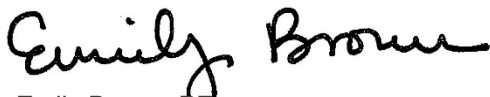
Please find attached Construction Pay Voucher No. 1 for the above-referenced project. The City of Excelsior's payment amount for its portion of the project is \$20,464.90. This payment request reflects work certified through August 27, 2026, in the amount of \$21,542.00, with 5% retainage withheld in the amount of \$1,077.10, for a total payment amount of \$20,464.90. The quantities completed to date have been reviewed and agreed upon by the contractor, and we hereby recommend that the City of Excelsior approve its portion of Construction Pay Voucher No. 1 in the amount of \$20,464.90 for Allied Blacktop Company.

Once processed and signed, please return Construction Pay Voucher No. 1 to WSB for further processing. After the voucher is signed by all parties a copy will be provided to the City of Excelsior for its files.

If you have any questions, please contact me at 612.849.6157. Thank you.

Sincerely,

WSB



Emily Brown, PE
Project Manager

Attachment

cc: Hilary Vokovan, City of Excelsior
Tim Amundsen, City of Excelsior
Morgan Dawley, WSB
Juan Lopez-Martinez, WSB

srb



Item: 8.f.

ITEM REPORT

To: City Council

From: Cari Lindberg, Assistant City Manager

Meeting Date: September 8, 2026

Department/Office: Administration

Item Name: Closure of City Hall on October 1st

Summary:

Staff is requesting Council authorization to close City Hall on October 1st to move across the hall on the third floor of the 261 School Ave Building. This will allow furniture, files, and technology to move from the current location and be set up to resume normal business on Monday, October 5th. Staff will post the closure on the City website.

Recommended Action:

Authorize Staff to close City Hall on October 1st to facilitate the move to the new temporary location at 261 School Avenue.

Budget:

Attachments:

None

ITEM REPORT**To:** City Council**From:** Tim Amundsen, Public Works Director, Kevin Quinn, Parks Manager**Meeting Date:** September 8, 2026**Department/Office:** Administration**Item Name:** Parks Equipment Purchase**Summary:**

The 2026 Capital Improvement plan approved by the City Council included the replacement of the 2021 Kubota RTV and a Toro Zero Turn Mower. Staff have received bids for the replacement of the equipment to be approved by City Council utilizing Sourcewell cooperative purchasing pricing. Staff proposes to trade in the existing 2021 Kubota UTV and is also asking to include the purchase of a trailer to help facilitate more efficient maintenance operations.

In the 2026 Capital Improvement Plan, staff budgeted for the replacement of the 2021 Kubota UTV and one of the older Toro Zero Turn Mowers. Both pieces of equipment are critical in the maintenance of the parks and other landscape and City streetscape areas. The Kubota is operated in day-to-day parks maintenance and is utilized to tow the water trailer which is used to water all downtown plantings and other tree plantings throughout the parks and City. The mower is used in all park areas to include the Commons, Studer Park, Cemetery, and all other City maintained lots.

Staff received the following quotations regarding the replacement of the equipment:

Equipment	Cost
2026 Kubota RTV	\$18,677.42 (price includes trade-in of 2021 Kubota)
2026 Toro Z-Master 4000	\$16,663.86

Staff budgeted \$20,000 for the replacement of the Kubota RTV and \$20,000 for the Toro mower replacement. The cost of the Kubota RTV includes the negotiated trade-in value of \$8,500. The total amount to be funded by the Parks Capital fund is \$35,341.28 for both pieces of equipment. The Kubota RTV and Toro mower would be purchased using Sourcewell cooperative purchasing pricing.

Through discussions with Parks Maintenance staff, it was realized that the purchase of a smaller dump trailer would greatly benefit parks maintenance operations. The trailer would be utilized to haul dirt, mulch and other materials to areas within the parks without causing significant damage or impacts to park infrastructure.

The City received a quote from Load'em Up Trailers for a custom dump trailer. The cost of the dump trailer would be \$5,849. The trailer will be galvanized, which is superior for corrosion resistance and should provide many years of use.

Below is the total cost of all requested equipment:

Equipment	Cost
2026 Kubota RTV	\$18,677.42 (includes trade-in of 2021 Kubota)
2026 Toro Z-Master 4000	\$16,663.86
Load'em Up Custom Parks Trailer	\$5,849
Total Cost:	\$41,190.28

Staff are asking for authorization to purchase the parks equipment that was allocated for in the 2026 Capital Improvement plan along with the addition of the parks trailer. Staff believe the trailer will provide numerous benefits to current maintenance operations in the parks and other city-maintained park spaces, lots, and greenspaces.

Staff recommend approval of the purchase of a 2026 Kubota RTV, 2026 Toro Z-Master, and custom parks trailer for \$41,190.28 to be funded by the Parks Capital fund.

Recommended Action:

Approve the parks maintenance equipment purchases of a 2026 Kubota RTV, 2026 Toro Z-Master, and custom parks trailer for \$41,190.28 to be funded by the Parks Capital fund.

Budget:

Attachments:

1. Attachment 1- CITY OF EXCELSIOR Kubota RTV
2. Attachment 2- TORO QUOTE FOR THE CITY OF EXCELSIOR
3. Attachment 3- Load Em Up Park Trailer Estimate 2372



3021 W 133rd St • Shakopee, MN 55379 • 952-445-6310
6140 Hwy 10 NW • Anoka, MN 55303 • 763-323-1720
23580 Hwy 55 • Loretto, MN 55357 • 763-479-8200
www.lanoequip.com • www.lanoeq.com • www.lanogardengear.com

SALES CONTRACT

Quote: 01-203444
Date: 8/26/2026

PO:
CustId: CITYEXCELSIOR

Cust Email: finance@excelsiormn.org
Phone: (952) 474-5233
Salesperson: Randy.E
User: Randy.E

Bill To:

CITY OF EXCELSIOR
TIM AMUNDSEN
PO BOX 558
EXCELSIOR, MN 55331

Ship To:

CITY OF EXCELSIOR

TO INCLUDE COMPLETE P D I.
CHECK ALL FLUIDS, GREASE AND WASH.
SOURCEWEL QUOTE # 2947307
K7741-99610 TURN SIGNALS.
77700-11811 L E D FRONT WORK LIGHTS.
77700-11812 REAR WORK LIGHTS.
77700-VC5058 STROBE LIGHT.
77700-V5059 (2) SIDE MIRRORS.
K7731-99280 REAR SCREEN.
1/2 TANK OF FUEL.
DELIVER

Item	Type	Description	Qty	Tax	Price	Discount	Net Price
268911 / New	UN	Kubota RTVX2C-SKLH-1 Yr: 2026 S/N: A5KC2HDBCTG024786	1.0000		\$27,177.42		\$27,177.42
		KUB - UTV-Cab-Standard-Orange-Bed Liner-HDMP Steel					
206938 / USED	TR	KUBOTA RTV-X1100CWL-H Yr: 2021 S/N: A5KC2GDBVMG064189	1.0000		\$8,500.00		(\$8,500.00)
		1KU - UTV-Worksite-A/C Cab/Heat-HD Tires-Liner 202 Meter: 2118.00 Hours					
Total:							\$18,677.42

Totals							
Sub Total:							\$18,677.42
Total Tax:							\$0.00
Invoice Total:							\$18,677.42

Signature: _____

Purchaser hereby grants Lano Equipment, Inc. a purchase money security interest in all of the above described items. A 15% restocking charge will be made on all returned goods. Parts returned within 30 days must be accompanied by this invoice. Purchaser hereby agrees to pay Lano Equipment, Inc. all attorney's fees, court costs and other costs on collection on any and all unpaid amounts.



3021 W 133rd St • Shakopee, MN 55379 • 952-445-6310
6140 Hwy 10 NW • Anoka, MN 55303 • 763-323-1720
23580 Hwy 55 • Loretto, MN 55357 • 763-479-8200
www.lanoequip.com • www.lanoeq.com • www.lanogardengear.com

QUOTE - DO NOT PAY

Quote: 01-199660
Date: 5/5/2026

PO:
CustId: CITYEXCELSIOR

Cust Email: finance@excelsiormn.org
Phone: (952) 474-5233
Salesperson: Randy.E
User: Randy.E

Bill To:

CITY OF EXCELSIOR
TIM AMUNDSEN
PO BOX 558
EXCELSIOR, MN 55331

Ship To:

CITY OF EXCELSIOR

SOURCEWELL / NASPO # 112624-TTC.
TO INCLUDE COMPLETE ASSEMBLE AND INSTALLATION OF ALL ITEMS LISTED.
CHECK ALL FLUIDS, GREASE AND WASH.
AIR ALL TIRES AND LEVEL DECK.
DELIVER.

Item	Type	Description	Qty	Tax	Price	Discount	Net Price
264531 / NEW	UN	Toro 74058 Yr: 2026 S/N: 420215712 TOR - Mower-Z Master-4000 Ser-MyRide-35 hp Kaw-60"	1.0000		\$12,088.21		\$12,088.21
262029 / NEW	UN	Toro 78466 Yr: 2025 S/N: 418951886 TOR - 2000 & 4000 Series E-Z Vac Blower-Fits 60" D	1.0000		\$1,677.83		\$1,677.83
269220 / NEW	UN	Toro 78479 Yr: 2026 S/N: TOR - 4000 Series Triple Soft Bagger	1.0000		\$2,701.04		\$2,701.04
144-2665	PA	TOR - TRIMMER MOUNT	1.0000		\$112.79		\$112.79
147-6345	PA	TOR - KIT-BUCKET MOUNT	1.0000		\$83.99		\$83.99
Total:							\$16,663.86
Totals			Sub Total:				\$16,663.86
			Total Tax:				\$0.00
			Invoice Total:				\$16,663.86

Signature: _____

Quote is Valid for 30 days, programs and discounts subject to change without notice

Load'em up Trailers
6240 County Road 50
Carver, MN 55315-9515 USA
+19525949054
ctrimbo@loademuptrailers.com



Estimate

ADDRESS

City Of Excelsior

ESTIMATE # 2372

DATE 03/27/2026

ACTIVITY	QTY	RATE	AMOUNT
----------	-----	------	--------

Trailer Build UTV Dump Trailer – Heavy-Duty	1	5,849.00	5,849.00
---	---	----------	----------

- Bed Dimensions: 78" L 50" W 18" H
- Payload Capacity: 1.5 Ton
- Dump System: Electric hydraulic dump system for fast and effortless unloading
- Hydraulic Jack: Equipped with hydraulic jack for easy operation
- Tailgate: Rear dump with 2-way opening tailgate for flexible loading and unloading
- Axles: Tandem axle design with axles mounted outside the box for enhanced stability and improved load distribution
- Tires: 18" 8.5" 8" turf-style tires designed for smooth towing and minimal ground disturbance
- Tarp System: Integrated mesh tarp system to help secure loads during transport
- Stake Pockets: Built-in stake pockets for adding removable side extensions
- Tie Downs: 12 D-rings total — 6 mounted inside the box and 6 mounted outside for versatile cargo securement
- Hitch: Swivel 2" ball hitch for improved maneuverability on uneven terrain
- Charging System: Onboard battery charger for convenient charging and dependable performance
- Finish: Hot-dip galvanized finish for superior corrosion resistance and long-term durability in harsh environments

Built for durability and convenience—perfect for hauling, landscaping, property maintenance, and farm use.

SUBTOTAL	5,849.00
TAX (8.375%)	0.00
TOTAL	\$5,849.00

Accepted By

Accepted Date



Item: 9.a.

ITEM REPORT

To: City Council

From: Hilary Vokovan, City Clerk

Meeting Date: September 8, 2026

Department/Office: Administration

Item Name: Ordinance No. 701 Amending the Excelsior Code of Ordinances by Adding Chapter 4, Article II, Division I, Section 4-35 Consumption and Display Permit

Summary:

Staff is recommending discussion of a new ordinance under Chapter 4 Alcohol Beverages to establish a Consumption and Display Permit. A Consumption and Display Permit may be approved for an organization that complies with the requirements of Minnesota Statute § 340A.414. Permits may be issued to restaurants, hotels, establishments licensed for 3.2% malt liquor, resorts, clubs or unincorporated clubs and bed and breakfast facilities. The permit does not allow selling alcohol. The permit ensures that businesses can legally host patrons who bring their own alcohol while maintaining regulatory oversight and public safety which means the establishment cannot open, pour, or store alcoholic beverages.

Staff was contacted by a local business that does not hold a liquor license and wished to apply for a Consumption and Display Permit. Currently, the business has paused their request for next year but Staff wanted to present to Council to discuss and potentially approve the Ordinance and permit for future use.

Staff spoke with representatives from the Alcohol and Gambling Enforcement Division of the Minnesota Department of Public Safety and requested cities that authorize a Consumption and Display Permit. There are currently no cities near Excelsior that provide a Consumption and Display Permit. The cities that do authorize this permit have additional stipulations including limited times of use or additional liquor license requirements.

Application Process

Qualifying business establishments will complete a Consumption and Display Permit via the Minnesota Department of Public Safety, along with a background check conducted by the South Lake Minnetonka Police Department. The City Council shall approve or deny the permit application in its discretion after a public hearing. If approved, the applicant will pay a \$250 fee to the Minnesota Department of Public Safety and an approved fee up to \$300 payable to the City of Excelsior. The annual permit expires on March 31st of each year. The City may require additional Dram (liquor liability) insurance requirements.

Benefits and Drawbacks

Benefits of Consumption and Display Permit include allowing business establishments to broaden their services to the community through events such as open mic nights or other community engagement. An upside to the business establishment is limited liability for serving or purchasing liquor, as the liquor would be brought and left with the patron.

Drawbacks of allowing a Consumption and Display Permit include lack of oversight and enforcement since Minnesota Statute § 340A.414 does not expressly prohibit a permitted establishment from operating without an employee physically present; however, the permit holder remains responsible for ensuring that consumption occurring at the establishment complies with Minnesota law.

Staff spoke to the South Lake Minnetonka Police Department (SLMPD) for an opinion. The SLMPD does not support the addition of these types of permits for the reasons listed below:

1. SLMPD is requesting more unified municipal code in their service area.
2. Ordinance and State regulations for alcohol in their service area are used to support initiatives such as Place of Last Drink (POLD) which has led to increased training and awareness of alcohol service and reduction in over-service-related incidents. This type of permit would need further investigation into how it would work within the established programs to maintain the positive trend seen in recent years.
3. The lack of this type of permit with neighboring cities tells the Police Department there is a good reason to not move forward with a Consumption and Display Permit.

Recommended Action:

Staff recommends not moving forward in approving Ordinance 701 To Codify a Consumption and Display Permit under Chapter 4 Alcoholic Beverages.

Budget:

Attachments:

1. Ordinance No. 701

ORDINANCE 701

AN ORDINANCE AMENDING THE EXCELSIOR CODE OF ORDINANCES BY ADDING CHAPTER 4 ARTICLE II DIVISION I SECTION 4-35 CONSUMPTION AND DISPLAY

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

Section 1. Section 4-35 of the City Code is added as follows:

Sec. 4-35 *Consumption and Display Permit*

A Consumption and Display Permit may be approved for an organization that complies with the requirements of Minnesota statutes section 340A.414, and that has obtained a permit from the Commissioner of Public Safety. A business establishment or club that does not hold an on-sale intoxicating liquor license may not directly or indirectly allow the consumption and display of alcoholic beverages or knowingly serve any liquid for the purpose of mixing with intoxicating liquor in the City of Excelsior without first obtaining a Consumption and Display Permit from the City. An applicant for a Consumption and Display permit approval shall submit an application for approval to the City Clerk, and the City Council shall approve or deny the permit application in its discretion after a public hearing. Holders of a Consumption and Display Permit shall comply with the financial responsibility requirements of this chapter and shall pay the fee set by the City Council as outlined in the fee schedule. A permit issued under this section authorizes the establishment to permit the consumption and display of intoxicating liquor on the premises. The permit does not authorize the sale of intoxicating liquor.

Section 2. Effective Date. This ordinance is effective in accordance with Section 3.06 of the Excelsior City Charter.

Adopted by the City Council of the City of Excelsior, Minnesota, this ____ day of _____, 2026.

Gary Ringate, Mayor

ATTEST:

Hilary Vokovan, City Clerk

Kristi Luger, City Manager

First Reading of Ordinance:	September 8, 2026
Second Reading and Adoption:	September 21, 2026
Publication of Ordinance:	October 2, 2026
Effective Date:	November 2, 2026



Item: 9.b.

ITEM REPORT

To: City Council

From: Hilary Vokovan, City Clerk

Meeting Date: September 8, 2026

Department/Office: Administration

Item Name: Resolution 2026-43 Converting an Existing 3.2 Wine and Beer Liquor License to an On Sale Intoxicating License and Sunday On Sale Intoxicating License for Olive's Fresh Pizza Bar at 287 Water Street

Summary:

Staff is recommending approval of Resolution 2026-43 Converting an Existing 3.2 Wine and Beer Liquor License to an On Sale Intoxicating Liquor and Sunday On Sale Intoxicating Liquor License for Aguazula Holdings, LLC, DBA Olive's Fresh Pizza Bar Excelsior.

Staff was contacted by the Owner of Olive's Fresh Pizza Bar requesting a conversion of their current 3.2 Wine and Beer Liquor License to an On Sale Intoxicating Liquor and Sunday On Sale Intoxicating Liquor License. The Owner of Olive's Fresh Pizza Bar provided feedback from patrons requesting additional liquor options. Olive's Fresh Pizza Bar also has two other locations that provide On Sale Liquor options.

Chapter 4 of the City Code allows a total of 9 On Sale Intoxicating Liquor Licenses. Currently, the City has 8 active licenses with the relinquished license from MontingoBlu last winter.

A public hearing is required to consider this conversion.

Recommended Action:

Staff is recommending approval of Resolution 2026-43 Converting an Existing 3.2 Wine and Beer Liquor License to an On Sale Intoxicating Liquor and Sunday On Sale Intoxicating Liquor License for Olive's Fresh Pizza Bar at 287 Water Street.

Budget:

Attachments:

1. Resolution 2026-43

City of Excelsior

Resolution No. 2026-43

A Resolution Converting an Existing 3.2 Wine and Beer Liquor License

To an On-Sale Intoxicating License for Olive's Fresh Pizza Bar

Located at 287 Water Street

WHEREAS, Perry Smith (on behalf of Aguazula Holdings LLC, DBA Olive's Fresh Pizza Bar Excelsior) ("Applicant"), is requesting to convert an existing 3.2 Wine and Beer Liquor License for an On Sale Intoxicating Liquor License and Sunday On Sale Intoxicating Liquor License beginning October 1, 2026 and continuing for the balance of the 2026 calendar year; and

WHEREAS, a Notice of Public Hearing was published and a hearing held by the City Council at 6:30 PM on Monday, September 8, 2026, to allow public comment on said application; and

WHEREAS, the South Lake Minnetonka Police Department has previously conducted an investigation as required by the City's ordinance and found no information that precludes issuance of the license.

NOW THEREFORE, BE IT RESOLVED, that the On Sale Intoxicating Liquor License and Sunday On Sale Intoxicating Liquor License sought by the Applicant is approved, contingent on:

1. All inspections being completed and issuance of occupancy permits are approved by the Minnesota Alcohol and Gambling Enforcement Division
2. Per City Code, Alcoholic Beverages, Sec. 4-71 (f) the City Council has set the date by which actual use of the license must be made as December 31, 2026.

BE IT FURTHER RESOLVED that the Council of the City of Excelsior, MN, does hereby grant the licensee an On Sale Intoxicating Liquor License and Sunday On Sale Intoxicating Liquor License to the Applicant conditioned upon on continuous compliance with all Federal, State, County, and City Liquor and Health Laws, and the following additional conditions:

1. Proper security shall be provided to ensure that the behavior of customers is not in violation of State Statutes and City Ordinances concerning liquor use and noise.
2. Hours of sale shall be in accordance with State Statutes and City Code Chapter 4, Article II, Division 2, Section 4-72.

Adopted by the City Council of the City of Excelsior, Minnesota, this 8th day of September, 2026.

Approved:

Gary Ringate, Mayor

Attest:

Hilary Vokovan, City Clerk

Kristi Luger, City Manager



Item: 12.a.

ITEM REPORT

To: City Council

From: Kevin Quinn, Parks Manager

Meeting Date: September 8, 2026

Department/Office: Public Works

Item Name: Men's Garden Club Garden Statuary Discussion - 8:00 PM

Summary:

The Excelsior Men's Garden Club presented to the Parks and Recreation (PNR) Commission on June 9 and July 14 and proposed adding statuary to the Arey Garden, Veteran's Memorial garden, and or the Port of Excelsior. The intent of the statuary would be to add décor and additional year-round interest to the garden spaces the Men's Garden Club maintains.

At the July 14 PNR Commission meeting, the PNR Commission passed a motion to work collaboratively with the Excelsior Men's Garden Club to propose a site or site locations for garden statuary and to work with local artists to submit statuary designs for consideration.

During the August 11th PNR Commission walkthrough, PNR explored potential garden statuary locations. The PNR Commission discussed and expressed interest in a potential water feature in the location below (blue oval) at Arey Garden.

**Funding**

The Men's Garden Club would intend to fundraise and likely request City funding for the statuary and installation.

Recommended Action:

Discuss the PNR Commission and the Men's Garden Club concept of working with a local artist to add statuary or water feature to Arey Garden or the Port of Excelsior. If given approval to proceed, the PNR Commission and Men's Garden Club will start the process of working with local artists for concept submissions and developing a more formal proposal for final City Council consideration.

Budget:**Attachments:**

None

ITEM REPORT

To: City Council

From: Cari Lindberg, Assistant City Manager

Meeting Date: September 8, 2026

Department/Office: Administration

Item Name: Communication Policy Discussion

Summary:

The City Council identified Communication as a key goal for 2026. Following the Council discussion in June, staff was directed to focus on increased communication methods to the community.

1. **Newsletters** – The City published its first edition of the newsletter in early 2026 in an electronic format. Following the communication discussion with the City Council this summer, the fall newsletter will be printed and will be distributed to the residents this month.
2. **Postcards** – A postcard has been sent to all City residents urging them to sign up for notifications on our website. The postcard was mailed this week and staff will track the number of new subscribers to the City notifications.
3. **City Website** – The City website is now updated in a new user-friendly format. Residents can sign up for text or email alerts on the website to notify them of upcoming City events, emergency notifications, meeting notices, etc.
4. **Open Houses/City Social Events** – The City will be hosting an ice cream social on Monday, September 14th at the Plaza.
5. **Social Media** – The City has not utilized social media as part of its communications efforts historically. At Council direction, staff reserved three Instagram accounts to prepare for upcoming City social media use (@cityofexcelsiormn, @excelsiorcityhall or @excelsiormngov).

The City Council also directed staff to create a communications and social media plan. The attached draft plan is modeled after other City's policies and was created to lay out the various modes of communications used by the City and to set expectations for communications and responses.

As the City has not utilized social media in the past, staff is seeking direction from the City Council on the following questions:

1. **Instagram Handle** - Does the City Council have a preference on which Instagram account handle? (@cityofexcelsiormn, @excelsiorcityhall or @excelsiormngov)
2. **Responses to Comments/Questions** – Most communities allow comments on their social media posts. The draft policy states that the City does not guarantee a response to social media questions. Is the City Council comfortable with this position?
3. **Promotion** - The City of Excelsior itself does not sponsor or hold many City events. However, the City does have a large number of events in the community every week. Should the City post or repost for outside organization events within the community? (e.g. Rotary Concerts, Chamber events, etc.)
4. **Posting Frequency** - How often should the City post on social media? If there is an emergency or timely event, staff will utilize social media to notify the community. However, should staff plan to post on social media at regular intervals, in addition to more urgent notifications?
5. **Follows** - Should the City Instagram account follow other accounts?
6. **Reposts/Comments** - Should the City account comment on other users posts or repost items?

Recommended Action:

Review the draft Communications Plan and Social Media policy and direct staff regarding the questions above.

Budget:

Attachments:

1. City of Excelsior Communications Policy and Plan

City of Excelsior Communications and Social Media Policy

POLICY

The City of Excelsior's Communications Policy is intended to keep the media and public fully, fairly, and accurately informed of programs, services, events, and issues in a timely manner. The City's website, www.excelsiormn.gov is the City's primary online source for communicating information to the public. The City may establish digital newsletters or social media accounts to communicate information to the public. Information posted in print/digital newsletters or on social media accounts will supplement, and not replace, required notices and standards methods of communication.

PURPOSE

The City of Excelsior recognizes the importance of proactive, transparent, and consistent communication with residents, businesses, visitors, and stakeholders. This policy serves as a framework to guide how the City shares information, responds to inquiries, and engages with the community. The purpose is to ensure that communication efforts reflect the City's values of transparency, participation, and responsiveness, while meeting legal obligations and best practices.

GENERAL OBJECTIVES

The City of Excelsior intends to provide effective communications to the media and public. Effective communication serves the public through the following objectives:

- Inform the community about pending/announced decisions made by the City of Excelsior so it can engage in the process and support outcomes.
- Foster public trust through consistent and transparent communication.
- Ensure timely and accurate dissemination of information.
- Encourage civic engagement and informed participation in local government.
- Provide clear protocols for messaging, branding, and use of communication channels.
- Strengthen coordination across departments and officials.
- Promote the City's achievements, activities, and significant events.

SCOPE

This policy applies to all communications produced or issued by City staff, elected officials, city commissions, and contractors acting on behalf of the City. It covers both internal and external communications across digital, and print platforms.

AUDIENCES

The City's primary communication audiences include:

- Residents Communicate timely updates on City services, public meetings, events, policy decisions, and public safety. Encourage participation in civic activities, volunteer opportunities, and community surveys.
- Business Owners Support Excelsior's business community by informing them of local business developments, ordinance changes, and policy changes.
- Visitors and Tourists Provide helpful, accessible information to ensure a positive experience for those visiting Excelsior. Focus on wayfinding (e.g., parking options, signage, maps), public amenities (e.g., parks, trails, restrooms), and updates that may affect visits (e.g., construction, temporary closures, policy changes).
- Partner Agencies and Government Officials (County, State, and Federal) Maintain professional, timely communication regarding compliance, grant opportunities, interagency initiatives, and regional planning efforts.
- Civic and Community Organizations (e.g., Rotary, Historical Society, School District) Collaborate on shared events, public education efforts, and community projects.
- News Media and Journalists Share accurate and timely information through press releases, media advisories, and interviews. Designate a City spokesperson or point of contact to ensure consistency in messaging. Proactively build relationships to encourage accurate reporting.

CORE COMMUNICATION CHANNELS

The City uses a variety of channels to reach its audiences. These include:

1. Website

The City's website (www.excelsiormn.gov) serves as the primary hub for public information. It is regularly updated with meeting agendas, public notices, policies, community events, and local resources.

2. Newsletter

The City may distribute a print or digital newsletter to share updates on City projects, Council decisions, upcoming events, and general community news. It offers a regular, accessible summary of municipal activities.

3. Social Media

Platforms such as Instagram may be used to share timely updates, promote City services or happenings, and engage with the community. Content should align with the City's

communication values—transparent, respectful, and informative. More information regarding social media is covered in Appendix A.

4. Email and Alerts

The City may use email and notification tools to deliver targeted messages, including emergency alerts, meeting reminders, and time-sensitive updates to residents, businesses, and stakeholders. These messages supplement, but do not replace, legally required notices.

5. Print Materials

Flyers, postcards, bill inserts, and temporary signage serve as important supplements to digital communication, especially for reaching residents who may be less connected online. These materials are used strategically for events, notices, and community awareness campaigns.

6. Public Meetings and Events

City Council and commission meetings, open houses, workshops, and other in-person forums offer direct opportunities for dialogue, engagement, and public input. These gatherings are announced in advance and are open to all.

7. Official Newspaper of Record

The *Sun Sailor* is the City of Excelsior's officially designated newspaper for publishing legal and public notices, such as ordinances, public hearings, elections, and other required announcements. These publications fulfill state and local legal requirements for transparency and public access to government actions.

MEDIA RELATIONS

All those involved in media relations within and for the City of Excelsior will use the City's procedures.

PRIMARY COMMUNICATIONS CONTACT

The City Communications staff, as determined by the City Manager, lead the implementation of this policy and oversee newsletters. The City Clerk manages official notices. Department heads are responsible for contributing content and updates relevant to services.

The City Manager serves as the primary contact for media and/or information requests. The City Manager is the primary City spokesperson and coordinates strategic messaging. The City Manager may delegate media and communications responsibilities to other staff as appropriate.

The Mayor and Councilmembers may communicate with constituents but should direct media inquiries to the City Manager.

MEDIA REQUESTS

All inquiries from the media to the City, whether verbal or written, shall be directed to the City Manager, who will evaluate the request and provide an answer or direct it to the appropriate staff lead. The Mayor and Councilmembers may speak with the media without first referring an inquiry to the Communications Team. However, when speaking with the media directly, the Mayor and Councilmembers are encouraged to inform the Communications Team of any discussion before and/or after a conversation with a member of the media occurs.

Priority attention should be given to all media inquiries. Every effort should be made to meet media deadlines while ensuring all information released is accurate. Accuracy of information takes precedence over media deadlines. If another priority prevents an immediate response, a courtesy call should be made to the reporter confirming what information is requested and advising when the requested information will be available.

Department heads or designated staff may respond to routine media requests if the response is factual (e.g., special events schedule, meeting dates). The Police Chief and Fire Chief, in coordination with the City Manager, will handle requests related specifically to public safety.

MEDIA NOTIFICATION

- 1. News Releases** - All news releases, media notifications, and alerts shall be reviewed and approved by the Communications Team prior to release. The Communications Team may revise draft news releases submitted by a department at its discretion. The Communications Team shall post releases, media notifications, and alerts on the City's website and distribute on other platforms as deemed appropriate. The Communications Team should be prepared to respond to questions from the media following the release of information.
- 2. Interviews** - Any media appearances or interviews for television, print, web, or radio should be coordinated with the Communications Team before the interview. If prior notification is not possible, the Communications Team should be notified immediately after the interview. City Council members, Mayor, and appointed officials are encouraged to coordinate with the Communications Team for interviews.
- 3. On camera Interviews** – If an on-camera interview is requested, the Mayor will give the interview. If the Mayor is not available, the Acting Mayor will give the interview. If they are also unavailable, the City Manager will give the interview. If all three are unavailable, the on camera request will be denied.

GUIDELINES FOR ACTING AS PRIVATE CITIZENS

Employees may choose to communicate with the media as private citizens. When communicating with the media in a personal capacity, employees must do so on their own time. Letters, emails, or phone calls to the media may not be prepared or conducted during work hours, and City letterhead, City equipment, City email accounts, and other City resources may not be used.

PUBLIC INFORMATION REQUESTS

Public Information Requests (data requests) from the media or the general public must be made through the City website. All requests shall be handled in accordance with the Minnesota Government Data Practices Act (MDPA) found in Minnesota Statutes Chapter 13.

MESSAGING AND BRANDING

All City communication should maintain a tone that is professional, approachable, and inclusive. Official materials should use the City's logo and adhere to branding guidelines for fonts, colors, and formatting. Templates should be used where appropriate (e.g., press releases, meeting announcements).

APPENDIX A

CITY OF EXCELSIOR SOCIAL MEDIA POLICY

PURPOSE

Because many residents and other stakeholders use social media for news and communications, the City of Excelsior has developed its own social media accounts, which help inform the public about its work and mission.

The City has an important interest in ensuring the accuracy and consistency of information associated with its social media accounts. Respecting the First Amendment to the US Constitution, the rights outlined in our State constitution and the right to freedom of speech, this policy defines how City staff uses social media to communicate and establishes guidelines for the public's use of the City's social media accounts that balance each of these values.

DEFINITIONS

Social Media – “Social media” means content (text, images, audio, links, or video) created or shared by the City and communicated on its online accounts. The platforms on which we have created these accounts allow sharing, commenting, and other engagement. Examples of social media accounts the City may use are Facebook, X, Instagram, YouTube, Nextdoor, or LinkedIn.

Comments – “Comments” include any content (text, images, audio, links, or video) posted to one of the City's social media accounts by a user.

User – “User” means a member of the public who views or interacts with one or more of the City's social media accounts.

GENERAL GUIDELINES

1. These terms and conditions apply to all of the City of Excelsior's social media accounts. Where possible, a link to these terms and conditions will be made available or posted as a text somewhere on the social media account.
2. Users should know that City social media posts, comments and replies to those posts, and any direct or private messages sent to the City, may be public record subject to applicable public records release.
3. The City social media accounts are not monitored 24/7 and no-one should utilize the City social media accounts to seek emergency services. Anyone in need of emergency help should call 9-1-1.

4. The City does not guarantee a response to comments, questions, or messages sent on social media accounts.

CONTENT MODERATION

1. **Limited Public Forum** – The City’s social media accounts are created and maintained as limited public forums under federal case law pertaining to the First Amendment to the U.S. Constitution. The City invites members of the public to view and where possible, provide comments or other engagement on its social media accounts. However, the law permits the City to hide and/or delete comments that are not protected speech under the First Amendment and relevant federal case law. The City will not hide or delete comments solely because such comments are critical of the organization, its officials, or its employees.
2. **Prohibited Content** – Relevant First Amendment case law permits the City to hide or delete certain comments on its social media accounts. The following comments may be hidden or deleted:
 - A. Comments directly advocating violence or illegal activity.
 - B. Comments containing direct criminal threats as defined by local, state or federal law.
 - C. Comments containing obscenity, which is defined as sexually explicit and/or pornographic content that is patently offensive, appeals to the prurient interest, and lacks serious literary artistic, political or scientific value.
 - D. Comments that directly promote or advocate for the City to illegally discriminate based on race, age, religion, gender, national origin, disability, sexual orientation, veteran status, or any other legally protected class if such comments violate local, state or federal law.
 - E. Comments containing links to malware and/or malicious content that affects the normal functioning of a computer system, server, app or browser.
 - F. Comments containing actual defamation against a person, either as determined by a court of comments that are patently defamatory by easily discovered facts. When a public figure is the target, the user must act with actual malice for the comment to be defamatory.
 - G. Comments that contain images or other content that violate the intellectual property or copyright rights of someone else, if the owner of that property notifies staff that the property was included in a comment on the City’s social media accounts.

H. Comments that contain a hyperlink to any website other than those the City controls. This will be done without regard to the viewpoint of the comment containing such a link.

3. **Retention** – When a comment containing any of the above content is posted to one of the City’s social media accounts and staff hides or deletes the comment a copy or electronic record of that content must be retained pursuant to the City’s record retention policy.
4. **Right of Appeal** – If staff hides or deletes a user comment pursuant to these terms and conditions, that user has the right to appeal that decision by sending an email or letter to the City Manager within five business days of the action. Upon receipt of an appeal, the City Attorney will determine whether the comment at issue contained content protected by the First Amendment. If the appeal is successful, the comment may (if possible) be restored for public view, or the user may be permitted to repost the comment. Upon a determination that the comment was not protected by the First Amendment, the user will be notified that the appeal was denied. The return correspondence, sent within a reasonable amount of time, will provide the user with a brief legal explanation for the action taken.

ACCOUNTS OF GOVERNMENT OFFICIALS

The City of Excelsior does not maintain or have any control over the social media accounts of elected officials. All elected officials are provided a copy of this policy and encouraged to follow the same policy for any official elected official accounts.

SOCIAL MEDIA CONTENT STANDARDS

PURPOSE

The City uses social media to provide timely accurate and accessible information related to City services, programs, public safety and community engagement. All content published on official City social media accounts must support this purpose and reflect the City’s role as a non-partisan, professional public agency.

WHAT THE CITY MAY POST

The City may publish content that meets one or more of the following criteria:

- Information that supports City operations, services, programs, projects or events

- Public notices, meeting information, deadlines, and service updates
- Emergency alerts and verified public safety information
- Educational or informational content related to City policies, infrastructure, or community resources
- Content that promotes transparency, civic engagement, or awareness of City initiatives

CONTENT STANDARDS FOR ALL POSTS

All content published on official City social media accounts must:

- Be accurate, verified, and approved through appropriate internal processes
- Use clear, plain language suitable for a general audience
- Maintain professional, respectful and non-partisan tone
- Be appropriate for retention as a public record
- Comply with applicable laws, including data practices, records retention, accessibility, and First Amendment requirements
- Avoid speculation, assumptions or unverified information

CONTENT REQUIRING ADDITIONAL REVIEW OR APPROVAL

The following content should be reviewed or elevated for approval prior to posting:

- Posts related to emergencies, crises, or evolving incidents
- References to tragedies, sensitive anniversaries or highly emotional events
- Content involving enforcement actions, investigations or legal matters
- Response to significant public controversy or criticism
- Posts that could reasonably be misunderstood without additional context

When appropriate, staff should coordinate with City administration, legal counsel or public safety officials before publishing.

PROHIBITED CONTENT

The City will not post content that includes or implies:

- Personal opinions or commentary unrelated to official City business
- Political advocacy, endorsements, or opposition to candidates, ballot questions, or political organizations
- Confidential, private, or not public information
- Internal deliberations, personnel matters, or non-public data
- Inflammatory, sarcastic, or retaliatory language

- Speculative, misleading, or unverified information

COMMENT AND ENGAGEMENT CONSIDERATIONS

City social media accounts are limited public forums. Comments or interactions may be moderated in accordance with the City's Social Media Terms of Use. Content will not be removed solely because it's critical or unpopular, provided it constitutes protected speech.

QUICK POSTING TEST

Before publishing, staff should be able to answer "yes" to the following questions:

1. Is this content factual, verified, and clearly City business?
2. Is the tone professional, neutral and appropriate for the public record?
3. Would the City be comfortable defending this post publicly or legally?
4. Does this content align with this policy and the City's communication standards?

If the answer to any question is "no" or "unsure," the content should be revised or elevated for review.



Item: 14.b.

ITEM REPORT

To: City Council

From: Cari Lindberg, Assistant City Manager

Meeting Date: September 8, 2026

Department/Office: Administration

Item Name: Time Change for September 21 Work Session

Summary:

At the September 21st work session, the City Council will be discussing the budget and the preliminary levy. Staff is requesting that the work session start at 5:00 PM to have time to discuss a draft of the City's Tax Increment Financing Policy. Staff will post the time change on the website and in City Hall.

Recommended Action:

Motion to start the September 21st work session at 5:00 PM to allow for time to discuss the budget and a draft of the City's Tax Increment Financing policy.

Budget:

Attachments:

None