



Parks and Recreation Commission

Regular Meeting

Tuesday, July 15, 2025, 6:15 PM
106 Center Street

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

<https://us02web.zoom.us/j/84098128850?pwd=4KRLjSh7U9bJvExKe6BIEKOwVJGOFo.1>

Meeting ID: 840 9812 8850

Passcode: 157654

One tap mobile

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

AGENDA

1. Call to Order/Roll Call
2. Minutes of the Preceding Meeting(s)
 - A. June 10, 2025 Parks and Recreation Commission Meeting Minutes
3. Citizen Reports or Comments
4. Unfinished Business
 - A. Oak Hill Cemetery Improvements
5. New Business
 - A. Movies in the Park and Community Events
6. Communications and Reports
 - A. June Financials
7. Miscellaneous/Commissioner's Comments
8. Adjournment

City of Excelsior
Parks and Recreation Commission Meeting

MINUTES

Tuesday, June 10, 2025

106 Center Street, Excelsior, MN 55331 – Entrance located on Center Street
6:15 P.M.

1. CALL TO ORDER

Chair Sobiech called the June 10, 2025, Parks and Recreation Commission meeting to order at 6:15 P.M.

Present: Chair Sobiech, Vice Chair Wolfe, and Commissioners Anderson, Bolles, Vogel

Absent: Commissioner Schmidt

Commissioner Smith arrived at approximately 6:23PM

Also present: Public Works Director Amundsen, and Parks Manager Quinn

2. AGENDA APPROVAL

Wolfe moved, Bolles seconded to approve the June 10, 2025 agenda. Motion carried 5/0.

3. APPROVAL OF MINUTES

a) April 15, 2025 Parks and Recreation Commission Meeting Minutes

Wolfe moved, Bolles seconded to approve the May 13, 2025 Parks and Recreation Commission meeting minutes with the spelling correction to Arey Garden. Motion carried 5/0.

4. CITIZEN REPORTS OR COMMENTS

None

5. UNFINISHED BUSINESS

a) Oak Hill Cemetery Improvements

The Commission discussed cemetery improvements including boulder wall construction and erosion control on the hill, gravestone restoration, vault improvements, road improvements and historic registry.

Chair Sobiech discussed the priorities likely being: National Historic Registration, boulder wall/erosion control projects, roadway improvements, gravestone restoration and vault improvements.

Vice Chair Wolfe discussed the importance of exploring historic registration as a first step in the process.

Commissioner Vogel and Commissioner Anderson volunteered to be the cemetery improvement workgroup.

Parks Manager Quinn restated Commissioner Vogel's motion to proceed with a national historic registration evaluation as the first priority followed by prioritizing cemetery projects based off evaluation findings but with boulder wall construction and erosion control likely being the first project or addressed sooner if need be.

Vogel motioned, Bolles seconded to approve the cemetery improvement action plan and workgroup. Carries 6/0

B. Commons Use Policy

Commissioner Vogel presented the Commission with a revised Commons Use Policy which was edited down and put in the form of Q&A. The Commission discussed that the Commons Use Policy should be policy vs. ordinance to allow for more flexibility.

Commissioner Smith motioned to move forward with the current draft of the Commons Use Policy as the Parks and Recreation Commissions official recommendation, Chair Sobiech seconded. Carries 6/0

5. NEW BUSINESS

a) Movies in The Park

The Commission discussed having movies in the Park with the goal of potentially having a movie in The Commons in 2025.

Commissioners Smith, Sobiech, and Vogel volunteered to be members of the movies in The Park workgroup.

6. COMMUNICATIONS AND REPORTS

a) City Council and Park Project Updates

Director Amundsen updated the Commission on ballfield construction and schedule.

b) May Financials

7. MISCELLANEOUS/COMMISSIONER'S COMMENTS

Chair Sobiech brought up the Boy Scout can trailer at Studer Park its looks and how it attracts bees. The Commission further discussed the Boy Scout trailer and the compost bins at the gardens.

8. ADJOURNMENT

Vogel moved, Smith seconded to adjourn the June 10, 2025 Parks and Recreation Commission meeting at 7:37PM. Motion carried 6/0.

Respectfully submitted,
Kevin Quinn, Parks Manager



Item: 4.A.

ITEM REPORT

To: Parks and Recreation Commission

From: Tim Amundsen, Public Works Director, Kevin Quinn, Parks Manager

Meeting Date: July 15, 2025

Department/Office: Public Works

Item Name: Oak Hill Cemetery Improvements

Summary:

The City Council directed the Parks and Recreation Commission to work on an implementation and capital improvement plan for the Oak Hill Cemetery. Oak Hill Cemetery improvements were included in the most recent budget discussion for 2025 with the City Council. Below is a table that indicates the improvements and proposed costs:

2025 Potential Cemetery Projects	Cost
Gravestone Restoration	\$118,500
Vault Restoration	\$6,500
Boulder Wall Installation (updated)	\$140,000
National Register Evaluation	\$30,000
Total	\$295,000

Staff have also worked with the City Engineer to determine a rough cost for the roadway and pathway improvements within the cemetery as well. Below is a breakdown of the current estimate for roadway improvements:

Area	Cost
Lower Cemetery Loop Roadway	\$30,000
Upper Cemetery Pathways and Roadway	\$105,000
Total	\$135,000

Total costs for all proposed Oak Hill Cemetery improvements are \$430,000. This estimate does not include the installation of a columbarium.

Staff and Commission members met with a landscape contractor to walk the cemetery to discuss the boulder wall construction and erosion control measures in more detail.

The landscape contractor provided an updated proposal with additional boulder wall installations as well as grade improvements which involve leveling low areas with soil, seeding, and erosion control blanket installation. The proposal also includes an option for one wall segment to be planted with low-growing shrubs vs. boulder wall installation. The new proposal includes a map of the proposed wall installations.

Staff and Commission members met with Amy Lucas from Landscape Research LLC, who is Excelsior's Heritage Preservation Commission consultant, for an initial site visit and discussion on Oak Hill Cemetery. Amy plans to draft a request for proposals (RFP) for a consultant to work with the City of Excelsior to apply for Historic Designation for the cemetery. Along with the RFP, it was also recommended to potentially proceed with a landscape treatment plan. The landscape treatment plan would have the landscape assessed and would help to determine the improvements that are recommended to be made along with how the improvements would be facilitated. Amy Lucas will provide staff and the cemetery committee with a request for proposal to review prior to posting to receive proposals from interested parties.

Recommended Action:

Discuss the most recent updates regarding the Oak Hill Cemetery and the proposed plan to create a request for proposals to explore historic designation of the site.

Budget:

Attachments:

1. Oak Hill Cemetery Proposed Walls

Oak Hill Cemetery Proposed Walls

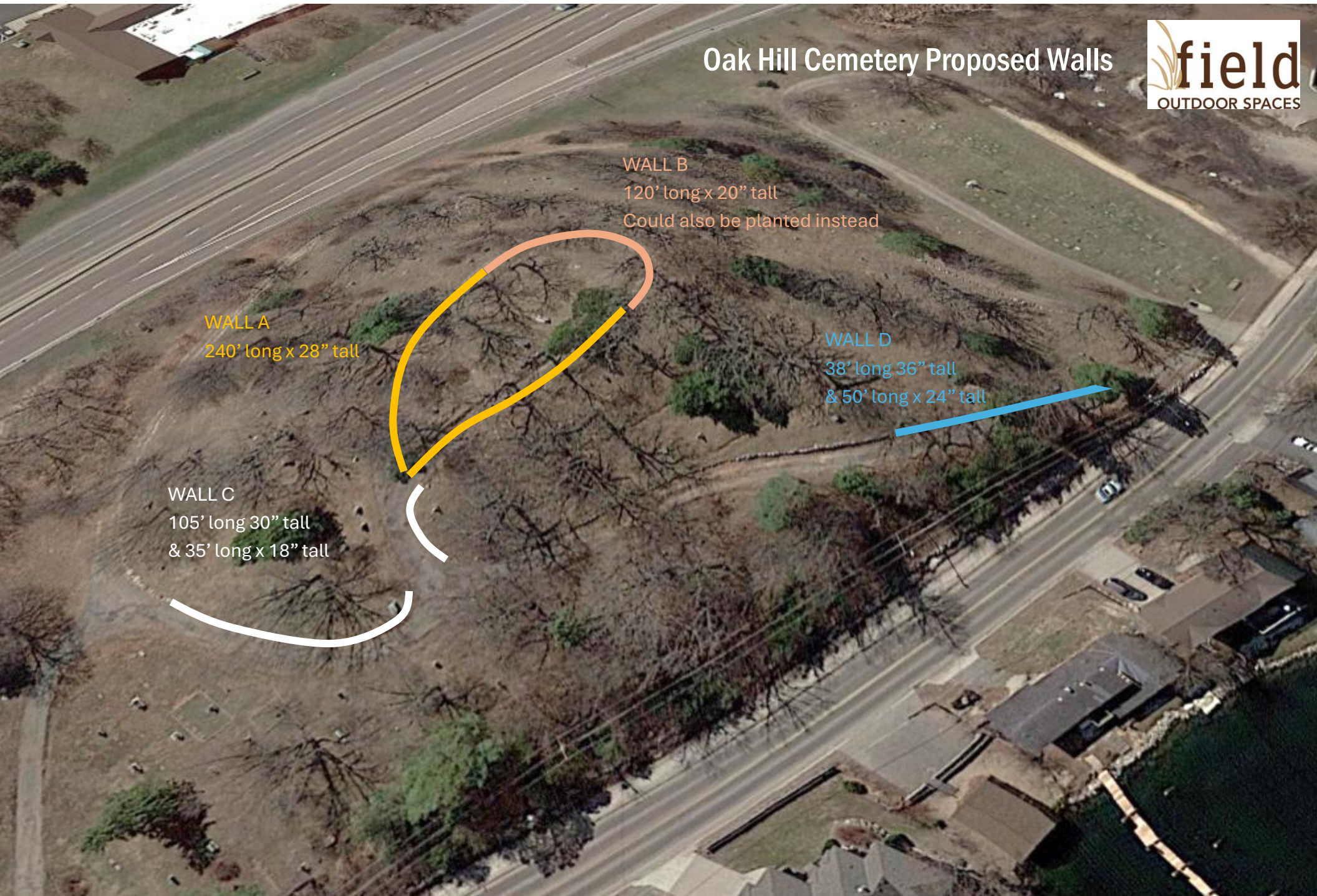


WALL A
240' long x 28" tall

WALL B
120' long x 20" tall
Could also be planted instead

WALL D
38' long 36" tall
& 50' long x 24" tall

WALL C
105' long 30" tall
& 35' long x 18" tall





Item: 5.A.

ITEM REPORT

To: Parks and Recreation Commission

From: Tim Amundsen, Public Works Director, Kevin Quinn, Parks Manager

Meeting Date: July 15, 2025

Department/Office: Public Works

Item Name: Movies in the Park and Community Events

Summary:

Chair Sobiech asked City Staff to place this item on the agenda for discussion.

Excelsior City Staff has contacted the City of Mound to gather information on mobile movie vendors as the City of Mound hosts a movie in the park event. City Staff has contacted the City of Mound's vendor; City Staff will share information with the Commission if rates and details are available at that time.

Recommended Action:

Discuss action plan to potentially plan a movie in the park or other small community event(s) in The Commons in 2025.

Budget:

Attachments:

None

**City of Excelsior
Park Capital Improvement Fund
As of 06/30/2025**

	<u>2025 Budget</u>	<u>JUNE Actual</u>	<u>2025 YTD Actual</u>
PARK IMPROVEMENT FUND			
Park Improvements			
Revenue			
Interest Earnings	10,000		-
County Grants			
Contributions and Donations	40,000		
Charitable Gambling - Designated Donations	15,000	734	13,076
Park Dedication Fees	10,000		
Miscellaneous (Winter Storage)	21,755	-	15,590
Transfers From Other Funds	-	-	-
	<u>96,755</u>	<u>734</u>	<u>28,666</u>
Expenditures			
Professional Services	10,000	1,836	8,903
Engineering Fees	1,500		
Other Equipment	50,000	764	29,065
Charitable Gambling Expenditures - C4C			
Improvements Other Than Bldgs	248,000	844	844
Improvements - Playground Equip			
Improvements - Charitable Gambling			
Transfers To Other Funds			
	<u>309,500</u>	<u>3,443</u>	<u>38,812</u>
Net Change in Fund Balances	<u>(212,745)</u>	<u>(2,709)</u>	<u>(10,146)</u>
Cash Balances			
Cash Balance -06/30/2025			815,038
Designated for Playground Equipment			3,926
Committed for Commons Master Plan - Charitable Gambling Projects*			138,752
Committed for Commons Master Plan			-
Balance Available for Park Projects			<u>672,360</u>
Fund Balance			<u>815,038</u>