



Parks and Recreation Commission

Regular Meeting

Tuesday, September 9, 2025, 6:15 PM
106 Center Street

<https://us02web.zoom.us/j/89537964600?pwd=22rZtxbEPfdQVbbt6kQyYHKJcGFwBr.1>

Meeting ID: 895 3796 4600

Passcode: 066245

One tap mobile

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Some items on the 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. August 19, 2025 Minutes
3. Citizen Reports or Comments
4. Unfinished Business
 - A. Flagpole in The Commons
5. New Business
 - A. Winter Programming in The Commons
6. Communications and Reports
 - A. City Council and Park Project Updates - Ballfield, Mini Master Plan, Playground
 - B. August Financials
 - C. Cinema in The Commons
 - D. Oak Hill Cemetery Improvements
7. Miscellaneous/Commissioner's Comments
8. Adjournment

City of Excelsior
Parks and Recreation Commission Meeting

MINUTES

Tuesday, August 19, 2025

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

1. CALL TO ORDER

Chair Sobiech called the August 19, 2025, Parks and Recreation Commission meeting to order at 6:20 P.M.

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

Absent: Commissioner Smith

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

2. AGENDA APPROVAL

a) August 19, 2025 Parks and Recreation Commission Agenda

Wolfe moved, Schmidt seconded to approve the August 19, 2025 Parks and Recreation Commission meeting Agenda. Motion carried 6/0.

3. APPROVAL OF MINUTES

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

Wolfe moved, Bolles seconded to approve the June 10, 2025 Parks and Recreation Commission meeting minutes. Motion carried 6/0.

4. CITIZEN REPORTS OR COMMENTS

None

5. UNFINISHED BUSINESS

a) Cinema in The Commons

The Commission discussed event logistics as well as site and safety requirements from the fire department and the audio-visual company. The Commission discussed the need for around 300 flyers for each event. The Commission discussed potential sponsorships opportunities for future events including pull tabs from the Rotary. Commissioner Bolles discussed potentially drafting and sending letters to children orientated businesses such as dentist offices to raise awareness of the event and for potential sponsorships.

New Business

a) Flagpole in The Commons

The Commission discussed potential pole location being near pavilion just outside of an existing garden bed. The Commission discussed the condition of the old pole and the need to potentially purchase a

new pole. Director Amundsen suggested that if a new pole is purchased, to purchase a pole with an internal pulley system. The Commission discussed bringing different pole options to review at the September meeting.

6. COMMUNICATIONS AND REPORTS

a) City Council and Park Project Updates – Information Only

Director Amundsen and Manager Quinn provided updates on the ballfield project, the mini master plan, as well as the playground project advisory committee. Director Amundsen discussed the Studer Park soil test results and stated that an update was sent out and posted to the Excelsior website.

b) Oak Hill Cemetery Improvements

Director Amundsen discussed that we are working with our historical consultant to draft a request for proposal for the historical designation of the cemetery.

c) July Financial

Nothing to note

7. MISCELLANEOUS/COMMISSIONER'S COMMENTS

The Commission discussed and decided to reschedule October's meeting from 10/14 to 10/21.

The Commission discussed winter programming in The Commons and to add this topic to the September agenda.

8. ADJOURNMENT

Wolfe moved, Vogel seconded to adjourn the August 19, 2025 Parks and Recreation Commission meeting at 7:30PM. 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: September 9, 2025

Department/Office: Public Works

Item Name: Flagpole in The Commons

Summary:

Staff has done research on various flagpole options and has been in contact with a local vendor for flagpole pricing and installations costs.

Here are two options to consider:

New Flagpole Example Option 1:

Flag Control System: Internal winch cable

Above Ground Height: 35'

Bottom of pole diameter: 5"

Pole gauge thickness: .188"

Wind rating: 79mph with flag, 95mph without flag

Flag size: 6' x 10'

Price: \$5,237

New Flagpole Example Option 2:

Flag Control System: Internal halyard rope

Above Ground Height: 35'

Bottom of pole diameter: 6"

Pole gauge thickness: .156"

Wind rating: 87mph with flag, 116mph without flag

Flag size: 6' x 10'

Price: \$4,866

New Flagpole Installation cost: \$995

Solar Panel lighting cost: \$150

Hardwired lighting cost: TBD

Both options can fly a 6' x 10' flag

Pricing on competitor websites is comparable to these prices. However, installation costs from out of state companies is not information we have gathered.

Example of new flagpole option:



Reusing Existing Flagpole Option:

Replace components, install internal halyard system, remove old concrete footing and PVC sleeve and installation:

Estimated cost of \$1,600-\$2,000

*This option hinges on being able to remove the concrete footing without needing to cut the pole.

Existing Pole Information:

The current city owned pole which was previously in The Commons is 35ft long and is being stored at Public Works. This pole will require some repairs if repurposed and does have wear and tear from the years of being up in the Commons previously. The current pole has an external halyard system.

Staff and City Council have been in contact with Excelsior Rotary and Excelsior American Legion about potentially donating funds for the flagpole and flag.

Staff visited the site to see where the flagpole could be sited adjacent to the Pavilion and Plaza. See below photos for reference.







Staff could see the installation occurring near where Parks Manager Quinn is standing in the above photo or nearer to the planting area for the Pavilion that is in the final photo. The nearer it is to the existing planting area at the Pavilion, the better it will be seen and be far enough away from existing trees as they mature.

Recommended Action:

Discuss the new flagpole options vs. reusing our exiting pole as well as location, pole color, flag size, and how to proceed with installing a flagpole at The Commons near the Pavilion and Plaza.

Budget:

Attachments:

None



Item: 5.A.

ITEM REPORT

To: Parks and Recreation Commission

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

Meeting Date: September 9, 2025

Department/Office: Public Works

Item Name: Winter Programming in The Commons

Summary:

At the August 19 Parks and Recreation Commission meeting (PNR), it was discussed to have a focused discussion on potential winter programming for The Commons at the September meeting. One potential idea was to revisit the cold plunge / sauna which was proposed but not approved for the 2024/25 season.

Recommended Action:

Discuss potential winter programming for The Commons and how to best proceed with programming and event ideas.

Budget:

Attachments:

None

**City of Excelsior
Park Capital Improvement Fund
As of 08/31/2025**

	<u>2025 Budget</u>	<u>AUGUST 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	2,782	17,709
Park Dedication Fees	10,000		
Miscellaneous (Winter Storage)	21,755	-	15,590
Transfers From Other Funds	-	-	-
	<u>96,755</u>	<u>2,782</u>	<u>33,299</u>
Expenditures			
Professional Services	10,000	9,786	20,882
Engineering Fees	1,500		
Other Equipment	50,000	764	29,065
Charitable Gambling Expenditures - C4C			
Improvements Other Than Bldgs	248,000	6,233	7,077
Improvements - Playground Equip			
Improvements - Charitable Gambling			
Transfers To Other Funds		30,000	30,000
	<u>309,500</u>	<u>46,782</u>	<u>87,024</u>
Net Change in Fund Balances	<u>(212,745)</u>	<u>(44,001)</u>	<u>(53,725)</u>
Cash Balances			
Cash Balance -08/31/2025			768,278
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			625,599
Fund Balance			<u>768,278</u>