



Parks and Recreation Commission

Regular Meeting

Tuesday, November 25, 2025, 6:15 PM
106 Center Street

Join Zoom Meeting

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Meeting ID: 816 4637 7900

Passcode: 141484

One tap mobile

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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
 - A. Agenda Approval
2. Minutes of the Preceding Meeting(s)
 - A. October 14, 2025 Parks and Recreation Commission Meeting Minutes
3. Citizen Reports or Comments
4. Unfinished Business
5. New Business
 - A. End of Season Meeting with Community Gardners
6. Communications and Reports
 - A. City Council and Park Projects Update - Information Only
 - B. Flagpole in The Commons Update
 - C. Oak Hill Cemetery Committee Update
 - D. October Financials
 - E. City Council Liaison Feedback
 - F. Winter Program in The Commons - Excelsior Saunas Update
7. Miscellaneous/Commissioner's Comments

8. Adjournment

City of Excelsior
Parks and Recreation Commission Meeting

MINUTES

Tuesday, October 21, 2025

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

1. CALL TO ORDER

Chair Sobiech called the October 21, Parks and Recreation Commission meeting to order at 6:15 P.M.

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

Absent: Commissioners Schmidt & Smith

Also present: Council Member Vogel and Parks Manager Quinn

2. APPROVAL OF MINUTES

a) September 9, 2025 Parks and Recreation Commission Meeting Minutes

Wolfe moved, Bolles seconded to approve the September 9, 2025 Parks and Recreation Commission meeting minutes. Motion carried 4/0.

3. AGENDA APPROVAL

a) October 21, 2025 Parks and Recreation Commission Agenda

Wolfe moved, Bolles seconded to approve the September 9, 2025 Parks and Recreation Commission meeting agenda with the addition of adding Christmas tree lighting discussion to New Business. Motion carried 4/0.

4. CITIZEN REPORTS OR COMMENTS

a) Resident John Baker of 614 Glencoe Rd discussed improvement ideas for Studer Park such as a paved walking loop, picnic tables, sand volleyball courts, bocce ball courts, play structures, landscape plantings around Studer Park sign, and a new Welcome to Excelsior sign.

5. NEW BUSINESS

a) Winter Programming in The Commons – Excelsior Saunas Presentation

Leif Kjorness and Ben Hecker from Excelsior Saunas presented on their saunas, services, revenue sharing, and the logistics of potentially having a temporary sauna in The Commons.

The Commission discussed sauna-goer parking, signage for the sauna, location options, and sauna staffing with Excelsior Saunas.

Vice Chair Wolfe motioned, and Commissioner Bolles seconded a proposal for City Council for Excelsior Saunas to have a movable and temporary sauna in The Commons near the bathhouse (unless

a better location is determined) and a cold plunge in the lake at the big beach. The proposed sauna timeline would be for one season starting in December 2025 and ending in late April 2026. Passes 4/0

b) Christmas Tree Lighting

The Commission discussed two different Christmas tree lighting ceremonies to happen in Excelsior this season. The Commission discussed the potential use of the Christmas in Excelsior tree after the event and the logistical challenges associated with reusing the tree.

6. UNFINISHED BUSINESS

a) Flagpole in The Commons

Chair Sobiech discussed that the Excelsior American Legion approved a donation of up to \$6,000 for a new flagpole in The Commons. The Commission discussed the 3 flagpole options and the differences in pricing for the installation costs between the 2 different contractors.

Commissioner Bolles motioned, and Commissioner Anderson seconded a proposal to City Council for the installation of Flagpole Option 1 or Flagpole Option 3 including anodization in The Commons. Passes 4/0

7. COMMUNICATIONS AND REPORTS

a) City Council and Park Project Updates – Information Only

Manager Quinn provided updates on the ballfield project, the mini master plan, the playground project advisory committee, and fall tree plantings.

b) September Financials

Nothing to note

C) Oak Hill Cemetery Improvements

Manager Quinn updated the PNR Commission on the Cemetery Committee which will involve city staff, PNR members, and Heritage Preservation Commission members. Manager Quinn discussed that Row 10 Historic Preservation Solutions will be the contractor for the Oak Hill Cemetery historical designation work and landscape treatment plan. The Commission discussed Commissioners Anderson and Schmidt being on the committee.

D) Studer Park Use Discussion - The Commission discussed how guidance is needed from City Council on the funding for Studer Park improvements and potential future use of the space.

E) Art Installation in The Commons – How to manage existing and future art in the park

Manager Quinn discussed the Commons Use Policy draft and how art is addressed in the policy. Council member Vogel clarified how art requests and timelines for art in the park are addressed in the policy draft.

8. MISCELLANEOUS/COMMISSIONER'S COMMENTS

None

9. ADJOURNMENT

Wolfe moved, Bolles seconded to adjourn the October 21, 2025 Parks and Recreation Commission meeting at 8:16PM. Motion carried 4/0.

Respectfully submitted,
Kevin Quinn, Parks Manager

ITEM REPORT

To: Parks and Recreation Commission

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

Meeting Date: November 25, 2025

Department/Office: Public Works

Item Name: End of Season Meeting with Community Gardners

Summary:

The Parks and Recreation Commission holds a meeting each year with the Community Garden plot renters to review the summer season. Garden plot renters were invited to attend the meeting. The Commission should hear from any garden plot renters in attendance and discuss the 2025 season and discuss any changes the Commission would like to implement for the upcoming 2025 season.

Comments:

No comments were received by email regarding the Community Garden plots.

Garden Improvements / Projects:

There are several plots within the garden with poor drainage which are not rented due to this issue. To keep these plots from becoming overrun with weeds and a nuisance to neighboring plots, staff covered these plots with plastic and mulch in spring 2025.

Staff would like feedback any feedback there may be on this maintenance tactic within the garden.

Here is an example of one covered plot:



In fall of 2025, staff met with Flagship Recreation at Studer Park to explore the

possibility of installing a shelter structure on the existing concrete slab west of the community gardens. Staff is anticipating an update from Flagship Recreation in the coming weeks with potential shelter options and project estimate.

Here is the location of the existing concrete slab:



End of Season Plot Maintenance:

As stated in the Community Garden Application:

Gardens must be cleared and cleaned by October 31st. All dead plants and weeds should be removed and placed in a designated site. All stakes/fencing should be pulled and removed from the site. If a garden area is not cleaned up by October 31st, the gardener will not be allowed to rent a garden plot the following year.

Shown below are two examples of end of season garden bed conditions for reference:

This plot was left full of weeds and grasses:



This plot was cleaned out and left tidy for the end of season:



Recommended Action:

The Commission should discuss the garden plots, comments received, garden projects, and any recommended changes to the Community Gardens for the upcoming 2026 season.

Budget:

Attachments:

1. 2025 Garden Plot Policy and Application



APPLICATION FOR COMMUNITY GARDEN 2025

350 Highway 7, Suite 230 • Excelsior, MN 55331

952-474-5233

\$30 Residents \$70 Non-Residents

NAME _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

PHONE _____ EMAIL _____

NEW GARDENER _____ RETURNING GARDENER _____

ARE YOU INTERESTED IN DONATING EXCESS PRODUCE IF CONTACTED BY A COMMUNITY OR NON-PROFIT GROUP? ____YES ____NO

ARE YOU INTERESTED IN PARTICIPATING IN A GARDENING CLASS? ____YES ____NO

WOULD YOU LIKE PUBLIC WORKS TO TILL YOUR PLOT? ____YES ____NO

**Tilling is the act of breaking and loosening soil for the purpose of aerating the soil, eliminating weeds, and mixing organic material.*

WOULD YOU BE INTERESTED IN SHARING YOUR CONTACT INFORMATION FOR JOINING A GROUP WITH OTHER GARDENERS FROM EXCELSIOR'S COMMUNITY GARDEN? ____YES ____NO

**The City is exploring community outlets for gardeners to connect with each other throughout the season.*

GARDENER'S SIGNATURE AND LIABILITY WAIVER

I, undersigned, agree to abide by the rules and regulations set forth in the attached Garden Plot Policy Agreement. I further understand that the City of Excelsior is not responsible for my actions. I, therefore, agree to hold harmless the City of Excelsior for any liability, damage, loss, or claim that occurs in connection with the use of the garden by me or any of my guests.

APPLICANT'S SIGNATURE

DATE

GARDEN PLOT POLICY AND AGREEMENT

General Information:

- The City has 60 garden plots (approximately 15ft. by 20 ft.) for lease
- The City will: prepare the garden for planning, stake all plot corners, identify each plot by number and provide water and hoses (May 15 through October 31st)

Opening Date:

The target date for opening is May 15th. This date may vary due to weather and soil conditions. Staff will notify you when garden plots are ready for planting. Please be courteous in all interactions with fellow gardeners and work to resolve any disagreements.

Fees:

The fee per lot is \$30 for residents and \$70 for non-residents. This fee is used to pay for soil preparation, water, garden improvements, and other related items. Gardeners who do not maintain their plots will not be eligible for a garden plot the following year.

Assignment of Plots:

Plots are assigned to one person and are not transferable. Payment is due when garden plots are reserved. If payment is not received, the garden plot will not be reserved.

Assignments will be on a first-come, first-served basis. A maximum of two plots will be assigned in order of date of application with payment. Any applications not filled will be placed on a waiting list and assigned in the order of priority consistent with these rules as plots are available.

Priority on the assignment of garden plots shall be as follows:

- a. Gardeners who rented garden plots the previous year will have the opportunity to rent the same garden plot(s) that they had rented the previous year. After all renewals are processed, gardeners who wish to change plots will be given the opportunity to move to one of the vacant lots. Requests will be completed in the order received.
- b. After March 1st, Excelsior residents who did not rent a garden plot the previous year will have the opportunity to rent garden plot(s).
- c. After April 1st, non-residents who did not rent a garden plot the previous year will have the opportunity to rent garden plot(s).
- d. After everyone on the waiting list has been given an opportunity to rent a garden plot, gardeners who had a plot the previous year will be given the opportunity to rent a second garden plot. Assignments will be made in the order received.
- e. The Excelsior Men's Garden Club will be given two garden plots at no charge in appreciation of their volunteer work.

Start of the Season:

- First time renters should check the condition of their assigned plot. Gardeners are responsible for the condition of the plot they are assigned.
- Plant your plot by June 1st and keep it planted and weeded all season long. Plots that are unplanted by the planting deadline are assumed abandoned and will be forfeited without a refund. Plots not planted will be reassigned. The City will attempt to contact the gardener prior to reassigning.

Tilling:

- Prior to tilling, gardeners will need to remove plants and weeds. Staff is not responsible for cleaning the plot prior to tilling. Garden plot must be in ready-to-till condition.

Throughout the Season:

- Gardeners must keep all debris within their own plot. A 6-inch unplanted border must be maintained along each plot line where there is no aisle. Any plant that protrudes into the next plot or walkway may be trimmed or picked by the adjacent plot owner.
- Gardeners must keep hoses on the path and not across other plots. Hoses must be attended at all times while watering and the faucet shut off when done watering. No overnight watering is allowed. If you notice any water leaks, please notify City Hall immediately so these can be repaired.
- Disposal of weeds in undesignated area – including under the “No Dumping” sign is prohibited. Designated bins for weed disposal will be clearly marked and located at the garden.
- If a complaint is received regarding a garden plot, the gardener will be contacted to address the issue. If the problem persists, the gardener will forfeit their garden plot.

End of the Season:

Gardens must be cleared and cleaned by October 31st. All dead plants and weeds should be removed and placed in a designated site. All stakes/fencing should be pulled and removed from the site. If a garden area is not cleaned up by October 31st, the gardener will not be allowed to rent a garden plot the following year.

Gardening Hours:

Gardening hours are from 6:00 a.m. to 9:00 p.m. The use of power equipment is restricted to the hours of 9:30 a.m. to 7:30 p.m.

Gardening Courtesy and Communication:

Contact the Public Works staff at (952) 474-3678 or Parks & Natural Resources Manager Kevin Quinn via e-mail at kquinn@excelsiormn.org for guideline clarifications or plot delineation. Public Works staff will check plots regularly to encourage productive use by participants. Children are encouraged to garden with their parents. Parents are responsible for keeping their children on the paths of their assigned garden without going through the plots of other gardeners. Pets are NOT allowed in the garden area.

**City of Excelsior
Park Capital Improvement Fund
As of 10/31/2025**

	<u>2025 Budget</u>	<u>OCTOBER Actual</u>	<u>2025 YTD Actual</u>
PARK IMPROVEMENT FUND			
Park Improvements Revenue			
Interest Earnings	10,000		-
County Grants			
Contributions and Donations	40,000	-	19,926
Charitable Gambling - Designated Donations	15,000	5,948	26,485
Park Dedication Fees	10,000		
Miscellaneous (Winter Storage)	21,755	-	15,590
Transfers From Other Funds	-	-	-
	<u>96,755</u>	<u>5,948</u>	<u>62,001</u>
Expenditures			
Professional Services	10,000	2,381	31,013
Engineering Fees	1,500		
Other Equipment	50,000	2,404,403	53,211
Charitable Gambling Expenditures - C4C			
Improvements Other Than Bldgs	248,000	24,771	31,789
Improvements - Playground Equip			
Improvements - Charitable Gambling			
Transfers To Other Funds		30,000	30,000
	<u>309,500</u>	<u>2,461,555</u>	<u>146,012</u>
Net Change in Fund Balances	<u>(212,745)</u>	<u>(2,455,607)</u>	<u>(84,012)</u>
Cash Balances			
Cash Balance -10/31/2025			736,233
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			593,554
Fund Balance			<u>736,233</u>