



Parks and Recreation Commission

Regular Meeting

Tuesday, February 10, 2026, 6:15 PM
106 Center Street

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

<https://us02web.zoom.us/j/84332539640?pwd=77CcDeRE1FiUVkcX7gwflaeqfkZI57.1>

Meeting ID: 843 3253 9640

Passcode: 115281

One tap mobile

+16469313860,,84332539640#,,,,*115281# US

+19292056099,,84332539640#,,,,*115281# US (New York)

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
 - B. Oath of new Commissioner John Baker
2. Minutes of the Preceding Meeting(s)
 - A. Approve December 9, 2025 Parks and Recreation Commission Meeting Minutes
3. Citizen Reports or Comments
4. Unfinished Business
5. New Business
 - A. 2026 Parks and Recreation Goals Discussion
 - B. Community Garden Discussion
6. Communications and Reports
 - A. City Council and Park Project Updates - Mini Master Plan and Playground, Park Maintenance Projects - Information Only
 - B. Cinema in The Commons Update - Sponsorship Guide Creation
 - C. Cemetery Committee Update
 - D. Hennepin County Youth Activities Grants - So-Hi Community Park Grant Update

- E. Upcoming Events - *Klondike Dog Derby*, Luck of the Lake (3/21)
- F. Ballfield Spring and In-Season Use Plan
- G. Park Communication Board
- H. December Financials
- I. January Financials
- J. 2026 Meeting Dates
- 7. Miscellaneous/Commissioner's Comments
- 8. Adjournment

City of Excelsior
Parks and Recreation Commission Meeting

MINUTES

Tuesday, December 9, 2025

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

1. CALL TO ORDER

Chair Sobiech called the December 9, Parks and Recreation Commission meeting to order at 6:15 P.M.

Present: Chair Sobiech, Vice Chair Wolfe, and Commissioners, Anderson, Bolles, Schmidt & Smith
Absent: None

Also present: Parks Manager Quinn

2. APPROVAL OF MINUTES

a) November 25, 2025 Parks and Recreation Commission Meeting Minutes

Wolfe moved, Schmidt seconded to approve the November 25, 2025 Parks and Recreation Commission meeting minutes. Motion carried 6/0.

3. AGENDA APPROVAL

a) December 9, 2025 Parks and Recreation Commission Agenda

Smith moved, Bolles seconded to approve the December 9, 2025 Parks and Recreation Commission meeting agenda.
Motion carried 6/0.

4. CITIZEN REPORTS OR COMMENTS

None

5. UNFINISHED BUSINESS

None

6. NEW BUSINESS

a) End of Season Meeting with Dock, Buoy, and Slide Renters

Manager Quinn discussed completed dock improvement projects such as new gate locks, new private dock signage, weed removal, and weed treatments. Manager Quinn discussed private dock trash can misuse. The Commission discussed having city staff communicate with dock renters about the dock rules.

7. Communications and Reports

a) City Council and Park Project Updates – Information only

Manager Quinn discussed that the new flagpole in The Commons will be installed in the spring.

Manager Quinn discussed the remaining work to be done on the ballfield in the spring. Manager Quinn discussed that the Cemetery Committee hopes to have its first meeting to discuss the project.

b) Winter Programming in The Commons – Excelsior Saunas Update

Manager Quinn discussed that Excelsior Saunas presented to city council and the topic will be on the upcoming city council consent agenda once the contract agreement is updated with city staff.

c) November Financials

No comments

8. Miscellaneous/Commissioner's Comments

The Commission discussed how Christmas in Excelsior was a successful and well-attended event. The Commission discussed potential winter events or programming such as a bike ride to Big Island or snow shoeing.

9. Adjournment

Smith moved, Schmidt seconded to adjourn the December 9, 2025 Parks and Recreation Commission meeting at 6:36PM. Motion carried 6/0.

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: February 10, 2026

Department/Office: Public Works

Item Name: 2026 Parks and Recreation Goals Discussion

Summary:

The following is a status update on the 2025 PNR goals set by City Council:

Commons Use Policy

Parks and Recreation Commission (PNR) approved the Commons Use Policy draft which went to council for review and feedback. Staff along with council support are working together on editing the policy before it goes back to council for review. Staff and council are also working on a Special Events Policy.

Programming in The Commons

PNR Commission coordinated two Cinema in The Commons events in 2025. PNR worked to increase winter programming in the Commons by recommending sauna and cold plunge services with Excelsior Saunas. City Council approved sauna and cold plunge services which are expected to begin in February 2026.

Oak Hill Cemetery Improvements

PNR Commission identified improvements to be made to the cemetery and recommended that a National Registration of Historic Places Nomination be pursued. A Cemetery Committee was formed, and historical consultant Row 10 was selected to create the Registration of Historic Places Nomination and Landscape Treatment plan for the cemetery. The Cemetery Committee has met to review the project scope and developed questions for a planned meeting with Row 10 in January.

Other accomplishments:

PNR fundraised for and gained council approval to install a new flagpole in the Commons.

The PNR Commission should recommend and discuss potential goals for 2026.

Following discussion and development of potential goals with the Commission, staff can present them to City Council to obtain feedback and the Council's recommended goals for the commission in 2026.

Recommended Action:

Discuss 2025 goals and potential goals for 2026.

Budget:

Attachments:

None

ITEM REPORT

To: Parks and Recreation Commission
From: Kevin Quinn, Parks Manager
Meeting Date: February 10, 2026
Department/Office: Public Works
Item Name: Community Garden Discussion

Summary:

At the February 2nd, 2026, City Council work session, City Council discussed potential use changes for the Studer Park Community Gardens. City Council discussed a variety of options which included: exploring new uses of the garden space, keeping the gardens, only allowing residents to rent plots, and potentially involving a community organization to manage the community garden site.

City Council would like the Parks and Recreation Commission (PNR) to discuss what the best use for the community gardens space is and what use would holistically offer the most benefits to the community. City Council would like PNR recommendations for the future use of the community gardens.

If PNR would like to keep the community gardens, City Council would like PNR to review the garden plot application and to set more clear boundaries and expectations for the gardeners.

Some recommendations to consider:

- Who should be allowed to rent plots? Both Excelsior residents and non-residents or only residents?
- Should the City still offer plot tilling every spring?
- Are the penalties strict enough for plots that are abandoned/ left unmaintained?
- Should a deposit be required for plot renting?
- Should a community organization be involved with managing the site and the garden plot renters?

If the PNR Commission wanted to recommend not keeping the community gardens, what potential uses for the space would be recommended for council consideration?

Recommended Action:

The Commission should discuss any recommended changes to the Community Gardens for the upcoming 2026 season and beyond.

Budget:

Attachments:

1. 2026 Garden Plot Policy and Application - Fillable



APPLICATION FOR COMMUNITY GARDEN 2026

37 Water Street • 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.

The Commons Ballfield Spring Use Plan

2026 Spring Play:

I hope this letter finds you well as we all look forward to the 2026 baseball season. We are excited about the beautiful new sod field that was installed in September 2025 and share your enthusiasm for getting players back on it as soon as possible. However, to protect this significant capital investment and ensure the field provides many years of safe, high-quality play, we must delay organized play until the turf is fully established and Minnesota's spring frost is completely out of the ground.

As you know, Minnesota winters subject newly laid sod to extreme freeze-thaw cycles. Even though the sod was installed in the fall and had some initial rooting time before winter, the majority of deep, strong root development occurs in the spring once consistent soil temperatures at the 4-inch depth remain above 50°F for an extended period. In most years across Minnesota, that does not reliably happen until early April at the earliest, and often not until late April or early May, depending on the specific location and weather pattern.

Playing on the field too early—while frost is still present or exiting the ground—creates several serious risks:

- The frozen or partially frozen soil has virtually no “give.” Cleats concentrate tremendous pressure in small areas, easily tearing the newly rooted sod from the surface and creating divots that can take weeks or months to fully heal.
- Frost-heaved soil can separate the sod from the underlying soil, breaking fragile new roots. Once that bond is broken, large sections can peel away like carpet.
- Early spring traffic while the soil is saturated from snowmelt dramatically increases compaction and rutting, which restricts future root growth and creates uneven playing surfaces.
- Repairing damage caused by premature use is costly and can require re-sodding entire areas, pushing the field out of service for additional weeks or months.

To protect both player safety and the long-term playability of the field, we will not permit practices or games on the new sod until:

1. All frost is confirmed to be out of the ground, and
2. Soil temperatures have stabilized and active root growth is occurring (typically verified when 4-inch soil temperatures have been consistently above 50°F for at least 7–10 days), and
3. A physical inspection by our parks staff or sod contractor confirms the root system is sufficiently knitted to withstand traffic.

We anticipate this will be sometime between April 1st and May 1st, 2026, but the exact date will be weather-dependent and will be communicated as soon as conditions allow. We will monitor conditions starting in March and will provide a firm opening date as soon as it can be responsibly determined.

We understand this delay may require schedule adjustments, and we are committed to working with you to reschedule games when possible. Protecting this new playing surface now will ensure that youth players in our community enjoy a safe, consistent, and high-quality field for many seasons to come.

Thank you for your understanding and partnership.

The Commons Ballfield In-Season Use Plan

In-Season Field Closures:

There are certain environmental conditions that contribute to the damage of turf, and when athletic play happens during those conditions, damage can result. The primary concern is water retention after a heavy or sustained rain event. Playing on an athletic field that is saturated with water causes significant damage.

To clarify, it does not have to be standing water. A properly irrigated soil has a significant amount of air containing oxygen in the root zone. With heavy or sustained rain, water displaces the air and the grass struggles. Heavy play damages the waterlogged grass. It can take up to thirty days to recover if the field is played on while the turfgrass is waterlogged.

As a renter of The Commons ballfield, the city expects its users to evaluate the field for playability before each use.

When evaluating the field for playability, the following criteria will be considered:

- Athlete safety
- There may or may not be standing water on the field
- You should hear no sound under your feet as you walk across the field
- You should not leave a footprint anywhere on the field
- The top 2 inches of soil should not be generally muddy
- Duration of the rain event and weather forecast for the immediate future

If Public Works staff can determine whether a field closure is required before an event, staff will communicate with the impacted association as soon as a decision is made. However, it is expected that association representatives, coaches, and players be good stewards of the field and exercise caution and evaluate turf conditions and weather patterns prior to play.

It is anticipated that this plan will work with cooperation from everyone. At this time, we feel that a strict penalty need not be outlined for violations. However, it should be known that if any group violates a closure or plays on and damages a wet field, it will be assumed that they are financially liable for repair and their future use of the field may be limited.

Thank you for your understanding and partnership.

**City of Excelsior
Park Capital Improvement Fund
As of 12/31/2025**

	<u>2025 Budget</u>	<u>DECEMBER Actual</u>	<u>2025 YTD Actual</u>	
PARK IMPROVEMENT FUND				
Park Improvements				
Revenue				
Interest Earnings	10,000		-	
County Grants		25,900	25,900	Tree Canopy Grant
Contributions and Donations	40,000	6,000	25,926	
Charitable Gambling - Designated Donations	15,000	3,282	30,622	
Park Dedication Fees	10,000			
Miscellaneous (Winter Storage)	21,755	-	15,590	
Transfers From Other Funds	-	-	-	
	<u>96,755</u>	<u>35,182</u>	<u>98,038</u>	
Expenditures				
Professional Services	10,000	2,381	31,013	Barr Engineering
Engineering Fees	1,500	-	17,627	
Other Equipment	50,000	6,996	60,207	
Charitable Gambling Expenditures - C4C				
Improvements Other Than Bldgs	248,000	825	32,614	
Improvements - Playground Equip				
Improvements - Charitable Gambling				
Transfers To Other Funds		30,000	30,000	
	<u>309,500</u>	<u>40,202</u>	<u>171,460</u>	
Net Change in Fund Balances	<u>(212,745)</u>	<u>(5,020)</u>	<u>(73,423)</u>	
Cash Balances				
Cash Balance -12/31/2025			756,905	
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>614,227</u>	
Fund Balance			<u>756,905</u>	

**City of Excelsior
Park Capital Improvement Fund
As of 01/31/2026**

	<u>2026 Budget</u>	<u>JANUARY Actual</u>	<u>2026 YTD Actual</u>
PARK IMPROVEMENT FUND			
Park Improvements			
Revenue			
Interest Earnings			-
County Grants			
Contributions and Donations			
Charitable Gambling - Designated Donations		5,720	5,720
Park Dedication Fees			
Miscellaneous (Winter Storage)		-	
Transfers From Other Funds	-	-	-
	<u>-</u>	<u>5,720</u>	<u>5,720</u>
Expenditures			
Professional Services			
Engineering Fees		1,957	1,957
Other Equipment			
Charitable Gambling Expenditures - C4C			
Improvements Other Than Bldgs			
Improvements - Playground Equip			
Improvements - Charitable Gambling			
Transfers To Other Funds			
	<u>-</u>	<u>1,957</u>	<u>1,957</u>
Net Change in Fund Balances	<u>-</u>	<u>3,763</u>	<u>3,763</u>
Cash Balances			
Cash Balance -01/31/2026			753,672
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			610,994
Fund Balance			<u>753,672</u>



Item: 6.J.

ITEM REPORT

To: Parks and Recreation Commission

From: Kevin Quinn, Parks Manager

Meeting Date: February 10, 2026

Department/Office: Public Works

Item Name: 2026 Meeting Dates

Summary:

Attached is the approved 2026 Meeting Calendar. Below are the Parks and Recreation meeting dates:

January 13, 2026

February 10, 2026

March 10, 2026

April 14, 2026

May 12, 2026

June 9, 2026

July 14, 2026

August 11, 2026

September 15, 2026

October 13, 2026

November 10, 2026

December 15, 2026

Recommended Action:

Discuss any 2026 meeting dates that may need to be updated.

Budget:

Attachments:

1. Meeting Calendar 2026

Excelsior Meeting Calendar

2026



Council 5:30 PM to 10:00 PM



Planning 6:30 PM to 9:00 PM



HPC 6:30 PM to 9:00 PM



PNR 6:15 PM to 9:00 PM



City Holiday - Office Closed

January

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		