



Parks and Recreation Commission

Regular Meeting

Wednesday, March 11, 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/86113364848?pwd=InOm6MoN2pkhRWbHURoegy5KFCeyHS.1>

Meeting ID: 861 1336 4848

Passcode: 943118

One tap mobile

+13092053325,,86113364848#,,,,*943118# US

+13126266799,,86113364848#,,,,*943118# US (Chicago)

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. February 10, 2026 Parks and Recreation Commission Meeting Minutes
3. Citizen Reports or Comments
4. Unfinished Business
 - A. Community Gardens - review proposed garden application changes
5. New Business
6. Communications and Reports
 - A. City Council and Park Project Updates - Mini Master Plan and Playground Project
 - B. Upcoming Events - Luck of the Lake (3/21)
 - C. Cinema in The Commons Update
 - D. Cemetery Committee Update
 - E. Park Communication Board Update
 - F. Arbor Day Update
 - G. February Financials

7. Miscellaneous/Commissioner's Comments
8. Adjournment

City of Excelsior
Parks and Recreation Commission Meeting

MINUTES

Tuesday, February 10, 2026

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

1. CALL TO ORDER

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

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

Also present: Parks Manager Quinn, City Council Member Chrystal O’Hanlon, and Mayor Ringate (for swearing in John Baker)

(a) AGENDA APPROVAL

February 10, 2026 Parks and Recreation Commission Agenda

Schmidt moved, Wolfe seconded to approve the February 10, 2025 Parks and Recreation Commission meeting agenda.

Motion carried 6/0.

(b) Oath of new Commissioner John Baker

Mayor Ringate sworn in John Baker as a Parks and Recreation Commission Commissioner

2. APPROVAL OF MINUTES

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

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

3. CITIZEN REPORTS OR COMMENTS

None

4. UNFINISHED BUSINESS

None

5. NEW BUSINESS

a) 2026 Parks and Recreation Goals Discussion

The Parks and Recreation (PNR) Commission discussed goals for 2026 and came up with the following list to propose to council for consideration:

2026 Goals	Description
Arbor Day	Hold 2026 Arbor Day Event
Cinema in The Commons	Host one Cinema in The Commons event in late summer/early fall with event sponsor/s.
Sponsorship Guide	Create a sponsorship guide for Cinema in The Commons
Commons Use Policy	Complete Commons use Policy
Oak Hill Cemetery National Register & Treatment Plan	Cemetery Committee and Row 10 complete National Register nomination and landscape treatment plan (nomination due in May 2026)
Improve Park communications	Collaborate with Heritage Preservation Commission to recommend a bulletin board to be installed in The Commons
Christmas/Winter event	Host a Christmas/Winter event in The Commons

Baker moved, Bolles seconded to approve the agreed upon list of 2026 goals to be recommended for City Council Consideration. Motion carried 6/0.

b) Community Garden Discussion

Council Member O'Hanlon provided an overview of the Council work session when the Community Gardens were discussed.

The Commission discussed forming a Community Garden Workgroup to work on and improve issues related to the garden for the 2027 season. The Commission recommended that the workgroup members would consist of:

Anne Vogel – City Council Member
Tom Wolfe – Parks and Recreation Commission Vice Chair
Tim Amundsen – City Public Works Director
Kevin Quinn – City Parks and Natural Resources Manager
2 Community Garden plot renters

Baker moved, Schmidt seconded to recommend a Community Garden Workgroup for City Council Consideration. Motion carried 6/0.

The Commission discussed how to improve the management and maintenance of the Community Gardens for 2026. The PNR Commission discussed making changes to the Community Garden application including an acknowledgement of soil/site remediation, a separate optional tilling charge, and a deposit which would not be refunded if garden rules are not followed.

Schmidt moved, Baker seconded for City staff to work on adding a tilling change, a deposit, and an Acknowledgement of Remediation to the Community Gardens Application. Motion carried 6/0

6. Communications and Reports

- (a) City Council and Park Project Updates – Mini Master Plan and Playground, park maintenance projects - Information Only

Manager Quinn provided an update on the Mini Master Plan and Playground design firm selection process and forming a Project Advisory Committee. Manager Quinn updated the commission on current park projects such as dock maintenance and buckthorn removal.

- (b) Cinema in The Commons update - sponsorship guide creation

The Commission discussed creating a sponsorship guide for Cinema in The Commons. Commissioner Anderson expressed interest in helping with the sponsorship guide. The Commission discussed having city staff start to work on a draft for the guide.

- (c) Cemetery Committee update

Commissioner Schmidt, Commissioner Anderson, and Manager Quinn provided an update on the Oak Hill Cemetery Committee. The commission discussed that Row 10 will plan to conduct field work in March or April.

- (d) Hennepin County Youth Activities Grants – So-Hi Community Park grant update

Manager Quinn discussed the \$104,640 grant that was awarded from Hennepin County for a sport court project at So-Hi Community Park

- (e) Upcoming Events – *Klondike Dog Derby*, Luck of the Lake (3/21)

The Commission discussed upcoming events in the city.

- (f) Ballfield spring and in-season use plan

Manager Quinn discussed the spring and in-season use ballfield use plans and the importance of protecting the new sod this spring.

- (g) Park Communication Board

The Commission discussed proposing a park bulletin board be installed in The Commons to improve communication on park updates and events and to reduce sandwich board use. The Commission discussed possible locations of the board. The Commission discussed city staff having an initial conversation about the communication board and potential Heritage Preservation Commission involvement before proceeding further.

- (h) December Financials

No comments.

- (i) January Financials

No comments.

(j) 2026 Meeting Dates

The Commission agreed to move the March 10th meeting to March 11th.

7. Miscellaneous/Commissioner's Comments

The Commission discussed summer employment opportunities and operations with the city. Manager Quinn provided an update on grant applications that have been submitted and will be submitted for shoreline restoration.

8. Adjournment

Schmidt moved, Baker seconded to adjourn the February 10, 2025 Parks and Recreation Commission meeting at 7:58PM. Motion carried 6/0.

Respectfully submitted,
Kevin Quinn, Parks Manager



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 WORKGROUP TO HELP IMPROVE THE MAINTENANCE AND MANAGEMENT OF THE COMMUNITY GARDENS? ____ YES ____ NO

WOULD YOU LIKE PUBLIC WORKS TO TILL YOUR PLOT FOR AN ADDITIONAL \$60? ____ YES ____ NO

**Tilling will occur in mid-May (weather depending). Raised beds cannot be tilled by Public Works.*

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: stake all plot corners, identify each plot by number and provide water (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.

Deposit:

In addition to the fee, the City will hold a \$50 deposit for each garden plot rented. If the garden plot renter meets the Start of Season, Throughout the Season, and End of Season responsibilities listed below, the plot renter will receive their full \$50 deposit at the end of the season. If the plot renter does not meet the responsibilities, they will not be refunded their \$50 deposit.

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 that is left over the winter should be left in a tidy manner. 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 and will not have their deposit refunded.

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.

Acknowledgement of Site Remediation

Excelsior Parkland / Studer Park / Community Gardens Site History

A privately-owned and operated dump operated on the Property during the 1950s and 1960s. Mixed municipal wastes typical of that time period were likely placed on the Property during dump operations. Interviews indicated that the wastes were frequently burned. Some soil was placed as cover over the dump following cessation of operations. The dump was conveyed to the City of Excelsior with stipulation that it be used as a park. A 2007 Phase I ESA identified the presence of the former dump, and subsequent investigation and remediation activities were performed.

Initial investigation activities 2008 identified potentially flammable subsurface soil vapors, primarily methane, as the primary environmental concern at the site. To address potential offsite soil gas migration of methane, along with less-significant observations of volatile organic compounds, a perimeter passive soil vapor venting system was constructed in 2009. Perimeter vapor monitoring was performed to document that the system was preventing offsite migration. A supplemental addition to the vapor venting system was constructed in 2013 to address an area where the vapor venting system was initially completed at a shallower depth due to the presence of utilities. Perimeter vapor monitoring was discontinued following successful documentation of system effectiveness in 2015.

Soil investigation and remediation consisted of several rounds of soil borings, hand augers, test trenches and surface sample collection and analysis. Soil samples collected from depths less than four feet below ground surface and soil samples collected from depths deeper than four feet contained constituents at concentrations in excess of applicable criteria for volatile organic compounds (“VOCs”), metals, semi-volatile organic compounds (“SVOCs”), and polychlorinated dibenzo dioxins and furans (“dioxins/furans”). Remedial actions were completed in 2011 to place a 4-foot thick or greater soil cover over the impacted soils in undeveloped areas and a 2-foot thick or greater soil cover under areas that were subsequently paved. A concrete slab was constructed near the parking lot that was underlain by permeable material and vent pipes to facilitate passive sub-slab venting, in consideration of the potential future construction of a small non-occupied structure such as a garden shed on the slab. Two feet of clean fill was placed before the slab was constructed.

Groundwater investigation activities includes installation of four onsite groundwater monitoring wells, including one nested pair, and one offsite groundwater monitoring well. Due to the proximity of the City of Excelsior municipal supply wells on the City property on the opposite side (north) of Oak Street, groundwater/drinking water samples were also collected from the municipal wells. Surface water samples were also collected from Studer pond, located adjacent to the park. Water samples were analyzed for VOCs, SVOCs, dissolved metals and dioxins/furans. Onsite groundwater samples collected from MW201 contained concentrations of a suite of SVOCs [benzo(a)pyrene equivalents] that exceeded United States Environmental Protection Agency (“EPA”) Maximum Contaminant Limits (“MCLs”) prior to 2011. Following redevelopment of MW201 to reduce turbidity, all site groundwater concentrations were below

criteria. Surface water samples were collected twice in 2010, with analysis of VOCs, SVOCs, and dissolved metals. Concentrations of all analyzed parameters were below applicable surface water criteria in both sampling events. Municipal well data is omitted from this Environmental Covenant, since the data was not collected on the Property. Groundwater monitoring wells were properly abandoned in 2012, following MPCA concurrence that groundwater monitoring activities could be discontinued.

The four-foot thick soil cover in unpaved areas is a barrier to direct contact of elevated concentrations of contaminants of concern (“COCs”) in soils associated with dump materials, and represents an engineered barrier to the Restricted Area. Similarly, the passive vapor venting system represents an engineered barrier to lateral migration of sub-slab soil vapor. No active maintenance is required for either engineered feature, but annual inspections will document continued soil separation and passive venting system operation.

MPCA approvals of investigations occurred in several phases, reflecting the iterative nature of investigations. The Vapor Response Action Plan Implementation Report was approved by MPCA in February 2010. The Soil Cover Response Action Plan Implementation Report was approved by MPCA in 2012. Groundwater monitoring discontinuation was provided by MPCA in 2012. Vapor monitoring was discontinued following a 2015 email from MPCA.

2025 Soil Testing Results

The City of Excelsior hired Barr Engineering to conduct soil sampling at the Community Gardens. The samplings were performed on June 30th and July 1st, 2025. The investigation results indicate that soil samples collected and analyzed at the Excelsior Studer Parkland Community Gardens are below applicable MPCA criteria for their current land use.

The full soil testing report can be viewed here:

[Barr-Engineer-Excelsior-Community-Garden-Soil-Results-2025](#)

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Acknowledgement

By signing this agreement, I acknowledge that I have read and understand the site remediation and 2025 Soil Testing Results. I agree that by acquiring a plot in the Community Gardens I am doing so at my own risk, and that my plot is provided as is. I acknowledge that the Community Garden is a remediated former dump site. I agree that neither I, nor any other agent or representative of mine, will conduct any independent soil tests on the site. I also acknowledge and understand that the City of Excelsior will not conduct additional soil tests now or in the future.

I agree to defend, indemnify, and hold harmless, to the extent allowed by law, the City and its officers, agents and employees from all liabilities, claims, damages, costs, judgments, lawsuits, and expenses, including court costs and reasonable attorney's fees, resulting from any of my negligent acts or omissions, or any person employed or directed by me in renting and using my garden plot. I understand that no refund will be provided for any soil quality related concern.

Signature:

Signed

Printed Name

Date

**City of Excelsior
Park Capital Improvement Fund
2/28/2026**

	<u>2026 Budget</u>	<u>FEBRUARY Actual</u>	<u>2026 YTD Actual</u>
PARK IMPROVEMENT FUND			
Park Improvements			
Revenue			
Interest Earnings			-
County Grants		20,596	20,596
Contributions and Donations			
Charitable Gambling - Designated Donations		3,557	8,543
Park Dedication Fees			
Miscellaneous (Winter Storage)		7,470	14,940
Transfers From Other Funds	-	-	-
	<u>-</u>	<u>31,623</u>	<u>44,079</u>
Expenditures			
Professional Services			
Engineering Fees		2,897	4,944
Other Equipment		250	250
Charitable Gambling Expenditures - C4C			
Improvements Other Than Bldgs			
Improvements - Playground Equip			
Improvements - Charitable Gambling			
Transfers To Other Funds			
	<u>-</u>	<u>3,147</u>	<u>5,194</u>
Net Change in Fund Balances	<u>-</u>	<u>28,476</u>	<u>38,885</u>
Cash Balances			
Cash Balance -02/28/2026			773,857
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>631,179</u>
Fund Balance			<u>773,857</u>