



Parks and Recreation Commission Regular Meeting

Tuesday, April 14, 2026, 6:15 PM
106 Center Street

Members of the public may attend the Parks and Recreation Commission meeting either in person or by joining via zoom either online or by telephone at:

<https://us02web.zoom.us/j/81801128511?pwd=sSo85XLNo2QrPiuXKjEKdx5PyrfNti.1>

Meeting ID: 818 0112 8511

Passcode: 336090

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. March 11, 2026 Parks and Recreation Commission Meeting Minutes
3. Citizen Reports or Comments
4. Unfinished Business
5. New Business
 - A. Men's Garden Club Presentation
 - B. Park Capitol Fund Review
 - C. Park Message Board - Review Message Center Options and Location
 - D. Cinema in The Commons Sponsorship Guide Draft Review
6. Communications and Reports
 - A. City Council and Park Project Updates - Mini Master Plan and Playground Project
 - B. Upcoming Events and Volunteering
 - C. Cinema in The Commons Update

- D. Cemetery Committee Update
 - E. Community Garden Application Update
 - F. Arbor Day Update
 - G. Flagpole Update
 - H. March Financials
- 7. Miscellaneous/Commissioner's Comments
 - 8. Adjournment

City of Excelsior
Parks and Recreation Commission Meeting

MINUTES

Wednesday, March 11, 2026

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

1. CALL TO ORDER

Chair Sobiech called the March 11, Parks and Recreation Commission meeting to order at 6:19 P.M.

Present: Chair Sobiech, Vice Chair Wolfe, and Commissioners, Baker, and Radziej

Absent: Commissioners Anderson, Bolles, Schmidt

Also present: Parks Manager Quinn

a. AGENDA APPROVAL

March 11, 2026 Parks and Recreation Commission Agenda

Wolfe moved, Baker seconded to approve the March 11, 2026 Parks and Recreation Commission meeting agenda.

Motion carried 4/0.

2. APPROVAL OF MINUTES

a) February 10, 2025 Parks and Recreation Commission Meeting Minutes

Wolfe moved, Radziej seconded to approve the February 10, 2026 Parks and Recreation Commission meeting minutes. Motion carried 4/0.

3. CITIZEN REPORTS OR COMMENTS

None

4. UNFINISHED BUSINESS

a) Community Gardens – review proposed garden application changes

The Commission reviewed the application changes including a new tilling charge, the option for gardeners to participate in a workgroup, a refundable deposit, and the acknowledge of site remediation. The Commission discussed making two small additional changes to the application. The Commission discussed community garden challenges that a workgroup could address.

Baker moved, Radziej seconded to approve the Community Garden application changes be brought to council for consideration. Motion carried 4/0.

5. NEW BUSINESS

None

6. Communications and Reports

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

Chair Sobiech provided an overview of the mini master plan design project. Manager Quinn provided an update on the first mini master plan project advisory committee meeting with Bolton and Menk. The Commission discussed community engagement event possibilities for late April/early May.

(b) Upcoming Events – Luck of the Lake (3/21)

The Commission discussed Luck of the Lake event details.

(c) Cinema in The Commons update

Chair Sobiech and Commissioner Radziej discussed potential sponsors for Cinema in The Commons and possibly expanding upon the event. Manager Quinn discussed creating a sponsorship draft guide for Cinema in The Commons. The Commission discussed various screen options for the event.

(d) Cemetery Committee update

Manager Quinn discussed Row 10's plan to conduct field work and research for the Oak Hill Cemetery national registration nomination and landscape treatment plan in late March or early April.

(e) Park Communication Board Update

Manager Quinn provided a potential location for the park communication board and an example of what a communication board looks like. The Commission discussed what types of information the communication board would post, including a map. The Commission discussed developing a policy around postings on the board and what would and wouldn't be acceptable.

(f) Arbor Day Update

Manager Quinn discussed holding Arbor Day celebration on May 2nd from 10am-noon at the future City Hall location along with a back up date of May 9th.

(g) February Financials

The Commission discussed park financials and uses for the Park Capital Improvement fund. The Commission discussed potential Studer Park projects and improvements.

7. Miscellaneous/Commissioner's Comments

Commissioner Radziej discussed the FanFare Orchestra event occurring on July 7th, 2026. The Commissions discussed the 4th of July and fireworks.

Manager Quinn discussed upcoming PNR items that will be brought to city council. Manager Quinn discussed inviting a representative from the Men's Garden Club to the April 14th PNR meeting. Manager Quinn discussed that a new quarterly City Newsletter is now on the City's website.

8. Adjournment

Baker moved, Wolf seconded to adjourn the March 11, 2026 Parks and Recreation Commission meeting at 7:55PM. Motion carried 4/0.

Respectfully submitted,
Kevin Quinn, Parks Manager

ITEM REPORT

To: Parks and Recreation Commission

From: Jenny Palmer, Finance Director

Meeting Date: April 14, 2026

Department/Office: Administration

Item Name: Park Capitol Fund Review

Summary:

This fund is designated to set aside funding for park improvements such as playground equipment and upgrades to all the City's parks. In addition to The Commons park, Excelsior also has Studer Parkland, Veteran's Memorial Park, Arey Memorial, and Oak Hill Cemetery. The fund's main source of revenue are park dedication fees, Paradise Charter winter storage fees, and Community for the Commons summer concert series donations. This fund also receives 10% of the proceeds from the Minnetonka Youth Hockey Association's pull tab operations located at Haskell's and from the Excelsior Lake Minnetonka Rotary Club's pull tab operations at Maynard's. The Park Capital Fund will also contribute \$30,000 to the General Fund from potential revenues received from the Concerts in the Commons to help cover park staffing.

Some of the projects scheduled for 2026 to be paid for through this fund are:

- Finish baseball field restorations \$50,000
- Mini Master Park Plan \$140,000
- Cemetery Improvements \$150,500
- Share Equipment Purchase \$67,000

Recommended Action:

Review and discuss Park Capital Fund

Budget:**Attachments:**

None



Item: 5.C.

ITEM REPORT

To: Parks and Recreation Commission

From: Kevin Quinn, Parks Manager

Meeting Date: April 14, 2026

Department/Office: Public Works

Item Name: Park Message Board - Review Message Center Options and Location

Summary:

City Staff have done research on various message board options to consider for potential use in The Commons. Below are mockups to show potential sign locations adjacent to the plaza as well as three different sign types to consider. The estimated total costs do not include shipping.

Mock-up Locations:

#1



#2



#3



Option 1 - Outdoor Message Center

Link:

[Photo Gallery of Outdoor Bulletin Boards - Message Boards](#)



Our top-of-the-line Outdoor Message Center has the following outstanding features:

- **Dimensions 30" x 36" enclosed locking case (black)**
- Fluted Aluminum posts – with 24 inches in ground, it is about 5' high (*for vehicle viewing*), or 6' high with our optional XL posts (*for Pedestrian viewing*), 41" width post to post
- Piano hinged shatter-resistant acrylic locking door
- Vinyl self-healing push pin board (*bulletin board*) – std color is gray
- Black powder-coated aluminum posts, ball finials, and cross arm supports

Moisture vent holes, rubber gasket

Estimated Total: \$2,740 with top panel and extended length posts options.

Option 2 - Belson Outdoors Single Sided Medium Recycled Plastic Message board



A must-have for schools, parks or community centers, this medium sized message center is just right for keeping everyone up-to-date on events, games, or for posting important notices. Constructed of commercial quality, eco-friendly, maintenance-free recycled plastic and stainless steel hardware adding strength and durability for many years of use.

One piece stainless steel piano hinge runs the full length of the bottom edge of the door. All hinge fasteners are internal, eliminating chance of screws being removed by vandals. Weather resistant keyed barrel locks. Scratch and shatter resistant polycarbonate window is safe around kids and provides much better scratch protection than acrylic.

Dimensions: 40"L x 3-1/2"W x 30"H

Estimated Total: \$1,019

Option 3 - Option 3 – Displays4Sale Outdoor Message Center | 2 Door Cabinet

Link: [Eco-Design Faux Wood 2-Door Outdoor Message Center on Posts - 12 Sizes – Displays4Sale](#)



Dimensions: 45" Wide x 36" High

- Two Door Enclosed Bulletin Board Display Case
- Weather-Resistant Exterior Cabinet with Posts
- **Eco-Design** Faux Wood Recycled Plastic Lumber
- 2 locking cabinet doors mounted on full-length solid piano hinges
- Natural tan cork bulletin board interior panel
- Lock with two keys included
- Removable interior corkboard panel
- Faux Wood Construction" Looks Like Real Wood
- Built from Recycled Plastic (polyethylene)
- Super Strong, Highly-Dense Faux Wood in 6 Finishes
- Long-Lasting: Will Not Rot, Splinter, or Crack
- Impervious to Water, Chemicals, and Insects
- Withstands typical everyday outside elements - Not floodproof
- Bottom Cabinet Weep Holes: Drain Any Water + Dissipate Condensation
- 3/4" wide main frame / 1 1/2' wide door frame
- 5 1/2" exterior depth / 3 3/4" interior depth

Slanted Overhang 8 1/2" rain shelter cover depth

Estimated Total: \$1,302

Recommended Action:

The Commission should discuss the sign options, color, size, and location and decide on the next steps.

Budget:**Attachments:**

None



Item: 5.D.

ITEM REPORT

To: Parks and Recreation Commission

From: Kevin Quinn, Parks Manager

Meeting Date: April 14, 2026

Department/Office: Public Works

Item Name: Cinema in The Commons Sponsorship Guide Draft Review

Summary:

City staff have worked on drafting an initial sponsorship guide for the Cinema in The Commons events. The draft includes two levels of sponsorship options along with the proposed benefits for each level. The guide also includes a draft registration agreement which would be completed by the sponsor applicant.

Recommended Action:

Review the guide copy, benefits, etc. Discuss improvements to be made as well as possible price requirements for each level and the number of Supporting Sponsors that would be acceptable for each event.

Budget:

Attachments:

1. Attchment_Cinema Sponsorship Gude draft_5d

Cinema in The Commons Sponsorship



Cinema in The Commons is a City of Excelsior Parks and Recreation Commission event to enjoy a quiet and relaxing evening in The Commons. By supporting Cinema in The Commons, sponsors help create joyful, inclusive experiences that bring families, neighbors, and visitors together in the heart Excelsior. Your partnership fosters new traditions, strengthens community bonds, and provides a fun laid back event at the end of a busy summer season in The Commons.

Benefits	Presenting Sponsor (Price TBD)	Supporting Sponsor (Price and how many TBD)
Presenting/primary sponsor of event	X	
Opportunity to speak & introduce event	X	
Thank you in one issue of the City Newsletter	X	X
Logo on promotional material for event	X	X
Table/tent space at event	X	X
Complimentary rental hours for the plaza greenroom and overhang picnic area	4 hours (Limited to a Level 1 Event of 50-99 people & subject to City availability)	2 hours (Limited to a Level 1 Event of 50-99 people & subject to City availability)

Sponsorship Agreement



Business Name: _____

Contact Name: _____

Mailing Address: _____

State: _____ Zip: _____

Phone: _____

Email: _____

Select One: Presenting Sponsor Supporting Sponsor

Amount: \$ _____

Signature: _____

Date: _____

Please return agreement to:

City of Excelsior Parks and Natural Resources Manager | (952) 653-3679

kquinn@excelsiormn.org | PO Box 558 Excelsior, MN 55331 MN



Item: 6.B.

ITEM REPORT

To: Parks and Recreation Commission

From: Kevin Quinn, Parks Manager

Meeting Date: April 14, 2026

Department/Office: Public Works

Item Name: Upcoming Events and Volunteering

Summary:

- April 16 - Mini Master Plan Community Engagement Event
- April 18 - Lions Club Trash Pick
- April 25 - Minnetonka Boys Lacrosse Oak Hill Cemetery Clean-Up

Recommended Action:

Budget:

Attachments:

None



Item: 6.C.

ITEM REPORT

To: Parks and Recreation Commission

From:

Meeting Date: April 14, 2026

Department/Office: Administration

Item Name: Cinema in The Commons Update

Summary:

- August 15
- August 29

Recommended Action:

Budget:

Attachments:

None

**City of Excelsior
Park Capital Improvement Fund
3/31/2026**

	<u>2026 Budget</u>	<u>MARCH Actual</u>	<u>2026 YTD Actual</u>
PARK IMPROVEMENT FUND			
Park Improvements			
Revenue			
Interest Earnings			-
County Grants	30,000		20,596
Contributions and Donations	40,000		
Charitable Gambling - Designated Donations	22,000	3,777	12,320
Park Dedication Fees			
Miscellaneous (Winter Storage)	30,662		14,940
Transfers From Other Funds	-		-
	<u>122,662</u>	<u>3,777</u>	<u>47,856</u>
Expenditures			
Professional Services	10,000		
Engineering Fees	10,000	108	5,052
Other Equipment	67,000	508	708
Charitable Gambling Expenditures - C4C			
Improvements Other Than Bldgs	340,000		
Improvements - Playground Equip			
Improvements - Charitable Gambling			
Transfers To Other Funds	30,000		
	<u>457,000</u>	<u>615</u>	<u>5,759</u>
Net Change in Fund Balances	<u>(334,338)</u>	<u>3,162</u>	<u>42,096</u>
Cash Balances			
Cash Balance -02/28/2026			791,946
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>649,267</u>
Fund Balance			<u>791,946</u>