



Parks and Recreation Commission

Regular Meeting

Tuesday, May 12, 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/89648981222?pwd=qnzxI248zw7boTHhIPG3xkO4ux0e4B.1>

Meeting ID: 896 4898 1222

Passcode: 318577

One tap mobile

+16469313860,,89648981222#,,, *318577# US

+19292056099,,89648981222#,,, *318577# 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
2. Minutes of the Preceding Meeting(s)
 - A. Approve April 14, 2026 Parks and Recreation Commission Meeting Minutes
3. Citizen Reports or Comments
4. Unfinished Business
 - A. Sponsorship Policy Draft Review
5. New Business
 - A. Bolton & Menk Mini Master Plan and Playground Presentation
6. Communications and Reports
 - A. City Council and Park Project Updates - Commons Use Policy
 - B. Park Message Board Update
 - C. Upcoming Events and Volunteering
 - Memorial Day Parade - 5/25
 - Donation Yoga Beginning - 5/26
 - Concerts in The Commons - 5/27

- D. Cemetery Committee Update
- E. Flagpole Update
- F. April Financials
- 7. Miscellaneous/Commissioner's Comments
- 8. Adjournment

City of Excelsior
Parks and Recreation Commission Meeting

MINUTES

Wednesday, April 14, 2026

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

1. CALL TO ORDER

Chair Sobiech called the April 14, Parks and Recreation Commission meeting to order at 6:16 P.M.

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

Absent: Commissioner Anderson

Also present: Parks Manager Quinn

a. AGENDA APPROVAL

April 14, 2026 Parks and Recreation Commission Agenda

Bolles moved, Baker seconded to approve the April 14, 2026 Parks and Recreation Commission meeting agenda. Motion carried 6/0.

2. APPROVAL OF MINUTES

a) March 11, 2026 Parks and Recreation Commission Meeting Minutes

Schmidt moved, Baker seconded to approve the March 11, 2026 Parks and Recreation Commission meeting minutes. Motion carried 6/0.

3. CITIZEN REPORTS OR COMMENTS

None

4. UNFINISHED BUSINESS

None

5. NEW BUSINESS

(a) Men's Garden Club presentation

John Nelson the President of the Excelsior Men's Garden Club presented on the history of the club and provided an overview of its role within the community. Mr. Nelson also discussed the club proposing art/sculpture installations in the gardens the club manages to the Parks and Recreation Commission (PNR) at a future meeting.

(b) Park Capitol Fund review

Manager Quinn discussed the Park Capitol Fund and its function.

(c) Park Message Board – review message center options and location

The Commission reviewed and discussed three potential sign options and position locations for the park message board. The Commission discussed liking position number 3 in the memo which has the message board facing towards the intersection of the plaza and the adjacent sidewalk. The Commission discussed liking sign option number three in the memo. The Commission noted that they liked sign number 3 due to: the double doors and the division in provides, that it was made of recycled plastic, its size, and the natural color tone options that would work well in the park. Vice Chari Wolfe discussed the likely need for the Heritage Preservation Commission (HPC) to review the selected sign and location. Manager Quinn discussed following up with staff to review HPC's involvement in the decision.

Commissioner Baker motioned, Radziej seconded to choose sign option 3 in weathered wood color as PNR's message board recommendation.

Motion carried 6/0

(d) Cinema in The Commons Sponsorship Guide draft review

The Commission discussed the Cinema in The Commons sponsorship guide draft and how it pertains to PNR events and potential event sponsors. Manager Quinn discussed working on the sponsorship guide further with city staff.

6. Communications and Reports

(a) City Council and Park Project Updates – Mini Master Plan and Playground Project

Chair Sobiech and the Commission discussed the recent PAC meeting on the Mini Master Plan and the upcoming community engagement event on 4/16 and online survey.

(b) Upcoming Events and Volunteering - Mini Master Plan Community Engagement event (4/16), Lions Club Trash Pick (4/18), Minnetonka Boys Lacrosse Oak Hill Cemetery Clean up (4/25)

The Commission discussed upcoming events and community volunteer events helping the city.

(c) Cinema in The Commons update - August 15 and August 29

Cinema in the Commons updates were covered earlier in the meeting during the sponsorship discussed.

(d) Cemetery Committee update

Vice Chair Wolfe discussed the on-site meeting the Oak Hill Cemetery Committee had with the historical consultant and the current improvement needs of the site. Manager Quinn updated the Commission on the historical consultant's progress with the application.

(e) Community Garden application update

Manager Quinn discussed that the garden application recommendations PNR made were accepted by City Council. Vice Chair Wolfe discussed the use of the PNR garden plot.

(f) Arbor Day update

Manager Quinn discussed the upcoming Arbor Day tree planting event on Saturday, May 2nd from 10am-Noon.

(g) Flagpole update

Manager Quinn discussed that the new Commons flagpole will likely be installed within the month.

(h) March Financials

No discussion.

7. Miscellaneous/Commissioner's Comments

Manager Quinn discussed the current progress of the future city hall development plans.

8. Adjournment

Baker moved, Radziej seconded to adjourn the April 14, 2026 Parks and Recreation Commission meeting at 7:48PM. Motion carried 6/0.

Respectfully submitted,
Kevin Quinn, Parks Manager



MEMORANDUM

Re: Draft Excelsior Sponsorship Policy

Date: May 18nd, 2026

Cari Lindberg, Assistant City Manager

To: Parks and Recreation Commission

From:

Although there are numerous special events held in Excelsior throughout the year, as you know, the City itself is generally not the organizer of these festivities. During the summer of 2025, the Park and Recreation Commission organized a Cinema in The Commons movie event. As this City sponsored activity was a success, the Parks and Recreation Commission is holding two additional Cinema in the Commons events for August. The Parks and Recreation Commission identified several potential sponsors for this event, some financial and some in-kind. The City Attorney recommended the City have a sponsorship policy in place prior to accepting any donations or sponsorships.

Why do we need a sponsorship policy?

Many communities provide opportunities for private individuals or businesses to sponsor local events. The City of Shorewood, for example, allows businesses or residents to sponsor their many City events at different financial levels, offering benefits at each level of financial contribution. As Excelsior currently only has one event that would be sponsorship eligible, a multi-tiered process is not currently necessary. However, our City Attorney is recommending that the City adopt a sponsorship policy to ensure transparency, fairness, and public trust, while leveraging private-sector support.

This policy will allow the City to:

- Avoid endorsement of political, religious, or discriminatory messages;
- Help ensure compliance and reduce legal risk;
- Create consistency and fairness in the process;
- Protects Excelsior's brand and values;
- Enable responsible revenue generation;
- Clarify benefits and limits for sponsors;
- Reduce staff burden and risk; and
- Allow the City to welcome private support responsibly, generating value for residents, while safeguarding the community trust.

If there are leftover funds from the donations, can the Park and Recreation Commission donate them to a non-profit?

The short answer is no. Cities can accept donations for the benefit of their residents; however, accepting donations, like making donations, must be done for a public purpose. In most circumstances, cities cannot give away public funds as donations. Donations are treated as expenditures of public funds. To spend money, cities must have statutory or charter authority and the expenditure must be for a public purpose.

Any leftover donated funds should either be returned or kept in a fund for the event the following year.

Next Steps

The City Attorney will draft a short sponsorship application and agreement that will be used for sponsorships over a certain financial threshold.

The City Council will be reviewing this policy at their meeting on May 18th.

City of Excelsior Sponsorship Policy - Draft

Policy Number:
Pages: 5
Subject: Sponsorship
Date Approved:

1.0 Objective:

The objective of this policy is to establish requirements and guidelines for the City to enter into sponsorship agreements.

2.0 Policy:

2.1 Application and Modification of Policy

- A. **Application of Policy.** The policy applies to all sponsorship agreements between the City and external entities.
- B. **Compliance with Law.** The City will follow all applicable local, state and federal legal requirements when entering into sponsorship agreements.
- C. **Approval and Modification.** The procedures and requirements contained in this policy are administrative and may be changed by the City Manager or designee as necessary to comply with applicable law.

2.2 Statement of Policy

- A. This policy governs the approval of sponsorships of the City of Excelsior and City programs and services by external entities. Pursuant to this policy, the City will consider entering into sponsorship agreements that further the City's events, programs, or services by providing monetary or in-kind support for City programs or services. However, the City recognizes that the public trust and perception of its integrity and impartiality may be damaged by sponsorships that:

- (1) Establish or are perceived as establishing an inappropriate association;
- (2) Are, or are perceived to be, politically oriented;

(3) Are offensive to segments of its population; or

- B. When the City loses public trust and public perception of integrity and impartiality, its ability to govern effectively in the interest of its residents is impaired. Therefore, the City will only consider sponsorships in limited circumstances as a means to generate funds or in-kind support for improving or expanding City programs or services.
- C. Whenever possible, sponsorships should be limited to specific activities, events, programs or publications of the City.
- D. The establishment of a sponsorship relationship does not constitute an endorsement by the City of the sponsor or the sponsor's services and products.

3.0 Policy Scope and Non-Public Forum:

The City's acceptance of donations for sponsorship does not provide or create a public forum for expressive activities. The discrete and limited purpose and scope of the Sponsorship Policy is to generate revenue to support City events, programs, and services. By accepting sponsorship donations, the City is acting in a proprietary capacity to maximize revenue for support of its local programming.

4.0 Definition of Sponsorship:

A sponsorship is the contribution of monetary or in kind support by a person or external entity (for profit or not for profit) to the City or for a City program or service, in exchange for which the City: acknowledges the sponsor and the sponsor's contribution and grants to the sponsor the right to associate the sponsor's name, products or services with the sponsored City program, or service.

5.0 Criteria for Approval of Sponsorships :

Because a sponsorship affiliation may affect the reputation of the City among its residents and its ability to govern effectively, the City retains sole and final decision-making authority for determining the appropriateness of a sponsorship association and reserves the right to refuse any offer of sponsorship. Any proposal for sponsorship in which the involvement of an outside entity is likely to compromise the public's perception of the City's neutrality or its ability to act in the public interest will be rejected.

When considering whether to accept a proposed sponsorship, the city will consider the following non-exclusive criteria.

- A. The type and level of support provided by the sponsor;
- B. Whether and the extent to which the sponsorship will create financial or administrative burdens on the City; or require additional personnel;
- C. Whether the sponsorship will establish or will be perceived as establishing an association that does not align with the city's mission or values
- D. Whether the sponsorship is, or will be perceived to be politically oriented;
- E. Whether the sponsorship, is or will be perceived to be offensive to segments of the City's population;
- F. Whether the sponsor manufactures products, takes positions, or otherwise engages in activity that is inconsistent with local, state, or federal law or with City policies;
- G. Other factors that might undermine public confidence in the City's impartiality or interfere with the efficient delivery of City services or operations, including but not limited to, current or potential conflicts of interest between the sponsor and City employees, officials or affiliates and the potential for the sponsorship to tarnish the City's standing among its residents or otherwise impair the ability of the City to govern its residents.

Consistent with the foregoing criteria, the following are categorically excluded as potential sponsors:

- A. Entities that promote the sale or consumption of alcoholic beverages, or that sell alcoholic beverages as a primary line of business, such as bars and liquor stores, but not including restaurants;
- B. Entities that promote the sale or consumption of tobacco products as a primary line of business;
- C. Entities that promote gambling as a primary line of business;
- D. Sexually oriented businesses, as defined in Chapter 10, Article XII of the Excelsior City Code, and entities that promote the sale or dissemination of erotic materials or services; and

6.0 City Acknowledgement

The City will exercise full editorial control over the placement, content, appearance, and wording of sponsorship acknowledgement messages on City property or through City communications medium.

Sponsorship recognition messages may identify the sponsor but will not promote or endorse the organization or its products or services. Statements will not advocate, contain price information or an indication of associated savings or value, request a response, or contain comparative or qualitative descriptions of products, services, or organizations. Ordinarily, only the following content will be deemed appropriate:

- A. The legally recognized name of the sponsor; and/or
- B. The sponsor's organizational slogan if it identifies rather than promotes the organization or its products or services;

The City will not make any statements that directly or indirectly advocate or endorse a sponsor's organization, products or services.

7.0 Sponsor's Rights to Publicize their Association with the City

A sponsor will not use the City's name, marks or logo in any material or communications without the prior written approval of the City, including, but not limited to print, video, internet, broadcast or display items that promote or communicate the sponsorship. Approval is not guaranteed. Under no circumstances will a sponsor issue materials or communications that state or imply that the City has endorsed the sponsor or the sponsor's products or services.

8.0 Sponsorship Agreement

Every approved sponsorship relationship will be documented in a properly authorized Sponsorship Agreement. Sponsorship agreements will include provisions that:

- A. Identify the benefits to be given by the sponsor to the City;
- B. Identify the benefits to be given by the City to the sponsor;
- C. State the sponsorship is non exclusive; and
- D. Establish the term or duration of the sponsorship relationship, and grant the City and the sponsor the right to terminate the sponsorship relationship at any time, with or without cause.

Notwithstanding the foregoing, sponsorship may be exclusive if the City Council determines that there are compelling reasons for exclusivity; and

9.0 Approval Authority

The authority to approve sponsorship agreements is as follows:

- A. Sponsorships projected to generate more than the then-current contract award delegation threshold for the City Manager must be approved by the City Council.
- B. Sponsorships projected to generate dollar amounts less than the City Manager's then-current contract award delegation threshold must be approved by the City Manager or designees. Sponsorships approved by the City Manager or designees must be reported to the Mayor and City Council within one month of approval.

Regardless of the projected monetary or in-kind value of a sponsorship, the City Manager will have the discretion to refer a proposed sponsorship to the City Council for consideration and/or approval.



Item: 5.A.

ITEM REPORT

To: Parks and Recreation Commission

From: Kevin Quinn, Parks Manager

Meeting Date: May 12, 2026

Department/Office: Public Works

Item Name: Bolton & Menk Mini Master Plan and Playground Presentation

Summary:

Britton Jones, Urban Design Senior Landscape Architect Project Manager with Bolton and Menk will present initial concept renderings and elements for the mini master plan and playground design for The Commons.

Recommended Action:

Review design concepts and provide feedback to Bolton and Menk.

Budget:

Attachments:

1. Mini Master Plan Presentation

PROJECT OVERVIEW GUIDING PRINCIPLES

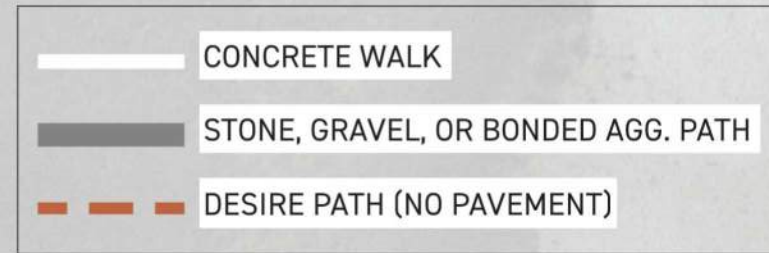
- 1. Keep it Grounded:** Be rooted in the master park plan and on-going stakeholder feedback
- 2. Make it Durable:** Consider the land, trees and water as primary infrastructure and design maintainable and sustainable features
- 3. Make it Flexible:** Develop design solutions to create flexibility in day-to-day and seasonal use to maximize park functionality
- 4. Make it Accessible:** Preserve and create sight lines, make circulation welcoming and accessible
- 5. Be Implementable:** On time and on budget

PROJECT OVERVIEW GOALS

1. **Beaches & Water Quality:** Investigate and offer solutions for water quality and beach functionality
2. **Accessible Site:** Site circulation and site lines that are beautiful and safe
3. **Clear Design Identity:** The plan clearly establishes design direction that is grounded in Excelsior's identity
4. **Site Programming:** Incorporate site functions and flexibility as agreed upon with stakeholders
5. **Implementation Strategy:** The development of a clear path forward for project sequencing
6. **Playground Integration:** The design of a playground that is of the function, style, and budget that can move forward in the near future
7. **Cohesion:** The design is aesthetically cohesive with the previous phases of work completed within the Commons.

EXISTING CONDITIONS

CIRCULATION LEGEND



LAKE MINNETONKA

1980s-2010s RAFT LOCATION

2010s-2020 DOCK LOCATION

1980s-2010s DOCKS LOCATION

SLIDE & CLIMBER
PLAY EQUIPMENT

SWINGS

OVERLOOK W/ BENCHES

BEACH

BEACH

SWINGS

2-5 AND 5-12 PLAYGROUND STRUCTURES

KAYAK / CANOE STORAGE

NON-OPERATING RESTROOM BUILDING

WATERCRAFT RENTAL BUILDING

PRAIRIE PLANTING, TYP.

STAIRS

PORTABLE RESTROOM

EXISTING TREE IN POOR OR DEAD CONDITION, TYP.

EXISTING TREE IN FAIR OR GOOD CONDITION, TYP.

1ST ST (FIRE ACCESS LANE)

W LAKE ST

TENNIS COURTS

BASKETBALL COURT

PICNIC AREA W/ GRILLS

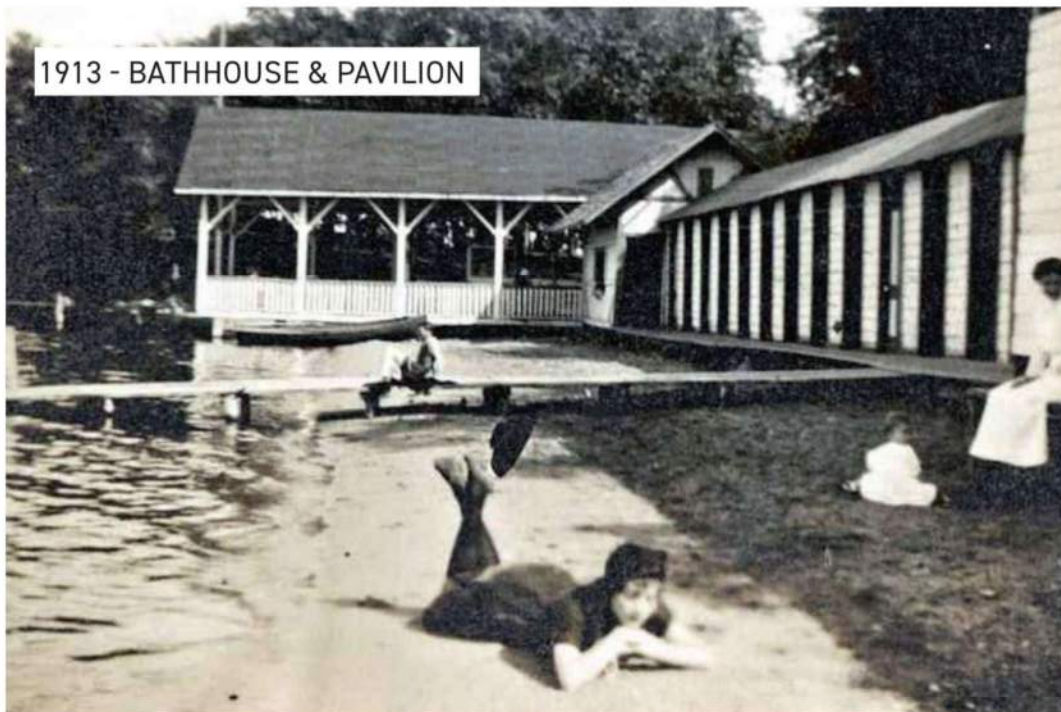
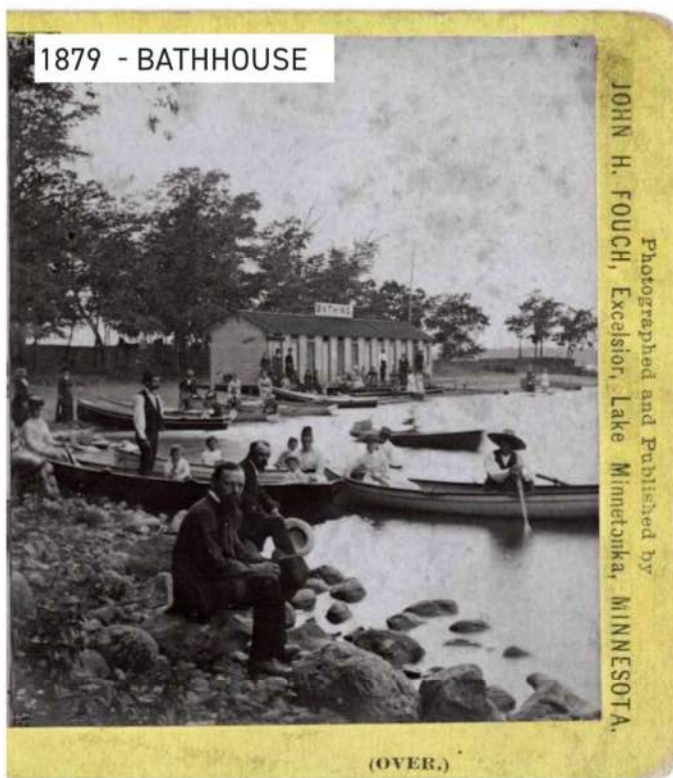
BALL FIELD STORAGE SHED

0' 30' 60'



EXISTING CONDITIONS





IMAGES SOURCE: EXCELSIOR LAKE MINNETONKA HISTORICAL SOCIETY
[HTTPS://MNCOLLECTIONS.ORG/DETAIL/ENTITIES/18467](https://mncollections.org/detail/entities/18467)

AERIAL SOURCE: UNIVERSITY OF MINNESOTA HISTORICAL AERIAL PHOTOGRAPHS
[HTTPS://APPS.LIB.UMN.EDU/MHAPO/](https://apps.lib.umn.edu/mhpo/)

CONCEPT A



CONCEPT A

VIEW 1



EXISTING CONDITIONS



CONCEPT A

VIEW 2



EXISTING CONDITIONS



CONCEPT A

EXAMPLE IMAGES

Building Structure



multi-purpose, at-grade

Play



utilizes existing topography



slides integrated into existing hillside & tree canopy



netting, climbing, tree-house style play integrated into existing hillside & tree canopy

Water Access



dock and swimming beach enclosure



ADA paddlecraft launch

Athletic Courts



half court basketball

Stormwater Management



green stormwater infrastructure

CONCEPT B

LAKE MINNETONKA



CONCEPT B

VIEW 1



EXISTING CONDITIONS



CONCEPT B

VIEW 2



EXISTING CONDITIONS



CONCEPT B

EXAMPLE IMAGES

Building Structure



restroom + watercraft rental building with rooftop overlook space



existing architectural style to be integrated into new buildings



restroom + watercraft rental building built into the hillside

Teen Programming



hammock grove

Play



hillside embankment slide



traditional play equipment



hill top play node integrated with existing mature tree canopy

Pathways



promenade

CONCEPT C

LAKE MINNETONKA



CONCEPT C

VIEW 1



EXISTING CONDITIONS



CONCEPT C

VIEW 2



EXISTING CONDITIONS



CONCEPT C

EXAMPLE IMAGES

Building Structure



existing architectural style to be integrated into new hilltop restroom

Play



play adjacent to beach



towers, slides, natural materials



traditional play structure, accessible

Lawn Games



table tennis



bag toss



bocce ball



shuffleboard

Gathering / Seating



fire pit nodes with seating



terraced steps / seating at sport



bench swings



waterfront terraced stone



waterfront terraced steps



beach terraced steps / seating



EXISTING CONDITIONS



CONCEPT A



CONCEPT B



CONCEPT C



**City of Excelsior
Park Capital Improvement Fund
4/30/2026**

	<u>2026 Budget</u>	<u>APRIL 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	3,970	16,290
Park Dedication Fees			
Miscellaneous (Winter Storage)	30,662	7,470	22,410
Transfers From Other Funds	-		-
	<u>122,662</u>	<u>11,440</u>	<u>59,296</u>
Expenditures			
Professional Services	10,000	968	968
Engineering Fees	10,000	9,004	14,056
Other Equipment	67,000	10,950	11,718
Charitable Gambling Expenditures - C4C			
Improvements Other Than Bldgs	340,000	5,157	5,157
Improvements - Playground Equip			
Improvements - Charitable Gambling			
Transfers To Other Funds	30,000		
	<u>457,000</u>	<u>26,079</u>	<u>31,898</u>
Net Change in Fund Balances	<u>(334,338)</u>	<u>(14,639)</u>	<u>27,398</u>
Cash Balances			
Cash Balance -04/30/2026			769,837
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>627,159</u>
Fund Balance			<u>769,837</u>