



Parks and Recreation Commission

Regular Meeting

Tuesday, June 10, 2025, 6:15 PM
106 Center Street

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

<https://us02web.zoom.us/j/9397263854?omn=86129680847>

Meeting ID: 939 726 3854

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Notice: 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. May 13, 2025 Parks and Recreation Commission Meeting
3. Citizen Reports or Comments
4. Unfinished Business
 - A. Oak Hill Cemetery Improvements
 - B. Commons Use Policy - Discussion Only
5. New Business
6. Communications and Reports
 - A. City Council and Park Project Updates- Information Only
 - B. May Financials
7. Miscellaneous/Commissioner's Comments
8. Adjournment

City of Excelsior
Parks and Recreation Commission Meeting

MINUTES

Tuesday, May 13, 2025

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

1. CALL TO ORDER

Chair Sobiech called the May 13, 2025, Parks and Recreation Commission meeting to order at 6:20 P.M.

Present: Chair Sobiech, Vice Chair Wolfe, and Commissioners Anderson, Bolles, Schmidt, and Smith.

Absent: Commissioner Vogel

Also present: Public Works Director Amundsen, and Parks Manager Quinn

2. AGENDA APPROVAL

Bolles moved, Wolfe seconded to approve the May 13, 2025 agenda. Motion carried 6/0.

3. APPROVAL OF MINUTES

a) April 15, 2025 Parks and Recreation Commission Meeting Minutes

Wolfe moved, Schmidt seconded, to approve the April 15, 2025 Parks and Recreation Commission meeting minutes. Motion carried 6/0.

4. CITIZEN REPORTS OR COMMENTS

5. NEW BUSINESS

a) Presentation by Kevin Eisen, Barr Engineering – Excelsior Community Gardens- Information Only

Kevin Eisen, Project Engineer from Barr Engineering Co. provided an overview of Excelsior Studer Park (Excelsior Parkland) history, remediation efforts, regulatory approvals, and current status. Summarized historical uses of the property and MPCA involvement and approvals of remediation efforts.

Janene Murtha, 25650 Maple View Ct, Shorewood, MN 55331, addressed the Commission and expressed concerns over the lack of communication on the City's behalf regarding the site's history as a former dump site. Expressed concerns over missed inspections and soil contamination. Requested that soil testing be done so a middle ground can be found between the City and the gardening community.

Commissioner Smith questioned whether soil testing requirements have changed since the clean soil was installed.

Commissioner Bolles discussed soil testing and how it would assure the community and gardeners.

Vice Chair Wolfe discussed community concerns regarding reports from experts.

Director Amundsen confirmed that LMCC is recording the meeting to serve as the formal record of the meeting in addition to meeting minutes. Requested clarity from Commissioners and community members regarding the request for additional soil testing and the frequency of this requested testing. Requested that community members contact staff with any health concerns, as these reports were not received.

Chair Sobiech left the meeting; quorum still in place with five Commissioners present.

b) Aery Memorial Bench

Director Amundsen discussed that the Excelsior Men's Garden Club would like to install a new memorial bench at Aery Memorial Garden to memorialize a member of the community who ran the local newspaper many years ago and was a proponent of Excelsior.

Schmidt moved, Smith seconded to approve the Aery Memorial Bench. Motion carried 5/0.

C. Oak Hill Cemetery Improvements discussion was deferred to next month

6. COMMUNICATIONS AND REPORTS

a) City Council and Parks Updates – Information Only

Director Amundsen discussed that City staff and HKGI met with Sunram Construction for a pre-construction meeting to discuss the ballfield renovation project. Confirmed that August 1st is the expected kick-off date and that baseball and softball have been notified about the construction.

b) April Financials

c) Oak Hill Cemetery Improvements – continued to June meeting

7. MISCELLANEOUS/COMMISSIONER'S COMMENTS

8. ADJOURNMENT

Smith moved, Bolles seconded to adjourn the May 13, 2025 Parks and Recreation Commission at 8:12 PM. Motion carried 5/0.

Respectfully submitted,
Kevin Quinn, Parks Manager



Item: 4.A.

ITEM REPORT

To: Parks and Recreation Commission

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

Meeting Date: June 10, 2025

Department/Office: Public Works

Item Name: Oak Hill Cemetery Improvements

Summary:

The City Council directed the Parks and Recreation Commission to work on a implementation and capital improvement plan for the Oak Hill Cemetery. Oak Hill Cemetery improvements were included in the most recent budget discussions for 2025 with the City Council. Below is a table that indicates the improvements and proposed costs:

2025 Potential Cemetery Projects	Cost
Gravestone Restoration	\$118,500
Vault Restoration	\$6,500
Boulder Wall Installation	\$72,000
National Register Evaluation	\$30,000
Total	\$227,000

Staff have also worked with the City Engineer to determine a rough cost for the roadway and pathway improvements within the cemetery as well. Below is a breakdown of the current estimate for roadway improvements:

Area	Cost
Lower Cemetery Loop Roadway	\$30,000
Upper Cemetery Pathways and Roadway	\$105,000
Total:	\$135,000

The total cost of all proposed Oak Hill Cemetery improvements is \$362,000. This estimate does not include the installation of a columbarium.

Staff are asking the PNR Commission to begin discussions on how to prioritize the Oak Hill Cemetery projects to develop a implementation and capital improvement plan.

Recommended Action:

Begin discussing the project prioritization, implementation, and capital improvement plan for the Oak Hill Cemetery improvements.

Budget:

Attachments:

None

**City of Excelsior
Park Capital Improvement Fund
As of 05/31/2025**

	<u>2025 Budget</u>	<u>MAY Actual</u>	<u>2025 YTD Actual</u>
PARK IMPROVEMENT FUND			
Park Improvements			
Revenue			
Interest Earnings	10,000		-
County Grants			
Contributions and Donations	40,000		
Charitable Gambling - Designated Donations	15,000	3,172	12,342
Park Dedication Fees	10,000		
Miscellaneous (Winter Storage)	21,755	7,795	15,590
Transfers From Other Funds	-	-	-
	<u>96,755</u>	<u>10,967</u>	<u>27,932</u>
Expenditures			
Professional Services	10,000	6,015	7,067
Engineering Fees	1,500		
Other Equipment	50,000	13,217	28,301
Charitable Gambling Expenditures - C4C			
Improvements Other Than Bldgs	248,000	844	844
Improvements - Playground Equip			
Improvements - Charitable Gambling			
Transfers To Other Funds			
	<u>309,500</u>	<u>20,076</u>	<u>36,212</u>
Net Change in Fund Balances	<u>(212,745)</u>	<u>(9,109)</u>	<u>(8,280)</u>
Cash Balances			
Cash Balance -05/31/2025			815,051
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>672,373</u>
Fund Balance			<u>815,051</u>