

1. Agenda And Packet

Documents:

[DECEMBER 10 2019 PNR AGENDA.PDF](#)
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City of Excelsior
Park and Recreation Commission

Agenda

Tuesday, December 10, 2019

New Council Chambers-Former Library- 343 Third Street
6:15 p.m.

1. CALL TO ORDER/ROLL CALL
2. AGENDA APPROVAL
3. APPROVAL OF MINUTES
 - a) November 12, 2019 PNR Minutes
4. CITIZEN REPORTS or COMMENTS
 - a) None
5. NEW BUSINESS
 - a) End of Season Meeting with Dock, Buoy, and Slide Renters
 - b) The Commons Special Event Policy Review
6. UNFINISHED BUSINESS
 - a) Paradise Cruises- Additional Boat Parking at The Piers
 - b) Commission Review Policy for The Commons
7. VERBAL REPORTS FOR DISCUSSION
 - a) Partnership with Historical Society for Electrical Boxes and Ticket Booth Proposal
 - c) Eagle Scout Project
8. UPDATES/INFORMATION
 - a) Ice Rinks at The Commons Ballfield
 - b) Community Gardens
 - c) Concerts in the Park
 - d) Excelsior Park Maintenance Log
 - e) Discussion on Port Bell
 - f) Studer Park
 - g) Gazebo/Mitten Pond
9. MONTHLY FINANCIAL REPORTS
 - a) November 2019 Financial Report
10. MISCELLANEOUS / COMMISSIONER COMMENTS
 - a) Recent City Council Action
11. ADJOURNMENT

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.

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City of Excelsior
Hennepin County, Minnesota

Minutes
Park and Recreation Commission

Tuesday, November 12, 2019

1. CALL TO ORDER/ROLL at 6:15 p.m.
Commissioners present: Chair Wolfe, Sobiech, Schott, McGlasson, Galow and Wahlstedt.
Commissioners absent: Roney

Also present: Public Works Superintendent Amundsen.
2. AGENDA APPROVAL
Commissioner McGlasson moved, Commissioner Galow seconded, to approve the agenda as presented, Carries 6/0.
3. APPROVAL OF MINUTES
Commissioner Sobiech moved, Commissioner Galow seconded, to approve the July 9th, September 10th, and October 15th PNR Minutes as presented, Carries 6/0
4. CITIZEN REPORTS OR COMMENTS
 - a) None.
5. NEW BUSINESS
 - a) Paradise Cruises- Additional Boat Parking at The Piers
The Commission discussed the proposal from Dave Lawrance, 825 Hidden Lane to convert half of transient pier 1 to a commercial boat parking space. The Commission discussed three options; go along with the proposal, rent out the existing transient spaces to the dock waiting list, or leave as is. The item was continued to the next meeting in needing more information from the Lake Minnetonka Conservation District.
 - b) End of Season Meeting with Garden Plot Renters
Rod Schallberg, 131 Second Street, addressed the Commission and stated half of the garden was not rented, water drainage is inadequate, and with half utilization maintenance is an issue. The Commission discussed various issues such as organic gardening, potential milfoil uses for gardening, and raised garden beds. The Commission discussed forming a task force over the winter to rectify the issues at the garden plots.
6. UNFINISHED BUSINESS
 - a) Ice Rink Discussion
Commissioner Sobiech moved, Commissioner Wahlstedt seconded, to approve (2) temporary ice rinks with the addition of the satellite warming house and the volunteers building and maintaining the rink, carries 5/1 (Commissioner McGlasson voted nay)

b) Mooring Policy Review

The Commission reviewed the affidavit of residency for the dock slips per City Council direction. The Commission addressed potential language changes within the affidavit of residency. The Commission finalized their proposed language for consideration by the City Council.

c) Commission Review Policy of The Commons
CONTINUED TO DECEMBER MEETING

7) VERBAL REPORTS FOR DISCUSSION

- a) Electrical boxes: Discussed; no action taken
- b) Eagle scout projects: Discussed; no action taken

8. UPDATES/INFORMATION:

a) Ice Castles

Superintendent Amundsen provided an update on the condition of The Commons and ongoing repairs. Discussed, no action taken.

b) Community Garden Plots:

Commissioner Schott presented materials for the Commission to consider regarding raised beds. Discussed; no action taken

c) Concerts in the Park: Discussed; no action taken.

d) Maintenance Log: Discussed; no action taken.

e) Discussion on Port Bell: Discussed; no action taken.

f) Studer Park: Discussed; no action taken.

g) Gazebo/Mitten Pond: Discussed; no action taken.

9. MONTHLY FINANCIALS:

a) None

10. MISCELLANEOUS/ COMMISSIONER COMMENTS

- a) Recent Council Action: Discussed; no action taken.

11. ADJOURNMENT

Motion by McGlasson to adjourn, seconded by Wahlstedt, carries 6/0

Respectfully submitted,

Tim J. Amundsen



MEMORANDUM

P&R Item 5(a)
Dock, Buoy, and Slide Renters End of
Season Meeting

Re: Season Meeting

Date: December 10, 2019

To: Park and Recreation Commission

From: Tim Amundsen, Public Works Supt.

The annual Dock, Buoy, and Slide renter end of season meeting is conducted annually to gain valuable feedback regarding the 2019 season and inform renters of potential upcoming changes for the 2020 season.

The Park and Recreation Commission (PNR) discussed the Mooring Policy at the September 9th and November 12th PNR meeting. The Commission was able to recommend changes to the mooring policy and the affidavit of residency.

Below, the table summarizes the changes that were recommended to the Mooring Policy by the Commission at the September meeting.

Section and Page	Language to Accommodate Current Practice	Language to Discuss in the Fall of 2019
Mooring Standards Page 1	The maximum length is... based on the Minnesota Department of Natural Resources (DNR) registration.	The maximum length is... based on the Minnesota Department of Natural Resources (DNR) <u>or Coast Guard</u> registration. PNR is ok with the proposed language
Waiting List Page 2	Applicant <u>of dock slips</u> shall be required to sign...	Agreed on this language, no further discussion recommended.
Definitions Page 6	Added definition of 'Boating Season' which defines it as the months of May through October.	Whether the boating season should end in September (new date) or October (current date). PNR agrees for it to stay as October 31
Definitions Page 6	Added definition of 'Primary Excelsior Residence'.	Agreed on this language, no further discussion recommended.
Resident or Residency Definition Page 7	An individual occupying a dwelling... May through <u>October</u> . The individual... must reside in the dwelling for at least <u>150</u> days during the boating season; in which residents are allowed to rent the dwelling for a maximum of 30 days.	An individual occupying a dwelling... May through September October . The individual... must reside in the dwelling for at least 90 120 days during the boating season; in which residents are allowed to rent the dwelling for the other days 60 days .
Watercraft Definition Page 7	The registration issued by the DNR for watercraft. A copy of the DNR registration is required to accompany the application.	The registration issued by the DNR <u>or Coast Guard</u> for watercraft. ... all names on the registration must reside at the address on the application Remove this language (discuss how to match the watercraft to an Excelsior address). A copy of the DNR <u>or Coast Guard</u> registration is required to accompany the application.

Below, the table summarizes the changes that were recommended to the 'Affidavit of Residency for Dock Slips' by the Commission at the November meeting.

Affidavit Number	Language to Accommodate Current Practice	Language to Discuss in the Fall of 2019
3	I have provided a Minnesota driver's license or a comparable Minnesota identification to verify my primary Excelsior residence.	I have provided a Minnesota driver's license or <u>other</u> comparable identification to verify my primary Excelsior residence. PNR is ok with the proposed language
4	I have provided a Minnesota Department of Natural Resources Registration to verify that my watercraft is registered to my primary Excelsior residence.	I have provided a Minnesota Department of Natural Resources Registration to verify that my watercraft is registered to my primary Excelsior residence. <u>Or I have provided a Coast Guard registration to verify that my watercraft is registered to the mooring renter.</u> PNR is ok with the proposed language
5	For homeowners, my primary Excelsior residence is my homestead property for real estate taxes.	This sentence is removed from the affidavit. PNR is ok with the removal
6	I live and reside in my primary Excelsior residence for the majority of the year.	This sentence is removed from the affidavit. PNR is ok with the removal
7	I live and reside in my primary Excelsior residence for at least <u>150</u> days during the boating season from May through <u>October</u> .	I live and reside in my primary Excelsior residence for at least 90 120 days during the boating season from May through September October .
8	I may occasionally rent out primary Excelsior residence but will only rent it out for a maximum of <u>30</u> days during the boating season from May through <u>October</u> .	I may occasionally rent out primary Excelsior residence but will only rent it out for a maximum of 60 days during the boating season from May through September October .
9	I understand that advertisements to rent my primary Excelsior residence for more than 60 days during the boating season from May through <u>October</u> will result in forfeiture of my dock slip privileges.	I understand that advertisements to rent my primary Excelsior residence for more than 60 days during the boating season from May through September October will result in forfeiture of my dock slip privileges.

The information discussed by the PNR Commission will be brought to the City Council for review and consideration.

Another consideration that has been raised for the 2020 season is the potential use of jet-ski's or wave runners on the slides. The slides are manufactured by the company Jet-Dock and are built to accommodate a wide variety of personal watercraft. The PNR Commission should determine whether they feel this is an appropriate use for the slides at The Commons.

Staff Recommendation

Conduct the end of season dock, buoy, and slide renters meeting and gain feedback regarding the 2019 season and also discuss the potential changes to the mooring policy and affidavit for 2020.

DATE: October 7, 2019
TO: Dock, Buoy and Slide Renters
FROM: Lynette Peterson, City Clerk
SUBJECT: End of Season

This is a friendly reminder that the Mooring Policy for Docks, Buoys and Slides requires that all watercraft must be removed from the water by October 31st. A charge of \$60.00 per day will be assessed for each day the boat is in violation of the October removal date. Any items the City must remove will be deemed abandoned. The cost of removal by the City and any associated storage costs will be the responsibility of the renter. If the renter experiences extenuating circumstances, they must notify the City no later than October 31 and work with the City to avoid penalties.

Although the Mooring Policy states renewals will be sent out by September 30, this policy does need to be reviewed by the Parks and Recreation Commission and the rates will be reviewed by the City Council prior to renewals being sent. We are anticipating renewal notices will be sent out in December.

The Park and Recreation Commission is interested in your comments and feedback and will be reviewing the 2019 Boating Season at the following meeting:

Dock, Buoy and Slide Renters
End of Season Meeting
With the Park and Recreation Commission
6:15 p.m., Tuesday, December 10, 2019
City of Excelsior
343 Third Street
Council Chambers

If you are unable to attend this meeting, comments may be sent to one of the following:

Mail to: City of Excelsior, 339 Third St, Excelsior, MN 55331
Email to: Lynette Peterson, City Clerk, at lpeterson@excelsiormn.org
Call: (952) 653-3675

Thank you.



MEMORANDUM

Park & Rec Item 5(a)
Paradise Cruises- Additional Boat
Re: Parking at The Piers

Date: December 10, 2019

To: Park and Recreation Commission **From:** Tim Amundsen
Public Works Superintendent

Dave Lawrance, 825 Hidden Lane, from Paradise Cruises, presented a proposal at the November 12th Park and Recreation Commission meeting to add an additional commercial dock parking space at transient dock pier 1.

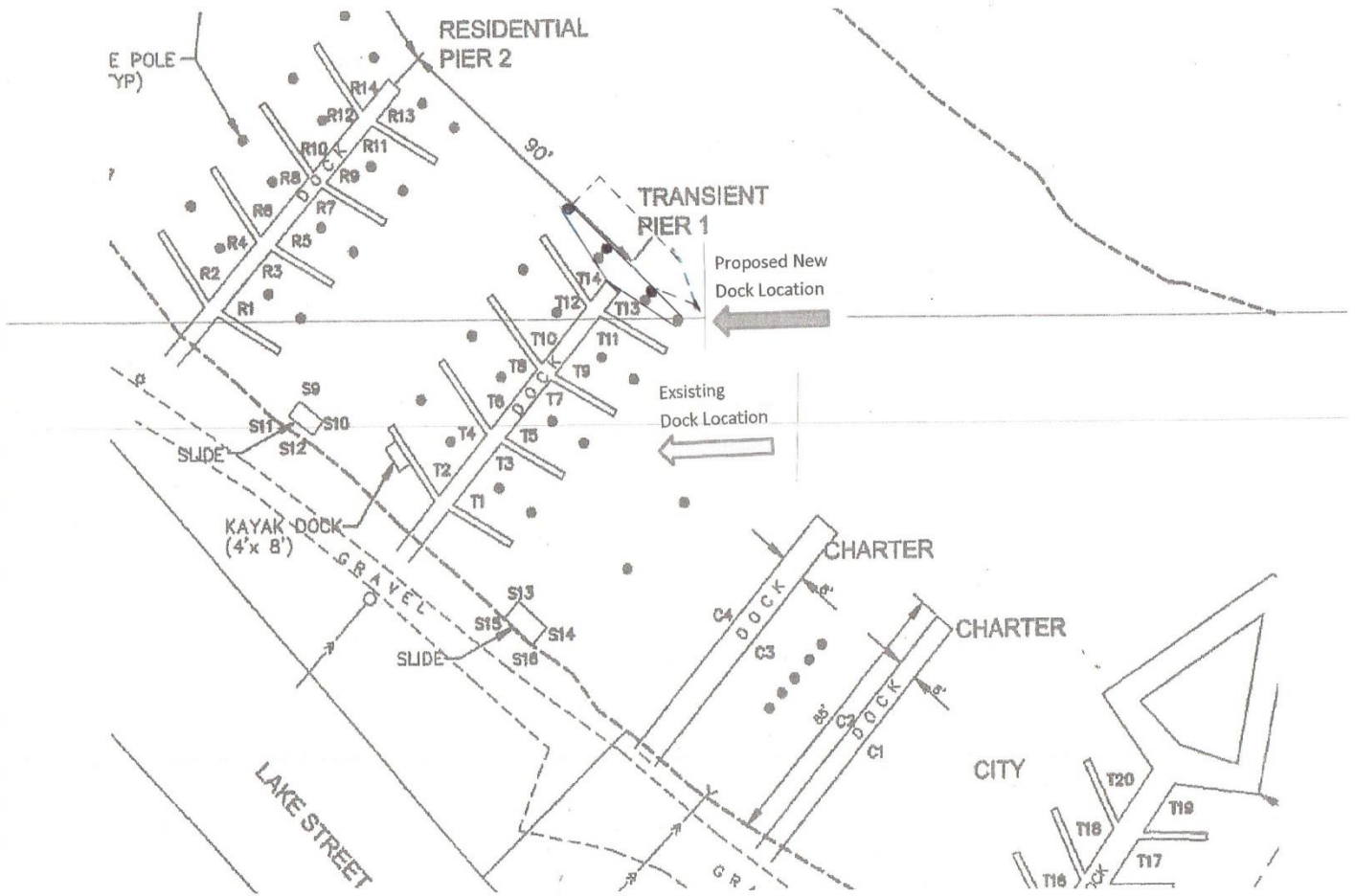
Following the meeting, Paradise Cruises has revised their proposal for consideration by the Park and Recreation Commission. According to Mr. Lawrance:

Attached are some very rough sketches and an aerial view of how the boat would look at the new proposed location, which would not take away from any of the current transient slips, or possible residential rental slips. I also did some homework with the LMCD regarding the possible adding of this proposed slip, and Vickie Schleuning, LMCD Director, stated that she did not see any issues with this as we discussed, as Excelsior is well within the limits of the dock size for Pier 1.

The map of the proposed change is attached to this memo. The boat would be parked at the end of transient pier 1 horizontally with the shoreline.

Action:

Discuss the revised proposal from Dave Lawrance of Paradise Cruises for the addition of commercial boat parking at the end of transient pier 1.







MEMORANDUM

P&R Item 6(c)

Commission Review Policy for The
Commons

Re: _____

Date: 11/12/19

Tim Amundsen

To: Park and Recreation Commission

From: Public Works Superintendent

The City Council discussed The Commons review process at the October 7th Work Session. The City Council was provided The Commons review policy developed by the Heritage Preservation Commission (HPC), a table with proposed HPC review criteria, the responses from both The Community for The Commons (C4C) and the Park and Recreation (P&R) Commission, and the PVN Report.

The City Council went through the table and determined what should be reviewed by the HPC, P&R, and staff. The table following City Council determination of each of the criteria is attached to this memo.

The City Council did want feedback from the P&R Commission regarding the proposed review policy criteria for The Commons. They wanted the P&R Commissioners to also develop new ideas regarding what they want to see come from the Commission itself. What does the Commission want to do more of? What does the Commission want to do less of? Should the P&R Commission be more involved in programming events within the parks? The City Council also wanted the P&R Commission to come forth with new ideas and recommendations for The Commons and Excelsior Studer Parkland.

Staff is recommending discussion of the review criteria table to be able to provide feedback to the City Council.

Recommended Action:

Discuss the review policy criteria determined by the City Council and provide feedback.

Commission Review Table as Determined by City Council	HPC	PRC	Staff
Structures			
Demolition or construction of a new building or auxiliary structure.	X	X	
Any addition to an existing building or structure.	X	X	
Changes to or addition of concession structures (kiosks, trolleys, charter boat structures).	X	X	
Changes to the permanent WPA-era seating for the baseball field or location of the baseball field.	X	X	
Alteration or relocation of the Blue Line Livery Ticket Booth or geological marker at the Port area, and removal or relocation of memorial bricks.	X	X	
Minor exterior repairs to non-character defining structures.			X
Re-painting of buildings using the pre-approved historic colors.			X
Work affecting only the interior of a structure (plumbing, insulation, flooring, etc.).			X
In-kind repairs and/or replacement of playground items.		X	X
In-kind repairs and/or replacement of the docks and canoe racks.		X	X
Landscaping & Topography			
Significant topographical changes to character-defining areas (including changes in grade along Lake Street, knolls, lawn area).	X	X	
Removal of mature trees (unless dead or dying, or undesirable invasive species--e.g., buckthorn).	X	X	
Addition of landscape gardens.		X	X
Shoreline restoration to stabilize the shoreline from erosion.		X	X
Removal, replacement or installation of retaining walls.	X	X	
Accessories			
Permanent signs identifying the park and park areas and structures.	X	X	
City regulatory and instructional signage or temporary signs.			X
Pre-approval of the design, materials and manner of installation of parkscape items, including benches, planters, trash receptacles, light fixtures, park furniture and memorial plaques.	X	X	
Installation of parkscape items, including benches, planters, trash receptacles, light fixtures, park furniture and memorial plaques.		X	X
Repair, relocation or alteration of existing artwork (mosaic bench and 'sails' sculpture) and proposed installation of new artwork.	X		
Overarching			
Changes to the following character-defining aspects of the site: Commons and Port boundaries, use pattern of active and passive spaces, tree cover on knolls, manicured grass on lawn, lawn west of Lake Street, circulation parallel to Lake Street, vertical circulation at Lake Street slope, circulation at Water Street terminus, location of children's beach, bathing beach and ball field, general alignment of shoreline, scenic views from downtown to Lake.	X	X	
Ordinary maintenance (lawn mowing, shrub trimming, re-painting with existing colors, etc.).			X

**City of Excelsior
Park Capital Improvement Fund
As of 11/30/2019**

	2019 Budget	Oct & Nov 2019 Actual	2019 YTD Actual
PARK IMPROVEMENT FUND			
Park Improvements			
Revenue			
Grant Revenue - Shoreline Restoration	16,000	-	-
Interest Earnings	2,000	-	-
Charitable Gambling - Designated Donations	7,500	1,499	7,678
Transfers From Other Funds	100,000	-	154,000
	125,500	1,499	161,678
Expenditures			
Park Dedication Fees	-	-	-
Professional Services	25,000	4,381	31,963 **
Improvements Other Than Bldgs	20,000	-	756
Improvements - Playground Equip	-	-	-
Improvements - Charitable Gambling	50,000	-	-
Transfers To Other Funds	-	-	-
	95,000	4,381	32,719
 Net Change in Fund Balances	 30,500	 (2,882)	 128,959
 Cash Balances			
Cash Balance - 11/30/19			527,741
Fund Balances			
Designated for Playground Equipment			6,155
Committed for Commons Master Plan - Charitable Gambling Projects*			82,241
Committed for Commons Master Plan			322,940
Balance Available for Park Projects			116,405
			527,741

** YTD - Phase III Soils (\$14,006), Commons Tree Removals (\$11,100), Mitten Park Gateway (\$6,467)

* Current designation - Commons Master Plan Improvements