

WORK SESSION PARK NAMING 5:30 P.M.



AGENDA
CHASKA PARKS AND RECREATION BOARD
ONE CITY HALL PLAZA, CHASKA CITY HALL
Monday, March 11, 2019
7:00 PM

- 1 Call To Order
- 2 Roll Call
- 3 Adopt Agenda
- 4 Visitor Presentation
- 5 Approve Previous Meeting Minutes
 - 5A February Minutes
- 6 New Business
 - 6A Welcome To New Commissioners
- 7 Other Business
 - 7A Mountain Bike Trail
 - 7B Wayfinding Update
 - 7C Receive Council Meeting Minutes
 - 7D Council January 28, 2019
- 8 Staff Reports
 - 8A Department Happenings Report
- 9 Next Meeting-April 8th
- 10 Adjourn

Chaska Park Board
Meeting Minutes
February 11th, 2019

1. Call to Order

The February meeting of the Chaska Park Board was called to order by Chairman Roan at 7:00 pm in the Council Chambers at City Hall.

2. Roll Call

Present: Roan, Downs, Gutierrez, Wittrock, Ives, Branch, Flaherty-Wilcox, Mihajlov

Absent: Olsen

Staff Present: Marshall Grange and Mary Monteith

3. Adopt the Agenda

Motion by Downs, second by Ives, to approve the January 14th, 2019 meeting agenda. Motion carried.

4. Visitor Presentation

None.

5. Approve Meeting Minutes

Motion by Mihajlov, second by Wittrock, to approve the Chaska Park Board meeting minutes of January 14th, 2019. Motion carried.

6. Receive Council and Planning Meeting Minutes

6A Council Minutes

7. New Business

7A Staff Introductions

Director Grange introduced new department staff: Krista Tolstedt, the new Events Center Supervisor, new Community Center Manager, Kelsi McNutt, and newly promoted, Recreation Program Manager, Erin Link. Each person shared a bit about themselves, as well as things they are excited to start working on. Welcome!

7B Parks and Recreation Organizational Chart

Grange talked about the hiring of these key positions and completing the last of the re org as defined in 2017. Exciting to see this move forward and implemented.

8. Other Business

8A Mountain Bike Trail Update

Grange updated the board on the progress being made with this project over the last month. The city attorney has reviewed and approved the Memorandum of Understanding (MOU), now will go back to the bike group. Grange had a good meeting with Carver County, they also are reviewing the MOU as far as the language referring to the land they own and the delineation to be done in the spring. Discussions will need to address a parking plan, trail development, safety and ultimately a work permit.

8B Bicycle Friendly Community Update

Grange had good meetings with MN Bike Alliance and Carver County Public Health to further discuss the application process for the Bike Friendly Community designation. The progress being made on the mountain bike trail development also ties directly into this opportunity as well. The initial assessment report done by MN Bike Alliance, should be done by March, they will be present it to the board at that time. Timing is of the essence with this application process, as can only apply once every 4 years. Need to decide what is realistic, submit this fall or keep working on partnerships, wayfinding, trails, etc. to better position ourselves to apply later. MN Bike Alliance is going to share the 182 questions in the application with us. So, once we review the assessment report and look over the application questions, we may have a better idea on what is best at this time. Roan suggested the idea of connecting with other communities that have received a bike friendly designation and talk through the process with them as well as ask what they have learned so far to date.

At a minimum, the progress made to date on this, is building momentum in a positive way around bicycling.

9. Staff Reports

9A Department Happenings

Grange reviewed the happening and events that recently occurred, as well as upcoming events.

- The holiday "Pick Your Perk" membership sale data
- The annual Grandparents and Me event was a big success with 150 attending.
- Mixed Spiel at the Curling Center, Feb. 15-17, 24 teams
- U18 National Championships will be at Curling Center, March 13-17.
- The Adaptive Adventures numbers continue to increase!
- The art gallery is hosting the Transfer of Memory display, with various programming activities going on through the month.
- Ives shared he is looking forward to Friday's Sweetheart Dance with his daughter. He also mentioned that when visiting the dog park with his dog, he is noticing many dog owners who do not have their dogs on a leash when walking around the park, up to the park or when in the gated transition area. He asked if some sort of reminder could be posted at the park as well as something on social media? Possibly reference the cities pet leash law? Could CPD patrol around there? This information will be passed on and appropriate measures taken to get more awareness of rules out there.

10. Next Meeting-March 11th

11. Adjourn

Motion to adjourn the February Park Board meeting by Ives, second by Downs. Motion Carried.

**MINUTES -
JANUARY 28, 2019**

1. Call to Order

The meeting was called to order by Mayor Windschitl at 7 pm.

2. Pledge of Allegiance

3. Roll Call

Roll call was taken. Present: Councilmembers Grau, Huang, Hatfield, and Mayor Windschitl. Absent:

Also Present: Kevin Ringwald, Community Development Director; Liz Hanson, City Planner; Quinn O'Reilly, City Attorney; Nate Kabat, Assistant Administrator; Matt Clark, City Engineer; and Matt Podhradsky, City Administrator.

4. Adopt the Agenda

Motion by Councilmember Huang, second by Councilmember Hatfield to adopt the agenda as presented.

Motion carried.

5. Visitor Presentations

None.

6. Minutes

Motion by Councilmember Hatfield, second by Councilmember Grau to approve the minutes of the January 7, 2019 City Council meeting.

Motion carried.

7. Consent Agenda

Motion by Councilmember Huang, second by Councilmember Hatfield to approve the Consent Agenda Items A through I:

A. Council Committee Assignments

Motion to appoint the following Council Members to the following Committees:

Councilmember Huang: SW Transit

Councilmember Hatfield: Downtown Business Alliance

Councilmember Grau: Community Education Board

Mayor Windschitl: Carver County Elected Leaders Group

B. 2019 Pay Classification Plan

Motion to approve the 2019 Pay Classification Plan and 2019 Salary Adjustment Rate Chart along with the Employer Benefit Contributions for 2019, which are approximately \$977 per month for single coverage and \$1428 for family coverage.

C. Adopt Resolution 2019-4 Bond Sale Reimbursement

Motion to adopt Resolution No. 2018-4 relating to financing certain proposed projects and establishing compliance with reimbursement bond regulations under the Internal Revenue Code.

D. Adopt Resolution 2019-5, Chaska's Water Supply Plan

Motion to adopt Resolution No. 2018-5 approving Chaska's Water Supply Plan

E. Adopt Resolution No. 2018-6 Approving Solicitor Permits for Shay Enterprises Inc.

Motion to adopt Resolution No. 2018-6 approving Solicitor Permit Nos. SOL.19-01 and SOL.19-02, for the above representatives of Shay Enterprises Inc., located at 1084 Hwy 3 South, Northfield, Minnesota, 5557, for the period of January 28, 2019, through December 31, 2019.

F. Addition Adopt Resolution 2019-7, Approve Transient Permit – Laura Engleby of

Smooth Move

Motion to adopt Resolution No. 2018-7 approving Transient Permit No. TRA.19-01 for Laura Engleby of 1065 Rosemary Ct, Chaska, 55318 to sell smoothies and fruit juice bars at Hazeltine National Golf Course, located at 1900 Hazeltine Blvd, Chaska on February 28, 2019.

G. Adopt Resolution 2019-8, Approve Transient Permit – Amy Varab of The Weenie Wagon Kettle Kravings

Motion to adopt Resolution No. 2018-8 approving Transient Permit No. TRA.19-02 for Amy Varab of 815 4th Ave. East, Shakopee, 55379 to hot dogs, kettle corn and misc. treats in the parking lot at Dolce Vita Wine Shop, located at 3115 Chaska Blvd, Chaska throughout the year.

H. Massage Therapy Registration for Gina Werremeyer

Motion to approve Massage Therapy Registration No. MTR-19-06 to allow Gina Werremeyer to practice Therapeutic Massage out of Chaska Family Chiropractic at 103 W 2nd Street.

I. Appointment of Human Rights Commission Chair and Vice-Chair

Motion to appoint Jen Welvaert as Human Rights Commission Chairperson and to appoint Sarah Carlson as Human Rights Commission Vice-Chairperson.

Motion carried.

8. Action Items

8.A. Ward 2 Vacancy

Councilmember Huang recused himself from the item.

City Administrator Podhradsky provided details and background on the item to the Council.

The Council discussed appointment versus holding a special election.

Sean Olsen, 1732 Prescott Lane, expressed his support for holding a special election for Wards 2 and 4 and encouraged the Council to authorize a special election.

Annah Frost, 606 W 1st Street, stated she felt there should be a special election so the constituents of Wards 2 and 4 may choose their representatives.

Jennifer Koenen, 3115 Francesca Drive, detailed the reasons for her support of a special election for Wards 2 and 4. Mayor Windschitl asked her to articulate the accusations she directed his way, and after her doing so, he provided his response.

Hunter Hawes, 125 Hickory Street, expressed his support of holding a special election for Wards 2 and 4.

Chris White, 1069 Traditions Ct, stated he was in support of holding a special election for Wards 2 and 4.

Councilmember Grau stated that because there are two two-year vacancies, he is in support of a special election for these Wards.

Councilmember Hatfield agreed that having two two-year vacancies makes the situation unique and that she supports having a special election.

Mayor Windschitl explained that he would support appointment, but in order to be a unified Council, he would vote to support the special election.

Motion by Councilmember Grau, second by Councilmember Hatfield to fill the vacancies through a Special Election process, and direct staff to prepare an ordinance for Council to adopt on February 25th establishing a Special Election to be held on May 14, 2019 for Ward 2 and Ward 4. Motion carried.

Motion by Councilmember Hatfield, second by Councilmember Grau to direct staff to temporarily fill the Ward 2 vacancy through an appointment process consistent with State Statute, and direct staff to advertise for candidates to interview in preparation for a February 25th appointment. Motion carried.

8.B. Adopt Resolution 2019-9, 2019 Street/Utility Reconstruction Project Public Improvement Hearing

City Administrator Podhradsky introduced the item to the Council.

City Engineer Clark presented the item to the Council.

Mayor Windschitl inquired if Walnut Street by the park would be done in the first phase.

City Engineer Clark replied that it would, and continued his presentation of the item.

Mayor Windschitl asked if the project is still close to estimates or if the cost has gone up.

City Engineer Clark explained that with the schedule outlined this year, obtaining good bids would be expected.

City Administrator Podhradsky gave further detail into the assessment amounts and process.

Mayor Windschitl commented that it will be beneficial to address the ash tree issue and plant the 33 varieties of trees with this project. He also stated that as this process has occurred over the years, citizens feedback has been very supportive.

City Administrator Podhradsky stated that these types of projects are a big deal and that the materials the old infrastructure will be replaced with will last a long time.

Mayor Windschitl opened the Public Improvement Hearing at 8:05 pm.

Mayor Windschitl closed the Public Improvement Hearing at 8:06 pm.

Motion by Councilmember Huang, second by Councilmember Hatfield to adopt Resolution 2019-9 Ordering the 2019 Street & Utility Reconstruction Project; directing the City Engineer to prepare construction documents, and further, scheduling a Public Assessment Hearing for February 25, 2019 at Chaska City Council Chambers at 7pm. Motion carried.

9. Bills

9.A. AP COUNCIL ROSTER 1-28-19

Motion by Councilmember Hatfield, second by Councilmember Huang to approve the bills as presented. Roll call was taken. Voting aye: Councilmembers Hatfield, Grau, Huang, and Mayor Windschitl. Voting nay: None

Motion carried.

10. Other Business

10.A. City Administrator's Report

10.B. Bi-Weekly 01-28-19

10.C. Financial Reports – November 2018

10.D. Receive the minutes of the December 27, 2018 Human Rights Commission Meeting

Councilmember Grau:

- Commented that the City did a good job communicating the water main break. City Administrator Podhradsky thanked Staff and crew for their work and provided an update on the break.

Councilmember Huang:

- Noted that with the coming cold weather, Chaska schools will be closed Tuesday and Wednesday. City Administrator Podhradsky stated that the Community Center would be open if parents wanted to bring their kids there for something to do. Mayor Windschitl cautioned residents to drive safely and bring extra clothing if traveling anywhere.
- Commented that construction at the Aldi and Dunkin Donuts sites is coming along. City Administrator Podhradsky stated that all tenant sites there are likely going to be filled up by the time Dunkin Donuts opens.

Councilmember Hatfield:

- Thanked Staff for staying on top of the plowing.
- Noted that the dog park is really nicely done.

Assistant City Administrator Kabat:

- Commented that the Martin Luther King Jr. breakfast was really well attended and received good feedback.
- Noted Transferred Memory is coming for the month of February at the Community Center, with the opening reception on February 6th at 2:30pm and on February 10th at 6:30pm, a holocaust survivor will be there sharing her story. Also stated on February 19th the SW Metro Chamber meet and greet will occur and be open to the public, and on February 21st the Chaska Rotary will host a holocaust survivor at their meeting at 7:30 am, which is open to rotary members. Also, on February 21st, at 10am, a discussion group with the holocaust survivor will meet at the Lodge, and the Chaska Library Book Club and Lodge Book Club are hosting a community read. Mayor Windschitl asked if there is a cost to the exhibit. Assistant City Administrator Kabat stated that there is and that the Human Rights Commission and Police Department are supporting the exhibit.

City Administrator Podhradsky:

- Pointed out the City closing on the second of two-thirds of the Southwest Chaska Community Park and provided a timeline of the project. Mayor Windschitl asked how the 55 acres compares to Community Park. City Administrator Podhradsky stated they are all in that range, but Community Park is probably a bit smaller. Mayor Windschitl expressed concern that they are getting enough acreage for what is needed. City Administrator Podhradsky stated he is confident they are getting enough and that he will bring a map to the next meeting. The Council discussed the various parks in Chaska and the perceived needs.

Mayor Windschitl:

- Reminded everyone of the annual Chaska Fire Department Ice Fishing Contest on February 9th and that Guardian Angels has their annual beef and sausage dinner on February 10th.
- Commented that there was good conversation tonight and now they can move forward.
- Stated there is an EDA meeting following the Council meeting tonight.

11. Adjourn

Motion by Councilmember Huang, second by Councilmember Grau to adjourn the meeting at 8:29 pm.

Motion carried.

Last Month's Activities:

Recreation Programming/Community Events:

- CCC Carnival hosted on Friday, March 1st. A minor snow storm, but still a good crowd. 250 kids with probably about 500-600 total people in attendance. Partnered with Southwest Christian High School for a team of volunteers to host the carnival games.
- The Lodge celebrated Valentine's Day with a special AOA Fitness event the AOA Cupid Shuffle. A fun chance to explore 4 fitness formats including strength, cardio, yoga, and balance for 10-15 minutes each. Followed by a party in The Lodge
- We had our Tot Time Sweethearts dance on Friday, February 15th this program was for children 6 and under and their families. We had about 180 people registered for this program.

Chaska Community Center:

- Chaska Community Center broke 9000 members in February.
- The annual ice show was held March 2nd and 3rd. This year's theme was Under the Sea, was a great show with great attendance!
- The second ice rink has been converted to Turf.
- Working on eliminating the utility billing option for Community Center memberships, this is no longer an option for new members, and we should have it all concluded by June of this year.

Chaska Curling & Event Center:

- League play and heavy corporate volume

Facility Maintenance:

- New carpet was installed in the daycare room.

Community Center Theater

- Chaska Valley Family Theater hosted their most recent musical, "Godspell", at the CCC Theater over two weekends (last weekend in Feb/first weekend in March) with a great turnout! They will be back in the summer for their production of "Bye Bye Birdie."
- Early February we installed a much-needed new lighting system in the Theater. The old lighting console was original (over 20 years old!) and was starting to break down beyond repair. The new system is much more user friendly for both our staff and renters.

Art Gallery:

- Sue Davies is our March Artist: Dream. Play. Create. is the brand Susan has chosen to define her creative process as an artist. Approaching every day with an open mind and an open heart, Susan gains inspiration from her sleeping and waking dreams. During the creative process, Susan is focused on

cultivating a sense of play. Susan's current inspiration comes from her exploration of Asian brush painting and the meditative practice of creating an enso (a circle made by a single stroke of paint). The enso, as Susan Describes it: "One breath, one path, one moment in time," represents our connection with the Earth, each other and the Divine. Susan received formal training in painting and drawing at Gustavus Adolphus College and Temple University's Tyler School of Art in Rome, Italy. She presently lives in Buffalo, MN.

Parks & Trails:

- A committee was formed to begin work on putting together a Special Events permitting process. This committee consist of representatives from city-wide departments including Parks and Rec, Police, Fire, Administration, and Public Works. Once completed this process will be very helpful for keeping all departments in the loop for larger scale events, such as runs and walks (5k and 10k's), parades, community events, etc.

Next Month's Highlights:

Recreation Programming/Community Events:

- The 2019 Summer Chaska Parks and Recreation Brochure will be mailed to the Eastern Carver County School District around March 11. Programs, special events and lessons from our department for the months of April through August will be represented in this guide. Also available on-line.
- The Lodge will be celebrating St. Patrick's Day with a Spud Bar on the Friday, March 15.
- A touring choir of 22 students from Orange City, Iowa will visit The Lodge to entertain on Friday, March 22 at 1:30 p.m.

Chaska Community Center:

- The new adaptive adventure program kicks off during spring break offering a variety of fun activities including a Pound Fitness class to Kidz Rock.
- A new piece of fitness equipment (upper body ergometer) is being delivered on March 12th.
- New Adaptive Open Gym and Swim Opportunities- During these times the CCC Upper Gym and CCC Pool will be available for individuals with special needs and their families. Our hope is to provide people with unique needs the opportunity to participate in these recreational activities in a less busy/loud environment than our general open hours.

Adaptive Open Gym is available Fridays (ongoing) from 4:00-7:00pm in the CCC Upper Gym.

Adaptive Open Swim is available the 1st and 3rd Saturdays of the month from March 2-June 1 from 11:30am-12:30pm.

Chaska Curling & Event Center:

- 5 and Under Bonspiel, March 8-10, 32 teams
- U18 National Championships, March 13-17
- League playoffs- April
- In the Event Center, there are only 3 Saturdays available between now and November 9th.

Community Center Theater

- Prairie Fire Children's Theater will hold a week-long youth theater camp over spring break, March 25-30. The show they will be rehearsing and performing will be "Alice in Wonderland." Performances will be Friday night (3/29) and Saturday morning (3/30).

Art Gallery:

- Chaska High School Capstone Show: This diverse body of original work is created by Chaska High School students who have participated in three consecutive levels of an art discipline of their choosing. At CHS, students can elect to study Ceramics, Design & Digital Art, Digital Photography, Drawing & Painting, and Global Arts & Jewelry. In each course, they learn content specific techniques while exploring and developing artistic concepts. Each student within the Advanced level of these courses selected their favorite artwork that they have created during high school. Their goal is to receive peer and community feedback to help inform and refine their artistic process. Our school, art department, and art students look forward to sharing these creative works with the public!

Parks & Trails:

- The community ice rinks will no longer be maintained for the rest of the season.
- On March 1st we opened applications for parker shelters (Lions, McKnight, Pioneer, and Community Parks). Park shelter season begins in May and goes through mid-October (weather permitting). Requests can be made online, in person, or over the phone/email with Facility Supervisor.
- As hard as it is to believe, spring is around the corner, and our Facility Supervisor is busy getting all our local associations and clubs booked in for their spring/summer season. This includes Chaska Baseball and Softball Associations; CC United Soccer; C3 Lacrosse; Chaska Cubs; Chaska Legion; and the Diamonds.