

Chaska Park Board
Meeting Minutes
December 9th, 2019

1. Call to Order

The December 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, Ives, Wittrock, Olsen, Branch, Udermann, Wayveen

Absent: Gutierrez, Mihajlov, Kim

Staff Present: Marshall Grange, Mary Monteith

3. Adopt the Agenda

Motion by Udermann, second by Wittrock to adopt the December 9th, 2019 meeting agenda. Motion carried.

4. Visitor Presentation

None in attendance.

5. Approve Meeting Minutes

Motion by Olsen, second by Branch to approve the Chaska Park Board meeting minutes of October 14th, 2019. Motion carried.

6. Receive Council and Planning Meeting Minutes

- 6A. Received Council Meeting Minutes from October 7th
- 6B. Received Council Meeting Minutes from October 21st
- 6C. Received Council Meeting Minutes from November 4th
- 6D. Received Council Meeting Minutes from November 19th
- 6E. Received Planning Commission Meeting Minutes from September 11th
- 6F. Received Planning Commission Meeting Minutes from October 9th

7. New Business

7A Recognition of Maintenance Superintendent Ron Pieper's Retirement

Director Grange recognized Ron Pieper's 30-years with the Parks and Recreation department. Ron was the first maintenance guy hired upon opening of the Community Center. Over the years, Ron has done a fabulous job maintaining the Community Center as well as the Curling and Event Center, he basically can fix anything! He will be missed, but at the same time we are excited for him!

With Ron announcing his retirement back in 2018, a decision was made to do a facility-wide gaps analysis study. The study showed areas of staffing needs at public works and the community center. It also recognized remodel needs across most of the city buildings. This led to the decision of creating a new public works maintenance division where over the course of the next couple years, multiple maintenance positions will be filled. The community center will be posting for 2 newly created position this month, a facility supervisor to help oversee the CCC maintenance staff and an ice arena coordinator. Both positions will report to the community center manager, Kelsi McNutt. Daytime maintenance staff will be moving to overnight to better accommodate the deep cleaning needs of the building. Internal candidates have been encouraged to apply for the new upcoming positions as well.

7B Park Board Commissioner Updates

7Bi Grange also recognized commissioners, Pat Wittrock and Sean Olsen for their commitments to being on the Park Board over the last nine-years. Both have reached their term limits. The average hours of service over the years is 109 for each one. Thank you for your service and dedication!

7Bii Grange mentioned that for the 2020 commissioner appointments, Lauren Mihajlov and Vincent Kim will need to re-apply if still interested. The January park board meeting will also have the nominations for the 2020 board chair and vice chair.

7C Park Rx

Grange shared he was invited to sit in on a meeting with other community partners to discuss the idea of Park RX coming to Carver County. The Park Rx concept is the idea of positioning the medical field with parks and trails in our communities, as a means to enhance a person's overall health and well-being. Participants include: Carver and Scott County Public Health, Three Rivers park staff, the DNR and the U of M Arboretum.

The goal of Park Rx is to develop a program for health care professionals to formally prescribe time out in nature to their patients, whether it be a programmed event or simply out walking and socializing. While the patient is outside as the doctor prescribed, they can then report into an app showing location of where they are at as well as what activity they are doing. This holds the patient accountable to what the doctor prescribed. Discussions will occur over the next couple months with area health care providers, such as Ridgeview and St. Francis, to help gain momentum on bringing this concept to Carver County.

8. Old Business

8A Trail Wayfinding Pilot Project

Pat Stieg with Carver County Public Health was in attendance to share the results of the Trail Wayfinding Pilot Project recently done by WSB. The survey was specific to the signage recently put in place along the trails this past summer. The results were specific to signage done on trails located in Chaska and Victoria. WSB staff conducted various interviews along the local trails, at the local farmers market, as well as at The Lodge to engage with AOA's (active

older adults). An on-line survey was also put out on social media for the general public to participate. 163 people in total completed the survey.

Users were asked what they liked and/or disliked about the trails and the signage. WSB was able to reach out to many diverse populations on the trails. They reached out to walkers, runners, bikers, and moms; as well as visited The Lodge at the Chaska Community Center. Discussions were held on color and design of the signs, as well as visibility and location.

While many overall users were supportive of the trail system, many reported they haven't been comfortable using the trails in the past as they were afraid of getting lost. Concerns were also expressed as far as location markers. Users asked if there could be a notation on the signs as to how far away one is from a trailhead/map, public bathrooms and restaurant/business location. A common theme expressed was the importance of the design content on the sign and installation of the signs on the trails. That should be thoughtfully considered as to be useful to all users. Signs design should be catchy.

Survey findings were sent out to both counties, as well as cities that participated. It will be on them individually to create and pay for the signs and installation of them along their trail system.

8B Mountain Bike Trail Project

Grange gave a project update on the progress over the last month and explained the recent discussions held specific to the need for a land conveyance in the right of way area of about 10 feet. Once that is finalized, the memorandum of understanding will go before the Chanhassen City Council. Grange is still hopeful there will be a spring start to building out of the trail.

8C Bike Friendly Community Project

Last month was the first official meeting of the group. Discussions surrounding why this group is critical to the successful submission of the application, as well as what it will take to move forward were held. The 5-E groups broke out into brainstorming sessions and will report back in January with recommendations on the various 5-E areas and how they tie into the application. Lots of great ideas and good energy at the meeting!

8D Off Leash Dog Area

With the one-year mark of the Lions Park OLDA, the park board recently had a work session on looking back and discussing how things have gone over the past year and where we are at now. Scott Selken, from public works was in attendance as well to give a report on things from their perspective. The newly created area of the park has been greatly improved with the addition of the new amenities as well as meeting the long-term goal of having a dog park in Chaska.

Looking back, we opened the front dog area sooner than was anticipated. Once fencing was put up, many started using it throughout the winter. Periodic conversations were had throughout the year with both public works and the Chaska PD as far as any concerns or issue. There really have been none. There have been no reported dog fights or bites. While there was feedback

from the public on separating areas for small dog/large dog, the board directed staff to come up with some ideas to better market that larger area in the back, with the hope for more usage. Signage was added at the park directing dog owners to that area. Additional marketing pieces will be put out on the spring as well.

Discussion was held on opening up the sight line of the back area for a better public visual. More noticeable. It also could help create a better air flow which could help dry out the land in the spring as well as help address mosquitos. Public works will also be reaching out to the DNR to see if spraying the area could be a viable option as well.

All agreed it has been a great addition to our community. Board members appreciated the feedback from public works department, as well as encouraged all to provide feedback. The goal with the area is that all have a good experience with their pet.

Udermann asked Selken about the crosswalk area off Park Ridge Drive as far as better lighting for the patrons parking across the street at the middle school. Selken will investigate and see what options could be viable and will report back.

9. Other Business

9A Department Happenings-Grange shared that the winter brochure just went out to residents. He spoke of the many various happenings and programming going on with the Parks and Recreation department this winter.

9B Park Board Roundtable

- Downs-Asked about the visit with the city of Carver. Annually the 2 cities re-evaluate on programming offered as well as efficiency and cost. Things are currently working well.
- Wyveen-Made note of all the recent fun holiday events the city has had going on, as well as the great holiday decorations in downtown Chaska. Attended Marnita's Table, and thought it was a great event, good food and conversation.
- Ives-Bummed I missed the Toy Story showing in the theater! Recognized Sean and Pat on their years of service.
- Olsen-Gave feedback on Marnita's Table as well. Inquired on the proposed changes to the ages for youth to be in the work out areas. Gave a thank you to all who do so much for the city, Parks and Recreation staff, public works, the public for always providing feedback and ideas. He encouraged the public to consider serving on a commission and getting involved in the community.
- Branch-Thanked Olsen and Wittrock for their commitment to the park board.
- Downs-He seconded what Branch said regarding Olsen and Wittrock. Pleasant to work with them.
- Wittrock-Reflected on the great projects she has been a part of; Firemen's Park, Veterans Park, and the dog park. She also encouraged all to get on a board or commission.
- Udermann-Attended a recent birthday party in The Lodge for a 95-year-old, what a great space that area is for events. He also recognized Zac Johnson for his great efforts with pee wee basketball, Udermann is coaching for the first time his daughters' team.

He also talked about the 100 Club and the great new holiday decor they purchased for City Square this year. Also attended Marnita's Table, a great event. He recognized John Lenzen for his contribution of the awesome Christmas tree at Firemen's Park. Gave a shout out to the Chaska Hawks Football State Champs and suggested for those needing gift ideas for Christmas that a membership to the CCC would be a great stocking stuffer!

- Roan-Thanked Olsen and Wittrock for there service on the park board. Stated it's been a real pleasure working with them over the years and they will be hard to replace.

10. Adjourn

Motion to adjourn the December Park Board meeting by Olsen, second by Wittrock. Motion Carried.

**- MINUTES -
CHASKA CITY COUNCIL
DECEMBER 2, 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 Hatfield, Hubbard, Huang, Grau, and Mayor Windschitl. Absent: None.

Also Present: Luke Melchert, City Attorney; Noel Graczyk, Administrative Services Director; Nate Kabat, Assistant Administrator; and Matt Podhradsky, City Administrator.

4. Adopt the Agenda

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

Motion carried.

5. Visitor Presentation

5.A. Proclamation in Recognition of Chaska High School 5A Prep Bowl Victory

Mayor Windschitl read a proclamation recognizing the Chaska High School Football Team's 5A State victory.

Coach Dahl thanked the Council and City for their support and congratulated the team for their hard work.

The captains introduced themselves and thanked the community for their support.

Chaska Athletic Director Summer congratulated the team and also thanked the community for its support.

5.B. Proclamation in Recognition of Barbara Collhapp

Mayor Windschitl read a proclamation recognizing Barbara Collhapp's contributions to the City.

Ms. Collhapp said a few words regarding the importance of serving your community.

The Council thanked Ms. Collhapp for all her service to the community.

6. Minutes

Motion by Councilmember Hubbard, second by Councilmember Hatfield to approve the minutes of the November 18, 2019 City Council meeting.

Motion carried.

7. Consent Agenda

Councilmember Hatfield inquired if the increase in Item E was standard.

City Administrator Podhradsky explained that it was and gave further detail regarding the item.

Motion by Councilmember Grau, second by Councilmember Huang to approve the Consent Agenda Items A through E:

A. Adopt Resolution 2019-126, 2020 Downtown Reconstruction Project Feasibility Study

Motion to approve Resolution 2019-126 ordering preparation of the feasibility study for the 2020 Downtown Street/Utility Reconstruction Project.

B. Adopt Ordinance 971, Amend Chapter 1, Article II, Section 9 Citations

Motion to adopt Ordinance No. 971, amending Chapter 1, Article II, Section 9 of the Code of Ordinances.

C. Adopt Ordinance 972, Amend Chapter 15, Article I, Section 17 Issuance of Citations

Motion to adopt Ordinance No. 972, amending Chapter 15, Article I, Section 17 of the Code of Ordinances.

D. 2020 Business License Renewals

Motion to approve the 2020 Business Licenses to include games of skill, refuse haulers, massage therapists, tobacco sales, transient accommodations and solicitors/peddlers/transients effective January 1, 2020 through December 31, 2020.

E. 2020 Prosecution Contract

Motion to authorize the Mayor and City Administrator to execute the 2020 County Prosecution Contract.

Motion carried.

8. Action Items

8.A. Public Hearing: Truth In Taxation Annual Hearing

City Administrator Podhradsky presented the item to the Council.

Mayor Windschitl inquired if Jonathan Flats were filled yet.

City Administrator Podhradsky stated they are at about 40% occupancy and continued his presentation of the item.

Councilmember Grau pointed out the numbers listed for the staffing study are wage and benefits and not salary.

City Administrator Podhradsky commented that this was a good clarification, and continued presenting the item.

Mayor Windschitl asked if Staff anticipates needed another siren.

City Administrator Podhradsky provided further detail regarding siren location, and went on with his presentation of the item.

Mayor Windschitl noted that the Council has seen this information prior to the meeting and had opportunity to make clarifications.

Councilmember Hubbard referred to the last chart in the presentation and inquired if the ISD 112 maintenance was for the park.

City Administrator Podhradsky gave clarification on that chart.

Councilmember Grau noted that he is excited the staffing levels are being addressed.

Mayor Windschitl opened the public hearing at 8:00 pm.

Mayor Windschitl closed the public hearing at 8:01 pm.

Motion by Councilmember Huang, second by Councilmember Hubbard to close the Truth in Taxation hearing, and to establish December 16, 2019 as a date to consider adoption of the 2020 budget and tax levy. Motion carried.

9. Bills

Accounts Payable Council Roster 12-2-19

The Council requested further information about bills on pages 1, 2, 3, 4 12, 13, 14, and 21.

City Administrator Podhradsky and Administrative Services Director Graczyk provided further information regarding those bills.

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

10. Other Business

10.A. City Administrator's Report

10.A.i. Administrator's Bi-Weekly Report 6/3/2019

Councilmember Hatfield:

- Commented that Hometown Holiday was a great event.
- Noted the Sip and Shop is happening downtown this weekend.

Councilmember Hubbard:

- Commented that the Festival of Trees event was well done.
- Noted she completed the YMCA equity training.
- Agreed that Hometown Holiday was a wonderful event.
- Commented that the tree lighting at Fireman's Park was another great community event.

Councilmember Huang:

- Noted the singing at the tree lighting was hard to hear and suggested that be addressed next year.
- Commented the Marnita's Table event is Thursday from 6-9pm at the Chaska Event Center.
- Noted that on Friday, December 6 Santa will make an appearance at the Chaska Community Center at 6:30 pm.
- Noted there will be a public hearing regarding road conditions on Engler Boulevard on Thursday, December 19. The Council discussed getting different dates for this for different sections of the road, and City Administrator Podhradsky stated a list could be put out for each date.
- Noted there is a public hearing at the Arboretum for the Arboretum-area transportation plans on Tuesday, December 17 from 5:30-7:30 pm.
- Reminded folks to keep their fire hydrants and drains cleared.
- Suggested the Council tour some sites that are undergoing redevelopment/development and sites that are completed. City Administrator Podhradsky noted Community Development Director Ringwald is looking to put something like that together with the Council and Planning Commission.
- Also suggested looking into creating a commission that considers the senior population. City Administrator Podhradsky stated Staff could reach out to the State Board on Aging to access information as to what other cities are doing for this population.

Councilmember Grau:

- Thanked Public Works for their work keeping the roads safe during the events the past weekend.
- Stated the Southwest Transit bussing to the State football game was fantastic and they had 6 full buses.
- Provided an update of the Eastern Carver County Schools Community Education Advisory Council meeting.

Assistant City Administrator Kabat:

- Noted the second Marnita's Table event is set for February 18 from 6-9pm.

Mayor Windschitl:

- Thanked Councilmember Huang for doing the State of the City.
- Thanked Councilmember Hatfield for covering for him at Hometown Holiday.
- Thanked the Downtown Business Alliance for putting together Hometown Holiday.
- Noted St. John's live nativity is Saturday, December 7.
- Thanked the 100 Club for their work with City seasonal decorations.
- Noted Christmas in May has a benefit on Thursday, December 5 at Schrams.
- Stated the new AT&T shop by Dunkin Donuts has their ribbon cutting on December 12 at 10 am.
- Noted the next Council Meeting is December 16 at 7pm.

11. Adjourn

Motion by Councilmember Huang, second by Councilmember Hubbard to adjourn the meeting at 8:46 pm.

Motion carried.

**- MINUTES -
CHASKA CITY COUNCIL
DECEMBER 16, 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 Hatfield, Hubbard, Huang, Grau, and Mayor Windschitl. Absent: None.

Also Present: Kevin Ringwald, Community Development Director; Liz Hanson, City Planner; Luke Melchert, City Attorney; Noel Graczyk, Administrative Services Director; Nate Kabat, Assistant Administrator; and Matt Podhradsky, City Administrator.

4. Adopt the Agenda

Councilmember Huang requested Item 7.G. be removed from the Consent Agenda and placed under Action Items as Item 8.A. for discussion.

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

Motion carried.

5. Visitor Presentation

5.A. Chaska Police Dept: Recognizing Officer Julie Janke 2019 Rosie Griep Legacy Award

City Administrator Podhradsky summarized the Rosie Griep Legacy Award and the Council congratulated Officer Janke.

Peggy Hatfield, 409 Beech Street, also recognized the service Officer Janke gives to the Chaska community.

5.B. Chaska Police Dept: Recognizing Dustin & Kelly Brakemeier 2019 Citizen of the Year Award

Officer Janke recognized Dustin and Kelly Brakemeier as the 2019 Minnesota Crime Prevention Association Citizen of the Year Award for Chaska.

The Council thanked the Brakemeier's for their service to the community.

5.C. Chaska Police Dept: Recognizing Mark Reisinger of Aryzta 2019 Business of the Year Award

Officer Janke recognized Mark Reisinger of Aryzta as the 2019 Business of the Year Award.

The Council thanked Aryzta for their service to the community.

5.D. Announcement for Candidacy in Minnesota's Third Congressional District

Kendall Qualls, 755 Lilliam Trail, Medina, introduced himself and stated he is running for Minnesota's Third Congressional District on the Republican ticket.

6. Minutes

Motion by Councilmember Hatfield, second by Councilmember Grau to approve the minutes of the December 2, 2019 City Council meeting.

Motion carried.

7. Consent Agenda

Councilmember Huang inquired about the cost of insurance in Item 7.E. and about charging interest on inter-fund loans in Item 7.I.

City Administrator Podhradsky and Administrative Services Director Graczyk provided detail regarding the insurance cost and reasons for charging interest on inter-fund loans.

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

A. Consider 2020 Employee Pay Classification and Benefits Plan

Motion to approve the 2020 Pay Classification Plan and 2020 Salary Adjustment Rate Chart along with the Employer Benefit Contributions for 2019, which are approximately \$1036 per month for single coverage and \$1514 for family coverage.

B. Adopt Consider 2020 Part-Time Employees Pay Classification

Motion to approve the 2020 Part-Time Pay Classification Plan.

C. Adopt Police Auction

Motion to approve the auction/sale of items by the Chaska Police Department.

D. Rental License Fee Increase

Motion to approve a fee increase and the 2020 Rental Dwelling License Fee Schedule.

E. Municipal Tort Liability Limits Renewal Option

Motion to direct the City Administrator to inform the League of Minnesota Cities Insurance Trust that the City of Chaska elects not to waive the monetary limits on municipal tort liability established by Minnesota Statute.

F. Adopt Resolution 2019-127, 2020 Development Fees

Motion to adopt Resolution #2019-127, establishing the 2020 Development & Planning Application Fees.

~~G. Adopt Resolution 2019-128 of Support for SouthWest Transit (Moved to 8A)~~

G. Adopt 2019-2020 Creation of Lieutenant Contract

Motion to approve employment contract for 2019-2020 between the City of Chaska and Teamsters Local 447 with this agreement becoming effective November 16th, 2019.

H. Adopt Resolution 2019-132, Establish 2019 Interfund Tax-Increment Financing

Motion to approve Resolution No. 2019-132 to establish 2019 interfund tax increment financing.

Motion carried.

8. Action Items

8.A. Adopt Resolution 2019-128 of Support for SouthWest Transit

Len Simich, CEO of SouthWest Transit, and Bob Roepke, SouthWest Transit Board Member, presented the item to the Council.

Councilmember Hubbard inquired why the Met Council took away \$500,000 of funding.

Mr. Simich provided more detail regarding that loss.

Councilmember Huang asked Mr. Simich to provide more clarity regarding the number of providers besides Chaska.

Mr. Simich explained the collective number of providers is twelve cities.

Councilmember Grau inquired if there is any power in merging with Minnesota Valley.

Mr. Simich explained that merging is not restricted and that there are pros and cons to doing so.

Mr. Roepke pointed out that SouthWest Prime was declared a duplicate service by the Met Council, but that SouthWest Transit does not view it as a duplicate service.

Mayor Windschitl asked if Smart Link is county operated.

Mr. Simich explained that it is operated by Scott and Carver.

Mayor Windschitl inquired if they are the only opt-out affected by this.

Mr. Simich stated that right now they are, but there is an upcoming study that looks into this and the duplications that do exist and likely they will pull back in other areas as well. He summarized the Plymouth and Maple Grove transit system and the Minnesota Valley transit system.

The Council shared their reasons for supporting what SouthWest Transit provides.

Motion by Councilmember Huang, second by Councilmember Grau to adopt Resolution No. 2019-128 Supporting SouthWest Transit Services and seeking funding from the State of Minnesota through the Met Council to replace lost funds. Motion carried.

8.B. Adopt Resolution 2019-131, Adoption of 2020 Tax Levy and General/Enterprise Fund Budget

City Administrator Podhradsky presented the item to the Council.

The Council and Staff discussed the importance of the tax levy for City facility maintenance and how low the City's increase is in comparison to other cities.

Motion by Councilmember Hatfield, second by Councilmember Hubbard to adopt Resolution No. 2019-131 setting the 2020 property tax levy and establishing the 2020 budget for the General and Enterprise Fund Budgets. Motion carried.

8.C. Adopt Resolution 2019-129 and 2019-130 and Ordinances 973, 974 and 975 Establish 2020 Utility Fund Rates

City Administrator Podhradsky summarized the rate increases to the Council.

Councilmember Huang inquired if there was an electric vehicle rate cart.

City Administrator Podhradsky and Administrative Services Director Graczyk provided further detail regarding that inquiry.

Motion by Councilmember Huang, second by Councilmember Hatfield to adopt Resolution No. 2019-129 establishing 2020 Storm Water Utility Rates. Motion carried.

Motion by Councilmember Hubbard, second by Councilmember Grau to adopt Resolution No. 2019-130 establishing 2020 Electric Franchise Fee Rate Ordinance No. 965 amending Chapter 3 Alcoholic Beverages and adopt a new section relating to Community Festivals effective upon publication of the amended ordinance in the Chaska Herald. Motion carried.

Motion by Councilmember Huang, second by Councilmember Grau to adopt Ordinance No. 973 establishing 2020 Electric Utility Rates. Motion carried.

Motion by Councilmember Hubbard, second by Councilmember Hatfield to adopt Ordinance No. 974 establishing 2020 Water Utility Rates. Motion carried.

Motion by Councilmember Hatfield, second by Councilmember Huang to adopt Ordinance No. 975 establishing 2020 Sewer Utility Rates. Motion carried.

9. Bills

Accounts Payable Council Roster 12-16-19

The Council requested further information about bills on pages 1, 2, 4, 5, 7, 21, and 30.

City Administrator Podhradsky provided further information regarding those bills.

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

Motion carried.

10. Other Business

10.A. City Administrator's Report

10.B. Administrator's Bi-Weekly Report 12/16/2019

10.C. Financial Reports – Oct 2019

10.D. Receive the Draft Minutes of the November 13th Planning Commission Meeting

Councilmember Huang:

- Reported the Marnita's Table was an excellent event.
- Noted the Arboretum Area Transportation Open House is on Tuesday, December 17 from 5:30-7:30pm at the Arboretum.
- Noted the Hwy 10 Corridor Study is Thursday, December 19 at the Chaska Community Center from 5-7pm.
- Inquired about the timeline for the maintenance for the City Hall entry. Staff stated they will find out the timeline for that.

Councilmember Hubbard:

- Commented that the Heroes and Helpers event was amazing.

Councilmember Hatfield:

- Agreed that Marnita's Table was amazing and encouraged people to attend the second one on February 18, 2020.
- Noted the Human Rights breakfast is on January 20, 2020 and that the speaker is excellent.

Councilmember Grau:

- Also noted the Marnita's Table was a wonderful event.
- Encouraged residents to give back this holiday season.
- Encouraged residents to apply for City commission positions.

City Administrator Podhradsky:

- Pointed out the odd schedule for meetings in January and clarified details of a couple of meetings for the Council.

Mayor Windschitl:

- Also encouraged residents to apply for open commission positions.
- Noted the barber shop is closing.

11. Adjourn

Motion by Councilmember Huang, second by Councilmember Hubbard to adjourn the meeting at 9:06 pm.

Motion carried.

CHASKA PLANNING COMMISSION MINUTES NOVEMBER 13, 2019

1. Call to Order

Chairperson Dahlke called the meeting to order at 7:00 pm.

2. Roll Call

Roll call was taken. Members present: Commissioners Brass, Cross, Lacey, Olson, Pfeiffer, Bowe, and Urbanski and Chairperson Dahlke

Members absent: Commissioner Sailer

Also, present: Kevin Ringwald, Community Development Director; and, Liz Hanson, City Planner

3. Adopt the Agenda

Motion by Commissioner Pfeiffer, second by Commissioner Cross, to adopt the agenda as presented.

Motion carried.

4. Visitor Presentation

There were no presentations.

5. Minutes

Motion by Commissioner Bowe, second by Commissioner Olson, to approve the Minutes of the Oct 09th, 2019, Planning Commission meeting.

Motion carried.

6. Consent Items

Motion by Commissioner Cross, second by Commissioner Lacey, to approve the Consent Agenda as follows:

6.A. Motion to recommend to City Council approval of a Final Plat for Shepherd of the Hill Twin Homes (PC #2019-21), subject to the following conditions:

1. Approvals shall be based on the following graphic exhibits:

- a. Project Location & Sheet Index (C-00), prepared by BARR Engineering Co., dated October 1, 2019**
- b. Existing Conditions and Survey (C-01), prepared by BARR Engineering Co., dated November 1, 2019**
- c. Removals and Erosion & Sediment Control Plan (C-02), prepared by BARR Engineering Co., dated November 1, 2019**

- d. **Site Plan (C-03), prepared by BARR Engineering Co., dated November 1, 2019**
- e. **Grading Plan (C-04), prepared by BARR Engineering Co., dated November 1, 2019**
- f. **Utility Plan (C-05), prepared by BARR Engineering Co., dated November 1, 2019**
- g. **Utility Sections (C-06), prepared by BARR Engineering Co., dated November 1, 2019**
- h. **Utility Details (C-07-C-10), prepared by BARR Engineering Co., dated October 1 and 21, 2019**
- i. **Landscape Plan (L-01), prepared by BARR Engineering Co., dated October 21, 2019**
- j. **Landscape Details (L-02), prepared by BARR Engineering Co., dated October 1, 2019**
- k. **Final Plat, prepared by Sambatek, undated**
- 2. **Adherence with the City Engineers Memo dated November 8, 2019.**
- 3. **Provision of a 60 feet Right of Way width for all local streets.**
- 4. **Adherence to the City's Boulevard Tree Policy and local street section design.**
- 5. **Provision that an easterly parking lot access is available on Crest Drive for the Church site.**
- 6. **Adherence to the following building setbacks:**
 - a. **Front: 30 feet**
 - b. **Rear: 30 feet**
 - c. **Side: 10 feet house/ 7 feet garage**
 - d. **Side (corner): 15 feet**
- 7. **Prior to final plat approval, developer shall enter into an agreement with the City for the provision of necessary infrastructure and associated development costs.**
- 8. **Provision that parkland dedication fees are paid prior to recording of final plat.**
- 9. **Provision of a storm water management plan meeting City and Carver County WMO standards.**

Motion carried.

7. Action Items:

7. A. Recommend approval of the Preliminary Site & Building Plan for Pioneer Professional Building at 2630 Shadow Lane (PC#2019-20).

City Planner Liz Hanson presented the item to the Commission.

Commissioner Bowe asked if the building had the same owner as the other office building and asked if there would be a parking easement put into place.

City Planner Hanson stated that it is the same owner and would let the developer answer questions regarding the parking situation. She stated that the parking available in the new development meets their parking needs so she is unsure if there will be a shared agreement.

Commissioner Olson asked if taking half of the available parking for the new building would mean that the existing building did not have enough parking.

City Planner Hanson stated that both buildings will have ample parking and meet current parking code.

Commissioner Cross noted that the whole lot feels very small. She asked if the wetland counts as greenspace.

City Planner Hanson noted that it will count as greenspace and is a stormwater pond.

Commissioner Cross noted that the plans show that one of their trees will be planted in the middle of the wetland area and explained that it will not do well in that location.

Commissioner Brass asked if the setback requirements were being met.

City Planner Hanson stated that the setback requirements and building coverage are being met.

Commissioner Pfeiffer stated that she would like to see the materials.

City Planner Hanson distributed the building material samples.

Aaron Swingdorf, 8616 Bluestem Drive, Victoria, stated that under the purchase agreement, they have agreed to share the parking lot equally.

Commissioner Bowe stated that she would recommend thinking through the parking situation carefully and noted that there could be problems down the road if one of the parcels is sold.

Commissioner Brass asked whether there would be any fencing or screening for the a/c units.

Mr. Swingdorf stated that they were not planning any fencing because there are trees in the area.

Commissioner Brass suggested considering some fencing to help block some of the noise from the large commercial units.

Commissioner Urbanski asked that the developer make an effort to keep as much vegetation as possible on the residential side.

Jim Vipon, 2690 Shadowwood Court, stated that the people in the businesses in the area have been very good to them. He stated that he is concerned about the parking spaces not being adequate and spilling out into the neighborhood. He stated that they have discussed the idea of moving both mailboxes to one side of the road, so it isn't as dangerous.

City Planner Hanson reiterated that the plans meet the City code for parking. She stated that they will be adding an additional 15 stalls but will have a total of 32 stalls.

Keith Wyman, 2674 Shadowwood Court, stated that he is okay with the concept, but is also concerned about parking because he feels their current parking needs are not being met with the existing parking. He noted that cars are parking on the side of the driveway as well as along Shadow Lane. He stated that it isn't happening every day but reiterated that they are not currently meeting their parking needs.

Commissioner Brass stated that he has looked at aerial shots from Google and the parking lot is full. He asked what is driving the need for all the parking at the building.

Mr. Swingdorf stated that the issue is that the orthodontics office holds a monthly staff meeting for all of their other offices at the Chaska location and they have been telling them to park in other locations and not the parking lot. He stated that they are not at capacity in their lot on a typical day. He discussed staffing levels at the dentist office.

Commissioner Olson stated that he was at this location earlier today and much of the parking lot was full. He asked if the additional 15 spots would be enough to handle the parking for a "normal day".

Commissioner Bowe asked if the developer had looked at ways to add additional parking. She explained that her day job deals with medical real estate and development. She stated that because of the nature of the business, they like to see a higher parking ratio because of the nature of the quick turnaround appointments at medical facilities.

Commissioner Brass asked if there was a tenant in mind for the building.

Mr. Swingdorf stated that they are planning some sort of medical use and noted that he has spoken with one person who is interested.

Commissioner Brass stated that perhaps the existing lot could be reconfigured and striped differently to allow for additional parking.

Mr. Swingdorf stated that he has discussed this with his business partner.

Commissioner Bowe noted that providing additional parking will also attract more potential tenants.

Commissioner Brass stated that he agreed with the concerns about parking and would like to add a condition that there be a parking lot study and that fencing be installed around the a/c unit to screen the noise from the nearby residential area.

Jason Branstrom, 2670 Shadowwood Court, asked if it would be possible relocate the a/c units to the other side of the building.

Colleen Rehm, 2646 Shadow Lane, stated that she is concerned about noise and the length of construction. She stated that she would prefer the a/c units being nearer to the streets rather than the proposed location.

Commissioner Bowe stated that the developer can take a look at the a/c locations but assumes that they are in the current location because of the need to service both buildings. She stated that she thinks that the fencing suggested by Commissioner Brass would be helpful in this instance.

Commissioner Brass stated that the construction process will be subject to the typical rules, such as no work being done before sunrise. He stated that the City cannot control construction schedules but noted that this will be a one-time project and suspects that they will attempt to get it done quickly.

Commissioner Cross stated that the developer is assuming that the tenant will be medical, but it may be something else. She expressed concern about someone only wanting a portion of the building because there is already a fair amount of office space already open in the City.

Commissioner Pfeiffer asked if there was a possibility to increase parking in the shared parking as well as the new building.

Commissioner Brass stated that his idea was that the entire parking area be restriped in order to get additional parking spaces.

Motion by Commissioner Brass, second by Commissioner Bowe, to recommend to City Council approval of the Preliminary Site & Building Plan for a new office building at 2630 Shadow Lane (PC#2019-20) subject to the following conditions:

- 1. Approvals shall be based on the following graphic exhibits:**
 - a. Project Narrative (pgs 1-13), submitted by Springline Architectural Studios, LLC, dated October 22, 2019.**
 - b. Certificate of Survey, submitted by Sathre Bergquist, Inc., dated May 22, 2019.**
 - c. Aerial Site Exhibit, submitted by Sathre Bergquist, Inc., dated October 17, 2019.**
 - d. Site Plan, submitted by Sathre Bergquist, Inc., dated October 17, 2019.**
 - e. Site Plan with Snow Storage, submitted by Sathre Bergquist, Inc., dated October 17, 2019.**
 - f. Grading and Erosion Control Plan, submitted by Sathre Bergquist, Inc., dated October 17, 2019.**
 - g. Utility Plan, submitted by Sathre Bergquist, Inc., dated October 17, 2019.**
 - h. Landscape Plan & Planting Schedule, submitted by Springline Architectural Studios, LLC, dated October 22, 2019.**
 - i. Preliminary Irrigation Plan, submitted by Springline Architectural Studios, LLC, dated October 22, 2019.**
 - j. Overlay Plan, submitted by Springline Architectural Studios, LLC, dated October 22, 2019.**
 - k. Lighting Photometric Plan, submitted by Springline Architectural Studios, LLC, dated October 22, 2019.**
 - l. Building Plan & Elevations, submitted by Springline Architectural Studios, LLC, dated October 22, 2019.**
- 2. Compliance with section 9.11 Building Design/Materials and Site Design.**

- 3. Provision that all signs will meet PCD-9 development regulations and the monument sign will meet a 10-foot setback from all property lines.**
- 4. Compliance with applicable zoning requirements, in particular Chapter 9 (General Requirements).**
- 5. Provision that all mechanical equipment will be fully screened from view.**
- 6. Provision that the building will be fire sprinkled, and 2 fire hydrants are provided on site consistent with fire regulations.**
- 7. Provision that the pipes and valves for sewer and water are sized appropriately for the proposed building and approved by the Water and Sewer Department prior to building permit being issued.**
- 8. Adherence with the Engineers Memo dated November 8, 2019.**
- 9. Provision to further evaluate additional parking for Lots 1-2 Block 1 and to be addressed by Final submittal.**
- 10. Provision of a privacy fence to enclose the AC Units on the east side of the building.**
- 11. Provision of a cross access easement over the parking lot for Lots 1-2, Block 1 Shadow Wood Third Addition.**

Motion carried.

7.B. Recommend Approval of the Concept Plan for a new office/warehouse industrial building on Peavey Road/Steve Anderson PC#2019-19.

City Planner Liz Hanson presented item to the Commission

Commissioner Urbanski asked if the parking would still be in compliance with the planned removal of the parking spaces.

City Planner Hanson stated that that the City will have to take a closer look at the school site, but there should be more than ample parking out there. She stated that she doesn't foresee this being an issue.

Commissioner Brass suggested that there be a cross access easement in case the property ownership changes hands.

Commissioner Pfeiffer asked if there would be any screening between the building on the west side near Highway 41.

City Planner Hanson stated that there is buffer with mature vegetation, but the recommendation is to fill in where they can with an ample natural screen wall. She stated that there is enough room to put in some natural screening without impeding on the utilities. She noted that this will be analyzed more deeply during the Preliminary Plat phase.

Commissioner Cross asked about the parking and whether this is their best guess depending on the usage of the building.

City Planner Hanson noted that the number of stalls being show in this plan would be more than requirement if they broke down the building usage for solely manufacturing. She stated

that this detail will also be worked out by the Preliminary Plat so the City can calculate the exact parking count necessary.

Commissioner Cross stated that this area has been a parking lot for a long time which means the wetland has been a catch all for quite a while. She stated that she hopes that the wetland and the water is looked at more closely as part of this process.

Commissioner Olson expressed concern about the truck traffic and ensuring there is enough room to maneuver.

City Planner Hanson stated that at the Preliminary Plat stage, the City will request a truck turning exhibit to show how it can be maneuvered without causing issues.

Jennifer Kaplan, 1012 Oak Center Dr, Minnetonka, stated that she is the architect for the project.

Commissioner Brass asked if Ms. Kaplan knew what the developer had envisioned for the building. He asked if there would be office space above the warehouse.

Ms. Kaplan stated that the developer's goal is to provide a bit more office space, so there will be offices above the warehouse. She noted that this meant that the warehouse space is a bit shorter and closer to 12 to 18 feet clear. She noted that the goal is for this to house one tenant and not multiple tenants.

Commissioner Brass stated that he likes the design and look of the building but is concerned about the bright blue façade facing Highway 41. He stated that he realizes it is a personal preference but would suggest a more subdued color.

Motion by Commissioner Pfeiffer, second by Commissioner Lacey, to recommend to City Council approval of the Motion to recommend approval to the City Council of the Concept Plan for Peavey Road Industrial Building (PC#2019-19), subject to the following conditions:

- 1. Approvals shall be based on the following graphic exhibits:**
 - a. Narrative (pgs 1-2)**
 - b. Concept Site Plan, submitted by Mohagen Hansen., dated September 30, 2019.**
 - c. Exterior Images, submitted by Mohagen Hansen., dated September 30, 2019.**
 - d. Traffic Flow, Adjacency Buildings, Connection Views & Utilities, submitted by Mohagen Hansen., dated September 30, 2019.**
 - e. Exterior Building Materials, submitted by Mohagen Hansen., dated September 30, 2019.**
 - f. Certificate of Survey, submitted by Cornerstone Land Surveying, Inc., dated June 12, 2018.**
- 2. Coordination with the City Engineer with regard to utilities, grading and drainage.**
- 3. Installation of all site lighting at a 0-degree angle with the light source fully concealed at the property line.**
- 4. Provision of photometrics and specs for all exterior lighting proposed, including any canopy lighting.**
- 5. Provision that canopy lighting is flush with the canopy.**

6. **Provision that all facades provide 360-degree architecture.**
7. **Utilization of modular face brick as a Class I material.**
8. **Provision to show how building will fit into the City of Chaska at preliminary submittal.**
9. **No exterior storage will be permitted.**
10. **Provision of a cross-access easement over 105 Peavey Road for truck access to be executed prior to final plat recording.**
11. **Provision that drive aisles are at least 24 feet wide.**
12. **Provision of hydrant placement needs to accommodate City standards for hydrant placement and fire code standards.**
13. **Provision that building will be fire sprinkled.**
14. **Provision of pedestrian connections between the parking lot and building and to be shown at preliminary submittal.**
15. **Provision to submit Utility and Site Plan As-Builts at the time a building permit is issued.**
16. **Provision of sufficient landscape screening to be achieved between the parking lot and Highway 41 on the site's westerly edge, as well as on the east edge of the loading dock area and to be shown at preliminary submittal.**
17. **Provision of planting islands meeting Zoning Ordinance Section 9.6.5.4, and are shown at preliminary submittal.**
18. **Any and all building signage shall be submitted separately, meet the sign ordinance, and shall obtain sign permits prior to installation.**
19. **Provision of a storm water management plan meeting City and Carver County WMO standards.**
20. **Compliance with applicable zoning requirements, in particular Chapter 9 (General Requirements).**
21. **Provision that all mechanical equipment will be fully screened from view.**
22. **Compliance with section 9.11 Building Design/Materials and Site Design.**
23. **Adherence with the Engineers Memo dated November 8, 2019.**

Motion Carried.

8. Other Business

8.A. Receive Other Meeting Minutes

8.A.i. Receive the Minutes of the October 14, 2019 Park Board

8 A.ii. Receive the Minutes of the September 30, 2019 October 7, 2019 and October 21, 2019 City Council Meetings.

Commissioner Cross

- Asked that staff take a look at the warehouse on East 6th Street that has cars in various conditions parked around it.

Commissioner Pfeiffer

- Suggested that the Commission spend time looking more closely at parking depending on usage at buildings, such as the earlier discussion about the parking needs being different for medical use rather than office space.

Chairperson Dahlke

- Thanked staff for putting together the bus tour. He stated that it was nice to see some of the projects and get a good perspective of what has worked well in the City.

Community Development Director Ringwald stated that they are planning to conduct another bus tour in early spring and invite both the Planning Commission and the City Council.

Commissioner Bowe

- County Road 44 will open this weekend as well as a stretch of Old Shakopee Road.

Commissioner Urbanski

- Asked about sidewalk installation for new developments and whether they are required to be put in prior to construction. He stated that by putting the sidewalks in first, the developer needs to replace about 20% of them and those costs are passed along to residents. He suggested the Commission discuss the possibility of changing that requirement.

Community Development Director Ringwald stated that if the sidewalks are not installed prior to construction what ends up happening is piecemeal sidewalks and you run the risk of people installing sprinkler systems in areas that won't work with the sidewalk.

City Planner Hanson stated that she had distributed a listing of the Commissioners and their terms. She stated that one member is up for reappointment and asked that they fill out an application if they are interested in continuing to serve. She noted that she forwarded an e-mail to the Commission regarding a beneficial community event happening on December 5, 2019 at the Chaska Event Center for Martina's Table. She stated that they would like an R.S.V.P. so they know how many people to plan for. She stated that no applications were received, so there will not be a Planning Commission meeting in December.

9. Adjourn

Motion by Commissioner Urbanski, second by Commissioner Olson to adjourn the meeting at 8:14 pm.

Motion carried.

Last Month's Activities:

Recreation Programming/Community Events:

- December was a holiday packed month at The Lodge. Our annual Lodge Holiday Party had 100+ attendees and included a performance by our Treks and Trails Preschool students and even a special visit by Santa. Other holiday themed events were an AOA fitness event called Reindeer Games and also our Fabulous Sweater Spud Bar.

This Month's Highlights:

Recreation Programming/Community Events:

- Super Hero Family Dance is scheduled at the Chaska Event Center on Friday, January 24th from 6-9pm. This event is co-hosted by Crooked Pint Ale house and Chaska Parks and Recreation. \$15/person includes a DJ dance, pasta buffet, craft, photo booth and dessert. (Flyer attached)
- The Big Chill community DJ Skate is scheduled for Saturday, January 11th at Firemen's Park ice rink from 12-3pm. Skate to music, try kicksledding hosted by Carver County Parks and warm up with hot chocolate. Fun for all!
- Treks & Trails Preschool Open House is on Tuesday, January 14th from 6:00-7:00pm. Enrollment for the 2020/21 School Year will open on January 27th at 9am. Ages 3-5. Half day and full day options. Families are invited to come and learn about our exciting program.
- The Lodge celebrated the start of 2020 at a Noon Year's Party with a countdown, a special toast, games & lots of fun.
- The Lodge is partnering again with the Curling Center later in the month for an AOA Learn to Curl Session for ages 55+.
- Planning and programming is in full swing during January as staff prepares for the 2020 Spring/Summer Park & Recreation Activities Guide mailed in March.
- NEW** Unified Floor Hockey program will begin on Saturday, January 11th. This program is intended for people with, and without, special needs to participate together. Designed for all abilities to play and great for individuals or families to register together. We are excited to currently have 15 families registered. This program will run Saturdays (through February 15), 1:00-2:00pm, in the Chaska Community Center Lower Gym.
- New Winter 2020 Schedule: Adaptive Gym and Adaptive Swim; First Saturday or every month between January and April; Adaptive Gym: 10:30-11:30am; Adaptive Swim: 11:30am-12:30pm
- The Chaska Parks and Recreation Department started sending out a monthly electronic newsletter to CCC Members in September 2019. This piece currently goes out to approximately 2,100 people. 156 new people have subscribed to receive this news piece since September. Instructions on how to opt-in to receive this can be found on our website (chaskacommunitycenter.com).
- This weeks weather have allowed staff to get the outdoor ice rinks in good condition, the lake ice is between 9-10". With the conditions we are not able to put our shaver onto the lake ice this week, but it can be used for recreational skating. Shaving and additional work will continue next week. Rinks will open on Friday the 10th.

Chaska Community Center:

- First round phone interviews for Facility Supervisor and Ice & Operations Coordinator will take place on Friday, January 10.
- 1,000 Point Challenge incentive program begins January 13-February 16. Goal of program is to achieve 30 minutes each day of physical activity.
- On Tuesday January 14th we will be hosting an open dodgeball night in the lower gym from 7:30-9:30pm. This event is free and will be in place of the Dodgeball League.
- Discussions are occurring regarding Southwest Christian HS Hockey program having more presence at our ice arena.
- Fitness Supervisor and Facility Manager are discussing a “shutdown” for Summer 2020 for the Fitness Center – possibly making it an annual shutdown, such as the pool, for deep cleaning.
- Fitness Supervisor is working on establishing a new service request system for fitness equipment. To be presented at the next maintenance meeting on Monday, January 13.
- Winter swim lessons are at 84% capacity.
- Successful Zumga (Zumba + Yoga = Zumga) event was held on Saturday, January 4 to kick off group fitness classes. Over 50 people attended with 6 health and wellness vendors in attendance.

Chaska Curling & Event Center:

- Curling arena- flooding ice evening of Jan 1 as part of routine maintenance
- Big Spiel Jan 9-11, 2020.
- W2 leagues begin Jan 3.

SUPERHERO

Wow!

HAVE FUN

FRIDAY
JANUARY 24

6:00-9:00 P.M.

CHASKA EVENT CENTER

\$15 PER PERSON

TICKET PRICE INCLUDES:

PASTA BUFFET

COOKIE

DJ DANCE

PHOTO BOOTH

& CRAFT

FAMILY DANCE

SPONSORED BY:
CROOKED PINT ALE HOUSE
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