

**Chaska Park Board
Meeting Minutes
August 10th, 2020
Event Center and Zoom**

1. Call to Order

The August 10th meeting of the Chaska Park Board was called to order by Chair Dave Roan at 7:00 pm at the Chaska Event Center and via Zoom.

2. Roll Call

Present at Event Center: Dave Roan, Jason Branch, Matt Udermann, Dave Downs, Georgiann Keyport

Via Zoom: Josh Ives, Elizabeth Wyveen, Zac Saueressig
Absent: Ernesto Ruiz Gutierrez

Staff: Marshall Grange, Mary Monteith, Kevin Wright assisted with IS needs

3. Adopt Agenda

Motion by Udermann, second by Downs to adopt the August 10th, 2020 meeting agenda.

4. Visitor Presentation

None in attendance

5. Approve Previous Meeting Minutes

Motion by Downs, second by Branch to approve the Chaska Park Board meeting minutes of March 9th, 2020. Motion carried.

6. Receive Council and Planning Meeting Minutes

6A February 24th Council Meeting Minutes

6B March 2 Council Meeting Minutes

6C March 16 Council Meeting Minutes

6D April 20 Council Meeting Minutes

6E May 4 Council Meeting Minutes

6F May 18 Council Meeting Minutes

- 6G June 1 Council Meeting Minutes
- 6H June 15 Council Meeting Minutes
- 6I June 29 Council Meeting Minutes
- 6J July 6 Council Meeting Minutes
- 6K February 12 Planning Meeting Minutes
- 6L March 11 Planning Meeting Minutes
- 6M April 8 Planning Meeting Minutes
- 6N May 13 Planning Meeting Minutes
- 6O June 10 Planning Meeting Minutes

7. Discussion Items

7A Staffing Update

Grange welcomed all commissioners to our first combined in-person/Zoom meeting. The last in-person formal meeting was in March and then a work session followed in July at the Lodge. Grange brought the board up to date on happenings during the last few months throughout the community center and parks and recreation.

Grange shared a screen of the department Org Chart. Since March, we have seen change in our department. We were already in the process of interviewing and hiring an Ice Arena and Operations Coordinator. Joey Bergquist came on from Bloomington Ice Arena. We were happy to get him. The first day he started, we closed the CCC. He has done a great job stepping in and has brought us real value over last few months.

Right before the building shut down, our member services supervisor, Colleen Goodrich resigned. That position was backfilled internally by Rachel Dodson who was at that time helping oversee the aquatics area. This position is more hands on with the part-time front desk staff as well as the day care (currently still closed) and membership. Rachel will be looking to expand and focus on employee customer service training as well.

Parks and Recreation also lost to retirement one of our long-term employees, Patty Tollackson. After close to 30 years of working here, you will now find her enjoying the pickle ball courts at Lions Park! This admin position and Rachel's aquatics one, will be on hold due to budgets.

Ron Pieper, our long-term maintenance superintendent also retired this past January. We posted earlier on in the year and decided to hold off till spring. This year Public Works was

approved to create and hire staff for a city-wide maintenance department, the staff of 3 will float around and address the larger areas of need across all city buildings. With that in mind, Ron's position was changed bit to be more of a supervisor of our current full-time maintenance staff. The process was started again in June and went much better with the applicants. This week Josh Hargus came on board as the facility maintenance supervisor. Josh relocated here from Florida to join his fiancé, and he brings lots of maintenance experience, and is also a veteran.

Since Covid started in March, both me and Mary have been a part of the city's Emergency Operations Committee (EOC). We have been pretty involved with that team and working through many areas of Covid impact. Initially we were meeting daily, then went down to 3 days a week, and now are meeting on just Wednesdays. Fire Chief Tim Wiebe heads up the group and recognized early on that he needed some admin help. Mary was asked to go over there and assist with a wide variety of things. She recently came back to Parks and Rec in early July. When the CCC closed the facility March 17th, staffing decisions needed to be made. The decision was quickly made that some staff stay on and address areas of need that could be done within a now empty building. After talking through a staffing plan, some parks and rec staff were sent home to work. The decision was also made to keep part time staff on payroll as well. We recognized we would need this staff back when we re-opened. Some of them helped here with projects and some went to work in other departments in the city. PW did not bring back all their seasonal help, so many were placed there as well. The golf course/Par 30, the curling center, and the HR department also benefited from the part time staff. 50/60 staff were reassigned at that time. It was great to keep them employed, the other half of our part time staff was furloughed in the end and called back in June to help us get ready to re-open. Discussions pursued on hiring practices and balancing staff diversity with job opportunities. We have been working with HR on a plan however, we have had success over the last few months with hiring here and feel like we are making good progress.

7B Facilities Update

Community Center Recap-the building was closed March 17th, the next day we put all memberships on hold, thanks to Susan Marek. It was a ton of work. Staff worked on getting communications out to our members and the public, cancelling all activities, and refunding class fees, in addition to managing many phone calls. Maintenance staff took out the arena ice, drained the pools and got to work. Many staff helped to dive into some much-needed maintenance projects. This building is going on 30 years, we felt like we needed to take advantage of this time to address some of the areas of need now. Kelsi and many of the staff, dove in and helped where needed, many things were accomplished, and we saved some money budget wise with using our own staff. We invested the most money in the pool area. The whole thing was painted, as well as the entire floor deck. The stone on the hot tub was painted, the caterpillar slide was repaired and painted, LED lighting was installed, resulting in getting a rebate via the electric department. Also Installed a huge fan over the leisure pool area to help with air quality.

At the entryway of the ice arena, new rubber flooring was installed. The area was somewhat of a trip hazard. The flooring extends now into the lobby of rink 2. When ice was taken out, staff also fixed up the boards. With rink 1 ice, this was the first time in almost 5 years that it has been taken out. During all this the dehumidification system went down on us, so that was a cost we were not expecting, however good timing with being closed. Public Works staff assisted with that project thankfully.

The fitness center space was also another area of big change. With keeping in mind, the social distancing protocols, we decided to spread out the cardio equipment into the gym and sunroom areas so we could utilize all equipment. It has worked great. In the fitness area, we had a lot of open space to spread out the weights, this area has been one of the most utilized since we re-opened. We have had many compliments on safety protocols throughout the various areas.

The front desk area was painted, and plexiglass was installed to protect staff. The Willow room (Rainbow room) was redone for the community center staff to relocate to and be able to social distance better as P/R was not a good option with the open floor plan. This also helps centralize the front customer service area which has been a long-term goal and helps with better customer traffic flow.

A big highlight for us was the addition of a modular police station outside of the upper gym. Officer Julie Janke is now housed there. This was a win/win for both of us, the police department is overcrowded and having difficulty social distancing and here will help when we re-open to the public with some of the youth problems we were having prior to Covid. We also installed water bottle stations throughout our building as we eliminated the use of the water fountains. One water station was a product funded by a local girl scout troop.

Some of the smaller scale projects staff also worked on, the development of a preparedness plan addressing protocols put in place to re-open. We called back the staff that was furloughed and established and trained all on safety protocols put into place. On June 15 we reopened the ice arena based on state guidelines for arenas. Initially we only allowed Breakaway on the ice the first couple weeks, the place was hopping with kids of all ages from their summer camp program. At the same time, our PT staff was working on contacting all our members to touch base with them. Staff explained the new registration system we were going to be using and helped set up online accounts for those who did not already have one. Shortly after, July 7th we reopened the pool and fitness area to members only to begin with. We implemented a sign-up reservation system that allows us to maximize the capacity in all areas, plus track who is in the building as well as where patrons are. Members can reserve a space up to 3 days in advance for the weight/cardio functional fitness areas, group fitness happening outdoors in the parking lot, as well as spin bikes in the sunroom. With the registration system, we also allowed for half hour gaps at the end of the reservation for staff to sanitize the various areas. Group fitness classes also started in the upper gym with lower class sizes to better social distance. Downs asked about attendance since opening. MG, it has been slow. With limited capacity, it could be the sign-up process, as some are not happy with it. Or it could be that people are not ready to come back yet. Typically, summer is slow, as people want to be outside. Oddly,

lap swim is almost 75% full, which is not the norm this time of year. We will start offering open skate starting next week, as well as the opening of the track. Currently we are sticking with members only, are looking at October to open to all. With school reopening soon, parents will be focused on that. Decisions to be made yet are, expanding our hours, opening on Sundays, looking at open gym programming, daycare to re-open, senior area in the Lodge to re-open, all yet to be determined. The Lodge will continue to remain closed for as long as the Governor asks that those who have underlining health concerns and those over 65 stay at home.

Keyport asked about any exposures or positive tests amongst staff. None with CCC staff, but there was a youth positive in the ice arena area via a school practice. The group he was in was quarantined. Dave R. would like to see an adjustment of early a.m. CCC hours, he has neighbors asking when that will be, they are dedicated folks who are wanting to get back in at 5 a.m. Staff also changed the youth age for the fitness areas to 12 years of age, still required to have an adult with them. With kids in sports and needing weight training, this should be a positive. Zac asked about membership numbers and where at currently. MG, 40% of our membership has cancelled. We are in a unique situation right now as some areas are still not open for use yet, (open gyms) so hoping over time, we can open all areas of the building and attract others to coming back. We are however getting 2/3 new memberships per day. Saueressig, the larger message surrounding all this is the greatest things we can do to protect ourselves is to keep healthy and take care of ourselves! Wyveen feels like there is a perfect storm brewing. Fall is coming, more people will start coming back indoors as the weather changes, flu season will hit again, then Covid numbers increase again!

Curling and Event Center-Also closed March 17. Many FT staff from curl also got re assigned to other areas in the city. Staff did take the ice out, as would have done in June anyway. Staff also spruced some things up, cleaned carpets and painted. The Crooked Pint closed shortly thereafter; curb side pickup did not go so great, so they closed. They reopened June 8. The Event Center reopened on July 18th. Krista has been great at staying in touch with brides/grooms. Difficult conversations to have. Hoping most are rescheduled. Our first wedding since COVID is this Friday with 30 attendees. The Curling Center opened July 27. Aug. 2nd the summer leagues started up. 60 teams signed up, there usually is like 80/90 signed up. Staff here are currently gearing up for fall league registration as well.

7C Recreation Programming

The week of March 17th, staff cancelled all programming, and refunded all those who were registered. Even the ones participating already in activities, so lots of pro-rating was done. It was a big undertaking by programming staff. Shortly thereafter, they created Camp Chaska, for internal essential employees' children. This was temporary until more long-term options came along. A difficult adjustment for programmers as they had just put out the spring/summer brochure with lots of upcoming fun events. The decision was made to

start over and cancel everything scheduled. The approach was to then program month by month. Minimal things were happening, they changed the approach to think about what and how we can continue to engage the community at home and keep the connections with families. Each month fun themed baskets were assembled and sold to families. There was a summer fun basket, a July 4th basket, and a fishing basket. All sold out. Athletic planning has been happening as well, being mindful of the guidelines for outdoor sports and field use.

Chaska Cares-MG and various staff rallied around bringing community spirit, reaching out to others, and bringing positivity to the day. We connected with other area non-profits to make even more of an impact. We collected donations for many different needs. Masks, food, coloring books for seniors, etc. We helped the American Legion with an Easter parade and recorded a Memorial Day program, free bikes were given out, veggie pots for seniors were created, and a hugely successful CHS graduation parade was done. Officer Julie was and still is checking in with the local senior properties to see if there are any other needs or concerns out there as well. Karen/Joan have been calling AOA's to check in, many were so happy to hear their voices, and now they do Zoom FB sessions as well. Chaska Cares is currently doing an internal collection with city employees for donations for laundry needs for folks not being able to afford on their own. Lots of great experiences, bringing many smiles!

7D Hawks Ridge Trail Opening

Hawks Ridge Trail-Opened June 25th. Many thanks to the Carver Trails volunteers, Tim Vossberg, MnDOT, Carver County, and the city of Chanhassen. MG showed a fun video from the day of the trail opening, thanks to Mike Tudor, city cable communications, for the creation of the video. We have had great feedback from users, location is very visible, and there is a decent amount of elevation, kids are really enjoying it.

7E Bicycle Friendly Community Update

Bike Friendly things were clipping along well earlier in the year. Now we have the difficulty of meeting. We do intend to regroup at some point and we still strive towards the designation. And it is not to say we have not done anything over the last few months. We opened Hawks Ridge trails and gave out free bikes to underserved folks. Officer Julie connected us with a non-profit that makes bike repairs and was able to secure a three-wheel bike for an individual with physical handicaps. We were recently awarded a free bike fix it station from the new Scheels in Eden Prairie, it was installed at McKnight Park. We will reconvene soon, more updates to come.

7F Pickleball Courts at Lion's Park Opening

Pickle Ball-Credit goes to PW for this getting done. Overarching goal was to expand on this site, and being mindful of the budget, stay with this size vs going with more. There now are 6 dedicated courts, completed and opened a couple weeks ago, lots of positive reviews. We wanted to celebrate this opening but decided not the safest time to do so. A social media post is coming out soon announcing the re-opening. MG took doughnuts to Public Works last week as a thank you for all they did to make it happen. This is a great addition to the Lions Park area.

7G Lake Grace Trail

Lake Grace-If you recall from a couple years ago, the Highway 41 underpass was built by Target. The intent is to connect it to the trail around Lake Grace. MG showed a map of the lake and where the trail would hook into the system. The city engineer has met with the townhome owners along the 41 side on this project. Designs have been drawn and will be shared at a couple upcoming open houses. The two goals here are to create a connection to the underpass and widen the trail from what is there, the current trail is 5/6 feet wide. Winter maintenance would be tough. Ideally 10/12 feet wide would be best. Homeowner feedback was ideally creating a privacy fence from trail users, as well as creating an easy access for them to the trails. We have a draft to review now, a place to start to move this forward. Things were delayed by Covid. The hope here tonight is to generate additional feedback. Have another open house with the residents, as well as the public. We would bring it back to the September meeting with more details and then an approval to council. MG guided them through the site map and various drawings. Once we have the date for the public open house, we will notify you. The result of that will factor in on the discussion in September and moving things forward. Questions on the dock location from Saueressig. Both Roan and Downs thought the drawings were very nice. Saueressig, the tunnel light is great for security, is that something they will do on-going on trails? MG Yes.

8. Other Business

8A Board Round Table

Zac-He wanted to echo same thing, MG and staff did a great job during the shutdown. Impressed with things that got done. Shows that leadership is capable of handling things during tough times. Excited for the future.

Liz-thanks to MG, Mary, and the team, feels like things are in a good place. The CCC, looks great, fresh and feels safe. The measures taken, are awesome. Also thought the trail video was awesome. Just a reminder, stay safe, and let's watch out for each other, our neighbors, etc.

Jason-Congrats to the staff on CCC improvements. To the public, do not forget we have a great disk golf course; it is getting lots of usage. Try it!

Dave D-July 6 council meeting, he watched the part on the Par 30, some changes to the plans, looks good though. Starting this fall.

Matt U-Parks are free! Get outside and try them. Couple parks coming up for naming, let's not forget about "farmers park", capture the history around here with all the landowners/farmers that go way back. We have been celebrating our kid's birthday's (4th year in a row) at Community Park each year.

Keyport-cuddos to the parks department and all the things they were able to get done during this Covid timeframe. Think about how great it has been to use the great trails during these times.

Dave R-Fun to see the fitness classes outside in the early morning, there is great attendance. Chaska Cares, thanks for all the efforts and what has been done through that.

9. Adjourn-Motion to Adjourn Udermann, 2nd Branch. 9:06.

The September meeting may change as there is also a Council meeting that night.