



AGENDA
CHASKA PARK & RECREATION COMMISSION
CHASKA CITY HALL - COUNCIL CHAMBERS & ZOOM
Monday, February 13, 2023
7:00 PM

1. Call to Order
2. Roll Call
3. Adopt Agenda
4. Visitor Presentation
5. Approve Previous Meeting Minutes
 - 5.A. Approve the December 13, 2022 Meeting Minutes
6. Action Items
 - 6.A. Recommendation to Council to Proceed with Phase II of Professional Services Agreement for Facility Naming Rights and Sponsorship
7. Receive Council and Planning Meeting Minutes
 - 7.A. City Council Meeting Minutes 11/21/22, 12/19/22, 1/9/23, 1/23/23
 - 7.B. Planning Commission Meeting Minutes 11/9/22, 1/11/23
8. Discussion Items
 - 8.A. Appointment of Parks & Recreation Commission Chair and Vice Chair
 - 8.B. Community Center Master Plan
 - 8.C. Department Happenings
9. Other Business
 - 9.A. Round Table
10. Adjourn

Chaska
Parks and Recreation Commission
Meeting Minutes
December 13, 2022

1. Call to Order

The December 13, 2022, meeting of the Chaska Parks and Recreation Commission was called to order by Chair David Downs at 7:00 pm.

2. Roll Call

Attendance: Chair David Downs, Vice Chair Jason Branch, Donelle Heieie, Georgiann Keyport, Zach Saueressig, Elizabeth Wynveen, Karli Cich, Michael Heuer, Roda Hassan and Terrence Schwerm

Absent: 0

Staff: Parks and Recreation Director Marshall Grange, Assistant to the Director Mary Monteith and Michelle Blasko IT

3. Adopt Agenda

Motion by Saueressig, second by Heuer, to adopt the December 13, 2022, meeting Agenda.

Roll Call for Approval

4. Visitor Presentation

None in attendance

5. Approve Previous Meeting Minutes

5A. Motion by Heieie, second by Keyport, to approve the Chaska Parks and Recreation Commission meeting minutes of September 13, 2022.

Roll Call for Approval

6. Receive Council and Planning Meeting Minutes

6A. Council Minutes August 15, 2022

6B. Council Minutes August 29, 2022

6C. Council Minutes September 12, 2022

6D. Council Minutes September 19, 2022

6E. Council Minutes October 3, 2022

6F. Council Minutes October 17, 2022

6G. Council Minutes November 7, 2022

6H. Planning Minutes August 10, 2022

6I. Planning Minutes September 14, 2022

6J. Planning Minutes October 12, 2022

7. Action Items

7A. Recommendation for City Council Appointment of 2023 Parks and Recreation Commission Chair and Vice Chair

The City Council is seeking appointments for the Chair and Vice Chair of the Parks and Recreation Commission to be approved at the City Council meeting in January. Heuer mentioned a post advertising three open positions for the Parks and Recreation Commission and asked how the terms work. Grange shared that Keyport and Saueressig are at the completion of their first term of three years, but they are welcome to re-apply for two more, three-year terms. The other position would be the youth one-year term of Roda Hassan's position. Commissioners will need to re-apply and interview again with the council at some point in January.

Vice Chair Branch asked for a motion to appoint David Downs as Parks and Recreation Commission Chair.

Motion by Heieie, second by Heuer, to recommend to City Council to appoint David Downs as the Parks and Recreation Commission Chair.

Chair David Downs recommended appointment of Jason Branch as the Parks and Recreation Vice Chair.

Roll Call for Approval

8. Discussion Items

8.A. Pedestrian and Bicycle Master Plan

Grange provided an update on the plan. He recently met with the consultant from the Community Design Group regarding a timeline to complete the plan. Grange stated he will get the revised draft plan by the end of the week. Grange will complete an internal review of the plan in January and February along with other departments.

Grange shared the consultant will make any further updates before sending the plan to the steering committee for review. Grange will set up an in-person meeting with the steering committee to review the plan at the end of February. Grange expects to have a 30-day public review process in March. In April, we will host a joint work session between City Council and the Parks and Recreation Commission and then intends to bring the master plan back to City Council for adoption in May. He recognized this process has taken longer than originally planned. He will continue to work with others on identifying future trail projects, where there are gaps in the system, as well as where additional trails may be established to accommodate population growth. There will be work with the council on a budget perspective as to what projects we want to focus on and what type of funding opportunities there may be available, based on what we have identified in the plan. The other map staff will continue to work on are the primary

routes in Chaska, those would reflect the trail wayfinding. We have an amazing trail system of over 70 miles, however we need a more simplistic way to finding primary routes on the trails and to bold them on a map. If people were to generally use those trails, they would get to destination areas as well as regional trails.

Grange shared he recently inquired about Ship Funding at Carver County that could help support some of the recommendations in the plan, such as wayfinding. Heieie asked about exploring an “adopt a trail” program to engage neighborhoods with general trail care and maintenance. Grange thought a great idea, this idea might work alongside the new community engagement position that will be hired in the spring. It could generate volunteer opportunities for residents in the community.

8.B. Community Center Master Plan

Grange shared making good progress, stated last week they held a citizen task force meeting. Grange asked Saueressig, Heieie, and Hassan to share things since they serve on the task force. Saueressig stated the meeting was a big step forward, things taking shape. Two meetings ago, the consultants, city staff, and the task force received feedback from community members. There were various themes that stood out in that feedback. The task force looked at architectural drawings, building efficiency, and the parking. Heieie stated many people want to see fitness as a priority and the swim area expanded. She left the meeting feeling fairly aligned and energized. Hassan stated it was helpful to see the drawings and floor plans, and that the space would be used to its full potential. Grange shared that ideas from the community engagement helped develop the key themes to move forward. This was the first time the citizen task force saw the ideas. Grange stated there will be additional conversations about plans for other areas of the building and the consultants will get price estimates and 3-D renderings of the building to share. Heieie stated the community center has the space, but it needs renovation to be used efficiently. Saueressig mentioned the consultants have worked with older buildings like this all over the country, the community center was originally built when Chaska had a population of 10,000 people. Grange shared that once the community task force feels comfortable, they plan to hold another public meeting. Keyport asked about a referendum and the costs associated with the community center updates. Grange stated city administration has discussed the costs, but a referendum needs to be discussed yet with Council. Grange shared that recently 18 other city councils in Minnesota used a sales tax referendum to support Parks and Recreation projects. Downs shared he watched the last Truth and Tax council meeting. There were great graphics and discussion to understand the city decisions made regarding taxes and spending.

8.C. Park Project Updates

Grange highlighted the park projects the public works team has been working on. The East Creek Canyon Playground reconstruction was completed in October. A new playground was installed. Grange stated staff also made great progress at the Savanna Oaks Park. They made progress on the curbing for the playground area, concrete pads were done for the shelter area, the rough-cut of trails, and rocks were moved. Schwerm agreed the Savanna Oaks Park has really taken shape in the last ten days. The area will really be used. The playground equipment should be in this summer. Schwerm shared some people are still concerned about the

playground because of the loss of privacy. He feels, most are excited about it. Grange also stated the shelter at Lions Park continues to make progress.

8.D. Chaska Pond Hockey 2023

Grange shared the City is partnering with the Chaska Rotary to raise funds for the Miracle League Field to be built at the Southwest Community Park they plan to build in the future. Grange stated this will be a youth-based hockey tournament on January 28 and be a trial event with hopes to create a larger event in the future. There will be four hockey rinks set up at Fireman's Park and they will partner with CCHA Youth Hockey Teams. The event will take place from 9 AM to 5 PM. There will also be a community skating event in the loop. Grange stated there will be fire pits, a DJ, and other winter-based activities. In the Events Center, there will be Crooked Pint food sales, hockey movies on the TV screen, kids' activities, and other vendor booths, as well as food trucks. The rain right now is not helping us though. Heieie asked about offering the community educational information regarding the safety of backyard ice skating rinks. Grange will look into this. He also shared the Rotary will focus on event sponsorship, and Parks and Recreation will focus on event planning and promotion.

8.E. Department Happenings

Grange stated he is meeting with Brett from Landscape Structures about the Universal Design playground to complement the Miracle League Field. Grange plans to meet with Brett and discuss next steps to share information with the design group in January. Grange shared that next week, public works will start the flooding of the ice rinks. Friday, December 16th is Ugly Sweater Open Skate at the community center. Participants will get free admission from 7:15-8:30 PM. The Brewskis have a concert at the community center Saturday, December 17th. This is a brother and sister duo who play holiday music. On December 18th, there will be a free showing of Happy Feet 2 at the Event Center from 4 PM to 7 PM. On December 28th, there will also be a New Year's Zumba Glow Party at the community center.

Grange stated there will not be a lot of content to cover at the January meeting but hopes to hold a work session to think of ideas to accomplish next year.

9. Other Business

9.A. Round Table

Schwerm thanked the public works crew for their efforts on the Savanna Oaks Park. Schwerm shared he attended the Carver County Arts Consortium Exhibition at the community center, it was a nice event. There were a couple event going on, the place was busy, parking was a premium.

Cich shared that back in October, she went to Conservation Minnesota, who hosted Parks and Recreation Commissioners. This was a great place to see what others are doing. The Trust for Public Land shared that they can help with referendums. Bemidji shared they have a Birds, Bees, and Butterflies program to promote pollinator planting and gardens that is volunteer run. She also spoke with an organizer of Green Cities program. Chaska is doing many things that align with Green Cities

already if they would like to pursue the designation. Schwerm stated the biggest challenge for the application, is the application is staff intensive. Do you have the right person to get it done.

Heieie stated Highway 61 is torn up and work being done where a new tunnel is going in. The 41 and 61 plan are underway. There will be improved walkability and bikeability of downtown space. Grange stated they are submitting a grant through MnDOT for an Open Streets event. This would be an opportunity to unveil 41 and work with businesses to engage new customers with the wider sidewalk.

Saueressig shared there are batting cages at the community center. Individuals can reserve them for 30-minute increments. Saueressig also noticed there are signs to promote space rentals at the community center.

Wynveen reminded individuals to shop local for the holidays. Wynveen also shared about the Chaska Winter Park Passport from January to March 17th. There are activities at local parks to receive a prize pack. Get outside, enjoy the fresh air.

Keyport stated there is a fundraiser between the Rotary and the Chaska Lion's to establish a tree nursery to support future community planting projects. Keyport also attended the Christmas tree lighting, well attended and beautiful.

Heuer stated the Chanhassen vs. Chaska boy's hockey game last week was televised live at the community center via Baily Sports North.

Roda offered to find high school volunteers for the event on January 28th. Let her know if so.

Downs shared he is grateful to participate as the chair again next year. Downs stated there is a work session on January 30th at 5:30 PM for the naming rights. It is important for commission members to attend if possible.

10. Adjourn Meeting

Motion to Adjourn the December 13, 2022, meeting by Saueressig, second by Keyport.

Roll Call to Adjourn at 8:13 p.m.

Next meeting: January 10, 2023

REQUEST FOR ACTION

CHASKA PARKS & RECREATION COMMISSION

02/13/2023

Subject: Recommendation to Council to Proceed with Phase II of Professional Services Agreement for Facility Naming Rights and Sponsorship

Prepared By: Marshall Grange, Parks and Recreation Director

Background:

In May of 2021, staff met with the Chaska Parks and Recreation Commission and Chaska City Council to introduce the idea of pursuing facility sponsorship and naming rights as a potential new revenue source for Chaska recreational facilities. To date, there has not been any formal sponsorship, advertising or naming rights sold which presents an opportunity to start with a clean slate. Staff shared some recent municipal/county examples to demonstrate the success and potential revenue in naming rights and sponsorships which included:

- HealthEast Sports Center (owned by City of Woodbury)
- TCO Sports Garden (owned by Ramsey County)
- Red Baron Arena (owned by City of Marshall)
- Northwoods Credit Union Arena (owned by City of Cloquet)
- Furniture and Things Community Center (owned by City of Elk River)

Staff discussed the benefits of working with a professional consulting firm of which both the Parks and Recreation Commission and the City Council expressed support in contracting with a consultant to pursue sponsorship and naming rights potential further.

On July 12, 2021, request for proposals were sent directly to six consulting firms and was available on the City's website.

On July 30, 2021, the request for proposals were due. The City received three proposals; however, GPS consulting firm withdrew their proposal.

At the August 10, 2021, Chaska Parks and Recreation Commission meeting, staff made the recommendation to interview the two consulting firms as the next step and asked that two Parks and Recreation Commission members participate in the interview process.

On September 7, 2021, Parks & Recreation Director, Marshall Grange, along with Assistant to the Director, Mary Monteith, and Park Board members Dave Downs and Zach Saueressig interviewed Chris Potenza who represented Front Burner Sports & Entertainment followed by Kyle Canter who represented The Superlative Group.

As noted in the RFP, the Chaska Curling Center will be the initial focus for the selected consultant. The primary goal for obtaining naming rights and sponsorship revenue for the Chaska Curling & Event Center is to have a funding source to replace large capital items and maintain a high-quality experience into the future. Naming rights and sponsorship revenues can also help to fund an expansion of the player's lounge area to create more viewing, provide additional food and beverage service area, and effectively host more bonspiels and corporate events.

While the selected consultant will assist the City in valuating facility assets, creating promotion materials and negotiating agreements, the City Council will have final approval of all agreements.

On October 12, 2021, the Chaska Parks and Recreation Commission passed a motion recommending City Council authorize staff to enter into a professional services agreement with The Superlative Group.

In preparation for the City Council meeting, staff will work with city attorney, Mike Melchert, and The Superlative Group's attorney, Aaron Caputo, to review, edit and finalize the professional services agreement to be considered for approval.

On February 7, 2022, Chaska City Council approved the recommendation authorizing staff to enter into a service agreement for facility naming rights and sponsorship with the Superlative Group.

On March 15, 2022, staff met with the Superlative Group to begin phase 1 of the agreement to develop an asset inventory and valuation report.

On August 19, 2022, the Superlative Group provided staff with a final asset inventory and valuation report.

On October 3, 2022, Chaska City Council and the Parks and Recreation Commission met with staff and the Superlative Group in a work session to review and discuss the asset inventory and valuation report.

On January 30, 2022, Chaska City Council and the Parks and Recreation Commission met with staff and the Superlative Group to discuss entering into phase II of the service agreement for facility naming rights and sponsorships.

Staff recommended that while there are a variety of opportunities for naming rights and sponsorships, that the initial focus should be naming rights for the Chaska Curling and Event Center and could include naming/sponsorship of the player's lounge within the curling center and the Fire and Ice Bonspiel Festival.

The primary goal for obtaining naming rights and sponsorship revenue for the Chaska Curling & Event Center is to have a funding source to replace large capital items and maintain a high-quality experience into the future. Naming rights and sponsorship revenues can also help to fund an expansion of the player's lounge area to create more viewing, provide additional food and beverage service area, and effectively host more bonspiels and corporate events.

As a part of phase II, the Superlative Group, in coordination with staff, will begin to contact businesses about the opportunity for naming rights and sponsorship at the Curling and Event Center to gauge interest. The overall naming rights of the Chaska Curling & Event Center will require a larger investment; therefore, local and regional businesses will be considered in this search. There will be some in-facility sponsorship opportunities that will require a smaller investment of which local businesses will be prioritized for those opportunities.

All naming rights and sponsorship agreements will require City Council approval.

Staff recommendation:

Staff recommends the City enter into phase II of the facility naming rights and sponsorship agreement with the Superlative Group.

PARKS AND RECREATION COMMISSION ACTION REQUESTED

Recommend that City Council authorize staff to enter into phase II of the professional services agreement for facility naming rights and sponsorship with The Superlative Group.

DRAFT

**- MINUTES -
CHASKA CITY COUNCIL
NOVEMBER 21, 2022**

1. Call to Order

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

2. Pledge of Allegiance

3. Roll Call

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

Absent: None.

Also Present: Matt Podhradsky, City Administrator; Noel Graczyk, Administrative Services Director; Kevin Wright, Communication Director; Elise Durbin, Assistant Administrator; Marshall Grange, Parks and Recreation Director; Nate Kabat, Community Development Director; Liz Hanson, City Planner; Jake Saufley, City Attorney; Matt Haefner, Water and Sewer Director; and Matt Clark, City Engineer.

4. Adopt the Agenda

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

5. Proclamation

5.A. Proclamation Recognizing TEL US As a Military Veteran Friendly Company

Mayor Windschitl read in full a Proclamation recognizing TEL US As a Military Veteran Friendly Company. Rob Squire provided a summary of TEL US and thanked the Council for the recognition.

6. Presentation

No one wished to present to the Council.

7. Approve Previous Meeting Minutes

7.A. Approve the November 7, 2022 City Council Meeting Minutes

Motion by Councilmember Hubbard, second by Councilmember Hatfield to approve the minutes of the November 7, 2022 City Council meeting.

Motion carried.

8. Consent Agenda

Mayor Windschitl asked if Consent Agenda 8.A. Resolution 2022-134 Consenting to the Assignment of a Subrecipient Agreement is just a name transfer. Assistant City Administrator Elise Durbin stated it is a formality of sorts, and the project is going to be under a different name.

DRAFT

Motion by Councilmember Hatfield, second by Councilmember Grau to approve the Consent Agenda Items A through C:

A. Resolution 2022-134 Consenting to the Assignment of a Subrecipient Agreement
Motion to adopt Resolution 2022-134 consenting to the assignment of the subrecipient agreement with Community Asset Foundation for the West Creek Apartments to West Creek Apartments, LLC.

B. Oak Ridge Development - TH 41 Roundabout and Highway Improvements Cooperative Agreement

Motion to approve the Cooperative Construction Agreement with the State of Minnesota Department of Transportation for the Oak Ridge Development - TH 41 Roundabout and Highway Improvements Project for the Mayor and Administrator to execute.

C. Adopt Resolution No. 2022-137 Approving the Lot Split for Club West Partners/Tradition Development/PC #2022-59

Motion to adopt Resolution 2022-137, approving the Lot Split on PID 300061120, subject to the stipulations included in said resolution and the following conditions:

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

a. Lot Split Exhibit, prepared by Alliant Engineering, dated October 14, 2022

Motion carried.

9. Action Items

9.A. Adopt Resolution No. 2022-135 and Ordinance No. 1024 Approving the Preliminary Site & Building Plan, Preliminary Plat and Zoning Ordinance Amendment (ZOA) for Structures, Inc./Jeremy Banken/PC #2022-57

City Administrator Podhradsky introduced the item to the Council and City Planner Liz Hanson provided a presentation on it.

Mayor Windschitl asked which building will include vehicle maintenance. Jeremy Banken, President at Structures Hardscapes Specialists, stated vehicle maintenance will be on the ends.

Councilmember Grau asked what the long-term view of the road is. Mr. Podhradsky stated it was originally a County road. If it were reconstructed, it would include curb and gutters.

Motion by Councilmember Huang, second by Councilmember Grau to adopt Resolution No. 2022-135 Approving the Preliminary Site & Building Plan and Preliminary Plat for Structures, Inc. (PC #2022-57).

Mayor Windschitl asked when construction would start. Mr. Banken stated construction would start in the spring.

Motion carried.

9.A.i. Ordinance No. 1024

Motion by Councilmember Hatfield, second by Councilmember Huang to adopt Ordinance No. 1024 Approving the Zoning Ordinance Amendment to PID-9. Motion carried.

DRAFT

9.B. Adopt Resolution No. 2022-136 and Ordinance No. 1025 Approving the Preliminary Site & Building Plan and Rezoning for the Northern Water Treatment Plant/City of Chaska/PC #2022-58

City Administrator Podhradsky introduced the item to the Council and City Planner Liz Hanson provided a presentation on it.

Councilmember Huang asked what volume of water can be processed through the facility. Water and Sewer Director Matt Haefner stated about 2.5 million gallons could be processed each day.

Councilmember Huang asked how that compares to the current facility. Mr. Haefner stated the current facility processes 12.8 million gallons per day.

Councilmember Huang asked if the new site would be a backup or if it is meant to be used simultaneously. Mr. Haefner stated it will run every day and will allow the City to do significant maintenance to the primary facility as needed.

Councilmember Huang asked what the timeline is for the loop well. Mr. Haefner stated that is well beyond ten years out.

Councilmember Huang asked if the drilling he saw was a test. Mr. Haefner stated they drilled down to test for Well 10 and see which aquifer they would access. They want to pull from a different well than Well 7. Well 10 is deeper than Well 7 and will be on the north side of the building. The future well is up near the loop.

Mayor Windschitl asked for the timeline on the project. Mr. Haefner stated the hope is to return to the Council with the final plan, go out for bid in the spring, and construction in early summer 2023.

Mayor Windschitl asked how much the project will cost. Mr. Haefner stated it would cost \$6-7 million for the treatment plant. The well is under a different project, and the projects depend on where the funding comes from.

Mayor Windschitl asked how maintenance has been able to happen without a secondary treatment center. Mr. Haefner stated they drain one side or filter down to access the areas that need maintenance. There hasn't been a need for significant maintenance that requires more long-term work. The current plant is 98.5 percent efficient.

Mayor Windschitl asked if there are multiple companies that can complete the project which would allow the City to receive competitive bids. Mr. Haefner stated there are a number of companies that can do the work.

Councilmember Grau noted the building is good-looking.

Motion by Councilmember Huang, second by Councilmember Hubbard to adopt Resolution No. 2022-136 approving the Preliminary Site & Building Plan and Preliminary Plat for the North Water Treatment Plant (PC #2022-58).

Motion carried.

9.B.i. Ordinance No. 1025

Motion by Councilmember Grau, second by Councilmember Hatfield to adopt Ordinance No. 1025 approving the rezoning from Open (O) to P2 – Public Buildings.

Motion carried.

9.C. Request for Proposals for Architectural and Engineering Services for a Public Safety Facility
City Administrator Podhradsky introduced the item to the Council and Assistant City Administrator Elise Durbin provided a presentation on it.

Mayor Windschitl asked if the requests are sent to certain groups or if there is a hope for the best companies to submit a bid. Mr. Podhradsky stated they submit requests to recommended companies, and the City will likely receive other bids as well.

Motion by Councilmember Hubbard, second by Councilmember Huang to approve issuing a Request for Proposals for Architectural and Engineering Services for a Public Safety Facility.
Motion carried.

10. Bills

10.A. Accounts Payable Claims Roster 21-November-2022

The Council requested further information about bills on pages 1, 10, 11

City Administrator Podhradsky provided further information regarding those bills.

Motion by Councilmember Huang, second by Councilmember Hatfield 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.

11. Other Business

11.A. City Administrator's Report

11.A.i. Bi-Weekly Report 21-November-2022

Councilmember Grau:

- Congratulated fellow Councilmembers and Mayor Windschitl on reelection
- Noted there are a number of open Commissioner roles, which are great opportunities to get involved; he suggested the City reach out to unreached populations
- Read a quote from the local newspaper regarding Jacob Shay, Chaska graduate, had the opportunity to be commissioned and play for a live professional

Councilmember Hubbard:

- Congratulated fellow Councilmembers and Mayor Windschitl on reelection
- Stated she attended the Veteran's Program at the Chaska Middle School, and it was well-attended
- Pointed out she presented the State of the City at the last luncheon
- Wished everyone a Happy Thanksgiving and encouraged folks to support small businesses during holiday shopping
- Noted Hometown Holidays will be celebrated December 3, 2022 with a tree lighting at 5:00.
- Pointed out another tree lighting is December 4, 2022 at 6:00 PM.

Councilmember Huang:

- Stated he attended the Veteran's Program at the Chaska Middle School, and it was well-done
- Thanked the veterans for their service
- Congratulated fellow Councilmembers and Mayor Windschitl on reelection
- Noted there was a strong voter turnout in both the City and the County
- Wished everyone a Happy Thanksgiving

Councilmember Hatfield:

- Thanked election judges for their work
- Encouraged community members to shop locally for Small Business Saturday
- Noted there were differing times are advertised on the Hometown Holiday Facebook event
- Added the next City Council meeting is the truth in taxation hearing

Mayor Windschitl:

- Thanked the community for the support and reelection
- Thanked the election judges for their hard work and summarized some of the voting issues within the County
- Pointed out the girls' volleyball team competed in the State Tournament and congratulated
- Noted Brad Hand, Chaska graduate, pitched in the World Series
- Thanked Councilmember Hubbard for presenting at the luncheon
- Noted the Arboretum lost \$10 million in funding
- Stated the next Council meeting is December 5, 2022 with the truth in taxation meeting
- Added December 19, 2022 is the meeting when the final budget is adopted
- Commented January 9, 2023 is the first meeting of the new year, which will include three people being sworn in
- Wished everyone a Happy Thanksgiving

11.B. Approve Human Rights Meeting Minutes 7-28-2022, 8-25-2022 and 9-22-2022

11.C. 3rd-Qtr 2022 Investment Report dated November 21st, 2022

11.D. Monthly Financial Reports as of 9/30/22

DRAFT

12. Adjourn

Motion by Councilmember Hatfield, second by Councilmember Grau to adjourn the meeting at 8:35 p.m.

Motion carried.

- MINUTES -
CHASKA CITY COUNCIL
DECEMBER 19, 2022

1. Call to Order

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

2. Pledge of Allegiance

3. Roll Call

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

Absent: None.

Also Present: Matt Podhradsky, City Administrator; Noel Graczyk, Administrative Services Director; Kevin Wright, Communication Director; Elise Durbin, Assistant Administrator; Marshall Grange, Parks and Recreation Director; Nate Kabat, Community Development Director; Liz Hanson, City Planner; Jake Saufley, City Attorney; Matt Haefner, Water and Sewer Director; and Matt Clark, City Engineer.

4. Adopt the Agenda

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

Motion carried.

5. Visitor Presentation

5.A. Stephanie Poppler – Daughter of Bill Schalow

Stephanie Poppler stated the family was not informed of the meeting, so they could not be in attendance. She noted she was unhappy with the settlement offer and has done plenty of research on the easement. The road should have been built. She asked where the money is for the project as the road is in each and every drawing.

Ms. Poppler pointed out the Council was insinuating their family is cowardly and has poor character. The Council should have gone with the cheapest route earlier on as it will be more costly for the Council now.

Councilmember Grau stated he is another resident of the City that happens to be able to make decisions. He can never make everyone happy. It is inappropriate for members of the Council to be personally attacked.

City Attorney Jake Saufley recommended no one on the Council speak as the matter is under litigation. City Administrator Matt Podhradsky added any communication has to go through their attorney. He suggested a closed session be held if the Council would like more information.

Councilmember Grau stated he would like to be more informed on the matter.

6. Approve Previous Meeting Minutes

6.A. Approve the November 17, 2022, November 21, 2022, and December 5, 2022 City Council Meeting Minutes

Motion by Councilmember Grau, second by Councilmember Hubbard to approve the minutes of the November 17, 2022, November 21, 2022, and December 5, 2022 City Council meetings.
Motion carried.

7. Consent Agenda

Motion by Councilmember Hatfield, second by Councilmember Hubbard to approve the Consent Agenda Items A through G:

A. License Agreement between the City of Chaska and Metro Fibernet LLC.

Motion to approve the attached pole attachment license agreement between the City of Chaska and Metro Fibernet LLC.

B. Municipal Tort Liability Limits

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.

C. Adopt Resolution No. 2022-143 MnDOT Agency Agreement for Federal Projects

Motion to Adopt a Resolution 2022-143 Authorizing MnDOT to Accept Federal Funds on Behalf of the City of Chaska.

D. Lease agreement with the Chaska Historical Society

Motion to approve the lease agreement with the Chaska Historical Society and authorize the Mayor and City Administrator to execute such agreement.

E. Adopt Resolution No. 2022-145 Interfund Loan Financing of Capital Equipment Replacement and Capital Improvement Projects

Motion to adopt Resolution 2022-145 Approving Interfund Loan Financing of Capital Equipment Replacement and Capital Improvement Projects.

F. Letter of Support: City of Chaska Quick-Build / Demonstration Project Technical Assistance Application

Motion authorizing the Mayor to sign the attached letter in support of the City's application to the MNDOT Quick-Build / Demonstration Project Technical Assistance Grant.

G. Adopt Resolution 2022-148, Establish 2022 Interfund Tax Increment Financing

Motion to adopt Resolution 2022-148, establishing terms and conditions of interfund loans.

Motion carried.

8. Action Items

8.A. Public Hearing: Adopt Resolution No. 2022-144 Approving the Right of Way Easement Vacation with Downtown Block 16/City of Chaska/PC #2022-60

City Administrator Podhradsky introduced the item to the Council and Community Development Director Nate Kabat provided a presentation on it.

Mayor Windschitl opened the public hearing at 7:28 p.m.

Paul May, 503 Beach Street, noted he has no objection to abandoning the easement. However, there are pine trees on the alley way. There are four trees the City has the responsibility of removing. Two were recently removed as they were dead, and there is another dead tree that needs to be removed as it endangers his storage shed and garage.

Mr. Kabat stated it is the plan to remove additional trees, but he will ensure the dead trees are addressed.

Mayor Windschitl closed the public hearing at 7:32 p.m.

Motion by Councilmember Hatfield, second by Councilmember Huang to adopt Resolution No. 2022-144 to approve Vacating the Right-of-Way Easement and Reserving Drainage and Utility Easements Within a Public Way Located upon Block 16 of the Plat to the TOWNSITE (NOW CITY) OF CHASKA Recorded in Carver County as Plat No. 30050 (PC #2022-60).
Motion carried.

8.B. Adopt Resolution 2022-147 – 2023 Tax Levy and General/Enterprise Fund Budgets

City Administrator Podhradsky introduced the item to the Council provided a presentation on it.

Mayor Windschitl noted there have been a number of presentations, discussions, and work sessions regarding the budget. Additionally, the community has been engaged throughout its development. He listed a number of ongoing projects in the City.

Councilmember Hatfield agreed the process is not easy, but Staff was very creative with the budget.

Councilmember Hubbard pointed out some aspects are difficult to quantify related to lack of recruitment due to the state of the buildings but do have an impact on the ability to offer services.

Councilmember Huang stated he always has a difficulty raising taxes. He explained the current Council is adding onto the work of its predecessors.

Councilmember Grau added the Council relied on the feedback of community surveys in the decision-making. The surveys showed support of improving City facilities.

Mayor Windschitl noted the pandemic impacted the ability to build the building for public safety sooner. The local economy is still strong, which makes the budgetary decisions easier.

Motion by Councilmember Huang, second by Councilmember Grau to adopt Resolution 2022-147 setting the 2023 property tax levy and establishing the 2022 budget for the General and Enterprise Fund Budgets.
Motion carried.

City Administrator Podhradsky noted the City will try to prepare the facilities as soon as possible since the money has been allotted to the facility improvements.

8.C. Establish 2023 Utility Rates

8.C.i. Adopt Ord. No. 2022-1028 Electric Rates for 2023 and RES No. 2022-149 Summary Publication

City Administrator Podhradsky introduced the item to the Council and provided a presentation on it.

Mayor Windschitl noted the City doesn't have much control over the sewer rates.

Motion by Councilmember Huang, second by Councilmember Hatfield to adopt Ordinance No. 2022-1028 establishing 2023 Electric Utility Rates.

Motion carried.

Motion by Councilmember Hubbard, second by Councilmember Grau to adopt Resolution 2022-149 Approving Summary Publication of Ordinance 2022-1028.

Motion carried.

8.C.ii. Adopt Ord. No. 2022-1027 Water & Sewer Rates for 2023 and RES No. 2022-150 Summary Publication

Motion by Councilmember Grau, second by Councilmember Huang to adopt Ordinance No. 2022-1027 establishing 2023 Water and Sewer Utility Rates.

Motion carried.

Motion by Councilmember Hubbard, second by Councilmember Hatfield to adopt Resolution 2022-150 Approving Summary Publication of Ordinance 2022-1027.

Motion carried.

8.C.iii. Adopt RES No. 2022-151 Stormwater Utility Residential Equivalency Factor

Motion by Councilmember Hatfield, second by Councilmember Grau to adopt Resolution 2022-151 establishing 2023 Storm Water Utility Rates.

Motion carried.

9. Bills

9.A. Accounts Payable Claims Roster 19-December-2022

The Council requested further information about bills on pages 5, 7, and 26.

City Administrator Podhradsky provided further information regarding those bills.

Motion by Councilmember Huang, second by Councilmember Hubbard 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. Bi-Weekly Report 19-December-2022

Councilmember Hubbard:

- Noted a Community Center Task Force meeting was held where potential options were reviewed.
- Thanked the organizations and people that contributed to the Heroes and Helpers program.
- Stated she took her son to open skate and met several people who rejoined the Community Center for the skating rink and birthday party hosting options.
- Pointed out a number of seats in the Commissions are open and need applications, particularly the Planning Commission.
- Thanked the Public Works Department for their plowing and other maintenance of streets.
- Wished everyone happy holidays.

Councilmember Huang:

- Agreed the Heroes and Helpers event was phenomenal.
- Noted Chaska has a Santa Tracker on the City website.
- Pointed out SW Transit is still looking for a new CEO. Also, he will no longer be the Chair, and it would be taken over by Chanhassen with Eden Prairie as the Vice Chair. He added there is a peak of ridership on Tuesdays and Thursdays. There are new records set every month showing the need for the transportation.
- Wished everyone happy holidays and noted the dates for Hannukah and Kwanzaa.

Councilmember Grau:

- Stated the local sports associations have hosted impactful events included younger kids in the community lately.

Mayor Windschitl:

- Explained the Santa Parade will be held December 21 at 5:00 p.m.
- Noted the next meetings are January 9, 2023 and January 23, 2023.

City Administrator Podhradsky:

- Pointed out there will be an ice hockey event in the new year the weekend before the ice fishing contest.

11. Adjourn

Motion by Councilmember Grau, second by Councilmember Hatfield to adjourn the meeting at 9:04 p.m.

Motion carried.

- MINUTES -
CHASKA CITY COUNCIL
JANUARY 9, 2023

1. Call to Order

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

2. Pledge of Allegiance

3. Roll Call

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

Absent: None.

Also Present: Matt Podhradsky, City Administrator; Noel Graczyk, Administrative Services Director; Kevin Wright, Communication Director; Elise Durbin, Assistant Administrator; Marshall Grange, Parks and Recreation Director; Nate Kabat, Community Development Director; Liz Hanson, City Planner; Jake Sauflley, City Attorney; Matt Haefner, Water and Sewer Director; and Matt Clark, City Engineer.

4. Adopt the Agenda

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

5. Visitor Presentation

5.A. Oath of Office

City Attorney Luke Melchert administered the Oath of Office to Councilmember Grau, Councilmember Hatfield, and Mayor Windschitl.

Motion by Councilmember Huang, second by Councilmember Hubbard to enter into a recess at 7:07 p.m.

Motion carried.

Motion by Councilmember Hubbard, second by Councilmember Grau to come out of recess at 7:20 p.m.

Motion carried.

6. Approve Previous Meeting Minutes

6.A. Approve the December 19, 2022 City Council Meeting Minutes

Motion by Councilmember Hatfield, second by Councilmember Hubbard to approve the minutes of the December 19, 2022 City Council meeting.

Motion carried.

7. CLOSED SESSION 7:05 PM – 7:45 PM

Motion by Councilmember Grau, second by Councilmember Huang, to enter into Closed Session at 7:22 p.m.
Motion carried.

8. OPEN SESSION

Motion by Councilmember Hatfield, second by Councilmember Hubbard to come out of the Closed Session at 8:29 p.m.
Motion carried.

9. Consent Agenda

Mayor Windschitl asked if there are any concerns with the Alternate Urban Areawide Review (AUAR), referring to Consent Agenda Item M. Resolution 2023-5 approving the final Alternate Urban Areawide Review (AUAR) for the Kelzer Property.

City Administrator Matt Podhradsky explained an AUAR is necessary for developments as large as the Kelzer Property. The comments were minor and required an archaeological review. There is also an administrative process required regarding the green space to be submitted to the Metropolitan Council. The March City Council meeting will include another visit by the developer, and the developer will be completing another neighborhood meeting prior to the City Council meeting. He added the City has a lot of attractive qualities for a large data center.

Motion by Councilmember Grau, second by Councilmember Hatfield to approve the Consent Agenda Items A through M:

A. Appointment of Acting Mayor (Mayor Pro Tem)

Motion to appoint Council Member Mike Huang as Acting Mayor for the City of Chaska for calendar year 2023.

B. Adopt Resolution No. 2023-1 Approving a Safe Routes to School (SRTS) Planning Assistance Application

Motion to adopt resolution 2023-1 approving the Safe Routes to School (SRTS) Planning Assistance Application.

C. 2023 Pay Classification Plan

Motion to approve the 2023 Pay Classification Plan and 2023 Salary Adjustment Chart.

D. Appointment of Official Newspaper

Motion to appoint the "Chaska Herald" as the official newspaper of the City of Chaska for 2023.

E. Appointment of City Attorney

Motion to appoint the law firm Melchert, Hubert, Sjodin, as the Chaska City Attorney for 2023.

F. Adopt Resolution No. 2023-3 Approving the TH41/CSAH61 Signal Maintenance Agreement with MnDot

Motion to Adopt Resolution No. 2023-2, approving the Traffic Control Signal Maintenance Agreement with the State of Minnesota Department of Transportation, and Carver County for the Downtown Chaska TH 41/CSAH 61 Improvement Project.

G. Accept Tracy Kamen Resignation as Commissioner on the Human Rights Commission

Motion to accept the resignation of Tracy Kamen from the Chaska Human Rights Commission and open the seat to applications.

H. Approval of Off-Sale Intoxicating Liquor License for Dolce Vita Wine Shop

Motion to approve an Off-Sale Intoxicating Liquor License for Sean Hayden of Hayden Investment Group, DBA Dolce Vita Wine Shop, located at 311 Chaska Blvd., Chaska contingent of payment for prorated fee.

- I. Appointment of City Trustees to the Chaska Fire Department Relief Association Board for 2023

Motion to appoint Taylor Hubbard as a required elected-official Trustee and Noel Graczyk as a City Trustee to the Chaska Fire Department Relief Association Board for 2023.

- J. Designate City Depositories and Investment Institutions for 2023

Motion to designate the following depositories and financial institutions.

Depositories: Bank Vista; Center National Bank; Nicolet National Bank; Old National Bank; Security Bank; USBank; Wells Fargo Bank; Wings Financial Credit Union

Financial Institutions: Computershare Corporate Trust; League of Minnesota Cities and PMA Financial Network (4M Fund); Northland Securities, Inc; Oppenheimer & Co, Inc; Pipe Sandler Companies; Public Financial Management (PFM); RBC Capital Markets, Inc; USBank Investment Services, Inc.

- K. Adopt Resolution 2023-5 Authorizing Account Signers and Electronic Funds Transfer

Motion to adopt Resolution 2023-54 authorizing account signers and electronic funds transfer.

- L. Policies and Procedures for Federal Awards Administration

Motion to reestablish the micro-purchase limit of \$25,000 for Federal Awards Administration.

- M. Resolution 2023-5 approving the final Alternate Urban Areawide Review (AUAR) for the Kelzer Property

Motion to adopt Resolution 2023-6, approving the final Alternative Urban Areawide Review (AUAR) for the Kelzer Property (PC #2022-52).

Motion carried.

10. Action Items

10.A. Adopt Resolution 2023-3 Approving a Development Agreement with Lariat Companies, Inc. for the Chaska Building Center Redevelopment Project

City Administrator Podhradsky introduced the item to the Council and Assistant City Administrator Elise Durbin provided a presentation on it.

Mayor Windschitl stated the project would serve the community well. He asked if the site clean-up has been completed. Mr. Podhradsky confirmed it was completed.

Motion by Councilmember Huang, second by Councilmember Hubbard to adopt Resolution 2023-3 approving a Development Agreement with Lariat Companies, Inc. and the Chaska EDA for the Chaska Building Center redevelopment project.

Motion carried.

10.B. Council Committee Assignments

City Administrator Podhradsky introduced the item to the Council and provided a presentation on it.

Councilmember Huang suggested Councilmember Hatfield be considered an Alternate rather than a Secondary for the Suburban Transit Association.

Councilmember Grau noted he has had difficulty attending the Community Education Board due to the meeting times, but he continues to read the meeting notes. Councilmember Huang asked who the Chair of the Community Education Board is. Councilmember Grau stated the Chair is the Community Education Director.

Motion by Councilmember Hubbard, second by Councilmember Grau to appoint the following Council Members to the following Committees:

- Downtown Business Alliance: Councilmember Hatfield
- Community Education Board: Councilmember Grau
- Carver County Elected Leaders Group: Councilmember Hubbard
- Carver County Mental Health Task Force: Councilmember Hubbard
- Chaska Community Center Master Planning Task Force: Councilmembers Hubbard and Grau
- Southwest Transit: Councilmembers Huang and Hatfield
- Suburban Transit Association:
 - Councilmember Huang as Primary
 - Councilmember Hatfield as Alternate

Motion carried.

11. Bills

9.A. Accounts Payable Claims Roster 9-1-2023

The Council requested further information about bills on pages 1 and (Hazeltime Gates),

City Administrator Podhradsky provided further information regarding those bills.

Motion by Councilmember Huang, second by Councilmember Hatfield 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.

12. Other Business

12.A. City Administrator's Report

12.A.i. Bi-Weekly Report 1-9-2023

Councilmember Hatfield:

- Noted the Martin Luther King Jr. Breakfast event would be held at 8:00 a.m.
- Stated Coffee with a Cop will be January 20 at 9:00 a.m. at Caribou.
- Added the Food Distribution is on January 26, 2023 at noon.

Councilmember Grau:

- Pointed out Staff has done a great job and completed a lot of work with the recent snow removal efforts.
- Noted, in light of the Demar Hamlin incident, there should be AEDs at the Chaska baseball fields as the injury is most common in baseball.

Councilmember Hubbard:

- Thanked the Public Safety Department for their efforts during the recent snowstorm.

- Stated Chaska has a Community of Belonging chapter, and they are partnering with the YMCA to host community discussions regarding culture and inclusivity. The first session is January 24, 2023. The sessions are virtual.
- Added there is a Fishing Contest February 4, 2023 at 1:00 p.m. at Fireman's Park.

Councilmember Huang:

- Pointed out the Oscar Meyer Weiner-mobile was in town January 8, 2023.
- Stated the Chaska Pond Hockey Tournament is scheduled for January 28, 2023, but the ice may be too thin.
- Noted he has received questions from a constituent regarding the Fire Department's Fishing Contest. The constituent asked why the taxes don't cover the needs of the Fire Department. However, the Fishing Contest is hosted by the Relief Association and the funds enhance the offered services such as scholarships and Chaska Fire Teddy Bears.
- Pointed out there is a recap document from the High School online from the principal.
- Thanked the Public Safety Department and the Public Works Department for their efforts during the recent snowstorm.

City Administrator Matt Podhradsky:

- Noted the next two meetings for the City Council are January 23, 2023 and January 30, 2023.
- Congratulated his son and their team for going to the finals in Boulder, Colorado for curling.

Mayor Windschitl:

- Stated the Santa Parade went well.
- Thanked the Public Works Department for their excellent efforts during the recent snowstorm.
- Pointed out there will be ice sculptures in February.
- Added he would be absent from the City Council meeting on January 23, 2023.

13. Adjourn

Motion by Councilmember Hatfield, second by Councilmember Hubbard to adjourn the meeting at 9:28 p.m.

Motion carried.

**- MINUTES -
CHASKA CITY COUNCIL
JANUARY 23, 2023**

1. Call to Order

The meeting was called to order by Mayor Pro Tem Huang at 7 p.m.

2. Pledge of Allegiance

3. Roll Call

Roll call was taken. Present: Mayor Pro Tem Huang and Councilmembers Grau, Hatfield, and Hubbard.

Absent: Mayor Windschitl

Also Present: Matt Podhradsky, City Administrator; Noel Graczyk, Administrative Services Director; Kevin Wright, Communication Director; Elise Durbin, Assistant Administrator; Marshall Grange, Parks and Recreation Director; Nate Kabat, Community Development Director; Liz Hanson, City Planner; Jake Sauflley, City Attorney; Matt Haefner, Water and Sewer Director; and Matt Clark, City Engineer.

4. Adopt the Agenda

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

5. Visitor Presentation

No one wished to present to the Council.

6. Approve Previous Meeting Minutes

6.A. Approve the January 9, 2023 City Council Meeting Minutes

Motion by Councilmember Hubbard, second by Councilmember Hatfield to approve the minutes of the January 9, 2023 City Council meeting.

Motion carried.

7. Consent Agenda

Motion by Councilmember Hatfield, second by Councilmember Hubbard to approve the Consent Agenda Items A through B:

- A. Adopt Resolution No. 2023-8 Approving the Final Site & Building Plan of the Water Treatment Plant/City of Chaska/PC #2023-05

Motion to adopt Resolution No. 2023-8 approving the North Water Treatment Plant – Final Site & Building Plan (PC# 2023-05).

- B. Adopt Ordinance No. 1030 Approving the Zoning Ordinance Amendment to the Side Yard Setback for Ensconced Woods/Reiland Johnson Builders/PC #2023-04

Motion to adopt Ordinance No. 1030 approving the Zoning Ordinance Amendment (ZOA) to PRD-81 to correct the side yard setback from 7.5 feet to 5 feet for Ensconced Woods.

Motion carried.

8. Action Items

8.A. PUBLIC HEARING: Adopt Resolution No. 2023-7 Approving the Vacation of a Drainage & Utility Easement on Kusske Property/Tradition Development/PC #2023-06

City Administrator Podhradsky introduced the item to the Council and City Planner Liz Hanson provided a presentation on it.

Mayor Pro Tem Huang opened the public hearing at 7:08 p.m.

Stephanie Groth, 3550 Creek Road, stated she attended the meeting to keep up with the matter because it impacts their front yard. She asked what the best method is to keep informed on the item. City Administrator Podhradsky stated there is more information available online for each ongoing project. Additionally, Ms. Hanson can provide email updates to interested parties.

Mayor Pro Tem Huang closed the public hearing at 7:10 p.m.

Motion by Councilmember Hubbard, second by Councilmember Grau to adopt Resolution No. 2023-7 to approve Vacating the Drainage and Utility Easement on the Kusske Property (PC #2023-06).

Motion carried.

8.B. Adopt Resolution No. 2023-10 Approving the Conditional Use Permit (CUP) for Existing Gravel Pit for Jason Kusske/Kusske Land Corporation/PC #2023-03

City Administrator Podhradsky introduced the item to the Council and City Planner Liz Hanson provided a presentation on it.

Councilmember Grau asked if the timeline must include a time for settling, referring to the five-year time frame. Jason Kusske, representative of Kusske Construction, explained most of the settling has been completed. The five years is based on anticipation of receiving materials. The materials will primarily be the leftovers from other projects, so it will take some time to collect them.

City Administrator Podhradsky noted the property owners are doing a great job of planning out the project.

Mayor Pro Tem Huang stated he has concerns about people choosing their lots and how visibility may be impacted in the future. City Administrator Podhradsky stated the developers do a great job of including disclosures regarding noise and visibility.

Motion by Councilmember Hatfield, second by Councilmember Hubbard to adopt Resolution No. 2023-10 approving the Conditional Use Permit for an existing gravel pit operation on the Kusske property (Outlot C of Club West 11th).

Motion carried.

9. Bills

9.A. Accounts Payable Claims Roster 1-23-2023

The Council requested further information about bills on page 10.

City Administrator Podhradsky provided further information regarding those bills.

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

10. Other Business

10.A. City Administrator's Report

10.A.i. Bi-Weekly Report 1-23-2023

Councilmember Hatfield:

- Stated the MLK event was well-done.
- Shared the Ice Gardens will be on February 11, 2023, and there is a voting opportunity related to the event.
- Noted the Youth Pond Hockey Showcase is Saturday, January 28, 2023.
- Pointed out the Food Distribution is Thursday, January 26, 2023.
- Added there has been a lot of loud noise due to the nearby construction. There is an option to sign up for notifications related to the highway construction project for more information.
- Encouraged community members to continue supporting downtown businesses despite the construction and to attend the Business Alliance meetings. The developers have done a great job accommodating the needs of the businesses and allowing for accessibility.

Councilmember Hubbard:

- Attended the MLK Breakfast and thanked the sponsors and the hosts.
- Congratulated Latina Voices for winning the Human Rights Commission award.
- Stated Chaska has a Community of Belonging chapter, and they are partnering with the YMCA to host community discussions regarding culture and inclusivity. The first session is January 24, 2023. The sessions are virtual.

Councilmember Grau:

- Noted the residents of the Harvest development want to take over the Association, but the continued development hasn't allowed them to. City Administrator Podhradsky noted it was not uncommon and the developers are protected by State Statute. However, the City could mention the concerns to the developer to better include the residents in processes.
- Pointed out the media was well-done for the MLK event and allowed for more access to the event.

- Attended the recent Chaska versus Chanhassen basketball games. The students from both schools wore pink to honor a Staff member's husband who had recently passed away.
- Wished everyone a Happy Lunar New Year.

Mayor Pro Tem Huang:

- Pointed out there is a hotline for community members to call if there are concerns or difficulties with construction.
- Congratulated the Minnesota representatives that placed well at the National Junior Championships.
- Stated a new café has opened in town called Mayta's Café, which has Asian and American favorites. The owners are extremely friendly, and the food is excellent.

City Administrator Podhradsky shared the Weekly Report. He pointed out the ice for the upcoming Ice Hockey event isn't safe, but there are several other activities. There is also an upcoming Ice Fishing event that will include activities as an alternative to ice fishing.

City Administrator Podhradsky added many prominent curlers consider Chaska their curling homebase, which is a testament to the progress of the Curling and Event Center.

City Administrator noted the Cooper's Foods is an upcoming discussion topic. Several Councilmembers recognized the importance of the grocery store for the community.

11. Adjourn

Motion by Councilmember Grau, second by Councilmember Hubbard, to adjourn the meeting at 7:58 p.m.

Motion carried.

CHASKA PLANNING COMMISSION MINUTES NOVEMBER 9, 2022

1. Call to Order

Chairperson Brass called the meeting to order at 7 pm.

2. Roll Call

Roll call was taken. Members present: Commissioners Olson, Aasen, Baswa, and Chairperson Brass.

Members absent: Commissioners Gaare, Lacey, Urbanski, Rylee,

Also present: Nate Kabat, Community Development Director; and, Liz Hanson, City Planner.

3. Adopt the Agenda

Motion by Commissioner Olson, second by Commissioner Aasen, to adopt the agenda as presented.

Motion carried.

4. Visitor Presentation

Susan Cross, 627 6th St E, explained that she had questions about water, but realized that the Commission may not be able to give her any answers tonight. She noted that she is hopeful that her questions will remind the Commissioners of certain points that they should be looking for when applications come before them. Her questions were: if the City currently had enough capacity for the planned expansions and building development that is occurring; does the City require all the new construction to have water saving appliances; because big corporations tend to oversize their parking lots, she asked that the City require that the run-off be captured; if watering every other day throughout the City had been effective; if the City has ever considered a moratorium on lawn watering; and if other styles of lawns were acceptable or encouraged, such as what has been done in Arizona with rocks and cacti.

5. Approve the Previous Meeting Minutes

- a. Approve the October 12, 2022 Planning Commission meeting Minutes

Motion by Commissioner Baswa, second by Commissioner Olson to approve the minutes of the October 12, 2022 Planning Commission meeting.

Motion carried.

6. Consent Agenda

There were no items.

7. Action Items

- a. PUBLIC HEARING: Recommend Approval of the Preliminary Site and Building Plan, Preliminary Plat and Zoning Ordinance Amendment (ZOA) for Structures, Inc./Jeremy Banken/ PC #2022-57

City Planner Hanson presented the item to the Commission and noted that this item will be presented to the City Council on November 21, 2022.

Chairperson Brass asked if the three structures had different property IDs or if they would all be on one property ID.

City Planner Hanson explained that there will be three separate lots so there would be three separate property IDs with a cross access agreement included in the title.

Chairperson Brass opened the public hearing for comment at 7:20 p.m.

Bob Lincoln, 1339 Prairie Street, asked about the forward facing part of the buildings and if they would be facing Audubon Road.

City Planner Hanson gave an overview of the buildings that would face Old Audubon Road and Ravoux Road.

There being no additional public comment, Chairperson Brass closed the public hearing at 7:22 p.m.

Commissioner Olson noted that he really liked the design and felt that the slight changes that were made to the building on the west end were positive. He asked about plans for a sidewalk to connect to Ravoux Road and if it was a requirement or was something that would just be nice to have.

City Planner Hanson explained that what was noted in the Concept Plan was to have a former of connectivity from the site out to the roadways. She stated that they understand that there are not sidewalks in the area right now, but there is potential that they could be added at some point in the future, so this would be planning for that possibility.

Chairperson Brass asked about the fencing.

City Planner Hanson stated that they are proposing privacy fencing along the south perimeter of the site and chain link delineating where the exterior storage can go.

There was discussion about plans for paving or possibly some other materials that had been discussed previously and noted that would need to be refined in the Final Plat.

Chairperson Brass stated that he has liked this project since it was first introduced because it fills a void for smaller start-up companies that need this type of space.

Motion by Commissioner Olson, second by Commissioner Baswa, to recommend approval of the Preliminary Site & Building Plan and Preliminary Plat for Structures, Inc., subject to the following conditions:

- 1. Approvals shall be based on the following graphic exhibits:**
 - a. Narrative – Site Plan (pgs 1-3), submitted by Structures, undated
 - b. Cover Sheet (pg C1), submitted by Anderson, dated October 20, 2022
 - c. Preliminary Plat (pg C2), submitted by Anderson, dated October 20, 2022
 - d. Preliminary Plat Exhibit (pg C2.1), submitted by Anderson, dated October 24, 2022
 - e. Existing Conditions Survey (pg C3), submitted by Anderson, dated October 20, 2022
 - f. Demolition Plan (pg C4), submitted by Anderson, dated October 20, 2022
 - g. Grading & Drainage Plan (pg C5), submitted by Anderson, dated October 20, 2022
 - h. Utility Plan (pg C6), submitted by Anderson, dated October 20, 2022
 - i. Erosion & Sediment Control Plan (pg C7), submitted by Anderson, dated October 20, 2022
 - j. SWPPP (pgs C8-9), submitted by Anderson, dated October 20, 2022
 - k. Civil Site Details (pgs C10-12), submitted by Anderson, dated October 20, 2022
 - l. Tree Preservation Plan (pg L1), submitted by Anderson, dated October 20, 2022
 - m. Planting Plan (pg L2), submitted by Anderson, dated October 20, 2022
 - n. Planting Notes & Details (pg L3), submitted by Anderson, dated October 20, 2022
 - o. Photometric Plan, submitted by jth Lighting Alliance, dated November 3, 2022
 - p. Truck Turning Movement Exhibit (pgs E1-E3), submitted by Anderson, dated September 30, 2022
 - q. Snow Storage Exhibit (pg E4), submitted by Anderson, dated September 30, 2022
 - r. Structures Rendering (pg A1), submitted by HTG Architects, dated October 19, 2022
 - s. Main Level Floor Plan Building A (pg A2.1), submitted by HTG Architects, dated October 19, 2022
 - t. Main Level Floor Plan Building B (pg A2.2), submitted by HTG Architects, dated October 19, 2022
 - u. Main Level Floor Plan Building C (pg A2.3), submitted by HTG Architects, dated October 19, 2022
 - v. Exterior Elevations Building A (pg A3.1), submitted by HTG Architects, dated October 19, 2022
 - w. Exterior Elevations Building B (pg A3.2), submitted by HTG Architects, dated October 19, 2022
 - x. Exterior Elevations Building C (pg A3.3), submitted by HTG Architects, dated October 19, 2022
- 2. Adherence with the City Engineers Memo dated November 4, 2022.**
- 3. Provision that vehicle access on Ravoux Road is prohibited.**
- 4. Compliance with section 15.28.120 Building Design/Materials and Site Design for all three buildings.**
- 5. Provision that exterior storage will not exceed 8 feet in height or the height of the privacy fence, whichever is less.**
- 6. Provision that all mechanical equipment will be fully screened from view.**
- 7. Provision of a Drainage & Utility easement over the southern pond, and to be shown on the plat.**
- 8. Coordination with the City Engineer for the provision of public utilities to the site.**
- 9. Provision of a storm water management plan meeting City and Carver County WMO standards.**
- 10. Compliance with applicable zoning requirements, in particular zoning section 15.28 (Special Regulations).**

- 11. Any and all building signage shall be submitted separately, comply with zoning ordinance Section 15.32, and shall require approval by staff prior to installation.**
- 12. Provision to meet the understory tree requirements and to be addressed at final submittal.**
- 13. Provision that all open storage areas shall be fully screened by an opaque decorative fence subject to the provisions of CZO 15.28.210 paragraph D,1 and Exhibit A in this report, and be addressed at final submittal.**
- 14. Provision to further enhance the screening around the edges of the site and exterior storage areas as directed in Exhibit A in this report and to be addressed at final submittal.**
- 15. Provision to further evaluate a 8-foot privacy fence for the south fence and to be addressed at final submittal.**
- 16. Provision that open storage areas shall comply with building setback requirements and shall not be located forward of the principal buildings as constructed.**
- 17. Provision of a fire truck turning exhibit to be provided at final submittal.**
- 18. Provision of a final maintenance agreement for Arbor Drive signed by all applicable parties, to be submitted at final submittal.**
- 19. Provision of cross access easements across all lots and to be executed prior to final plat recording.**
- 20. Provision of a maintenance agreement for the shared accesses, stormwater features, and utilities, and to be provided at final submittal.**

Motion carried.

Motion by Commissioner Baswa, second by Commissioner Aasen, to recommend approval of the Zoning Ordinance Amendment (ZOA) to PID-9.

Motion carried.

- b. PUBLIC HEARING: Recommend Approval of the Preliminary Site and Building Plan and Rezoning for the Northern Water Treatment Plant/City of Chaska/PC #2022-58

City Planner Hanson presented the item to the Commission and noted that this would come before the City Council on November 21, 2022.

Chairperson Brass opened the public hearing at 7:36 p.m. There being no comment, he closed the public hearing.

Motion by Commissioner Aasen, second by Commissioner Baswa, to recommend approval of the North Water Treatment Plant – Preliminary Site & Building Plan (PC# 2022-58), subject to the following conditions:

- 1. Approvals shall be based on the following graphic exhibits:**
 - a. Narrative (pgs 1-4), prepared by Stantec, dated October 24, 2022**

- b. **Site Plan Concept Overview (Figure 1), prepared by Stantec, dated October 24, 2022**
 - c. **Existing Conditions Site Plan (Figure 2), prepared by Stantec, dated October 24, 2022**
 - d. **Site Grading Plan Concept (Figure 3-3a), prepared by Stantec, dated October 24, 2022**
 - e. **Site Plan Concept (Figure 4-4a), prepared by Stantec, dated October 24, 2022**
 - f. **Tree Survey (Figure 5), prepared by Stantec, dated October 24, 2022**
 - g. **Landscape Plan (Figure 6), prepared by Stantec, dated October 24, 2022**
 - h. **Planting Schedule (Figure 7), prepared by Stantec, dated October 24, 2022**
 - i. **Concept Building Elevations (Figure 8), prepared by Stantec, dated October 24, 2022**
 - j. **Concept Building Elevations & Perspective (Figure 9), prepared by Stantec, dated October 24, 2022**
 - k. **Concept Building Perspectives (Figure 10), prepared by Stantec, dated October 24, 2022**
 - l. **Main Level Concept Plan (Figure 11), prepared by Stantec, dated September 29, 2022**
 - m. **Site Plan Photometrics Concept (Figure 12), prepared by Stantec, dated September 27, 2022**
 - n. **Lighting Cutsheets (Figures 13-14), prepared by Stantec, dated October 24, 2022**
 - o. **Chaska WTP View Renderings (pgs 1-8), prepared by Stantec**
- 2. **Compliance with the zoning P2 (Section 15.12.180) of the Chaska Zoning Ordinance).**
 - 3. **Compliance with section 15.28.120 Building Design/Materials for Commercial, Industrial, Public, & Institutional.**
 - 4. **Compliance with applicable zoning requirements, in particular Chapter 9 (General Requirements).**
 - 5. **Provision of 360-degree architecture be used on all facades.**
 - 6. **Adherence to the following building setbacks:**
 - a. **Hundertmark Road: 100 feet from centerline**
 - b. **From North, South and East Property Lines property lines: 15 feet**
 - 7. **Coordination with the City Engineer for the provision of public utilities to the site.**
 - 8. **Provision of a grading plan should route drainage away from neighboring properties.**
 - 9. **Provision to combine the two lots of the proposed development site into a single lot.**
 - 10. **Provision to obtain necessary temporary easements from Hazeltine National Golf Club to conduct grading construction activities and utility installations.**

Motion carried.

Motion by Commissioner Olson, second by Commissioner Aasen, to recommend approval of the rezoning from Open (O) to P2 – Public Buildings.

Motion carried.

8. Other Business

Commissioner Aasen

- Asked whether the current economy was effecting any of the planned development projects.

Community Development Director Kabat explained that, so far, everything that is within the planning process has continued to move forward and staff has not heard that any developers have a desire to withdraw from the process. He noted that for some, it may be causing them to take their time through the development process and explained that he expects the planning case load for 2023 will be less than what it was in 2022.

Chairperson Brass

- Noted that his children are devastated that the Dairy Queen burned down and is hopeful that can be restored quickly.

10. Adjourn

Motion by Commissioner Olson, second by Commissioner Baswa, to adjourn the meeting at 7:45 pm.

Motion carried.

**CHASKA PLANNING COMMISSION
MINUTES
JANUARY 11, 2023**

1. Call to Order

Chairperson Brass called the meeting to order at 7 pm.

2. Roll Call

Roll call was taken. Members present: Commissioners Rylee, Gaare, Aasen, Urbanski, Baswa, and Chairperson Brass.

Members absent: Commissioner Olson

Also present: Nate Kabat, Community Development Director; Liz Hanson, City Planner; and Jacob Saufley, City Attorney.

3. Adopt the Agenda

Motion by Commissioner Urbanski, second by Commissioner Aasen, to adopt the agenda as presented.

Motion carried.

4. Visitor Presentation

No one appeared under Visitor Presentation.

5. Approve Previous Meeting Minutes

A. Approve November 9, 2022 Planning Commission Meeting Minutes

Motion by Commissioner Aasen, second by Commissioner Baswa, to approve the minutes of the November 9, 2022 Planning Commission meeting.

Motion carried.

6. Consent Agenda

Commissioner Gaare stated that she would recuse herself from voting on this item.

Motion by Commissioner Urbanski, second by Commissioner Baswa to approve the Consent Agenda as follows:

- a. Recommend Approval of the Final Site and Building Plan of the Water Treatment Plan/City of Chaska/PC #2023-05
- b. Recommend Approval of the Final Plat for Club West 11th/Tradition Development/PC #2023-02

Motion carried 5-0-1 (Gaare abstained).

7. Action Items

A. PUBLIC HEARING: Recommend Approval of the Zoning Ordinance Amendment to the Side Yard Setback for Ensconced Woods/Reiland Johnson Builders/PC #2023-04

City Planner Hanson presented the item to the Commission and noted that this will come before the City Council on January 23, 2023.

Chairperson Brass opened the public hearing at 7:07 p.m.

No one appeared to speak to this item.

Chairperson Brass closed the public hearing at 7:07 p.m.

Motion by Commissioner Baswa, second by Commissioner Gaare, to recommend to the City Council approval of the Zoning Ordinance Amendment to PRD-81 to correct the side yard setback from 7.5 feet to 5 feet for Ensconced Woods, subject to the following conditions:

1. Approvals shall be based on the draft ordinance.
2. Adherence to the following building setbacks: a. Front (house): 25 feet b. Rear: 25 feet c. Side(house/garage): 5 feet d. Side (corner): 15 feet

Motion carried.

B. PUBLIC HEARING: Recommend Approval of the Conditional Use Permit (CUP) for Existing Gravel Pit for Jason Kusske/Kusske Land Corporation/PC #2023-03

City Planner Hanson presented to the Commission and noted that this will go to the City Council on January 23, 2023.

Commissioner Urbanski asked if the City puts any sort of deadline or expiration date on this type of CUP.

City Planner Hanson stated that the City can do that, but in this instance, since this is an existing operation, the CUP and the conditions allow it to continue. She stated that if there are concerns about conditions not being met, there is a way to revisit the permit with the applicant.

Chairperson Brass opened the public hearing at 7:27 p.m.

No one appeared at the Public Hearing.

Chairperson Brass closed the public hearing at 7:27 p.m.

Commissioner Rylee thanked Kusske for being a family owned, small business, construction company in the community, which in this day and age is the exception to the rule. He expressed his gratitude for who they are and for being a good neighbor. He thanked staff and Alliant for going through this process to ensure that all the 'I's have been dotted and the 'T's crossed.

Motion by Commissioner Rylee, second by Commission Urbanski, to recommend to City Council approval of the Conditional Use Permit for an existing gravel pit operation on the Kusske property (Outlot C of Club West 11th), subject to the following conditions:

1. Approvals shall be based on the following exhibits:
 - a. Kusske Mine Site Restoration CUP Narrative (pgs 1-3)
 - b. Existing Conditions Survey, submitted by Alliant Engineering, dated January 5, 2023
 - c. Earthwork-Fill Volume, submitted by Alliant Engineering, dated January 5, 2023
 - d. Grading and Erosion Control Plan, submitted by Alliant Engineering, dated January 5, 2023
 - e. Site Plan & Phasing Plan, submitted by Alliant Engineering, dated January 5, 2023
 - f. Construction Observations and Testing (pgs 1-37), submitted by Braun Intertec, dated October 6, 2022
2. Adherence with the City Engineers Memo dated January 11, 2023.
3. Hours of Operation for reclamation activity are limited to 7am-7pm Monday-Friday.
4. This CUP allows for reclamation activity only, and does not include mining or excavation.
5. The reclamation area will be a maximum of 2.15 acres (93,487 square feet) and as shown on the existing conditions plan and grading plan.
6. All storage of equipment and materials used in the operation shall be kept near the shop space as noted on the Existing Conditions Plan to minimize visual exposure to areas outside the fill area.
7. The permittee shall comply with the noise pollution requirements/standards of the Minnesota State Rules Chapter 7030 and Section 6.12.010 of Chaska General Code of Ordinances.
8. Adherence with a minimum setback of 250 feet from the nearest residential lot line in Club West 11th from the reclamation fill area.
9. Adherence with the minimum setback of 100 feet from the nearest residential lot line east from the reclamation fill area.
10. Adherence with the setback from steep slopes as defined in Zoning Section 15.28.100.C. Grading and fill is prohibited to impact or encroach into the 30 foot no grade/no mow setback.
11. Provision that the reclamation fill operation and grading shall not remove or impact any existing trees.
12. Street cleaning and dust control shall be performed on a regular basis and as required by the City. Dust control and street cleaning shall be provided within the same day as it is requested. Failure to comply with a request within the time specified shall be a cause for the City Engineer to stop the work onsite until compliance is achieved. If the permit holder is unable to supply dust control or street cleaning within the time specified, the City will perform the work and bill the permit holder for actual costs incurred plus any penalties imposed by City ordinance.
13. The permit holder shall comply with any/all CCWMO rules and regulations, which includes obtaining any permits the CCWMO deems necessary.
14. The permit holder shall obtain, continuously maintain, and comply with the terms of drainage and erosion control permits issued by the CCWMO.
15. The permit holder shall obtain a grading permit from the City of Chaska ahead of any grading operations commencing.
16. Existing drainage patterns shall not be altered.
17. A maintenance plan shall be submitted that details how the drainage conveyance will be maintained for the pass-through drainage from Club West 11th.
18. An erosion control plan that includes seeding and restoration information and which is consistent with the requirements of NPDES permit and CCWMO permit shall be submitted to the City of Chaska and adhered to by the permit holder.
19. Sanitary sewer manholes and pipes shall be protected through all operations. Access to city sanitary sewer manholes shall be available at all times.
20. The permit holder shall submit to the City of Chaska a formal report from a qualified geotechnical engineering firm annually by the end of each calendar year. The report should include testing and an analysis of the material that was placed at the site. All fill being used within the developable acreage will

be required to be free of contamination and meet geotechnical engineering standards for compactable fill to support development.

21. The permit holder shall submit to the City of Chaska a formal report regarding a status update on the following topics annually by the end of each calendar year:

a. Stormwater management

b. Groundwater discharge, if applicable c. Site surveying/status of grading

22. The permit holder shall provide a performance security in the amount of \$25,000 in a form acceptable to the City of Chaska, naming the City of Chaska as the obligee. This performance security shall be replenished by the permit holder to its full amount 5 business days after being utilized by the City of Chaska.

23. The performance security shall be re-submitted to the City of Chaska annually in an amount that is 2% greater than the previous year.

24. The City of Chaska may utilize the performance security for reimbursement for any and all expenses incurred in the event that the permittee fails to comply with any conditions or requirements of this CUP or for any reason ceases to operate the facility in accordance with the provisions of this CUP, if the City of Chaska incurs costs, liabilities, expends monies, labor, services, or material to compel or restore compliance with the terms of the CUP, or perform on-site or off-site restoration resulting from permittee's actions or non-actions.

25. The CUP shall not be effective until such time that an agreement is approved, executed, and recorded with the Recorder's Office in Carver County, Minnesota.

26. Any and all claims that arise or may arise against the permit holder, its owners, agents, trustees, servants, or employees while engaged in the use of the property shall in no way be or become obligations of the City of Chaska. The permit holder, jointly and severally, shall indemnify, hold harmless, and defend the City of Chaska, its officials, officers, employees, and agents against any and all liabilities, losses, costs, damages, expenses, claims, actions, or judgments, which includes reasonable attorneys' fees, expenses, and court costs, including experts, that the City of Chaska, its officials, officers, employees, or agents may hereafter sustain, incur, be subjected to, or required to pay, in any way connected with the use of the property and the CUP. The obligations contained in this paragraph shall survive the expiration or earlier termination of the CUP.

27. City staff shall be allowed access to the site to inspect all elements of the CUP. The landowner will be notified more than 24-hours in advance of site access.

28. Subject to the approval of the CUP, which shall be recorded with, but subsequent to, the final plat for club west 11th

Motion carried.

8. Other Business

9. Receive Other Meeting Minutes

A. Receive the October 3, November 7, 21, and December 5, 2022 City Council Meeting Minutes

B. Receive the September 13, 2022 Park Board Meeting Minutes

Commissioner Urbanski

- Gave a brief update on the Community Center and noted that Task Force meetings are continuing to happen and plans are moving forward.

Chairperson Brass

- Commended Commissioner Rylee for his service on the Planning Commission and noted that this would be his last meeting. He stated that he also wanted to thank Commissioner Lacey for his years of service to the City as well.
- The Commission extended their appreciation for Commissioner Rylee and Commissioner Lacey's service to the City.

10. Adjourn

Motion by Commissioner Gaare, second by Commissioner Aasen to adjourn the meeting at 7:33 pm.

Motion carried.