

- MINUTES -
CHASKA CITY COUNCIL
NOVEMBER 20, 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, Community Engagement Manager; Krista Mark, Communications Coordinator; Elise Durbin, Assistant Administrator; Nate Kabat, Community Development Director; Ashley Cauley, City Planner; Christophe Morschen, City Attorney; Marshall Grange, Parks and Recreation Director; and Stephen Kraus, Fire Chief.

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 November 6, 2023 City Council Meeting Minutes

Motion by Councilmember Hubbard, second by Mayor Windschitl to approve the minutes of the November 6, 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 E:

A. 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.

B. Tool Lending Library Grant Application Letter of Support

Motion to approve a letter of support to the Minnesota Pollution Control Agency's Waste Reduction and Reuse Environmental Assistance Grant program for a tool lending library in Carver County.

C. Approve Massage Business License – Red Sky Massage

Motion to approve both the Massage Therapy Business License No. MTB. 24-03 for Jinmei Bao as Red Sky Massage, located at 808 Yellow Brick Road, Chaska, Minnesota and her individual massage therapy license contingent on receiving all the required documentation.

D. Adopt Resolution No. 2023-91 Approving the Joint 2024 Assessment Service Agreement with Carver County

Motion to adopt Resolution 2023-91, approving an agreement with Carver County for 2024 assessment services.

E. Approve On-Sale Liquor License at a Community Event – Downtown Business Alliance

Motion to approve On-Sale Intoxicating License at a Community Event, Lic#OSCF23-04, for Downtown Business Alliance of Chaska for Small Business Saturday, effective November 25, 2023.

Motion carried.

8. Action Items

8.A. Adopt Resolution No. 2023-90 and Ordinance No. 1038 approving the Preliminary Site & Building Plan and Rezoning for the Public Safety Facility/City of Chaska/PC #2023-25

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

Mayor Windschitl asked why three separate restrooms are necessary in the lobby.

Quinn Hutson, CNH Architects, explained the unisex restroom is attached to the lobby while the gendered bathrooms are accessible from the Police Department side. The number of restrooms is important for access from the training spaces.

Mayor Windschitl asked why there is a separate fitness space for law enforcement. City Administrator Podhradsky stated the fitness space opens up to an outdoor area and would allow separate Departments to remain separate while the outdoor area is a common space for all Departments.

Fire Chief Stephen Kraus stated the original intention was to share the space, but the Police Department tends to use the fitness space as a gathering area or debrief space. The Fire Department uses the kitchen area for the same purpose. Mayor Windschitl stated it seems unnecessary to buy doubles of the same equipment.

Mayor Windschitl asked where the copy space is. Chief Kraus stated the copy room is near the administrative space.

Mayor Windschitl asked if the two Departments will share reception. Chief Kraus stated the Police Department has a lobby space for reception. The Fire Department has separate administrative folks.

Mayor Windschitl stated the point of the joint building was to combine elements of each Department to save on costs and promote efficiency. City Administrator Podhradsky pointed out there are shared common spaces and shared lobby areas. However, each Department

receives visitors for very different reasons and the receptionists are trained for their specific Department's services.

Mayor Windschitl asked if the second level can access the training mezzanine. Chief Kraus stated the second level can access the training mezzanine through the apparatus area. They purposefully separated warm spaces and cool spaces. For example, the firefighter gear needs to stay in spaces where the HVAC can sufficiently process the air.

Mayor Windschitl asked if the firefighter pole will be operable. Chief Kraus confirmed the firefighter pole will be operable.

Councilmember Huang asked what the "hotsy" room is for. Chief Kraus explained it is a room to wash firefighter gear.

Mayor Windschitl asked what the room next to the fire pole is for. Chief Kraus stated there is stairway and ductwork near the fire pole.

Mayor Windschitl asked if every dorm needs its own restroom. Chief Kraus stated it is common to have dorm space with separate bathrooms in new firehouses. It promotes mental health, privacy, and ease of sleep.

City Administrator Podhradsky added the tours of other firehouses revealed how much the firefighters value the separate bathrooms. Different shifts also use the dorms as an opportunity to make the space their own.

Councilmembers Grau and Hubbard noted their understanding of the separate restrooms. Mayor Windschitl stated it seems unnecessary and has concerns about maintaining so many toilets and its cleanliness.

Mayor Windschitl asked if there needs to be double stable storage. Chief Kraus stated each space is meant to accommodate a different use. One is used for training while the other is used more for community events. The storage is to hold extra tables and chairs as needed.

Mayor Windschitl asked how many people can fit in the training space. Hutson stated the room allows for 50 people when set up with tables for training. If it were set up with just chairs, it would allow for 100 people.

Chief Kraus added the space was downsized due to costs. There is another breakout room and other training rooms to help them utilize multiple spaces.

City Administrator Podhradsky pointed out there are TV screens outside of the community meeting room that can be used if an overflow space was needed.

Councilmember Grau suggested a collapsible wall be used. City Administrator Podhradsky stated that option costs about \$65,000, so they chose to move forward with a regular wall.

Mayor Windschitl stated there appears to be only one restroom for the entire Police Department side. Hutson stated there are restrooms connected to the lobby, there are two restrooms near the Deputy Chief's office, there is one near the patrol area, and two dorm bathrooms. Then there are locker rooms with toilets in the basement.

Mayor Windschitl asked for confirmation that the holding cells are only temporary and not intended for overnight stays. City Administrator Podhradsky confirmed that the cells are only for temporary holding until an individual is transferred to the County.

Mayor Windschitl asked if the Police Department's breakroom includes a kitchen. Hutson confirmed there is a kitchen in the breakroom.

Mayor Windschitl asked if every police officer has a desk. City Administrator Podhradsky stated tours of other facilities showed the value of having a storage space dedicated to each officer. It promotes retention.

Chief Kraus added the Police Chief was passionate about ensuring each officer has their own space. As time goes on, they acknowledge there may need to be shared desks.

Mayor Windschitl asked what the desk space outside of the Deputy Chief's office is for. Hutson stated that is for other support positions.

Mayor Windschitl asked if School Resource Officers (SROs) go into the Department regularly. City Administrator Podhradsky stated SROs begin and end their days at the Department.

Mayor Windschitl asked what the purpose of the private locker room is. City Administrator Podhradsky stated the private locker room is a space for someone with an alternative gender identity.

Mayor Windschitl asked if there is a way to switch the locker rooms if there were to be more female officers than male officers. Hutson stated there is currently a wall dividing the two locker spaces that can be moved if there needed to be an adjustment of locker space.

Mayor Windschitl asked what the purpose of the wash bay is because squad cars are washed at a gas station. Hutson stated the wash bay is for cleaning up any potential transport incidents such as a medical issue.

Mayor Windschitl asked what the square boxes outside of the locker rooms are for. Hutson explained the squares represent storage for duty bags.

Mayor Windschitl asked if electric vehicle chargers are included. Hutson stated conduit is being provided to allow for electric vehicle chargers in the future.

City Administrator Podhradsky pointed out the transformer selected was important to allow for future electric vehicle charging.

Mayor Windschitl pointed out there is likely grant money available to support electric city vehicles. City Administrator Podhradsky stated Staff could look into those opportunities. He noted Eden Prairie has some electric vehicles they use for law enforcement, but they haven't been particularly useful.

Councilmember Hubbard asked if there is an elevator. Chief Kraus confirmed there is an elevator on the Fire Department's side near the stairway. There was consideration about creating two separate elevator shafts, but it was determined to be unnecessary. All ADA requirements are met.

Councilmember Grau stated the plans look very nice. Councilmember Hatfield noted the space seems large, but it will be necessary in the long-run.

Councilmember Hubbard noted her appreciation of the thoughtfulness that went into the plans.

Councilmember Grau stated he has concerns about natural light getting into the interior rooms. City Administrator Podhradsky pointed out there are some windows in the ceiling to increase natural light.

Councilmember Huang agreed with Councilmember Hubbard's comments.

Mayor Windschitl pointed out the facility is intended for shift work rather than traditional working hours. Therefore, some of the choices seem unnecessary.

Councilmember Huang stated the City needs to be adaptable to promote future growth and retention. Chief Kraus explained the planning is a fine line between long-term functionality and overbuilding.

Mayor Windschitl stated the training room isn't large enough. He asked for the square footage of the room. Hutson stated the space is larger than the current training room.

City Administrator Podhradsky pointed out there are multiple rooms tied together with technology that allows for either breakout spaces or shared meeting spaces. Chief Kraus stated the classroom, breakout room, Police briefing room, conference room, both Chief offices, and the main lobby can all be connected through technology.

Mayor Windschitl stated there isn't any secure point for people that access the briefing room. Chief Kraus stated the lobby can be used as a lockdown space to limit access to the Police Department. There is card access to enter into other spaces as well.

City Administrator Podhradsky summarized the next steps in the process. They anticipate going out for bid in January 2024 and choosing a contractor by the end of February 2024. Also, there are upcoming community meetings to educate the surrounding area on operations.

Mayor Windschitl noted the monument sign will be digital. He asked if the screen will be large enough to avoid the scrolling messages. City Administrator Podhradsky stated he didn't know

if there is enough space for non-scrolling messages. The sign is using the maximum allowed space per City Code of about four feet by four feet. The sign is intended to be static.

Motion by Councilmember Hatfield, second by Councilmember Huang to adopt Resolution No. 2023-90 approving Preliminary Site and Building Plans for 285 Engler Blvd and the adjacent, unaddressed Meadow Park property (PC #2023-25).
Motion carried.

8.A.i Ordinance

Motion by Councilmember Hubbard, second by Councilmember Grau to adopt Ordinance No. 1038 approving the rezoning of the property at 285 Engler Blvd (fire station property) from P2, Public Buildings, to PCD, Planned Commercial District; and rezoning of the adjacent, unaddressed property (Meadow Park) from PMD 03, Planned Multi-Use Development District, to PCD, Planned Commercial District.
Motion carried.

9. Bills

9.A. Accounts Payable Claims Roster 20-11-2023

The Council requested further information about bills on pages 10, 11, 26, and 27.

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 20-11-2023

10.B. Chaska High School – Hawk Pride Updates

10.C. Financial Reports as of 9/30/23

Councilmember Hatfield:

- Explained there was a strategic planning meeting for the Southwest Transit Commission.
- Pointed out Small Business Saturday is November 25, 2023 and the Downtown Business Alliance is hosting an event.
- Added Hometown Holiday is scheduled for December 3, 2023.
- Encouraged residents to look over their property tax statements.

Councilmember Hubbard:

- Noted one of her employees used Southwest Transit bussing to attend a concert and had a great experience.
- Attended a middle school's Veteran's Day event.

- Wished everyone a Happy Thanksgiving.
- Encouraged community members to think of community organizations during the season of giving.

Councilmember Huang:

- Agreed the Veteran's Day program was well-done.
- Welcomed new Police Department officers to the City.
- Noted there is a summary of various student accomplishments from the local High School in the Council packet.
- Attended the High School's performance of *Spamalot*.
- Wished everyone a belated Happy Diwali.

Councilmember Grau:

- Encouraged food safety in light of Thanksgiving.
- Asked when outdoor ice areas will be available. City Administrator Podhradsky stated they aim to have the ice ready before the schools have a winter break, but it is usually ready by mid-January.

City Administrator Podhradsky:

- Shared his positive experience with a plane ride over Chaska.

Mayor Windschitl:

- Thanked Councilmember Huang for covering the recent Mayor's luncheon. He explained there is a conflict with his attendance at the Transportation Advisory Board for the Metropolitan Council.
- Asked if the City is seeking financial support for the golf experience. City Administrator Podhradsky stated the experience can only go away with State support. He provided more information about the golf experience.
- Noted the Santa Parade is December 20, 2023.
- Summarized the plans for the upcoming City Council meetings.
- Added his grandson is a starting quarterback for a local team and has an important game coming up.
- Wished everyone a Happy Thanksgiving.

11. Adjourn

Motion by Councilmember Huang, second by Councilmember Hubbard to adjourn the meeting at 9:07 p.m.

Motion carried.