



AGENDA
CHASKA PARK & RECREATION COMMISSION
CHASKA CITY HALL - COUNCIL CHAMBERS & ZOOM
Tuesday, December 12, 2023
7:00 PM

1. Call to Order
2. Roll Call
3. Adopt Agenda
4. Visitor Presentation
5. Approve Previous Meeting Minutes
 - 5.A. Parks & Recreation Meeting Minutes 11/14/2023
6. Receive Council Meeting Minutes
 - 6.A. City Council Meeting Minutes 11/6/23, 11/20/23
7. Action Items
 - 7.A. Recommendation for City Council Appointment of the 2024 Parks & Recreation Commission Chair
 - 7.B. Recommendation for City Council Appointment of the 2024 Parks and Recreation Commission Vice-Chair
8. Department Happenings
9. Other Business
 - 9.A. Round Table
10. Adjourn

Chaska
Parks and Recreation Commission
Meeting Minutes
November 14, 2023

1. Call to Order

The November 14, 2023, 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, Georgiann Keyport, Zach Saueressig, Elizabeth Wynveen, Karli Wittner, Terrence Schwerm, Vice Chair Jason Branch, Donelle Heieie, Michael Heuer, and Samsam Hassan.

Absent: None.

Staff: Parks and Recreation Director Marshall Grange, Assistant to the Director Mary Monteith.

3. Adopt Agenda

Motion by Branch, second by Heuer, to adopt the November 14, 2023, meeting Agenda.

Roll Call for Approval

4. Visitor Presentation

None in attendance

5. Approve Previous Meeting Minutes

5A. Motion by Keyport, second by Heieie, to approve the Chaska Park Board meeting minutes of September 12, 2023.

Roll Call for Approval

6. Receive Council and Planning Meeting Minutes

6A. City Council Meeting Minutes 8/21/23, 9/18/23, 10/2/23

Heieie asked if there was any context to the concerns mentioned by the Mayor at the September 18th meeting regarding removal of shrubbery along a trail. Staff will look into.

6B. Planning Commission Meeting Minutes 8/9/23, 9/13/23, 10/11/23

Saueressig thought there was 3 roundabouts being constructed on Engler Boulevard, he clarified there were going to be four.

Downs stated at the September 13 meeting there was good discussion and support from the planning commission regarding the police/fire station. He also confirmed it will be an 18-month build starting next year.

Wynveen also commented on the conversation the planning commission had on the loss of green space, similar to the commission's discussion last month, on that and on how important it is to have a cool themed playground.

7. Discussion Items

7A. Meadow Park Public Safety Campus Preliminary Plan

Grange shared the planning commission reviewed the preliminary plan on November 8. The council will review the plan on November 20. Grange reviewed the park components with the commissioners, including the current site, the wetland, fire station, the playground, and the berm. Any comments or feedback the commissioners have tonight will go into a staff report back to the council. It is anticipated that the final approval of the plan will be in December.

Grange reminded the commissioners that they reviewed the concept plan and provided comments in September. Grange summarized those original suggestions and comments from that time.

Staff met with consultants after the concept plan was approved by the council. Grange shared the plan review. He highlighted that the western drive aisle was removed from the plan. Underground water storage will not be used, as is too costly and there would be ongoing maintenance and replacement. The existing stormwater ponds will be expanded and used for water storage. This will help preserve the size of the park space. Also with the western drive aisle removal, that could add additional green space as well. The southwestern storm water pond will carry much of the water from the building. The park planning process will come later. Grange predicted staff will meet with residents in the area to develop a park plan sometime late next fall, 2024.

Schwerm asked if the park redevelopment was from the public safety funds or park funds. Grange confirmed the redevelopment will be covered through the project funds. Schwerm commented that maybe some of the cost savings from the stormwater ponds could be used to enhance the playground.

Saueressig asked if there were any comments or ideas brought up on themes planned for the park. Grange commented that he shared the ones from the commission, these could be options shared with the community. Schwerm commented the police and fire theme could even be intertwined with the process. Branch commented that at one of the open houses, the boards there reflected themes.

Downs shared the Fire Chief enjoyed the current park location due to opportunities to interact with the residents.

Keyport asked if the park was larger. Grange shared there is a slight reduction around 2 percent.

Schwerm appreciated the removal of the western drive aisle which helped maintain park space.

Heieie shared there were amenities here to encourage this park be open to the community, like a destination, including public parking and restrooms. Grange clarified the neighborhood and community park classification is determined by the park size.

7B. Project Updates

-Grange shared updates for the Community Center Master Plan. They are waiting for the final plan to determine the impact on the operating budget in the future. Staff want to understand the cost associated with the building construction along with operating the building facilities.

Staff will review the cost estimates once received and share them with the Citizen Task Force in December. They will hold a joint work session with the council, the parks commission and the citizen task force after the new year.

Saueressig confirmed Perkins & Will sub-consultant, Jeff King with Ballard*King has retired, and Chris Kastelic has moved on. Kastelic has shared his willingness to assist on-going with things as he has been a big part of this project. Grange affirmed the plans are in good hands with the remaining Perkins & Will staff, John Slack and Kathryn Watson.

-Grange shared the Pedestrian and Bicycle Master Plan is still out there. A fun FB post was put out last week reminding people there is still time to respond and add things. Staff are working on promoting the plan, people can still comment. Heieie shared her disappointment that there was no enforcement or education about motor vehicles on the trails system, keeping dogs leashed, and picking up dog waste. She shared this would be a great education and enforcement opportunity within the plan. Grange stated this plan is still in draft form if she would like to add her feedback. These areas are ordinance related but could be included in the plan for educational opportunities.

-Grange shared the Highway 41 underground tunnel project is taking shape. This should be completed in July 2024. Engineering staff are completing the design for the trail extension.

-Staff continues to work on the Safe Routes to School Plan for Clover Ridge Elementary. Staff and the consulting group observed parents and children arriving for the school day a few weeks ago and are generating ideas for improvements for individuals to walk and ride bikes to school. Grange recognized the roundabout would be a challenge. Grange shared the day was chilly, but parents and children were still walking and biking to school that day.

-Grange shared staff are working on the application to become a Bicycle Friendly Community. We will submit the application in the summer of 2024.

Wynveen asked whether State staff will help with the designation and provide assessment. Grange shared they assisted on the front-end, they are the ones who suggested developing a Pedestrian and Bicycle Master Plan at the beginning.

-Grange is working with the Superlative Group on the naming rights for the Curling and Events Center. They are conversing with several businesses during the exploratory process. Grange shared if there was not a naming rights partner in March or April, they will have to consider the likelihood of moving forward. We will assess in the 1st quarter of the new year.

-Keyport asked if there were any updates on the Miracle Field. Grange stated they are working with the Chaska Rotary on fundraising. He shared they will need to develop a master plan for a community park. There is a national standard for a Miracle Field Park. There would need to be a park shelter along with the universal playground. Staff will develop a master plan to consider additional park amenities. The master plan process will take place next year. There will be a 52-acre site for the school and the park. The park is most of that. He hopes they can start Phase 1 of the project in 2025. Staff will need to continue collaborating with the school about the park, playground etc.

Grange anticipated next year to be about the parks. We will need to start a planning process for Autumn Woods, there will be the replacement of the Lions Park playground, new hockey scoreboards, as well as expansion of the pickle ball courts.

7C. Other Department Happenings

Grange stated Santa Clause will be at the Community Center on December 1st from 4:30-5:30 p.m. Registration is required for this event.

The tree lighting celebration will be December 3rd at Fireman's Park.

There will be a blended learning class for adult and infant CPR, AED, and First Aid on December 6th at the Community Center from 5:30-8:30 p.m.

Grange shared December 2, 9, and 16 there will be adaptive net sports at the Community Center.

There will be a Lodge holiday party on December 13 for active, older adults. Grange shared they served a Thanksgiving meal for the AOA's last week and 90 individuals attended.

8. Other Business

8A. Round Table

Downs shared the following Commissioners are due for reappointment: Branch, Heieie, Wittner, and Hassan. Downs encouraged the individuals to submit the necessary paperwork.

Downs shared they will need to elect a Chair and Vice Chair at the December meeting. Branch expressed interest in the Chair position. Wynveen expressed interest in the Vice Chair position.

Wittner encouraged Chaska to consider hiring a City Forester to provide a comprehensive plan to work off of and to provide consultation for citizens. There is funding available at the State level to hire.

Heieie enjoyed the Halloween Jamboree and the Parents' Night Out at the Community Center. She thanked Chaska for all the opportunities provided within the city to families.

Saueressig thanked the Parks and Recreation Staff for their community involvement. He utilized the shelter spaces this past summer and appreciated the ease of the online process. He would like to see additional signage incorporated in the city on the trails. He also shared that the locale high school theater groups are highly talented, he recently attended a couple shows, he was so impressed.

Wynveen encouraged individuals to attend Small Business Saturday and shop local.

Heuer apologized for missing a couple of previous meetings.

Hassan-Wished all a Happy Thanksgiving

9. Adjourn Meeting

Motion to Adjourn the November 14, 2023, meeting by Wynveen second by Saueressig.

Roll Call to Adjourn at 8:03 p.m.

Next meeting: December 12, 2023

- MINUTES -
CHASKA CITY COUNCIL
NOVEMBER 6, 2023

1. Call to Order

The meeting was called to order by Mayor Windschitl at 7:05 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; Kevin Wright, Community Engagement Manager; Elise Durbin, Assistant Administrator; Michael Melchert, City Attorney; and Krista Mark, Communications Coordinator.

4. Adopt the Agenda

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

5. Proclamation

5.A. Small Business Saturday 11-25-2023

Mayor Windschitl read the proclamation in full. Dan Keyport, President of the Downtown Business Alliance, accepted the proclamation and thanked the Council.

5.B. Lung Cancer Awareness Month

Mayor Windschitl read the proclamation in full.

6. Visitor Presentation

6.A. Melvin Jones Award Presented by Jay Molnau – Chaska Lions

Jay Molnau, representative of Chaska Lions Club, explained the Melvin Jones Fellow Award is the highest award the local club gives out. He presented Mayor Mark Windschitl with the award, noting his long-time commitment to and involvement in the Chaska and surrounding community.

7. Approve Previous Meeting Minutes

7.A. Approve the October 16, 2023 City Council Meeting Minutes

Motion by Councilmember Hubbard, second by Councilmember Grau to approve the minutes of the October 16, 2023 City Council meeting.

Motion carried.

8. Consent Agenda

Councilmember Huang pointed out the City is working with small businesses to help with SAC and WAC assessments, referring to Consent Agenda Item 8.D. Adopt Resolution 2023-87 SAC WAC Assessment Agreements 500 Chestnut Ave.

Councilmember Grau noted there is a difference between Breakaway Hockey and Breakaway, referring to Consent Agenda Items 8.F. Request to Terminate Breakaway Hockey Lease Agreement Early and 8.G. Approve Renewal of the Breakaway Academy Inc. Lease.

City Administrator Matt Podhradsky stated Breakaway Hockey is a dry-land training program, which has been less and less active since COVID-19. Breakaway Hockey is terminating their lease. Breakaway Academy is the school, and they want to continue their lease.

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

A. Election Judge Wage Rate Increase for 2024

Motion to approve an increase in the pay of Head Judge to \$12.85/hr, Asst. Head Judge \$11.85/hr and Regular Judges to \$10.85/hr

B. Metropolitan Council SAC Deferral Agreement

Motion to Authorize the Mayor and City Administrator to execute the SAC Deferral Agreement to become a participant of the Metropolitan Council SAC Deferral Program

C. Adopt Resolution 2023-86 - Accepting Gifts and Donations

Motion to adopt Resolution 2023-86 acknowledging and accepting gifts to the City of Chaska received during the period July 1, 2023 through September 30, 2023.

D. Adopt Resolution 2023-87 SAC WAC Assessment Agreements 500 Chestnut Ave

Adopt Resolution No. 2023- 87 Receiving a petition and waiver of a public hearing and adopting the assessment for the Special Assessment related to city sewer and water connection fees for the work to be completed at 500 Chestnut

Approve the deferral of Met Council SAC fees for Aske Properties LLC at 500 Chestnut Street and authorize the Mayor and City Administrator to execute the necessary documents

E. Adopt Resolution 2023-89 Supporting the Laketown Township State Bonding Request for the "201" System Replacement

Motion to Approve Resolution No. 2023-89, supporting Laketown Township's state bonding request of \$11 million to assist in funding the replacement of the 201 sewer system

F. Request to Terminate Breakaway Hockey Lease Agreement Early

Approve early termination of the Breakaway Hockey Lease Agreement effective October 31, 2023.

G. Approve Renewal of the Breakaway Academy Inc. Lease

Approve the renewal of the Breakaway Academy Inc. lease for a term of one-year, with a 10% increase from last year's lease, effective retroactively September 1, 2023.

H. Adopt Resolution 2023-88 Authorizing Issuance and Sale of \$10,895,000 G.O. Bonds, Series 2023A

Motion to adopt Resolution No. 2023-88 authorizing issuance and sale of \$10,895,000 General Obligation Bonds, Series 2023A.

Motion carried.

9. Action Items

None.

10. Bills

10.A. Accounts Payable Claims Roster 6-11-2023

The Council requested further information about bills on pages 17, 18, and 40.

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.

11. Other Business

11.A. City Administrator's Report

11.A.i. Bi-Weekly Report 6-11-2023

11.B. 2nd-Qtr-2023 Investment Report dated November 6th, 2023

11.C. 3rd-Qtr-2023 Investment Report dated November 6th, 2023

Councilmember Grau:

- Noted there are basketball programs for boys and girls of various ages being offered in Chaska.

Councilmember Huang:

- Pointed out October 25, 2023 was the Public Safety Center Open House.
- Noted Hwy 41 is finally open.
- Stated December 3, 2023 is the Tree Lighting Ceremony in Fireman's Park.
- Congratulated curlers from the community who have competed well recently.
- Stated a Waconia firefighter passed away in October, and there was a lot of support from the entire firefighting community.
- Noted the CD interest rates in the Investment Reports are somewhat low. He asked if there is an opportunity to seek out better rates. City Administrator Podhradsky explained it is the role of the Finance Department to keep an eye out for the best investment opportunities.
- Added he chaperoned his son's middle school field trip to Deep Portage for three days. It was an amazing experience to see the young people learn nature-based skills. He recommended the experience to others.

Councilmember Hubbard:

- Attended Hwy 41 Ribbon Cutting Ceremony.
- Thanked Veterans for their service, in light of the upcoming Veteran's Day holiday. She pointed out the middle school hosts an amazing veteran event, though it is closed to the public.

Councilmember Hatfield:

- Noted Downtown Business Alliance had a Halloween event October 28, 2023.

- Pointed out the downtown area was busy for Deer Weekend.
- Attended Hwy 41 Ribbon Cutting Ceremony.
- Added there has been a lot of reinvestment in the downtown area lately.
- Stated November 18, 2023 there will be a brewery call between Chaska and Shakopee.

Assistant City Administrator Durbin

- Thanked those who attended the Hwy 41 Ribbon Cutting Ceremony.

City Administrator Podhradsky

- Thanked Assistant City Administrator Durbin for all of her hard work throughout the Hwy 41 construction project.

Mayor Windschitl:

- Thanked the Chaska Lions for the award.
- Attended Hwy 41 Ribbon Cutting Ceremony. There was an amazing turnout and valuable information was shared.
- Pointed out November 25, 2023 is Small Business Saturday and Hometown Holiday is also coming up.

12. Adjourn

Motion by Councilmember Hatfield, second by Councilmember Huang to adjourn the meeting at 7:56 p.m.

Motion carried.

- 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.

**REQUEST FOR ACTION
CHASKA PARKS AND RECREATION COMMISSION
DECEMBER 12, 2023**

**Subject: Recommendation to City Council for Appointment of the 2024
Parks and Recreation Commission Chair**

Prepared By: Mary Monteith, Assistant to the Parks and Recreation Director

City Ordinance states that the City Council is to appoint the Chairperson for the Parks and Recreation Commission. The Council has historically relied on the members of the Parks and Recreation Commission to recommend that individual.

On December 12th, 2023, the Parks and Recreation Commission voted to recommend

_____ as Chairperson

The Parks and Recreation Commission will seek Council approval of its recommendations in January of 2024.

**REQUEST FOR ACTION
CHASKA PARKS AND RECREATION COMMISSION
DECEMBER 12, 2023**

**Subject: Recommendation to City Council for Appointment of the 2024
Parks and Recreation Commission Vice-Chair**

Prepared By: Mary Monteith, Assistant to the Parks and Recreation Director

The Chaska City Ordinance states that the City Council is to appoint the Parks and Recreation Commission Vice-Chair to the Parks and Recreation Commission. The Council has historically relied on the members of the Parks and Recreation Commission to recommend that individual to the Council.

At the December 12th, 2023, meeting, the Parks and Recreation Commission voted to recommend to City Council the appointment of

_____ as the 2024 Parks and Recreation
Vice-Chair

The Parks and Recreation Commission will seek Council approval of its recommendations in January of 2024.