

- MINUTES -
CHASKA CITY COUNCIL
JANUARY 8, 2024

1. Call to Order

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

2. Pledge of Allegiance

The Pledge of Allegiance was led by Boy Scout Troop #174.

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; Elise Durbin, Assistant City Administrator; Nate Kabat, Community Development Director; Christophe Morschen, City Attorney; Matt Haefner, Water and Sewer Director; Pete Wyffels, Electric Director; and Krista Mark, Communications Coordinator.

4. Adopt the Agenda

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

5. Proclamation

5.A. 50TH Anniversary of Chaska Boy Scouts Troop #174

Mayor Windschitl read in full a Proclamation in recognition of the 50th Anniversary of Chaska Boy Scouts Troop #174.

Mark LaBaw, Scoutmaster for Boy Scout Troop #174, introduced their very first Eagle Scout, Eric Larson, as well as the first female Eagle Scout, Abigail Moldenhauer. The Troop invited the City Council to a reception that will be held on January 27, 2024 at Crown of Glory Lutheran Church from 9:00 to 11:00 a.m.

6. Visitor Presentation

No one wished to present to the Council.

7. Approve Previous Meeting Minutes

7.A. Approve the December 18, 2023 City Council Meeting Minutes

Motion by Councilmember Hatfield, second by Councilmember Hubbard to approve the minutes of the December 18, 2024 City Council meeting.

Motion carried.

8. Consent Agenda

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

A. Appointment of Acting Mayor

Motion to appoint Council Member Jon Grau as Acting Mayor for the City of Chaska for the calendar year 2024.

B. Appointment of City Attorney

Motion to appoint the law firm Melchert, Hubert, Sjodin, as the Chaska City Attorney for 2024.

C. Appointment of Official Newspaper

Motion to appoint the *Chaska Herald* as the official newspaper of the City of Chaska for 2024.

D. Public Improvements – Final Release of Sureties for Club West 7th, 8th, 9th, and 10th

Motion to accept public improvements in Club West 7th, 8th, 9th, and 10th Additions as municipal facilities, and release the letters of credit in their entirety.

E. Public Improvements – Harvest West 1st and 2nd Addition

Motion to approve accept public improvements in Harvest West 1st and 2nd Addition as municipal facilities and adjust letter of credit accordingly.

F. Adopt Resolution 2024-01 Awarding the Bid for Construction of Well #10

Motion to adopt Resolution 2024-01 Awarding the Bid for Construction of Well #10, with the low bid of \$424,997.

G. Adopt Resolution 2024-02 Awarding the Bid for Construction of Wells #11 & #12

Motion to adopt Resolution 2024-02 Awarding the Bid for Construction of Wells #11 & #12, with the low bid of \$829,475.

H. Approve Massage Business License – Amber Lauret

Motion to approve a Massage Therapy Business License No. MTB. 24-04 for Amber Laurent as Amber Laurent Massage Therapy, located at 546 Bavaria Lane, Chaska, Minnesota.

I. Designate City Depositories and Investment Institutions for 2024

Motion to designate the following official depositories and financial institutions. Depositories: Bank Vista; Chase Bank, Center National Bank; Nicolet National Bank; Old National Bank; Security Bank; USBank; Wells Fargo Bank; and Wings Financial Credit Union. Financial Institutions: Computershare Corporate Trust; Moreton Capital Markets, LLC; 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; UBS, and U.S. Bank Investment Services, Inc.

J. Adopt Resolution 2024-3 Authorizing Account Signers and Electronic Funds Transfer

Motion to a adopt Resolution 2024-3 authorizing bank account signers and authorizing electronic funds transfer.

K. Appointment of City Trustees to the Chaska Fire Department Relief Association Board for 2024

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 2024.

L. Approve the City of Chaska Employee Handbook

Motion to approve the *City of Chaska Employee Handbook*
Motion carried.

9. Action Items

9.A. Public Hearing: 2024 Development Fees, Planning Application Fees, Building and Fire Permit Fees

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

Mayor Windschitl asked for confirmation that the City's fees were pretty much in line with the neighboring cities.

Community Development Director Kabat explained that every few years the City conducts a more in depth study in order to look at peer communities and their fee structures to make sure they align and aren't severely different. He explained that this was done last year and they did find that they were in alignment with those communities.

Mayor Windschitl opened the public hearing at 7:15 p.m. No one appeared to address the Council. Mayor Windschitl closed the public hearing at 7:16 p.m.

9.A.i. Adopt Ordinance 2024-1041 Amending Development, Planning, Building, and Fire Permit Fee Schedules

Motion by Councilmember Huang, second by Councilmember Grau to adopt Ordinance 2024-1041 Amending Chapters 5 and 11 of the Chaska Code of Ordinances to Include 2024 Development Fees.

Motion carried.

9.B. Adopt Resolution 2024-04 Award Bid for Chaska Advanced Metering Infrastructure

City Administrator Podhradsky introduced the item to the Council and outlined the bidding process that the City used and introduced Kyle Kopczyk of Power Systems Engineering who has helped the City with this process.

Kyle Kopczyk, Power Systems Engineering, gave a presentation on the AMI system procurement process and their recommendation of the Eaton system which they felt was the best fit for the City as the lowest responsible bidder.

City Administrator Podhradsky reminded the Council that this item had been included in their 2024 budget already.

Councilmember Hatfield asked if this system had anything missing that the various department heads had hoped to see.

Water and Sewer Director Haefner stated that from a water perspective it will meet all of their needs and believes that people will like the customer portal because they will be able to set alerts for themselves.

Councilmember Huang asked about the deployment timeframe for when customers would begin to see this activity begin.

Water and Sewer Director Haefner explained that they will still need to reach a final agreement with Eaton.

Mr. Kopczyk stated that he believes they are about 20-24 weeks out for lead time on electric units.

Water and Sewer Director Haefner clarified that they would not be exchanging the water meters with this but just the module that reads the meters in homes.

Electric Director Wyffels stated that the installation would be scheduled in two phases and reviewed some of the activities that would take place during this process. He noted that he expected it to roll into late 2024 and early 2025 for completion.

Councilmember Huang asked about the electric components and if the residents would be able to access information about their usage.

Mr. Kopczyk stated that will be part of the customer portal. He explained that they will be able to configure this within their portal, and shared an example, of how they could configure it if they have an electric vehicle (EV).

City Administrator Podhradsky noted that a memo with the staff report that was added on by City Attorney Morschen outlined this different bidding process and why the City can take the lowest responsible bidder, and not just the lowest bidder. He explained that the Eaton project was not the cheapest product but the cheapest option would not meet the City's needs. He stated that the analysis found that the Eaton product was the one that would best meet the City's needs.

Mayor Windschitl expressed his appreciation that they were not simply recommending choosing the low bidder, but instead were recommending the lowest 'responsible' bidder in order to meet their needs. He asked about interruption in service when the equipment is being changed out.

Electric Director Wyffels explained that there is a bypass for most units that will allow power to flow to the home while they switch this equipment out.

Mayor Windschitl asked about communications plans in order to get the word out to residents that this will be happening.

Mr. Kopczyk stated that he understood this concern and noted that part of the bid was to physically knock on doors and actually speak to somebody and if they are not home, to proceed with the change out of equipment and leave a door hanger for the homeowner. He noted that there will be a local number that residents will be able to call in order to set up an installation appointment that is convenient for them. He assured the Council that there were a number of layers of communication beyond just publishing it on the City's website and sending out a mailer.

Councilmember Huang asked what could be done to ensure that people know that this is a legitimate activity because there have been so many scams going around.

Mr. Kopczyk explained that the installation group will have a co-branded sticker on vehicles that shows the City's information, there will also be name badges with their information as well as contact information. He stated that the installation application will also show real time location for the installers. He explained that he also believes there is the opportunity to have a 'safe word', but will do some additional checking to ensure that is accurate.

Councilmember Hubbard asked if the communication would be available in other languages or if they have the resources in order to translate, if necessary.

Mr. Kopczyk stated that the answer is yes and believes that the customer portal can be set to other languages as well.

Mayor Windschitl expressed concern about a situation when they knock on a door and nobody is home especially with the possibility of an interruption in service.

Mr. Kopczyk stated the City does not inform people when there is simply a power outage for other reasons, because they cannot always predict it. He noted that it may be helpful to know that the installer takes pictures before installation, during the installation, and after the installation is completed. He assured the Council that the installers are to be as minimally invasive as possible.

Mayor Windschitl asked if there would be a team of installers working in the same place at the same time or working in separate areas.

Mr. Kopczyk explained that the City has the flexibility to dictate how that happens and noted that there is the ability to exchange the electric and water at the same time. He stated that they will look to find the most efficient way possible which may be geographically, by billing cycle, or by subdivision.

Mayor Windschitl stated that unless there is some legitimate reason, he thinks it will make the most sense for them to stay in one particular area at a time.

Water and Sewer Director Haefner reviewed the plan for where they will begin work in the City and reiterated that plan to have identical identification for the vehicles that show both the City and the installers names.

Councilmember Grau stated that he was excited for the customer portal because more and more people want to know what is happening and have a thirst for that kind of knowledge.

Mr. Kopczyk noted that outages and restoration information will also be available within the customer portal.

City Administrator Podhradsky stated that the City will need to do some training for residents on how to use the portal and that this kind of information will be available.

Councilmember Huang asked if this was available in app form or was just a website.

Mr. Kopczyk explained that it is considered browser and device agnostic, so it will be able to be utilized either way.

City Administrator Podhradsky expressed appreciation to staff for the work they have been having to do to manually read about 25% of the meters throughout the City.

Motion by Councilmember Hatfield, second by Councilmember Huang, to adopt Resolution 2024-04 awarding the bid for an Advanced Metering Infrastructure System to Eaton in the amount of \$5,333,839 contingent on completion of an Agreement and Statement of Work for the AMI project.

Motion carried.

10. Bills

10.A. Accounts Payable Claims Roster 1-8-2024

The Council requested further information about bills on pages 4, 6, and 10.

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

Councilmember Hubbard:

- No report.

Councilmember Hatfield:

- Announced that the Human Rights Commission had received an award called 'Leader in the Arena' from Unidos Minnesota.
- Coffee with a Cop will be January 9, 2024 at Starbucks at 9:00 a.m. and January 17, 2024 at Red Bench
- Food distribution will be January 18, 2024, 12:00 noon at Gedney
- Citizen's Academy will also be January 18, 2024 and encouraged people to apply when there are openings.
- Expressed her excitement to see the signage for The Loop.

Councilmember Huang:

- Stated that Santa parade went well and noted it was also fun to see the Grinch and Buddy the Elf there as well.
- The MLK Human Rights Award will be on January 15, 2024 at the Chaska Event Center.
- The Fireman's fishing contest will still be taking place on February 3, 2024, but will not happen on the ice.

- On January 9, 2024 in Shakopee there will be a Met Council Governance Task Force meeting which he plans to attend on behalf of the Suburban Transit Association
- Shared that overall ridership for Suburban Transit for 2023 increased 19.7% over 2022 numbers

Councilmember Grau:

- Expressed his appreciation to staff for the communication and work they did on the Minnesota Earned Sick and Safe Time (ESST) issue because he knows it was a lot of work.
- Noted the speed sign on Flying Cloud coming into the City did not appear to be currently operational.
- Noted that there have been a rash of home invasions in Carver recently and reminded people to do some of the simple things like having your cars locked when they are parked outdoors, and locking their doors from the garage into the house.

Assistant Administrator Durbin:

- Invited the Council to the MLK breakfast and noted that there will be a lot of Chaska High School students participating

Community Development Director Kabat:

- Updated the Council on work the Planning Commission planned to cover in 2024 and noted that the Council should expect to have some joint work session meetings with the Commission.

City Attorney Morschen:

- Thanked Santa for spending some time in Chaska and noted that his daughter was very happy that Santa waved at her
- Noted that another law that went into effect January 1st is called the 'Red Flag Law' and explained that staff was working on developing some model policies.

City Administrator Podhradsky

- Gave an overview of some of the complications he sees with the 'Red Flag Laws' and stated that he expects there to be some changes made to the law
- Council Retreat is scheduled for March 21-22, 2024

Mayor Windschitl:

- Reviewed phone calls he had gotten about panhandlers and how they can be asked to leave as well as sharing concerns about crime at Hidden Creek.

City Administrator Podhradsky outlined the way the City handles panhandlers and explained that it is more of a welfare type call and they cannot require these individuals to leave public property. He stated that he would suggest for any crime issues that pop up in neighborhoods, that they work with the Chaska Police Department to create a neighborhood watch group.

- Noted that he felt the new apartments being put into Clover Ridge look pretty good but feels the one called Carver is going to be confusing for many people, including delivery people.
- There was a ribbon cutting ceremony at Southwest Christian for their new field house that a number of the Council attended.
- Expressed appreciation to Councilmember Huang for filling in for him at the last meeting when he was ill.
- He reviewed the Council meeting schedule for January and February.

12. Adjourn

Motion by Councilmember Grau, second by Councilmember Huang to adjourn the meeting at 8:50 p.m.

Motion carried.