

WORK SESSION PRIOR TO REGULAR MEETING AT 5:45 P.M. WITH
PUBLIC WORKS STAFF



AGENDA
CHASKA PARK & RECREATION COMMISSION
CHASKA CITY HALL - COUNCIL CHAMBERS & ZOOM
Tuesday, February 13, 2024
7:00 PM

1. Call to Order
2. Roll Call
3. Adopt Agenda
4. Visitor Presentation-Welcome to recently appointed Commissioners
5. Approve Previous Meeting Minutes
 - 5.A. Meeting Minutes 12/12/2023
6. Staffing Update
7. Action Items
 - 7.A. Recommendation to Council for Approval of the 2040 Pedestrian & Bicycle Master Plan
 - 7.A.i. [Master Plan](#)
 - 7.A.ii. [Survey](#)
 - 7.A.iii. [Maps with Comments](#)
8. Receive Council and Planning Meeting Minutes
 - 8.A. City Council Meeting Minutes 12/18/23, 1/8/24, 1/22/24
 - 8.B. Planning Meeting Minutes 11/8/23
9. Discussion Items
 - 9.A. Community Center Master Plan Update
 - 9.B. Department Happenings
10. Other Business

10.A. Round Table

11. Adjourn

Chaska
Parks and Recreation Commission
Meeting Minutes
December 12, 2023

1. Call to Order

The December 12, 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, Vice Chair Jason Branch, Donelle Heieie, Georgiann Keyport, Zach Saueressig, Elizabeth Wynveen, Karli Wittner, Michael Heuer, Samsam Hassan and Terrence Schwerm

Absent: None

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

3. Adopt Agenda

Motion by Heieie, second by Wynveen, to adopt the December 12, 2023 meeting Agenda.

Roll Call for Approval

4. Visitor Presentation

None in attendance

5. Approve Previous Meeting Minutes

5A. Motion by Schwerm, second by Saueressig, to approve the Chaska Park Board meeting minutes of November 14, 2023.

Roll Call for Approval

6. Receive Council and Planning Meeting Minutes

6A. Council Minutes November 6, 2023

Saueressig had an observation, he mentioned it was interesting reading the minutes on the public safety campus. There were a lot of questions. He feels it's a good thing that people are asking things. Mayor Windschitl asked a lot of good in-depth questions. Wynveen noted that the Mayor's background is in working in fire, so he has some expertise in this area. Saueressig felt it was valuable information and will help fill in the context of why things were done that way. Down's also felt the Mayor did a really great job.

7. Action Items

7A. Recommendation for City Council Appointment of the 2024 Parks & Recreation Commission Chair

Heieie nominated Jason Branch for the position of Parks & Recreation Commission Chair.
Wittner second the nomination.

Motion by Heieie, second by Wittner, to recommend to City Council an appointment of Jason Branch for the 2024 Parks & Recreation Commission Chair.

Roll Call for Approval

7B. Recommendation for City Council Appointment for the 2024 Parks and Recreation Commission Vice-Chair

Wittner nominated Elizabeth Wynveen for the position of Parks & Recreation Commission Vice-Chair. Schwerm second the nomination.

Motion by Wittner, second by Schwerm, to recommend to City Council an appointment of Elizabeth Wynveen for the 2024 Parks and Recreation Commission Vice-Chair.

Roll Call for Approval

8. Department Happenings

Grange recognized Downs for his service and contribution to the Parks and Recreation Commission.

Heieie asked how often applicants for second terms were replaced with new applicants. Not often. The city received multiple applications to serve on the various commissions, if they are not chosen for the Parks and Recreation Commission, they could be recommended for another commission.

Grange, focusing on the Community Master Plan final report. He has a meeting set up with Perkins & Will on Friday to review the feedback that was given and see revisions made. Grange will communicate information out to the Citizen Task Force this week to review the draft report in early January prior to the next meeting. A work session with the Council will likely follow in late February.

Grange shared the tree lighting in early December was a huge success with great attendance.

There have been some successful open skate events recently (Swiftly Skate) at the Community Center, resulting in huge attendance.

The CCC will be offering the batting cage for individual use on Wednesday evenings, and Saturday and Sunday afternoons.

To welcome in the New Year, there will be a Zumba glow stick party on the 27th, at 5:30.

Adaptive Rec-floor hockey starts Jan. 6th-Jan. 20th.

Treks and Trails preschool is hosting an open house on Jan. 4th, 5-6 pm

The Curling Center is busy over the holidays, it is the busiest time of year there. Daytime has many corporate events, holiday parties and learn to curls.

There will be a Santa parade on December 20. The route for the parade will be posted on Facebook.

Grange stated work is being done at Savanna Oaks Park. They are working on phase two of the project and will seed over the winter. Schwerm stated the notification sent out to the neighborhood was well-done and the work is looking nice.

Keyport stated the clubhouse at the Loop was under development and asked for updates. Grange stated the exterior is almost complete and work is being completed on the inside throughout the winter.

9. Other Business

9A. Round Table

Schwerm thanked Downs for his work as the Chair and shared he was very welcoming to him when he first came on.

Wittner asked if other City staff could attend various Parks & Recreation meetings throughout the year to share more about their department and work duties.

Heieie thanked Branch and Wynveen for stepping into new roles in 2024 on the Parks & Recreation Commission

Saueressig stated he recently watched friends play hockey at the Community Center, it was a lot of fun, and is excited to see the Community Center develop more in the future. There was a lot of action at the hockey rink that night. Saueressig thanked Downs for his work on the Commission.

Branch thanked Downs for the example he has set during meetings as the Chair. He stated Downs was willing to say the difficult things.

Wynveen has appreciated all the holiday event this month. She shared there is free food distribution on December 21. She encouraged individuals to pass this information along to those in need. She thanked individuals for the nomination for the Vice Chair position. She acknowledged Downs for the work and time spent on the Commission.

Keyport enjoyed the tree lighting ceremony and the activities provided outside, including the fire pits and s'mores. It gets better each year. She wished the high school sang carols longer.

Heuer recognized the work of Melissa at the Community Center. She is awesome. He thanked Downs for his work and leadership for the Parks and Recreation Commission.

9. Adjourn Meeting

Motion to Adjourn the December 12, 2023 meeting by Keyport, second by Heuer.

Roll Call to Adjourn at 7:35 p.m.

Next meeting: January 9, 2024

REQUEST FOR ACTION CHASKA PARKS & RECREATION COMMISSION FEBRUARY 13, 2024

Subject: 2040 Pedestrian and Bicycle Master Plan Approval

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

This plan was developed to build on the success of the trails and sidewalk system that Chaska is known for and to provide a variety of recommendations that can increase funding opportunities and encourage more people to walk and bike in Chaska for both recreational and transportation purposes.

With funding support from Carver County Public Health's Ship grant program, city staff were able to secure the services of Community Design Group and WSB Engineering to help get this plan done.

Goals of the plan: increase the number of Chaska residents, workers, and visitors who choose to walk or bike for transportation, recreation, health, fitness, and fun in the city.

There are many recommendations that will require further evaluation, community engagement, funding, and approval before implementation.

These goals will be accomplished over time using the 6 E's approach for success.

Chaska City Council and the Parks & Recreation Commission had a joint work session along with members of the steering committee on January 29th, 2024. There was great discussion and support for the plan.

Staff Request a Recommendation to Council for Approval of the 2040 Chaska Pedestrian & Bicycle Master Plan

CHASKA PARKS & RECREATION ACTION REQUESTED

Recommendation to Council for Approval of the 2040 Chaska Pedestrian and Bicycle Master Plan

- MINUTES -
CHASKA CITY COUNCIL
DECEMBER 18, 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: Councilmembers Grau, Hatfield, Hubbard, and Huang.

Absent: Mayor Windschitl.

Also Present: Matt Podhradsky, City Administrator; Noel Graczyk, Administrative Services Director; Kevin Wright, Community Engagement Manager; Elise Durbin, Assistant Administrator; Nate Kabat, Community Development Director; Ashley Cauley, City Planner; Christophe Morschen, City Attorney; Matt Clark, City Engineer; Ryan Seibert, Police Chief; and Matt Burt, Accounting Supervisor.

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 December 4, 2023 City Council Meeting Minutes

Motion by Councilmember Hubbard, second by Councilmember Hatfield to approve the minutes of the December 4, 2023 City Council meeting.
Motion carried.

7. Consent Agenda

Councilmember Grau asked staff to give a general overview regarding items A. and B.

Police Chief Seibert gave a brief overview of the Tri-City Tactical Team JPA and the Southwest Metro Drug Task Force JPA.

Motion by Councilmember Hubbard, second by Councilmember Grau to approve the Consent Agenda Items A through H:

A. Tri-City Tactical Team Joint Power Agreement

Motion to authorize the Mayor and City Administrator of the City of Chaska to act as the signing authority to approve the Tri-City Tactical Team Joint Powers Agreement

B. Southwest Metro Drug Task Force Joint Power Agreement

Motion to authorize the Mayor and City Administrator of the City of Chaska to act as the signing authority to approve the Southwest Metro Drug Task Force Joint Powers Agreement.

- C. Adopt Resolution No. 2023-101 Approving an Amendment and Assignment of a Tax Abatement Agreement

Motion to adopt Resolution No. 2023-101 Approving an Amendment and Assignment of a Property Tax Abatement Agreement between the City of Chaska and IP Stream Minneapolis, LLC to LightEdge Solutions, LLC

- D. Adopt Resolution No. 2023-102 Finance Policies

Motion to adopt Resolution No. 2023-102 to Adopting Financial Policies for Federal Awards Administration, Capital Assets, and Purchasing Card

- E. Adopt Resolution No. 2023-103 Establish 2023 Interfund Tax Increment Loans

Motion to adopt Resolution No. 2023-103 Providing 2023 Interfund Tax Increment Project Financing

- F. Adopt Resolution No. 2023-104 Approving Lot Split and Minor Variance for 303 & 305 Hickory Street/Daniel Schepers/PC #2023-27

Motion to adopt Resolution No. 2023-104 Resolution to approve a lot split and minor variance to allow an existing driveway to encroach into the side yard setback and up to 3.4 feet/ Daniel Schepers/PC #2023-27

- G. Memorandum of Understanding for Recreation Services Between the City of Carver and the City of Chaska

Motion to approve the renewal of the Carver Recreational Agreement between the City of Carver and the City of Chaska as defined in the Memorandum of Understanding

- H. Adopt Resolution No. 2023-106 Approving the Feasibility Report for the NE Collector in the SW Area

Motion to adopt Resolution No. 2023-106 Accepting the Feasibility Report Amendment for the NE Collector in SW Chaska Development Area

Motion carried.

8. Action Items

8.A. Adopt Resolution 2023-105 approving the Final Site and Building Plan for the Public Safety Facility/City of Chaska/PC #2023-26

City Administrator Podhradsky introduced the item to the Council and asked Quinn Hutson, CNH Architects to provide a presentation and virtual tour of the space.

Motion by Councilmember Hatfield, second by Councilmember Hubbard to adopt Resolution 2023-105 Approving the Final Site Plan for the Public Safety Facility/City of Chaska/PC #2023-26.

Motion carried.

8.B. Adoption of 2024 Tax Levy and General/Enterprise Fund Budgets

8.B.i. Resolution 2023-95 – 2024 Tax Levy

City Administrator Podhradsky introduced the item to the Council and reviewed various budget and levy details.

Mayor Pro Tem Huang stated that the Council has been discussing the tax levy and budget for the last 5 months, so tonight's information was not new to them.

Councilmember Hatfield expressed her appreciation to the residents for being vocal and sharing their thoughts with the Council on these items.

Mayor Pro Tem Huang stated he would echo Councilmember Hatfield's comments and explained he had some very constructive conversations with residents. He stated that having these conversations allows them to convey to the residents that these decisions had not been made on a whim, followed a very thoughtful process, and was being done for the long-term benefit of the community.

Councilmember Grau stated these are not always easy conversations, but felt that he was able to have many good conversations with residents on this information.

Councilmember Hubbard stated that she thinks this has been a great process and thanked City staff for their work pulling together the budget information for consideration and their willingness to help the Council and residents understand it.

Motion by Councilmember Grau, second by Councilmember Hubbard to adopt Resolution 2023-95 Adopting Property Tax Levies for Payable 2024.

Motion carried.

8.B.ii. Resolution 2023-96 – General/Enterprise Fund Budgets

Motion by Councilmember Hatfield, second by Councilmember Grau to adopt Resolution 2023-96 Adopting 2024 Fund Budgets.

Motion carried.

8.C. Establishing 2024 Utility Rates

8.C.i. Adopt Ordinance No. 2023-1039 Establishing 2024 Electric Utility Rates

Motion by Councilmember Hubbard, second by Councilmember Hatfield to adopt Ordinance No. 2023-1039 Establishing 2024 Electric Utility Rates. Motion carried.

8.C.ii. Adopt Resolution No. 2023-98 Approving Summary Publication for Ordinance 2023-1039

Motion by Councilmember Hatfield, second by Councilmember Grau to adopt Resolution No. 2023-98 Approving Summary Publication of Ordinance 2023-1039. Motion carried.

8.C.iii. Adopt Ordinance No. 2023-1040 Establishing 2024 Water Sewer Utility Rates

Motion by Councilmember Hubbard, second by Councilmember Hatfield, to adopt Ordinance No. 2023-1040 Establishing 2024 Water Sewer Utility Rates. Motion carried.

8.C.iv. Adopt Resolution No. 2023-99 Approving Summary Publication for Ordinance 2023-1040

Motion by Councilmember Grau, second by Councilmember Hubbard to adopt Resolution No. 2023-99 Approving Summary Publication of Ordinance 2023-1040. Motion carried.

8.C.v. Adopt Resolution No. 2023-100 Establishing 2024 Storm Water Utility Rates

Motion by Councilmember Hatfield, second by Councilmember Grau, to adopt Resolution No. 2023-100 Adopting a Stormwater Utility Residential Equivalency Factor. Motion carried.

9. Bills

9.A. Accounts Payable Claims Roster 12-18-2023

The Council requested further information about bills on pages 4, 9, 21, and 31.

City Administrator Podhradsky provided further information regarding those bills.

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

10. Other Business

10.A. City Administrator's Report

10.A.i Biweekly 12-18-2023

Councilmember Hubbard:

- Chaska Human Rights Awards will be on January 15, 2024 at the Chaska Event Center from 7:45 to 9:30 a.m.
- Firemen's Ice Fishing contest will be held on February 3, 2024 from 1:00 to 3:00 p.m.
- Applications were still open for various Commissions and encouraged people to apply

Councilmember Hatfield:

- Free food distribution will be held on December 21st at the old Gedney
- Coffee with a Cop will be December 20th at 9:00 a.m. – South Caribou Coffee
- Santa Parade on December 20th from 4:30 p.m. to 8:30 p.m. and will begin at the fire station
- Citizens Academy classes (free) will be held on Thursday evenings from 6:00-8:30 p.m.

10.B. Metropolitan Governance Task Force Update

10.C. Mosquito Control District Summary 2023

10.D. Financial Reports as of 10/31/2023

11. Adjourn

Motion by Councilmember Hubbard, second by Councilmember Grau to adjourn the meeting at 8:10 p.m.

Motion carried.

- 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.

- MINUTES -
CHASKA CITY COUNCIL
JANUARY 22, 2024

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; Kevin Wright, Community Engagement Manager; Elise Durbin, Assistant Administrator; Christophe Morschen, City Attorney; and Krista Mark, Communications Coordinator.

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. Human Rights Commission Year in Review

Sarah Carlson, Chair of the Human Rights Commission, provided an overview of the efforts of the Commission throughout 2023. The Commission celebrated Women's History Month, held a Pride Picnic, partnered with community organizations for Driver's License for All effort, hosted a booth at River City Days, initiated African Cultural Night, held a booth at the Latin Music and Food Fest, received an award from Unidos MN the Driver's License for All efforts, and created community display to bring awareness to Dia de los Muertos.

Ms. Carlson shared a list of the 2024 Action Plan including engagement with community groups and members, advising staff and Council, continuing community engagement and education efforts, and continuing core efforts to create and promote monthly messages or opportunities to encourage community-building.

Councilmember Hatfield thanked Ms. Carlson for the Commission's efforts and recognized the Commission's growth. Councilmember Huang agreed the Commission's work is valuable for the Chaska community.

Councilmember Grau thanked Ms. Carlson for the Commission's events and community outreach efforts. Councilmember Hubbard thanked Ms. Carlson for the presentation and shared her positive experiences with the Commission's events throughout the year.

Mayor Windschitl pointed out the immense growth in the Commission over the years and thanked Ms. Carlson for her leadership.

6. Approve Previous Meeting Minutes

6.A. Approve the January 8, 2024 City Council Meeting Minutes

Motion by Councilmember Hubbard, second by Councilmember Grau to approve the minutes of the January 8, 2024 City Council meeting.

Motion carried.

7. Consent Agenda

Mayor Windschitl asked if Consent Agenda Item 7.D. Adopt Resolution No 2024-09 approving the Safe Routes to School (SRTS) Infrastructure Grant Program was for the Hwy 41 underpass area. City Administrator Matt Podhradsky stated Consent Agenda Item 7.D. Adopt Resolution No 2024-09 approving the Safe Routes to School (SRTS) Infrastructure Grant Program was for the main trail at the bottom of the hill. He provided more information on the project in relation to 2025 trail construction plans.

Councilmember Hatfield noted the primary election is coming up March 5, 2024, and early voting has begun, referring to Consent Agenda Item 7.A. Adopt Resolution No 2024-5 Appointing Presidential Preference Primary Judges.

Councilmember Huang stated the previous version of the packet included five consent items. Mayor Windschitl explained one item regarding a Commission appointment was removed and will be brought back in the future.

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

A. Adopt Resolution No 2024-5 Appointing Presidential Preference Primary Judges

Motion to adopt Resolution No. 2024-5 appointing those persons listed on Exhibit A as Election Judges for the Presidential Preference Primary, Tuesday, March 5, 2024.

B. Adopt Resolution No 2024-6 Accepting Gifts and Donations

Motion to adopt Resolution 2024-06 acknowledging and accepting gifts to the City of Chaska received during the period October 1, 2023 through December 31, 2023.

C. Adopt Resolution No. 2024-8 Bond Sale Reimbursement

Motion to adopt Resolution No 2024-8 relating to financing certain proposed projects and establishing compliance with reimbursement bond regulations under the Internal Revenue Code.

D. Adopt Resolution No 2024-09 approving the Safe Routes to School (SRTS) Infrastructure Grant Program

Motion to adopt Resolution 2024-09 approving the Safe Routes to School (SRTS) Infrastructure Grant Program

Motion carried.

8. Action Items

8.A. Adopt Resolution 2024-7 Authorizing the Solicitation of Public Bids for the Public Safety Facility

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

Councilmember Huang asked what would be done with the time capsule at the current Fire Station. City Administrator Podhradsky stated the options are being discussed, but it is likely it will be reburied at the new facility.

Mayor Windschitl asked how many bid requests would be sent out. Drew Suggs, representative of RJM, stated anything over \$175,000 has to be its own bid. There will likely be around 32 bid packages.

City Administrator Podhradsky explained the benefits of the multiple bid process. The method is becoming more popular as it is cost-effective and allows for the best outcomes.

Councilmember Hatfield asked if the bids are just for the building efforts or office supplies such as desks. City Administrator Podhradsky stated anything that stays with the building is part of the bid process. One bid could be all of the plumbing while another could be all of the HVAC and so on.

Councilmember Hatfield asked if the market is good for receiving bids. Mr. Suggs confirmed it is a good time to release bids for contractors to fill up their schedules. There has been a good amount of interest in the project.

City Administrator Podhradsky pointed out RJM has been assisting Staff in estimating the various pieces of the project.

Mayor Windschitl asked if the City is eligible for public safety funding that is being discussed by the Governor. City Administrator Podhradsky noted Governor Walz has yet to define public safety and the funding opportunities.

Councilmember Huang asked what the variance is for the final budget. Mr. Suggs stated RJM is confident with the current estimate.

Motion by Councilmember Huang, second by Councilmember Grau to adopt Resolution No. 2024-7 authorizing the solicitation of public bids for the Public Safety Facility.
Motion carried.

9. Bills

9.A. Accounts Payable Claims Roster 1-22-2024

The Council requested further information about bills on pages 8, 11, and 16.

City Administrator Podhradsky provided further information regarding those bills.

Motion by Councilmember Huang, second by Councilmember Grau 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. 2023 Building Official Year End Report

10.A.i. LMC Wellness Article

10.B. Financial Reports as of 11/30/23

Councilmember Hatfield:

- Thanked the Human Rights Commission for their recent event and thanked SOAR for their participation.
- Congratulated the community organizations that received the MLK Human Rights Awards. She read an excerpt that was read at the event.
- Noted the GTO program is looking for 2024 interns.

Councilmember Hubbard:

- Agreed the MLK Breakfast was well-done and thanked the community members and Staff that supported the event.
- Congratulated the community organizations that received the MLK Human Rights Awards.
- Stated the library is celebrating its 101st year on February 7, 2024.
- Attended a discussion on homelessness hosted by Beacon Interfaith Connection in Waconia. They talked about statistics, local programming, and the lack of affordable housing. She shared a few statistics with the Council and there was a discussion about funding.

Councilmember Huang:

- Stated Fireman's Fishing Contest is on February 3, 2024, but it will not take place on the ice.
- Pointed out Christmas in May is coming up.
- Expressed his excitement for The Loop's opening on May 5, 2024.
- Noted Taste of Chaska will be May 8, 2024.
- River City Days is scheduled for July 26 through July 28, 2024.
- Thanked the Human Rights Commission for their work throughout 2023.
- Congratulated the community organizations that received the MLK Human Rights Awards.
- Pointed out the Minnesota League of Cities has a great article about employee retention efforts. He congratulated Staff on their recognition in the article.
- Thanked Staff for preparing the ice rinks throughout Chaska.

Councilmember Grau:

- Asked if there is an application deadline for Christmas in May. City Administrator Podhradsky stated the application deadline is March 18, 2024.
- Noted the Chaska girls' basketball team beat Chanhassen recently and encouraged community members to enjoy the community atmosphere throughout local rivalries.

Assistant City Administrator Durbin:

- Stated Carver County Connect will be Wednesday, January 24, 2024 at the Chaska Event Center, which is an event that provides information on local service offerings. There is free transportation.
- Noted the City will be closing on the Ernst House Project within the week.

City Administrator Podhradsky:

- Reminded everyone there won't be a regular meeting on the fifth Monday of the month, but there will be a work session for the Council.
- Noted the City Administrator review is coming up in February.
- Agreed the Wellness Committee has done a great job with Staff retention. Also, the billing report is unprecedented in terms of community growth, and Staff has worked hard to handle the increased demand.

Mayor Windschitl:

- Pointed out the Minnesota League of Cities article about Staff retention features only photos of Chaska. He congratulated Staff for their efforts.
- Stated January 27, 2024 is the Boy Scouts' 50th Anniversary celebration.
- Encouraged community members to make use of the skating rinks before they melt.

11. Adjourn

Motion by Councilmember Hatfield, second by Councilmember Huang to adjourn the meeting at 8:36 p.m.

Motion carried.

**CHASKA PLANNING COMMISSION
MINUTES
NOVEMBER 8, 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 Olson, Urbanski, Baswa, Purdy, Kerber, Campbell, and Chairperson Brass.

Members absent: Commissioners Gaare and Aasen

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

3. Adopt the Agenda

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

Motion carried.

4. Visitor Presentation

No one appeared under Visitor Presentation.

5. Approve Previous Meeting Minutes

- a. Approve the October 11, 2023 Planning Commission Meeting Minutes

Motion by Commissioner Olson, second by Commissioner Purdy, to approve the minutes of the October 11, 2023 Planning Commission meeting.

Motion carried.

6. Consent Agenda

7. Public Hearing: Recommend Approval of the Preliminary Site and Building Plan and Rezoning for the Public Safety Facility/City of Chaska/PC #2023-25

City Planner Cauley presented the item to the Commission.

Commissioner Olson asked about change of the western drive and asked if his understanding was correct that the police would enter and exit out of the secured area through a parking lot, in order to get to Engler.

City Planner Cauley explained that, generally, the Police Department would utilize the eastern access and noted that the western drive is just to add some additional circulation options but would not be their primary access.

Commissioner Olson stated that the last time they spoken, he thought it was to be used for emergencies, but now it looks as though they are putting that in a place where there is a public parking lot and asked if that was the smartest choice.

Community Development Director Kabat stated that the primary plan, for example, 90% of the days, would be to have that western access to be used primarily for officers to come and go as they begin their shifts and the eastern access would be used for the emergency response function. He noted that the Police Department does not see these plans as a major concern and were comfortable with this plan.

Commissioner Olson noted that one of the renderings showed the park size and asked how it had gotten smaller than what it was originally.

City Planner Cauley explained that as more information was provided about the stormwater plans, they found that they would now be utilizing ponds rather than underground chambers.

Commissioner Urbanski noted that he was not present when the Concept Plan was presented to the Commission and asked if there was anything unique to this building from a sustainability standpoint.

City Planner Cauley suggested that the architect could answer that question.

Chair Brass asked for clarification on the changes planned to the pedestrian sidewalk on the north side.

City Planner Cauley explained that included as a condition of approval was a requirement to provide a connection along the northern property line for pedestrian access.

Community Development Director Kabat noted that part of that desire is looking at the pedestrian changes that may occur with the Engler project. He explained that this was a link that the City wanted to continue to explore.

Commissioner Olson asked if that would be part of the County's enhancement of Engler to incorporate a sidewalk on the south side or if it would be the City's.

Community Development Director Kabat stated that at the end of the day, those pedestrian facilities, as part of the Engler project, will be with the City's participation.

Chair Brass stated that he had asked because the connection for people getting across had come up in past discussions.

Community Development Director Kabat noted that it had been part of the conversation the whole time, but noted that there are other connections that are more circuitous, as well as a trail to the north.

Commissioner Olson stated that he was disappointed to see just 3 or 4 bullet points following their requirement of community meetings and reporting back to the Commission. He stated that

feels this should have been an opportunity for the Commission to know what the dialogue was however, they were not given much information they were given.

Community Development Director Kabat stated that he had attended the meeting which was pretty straight forward. He noted that there really wasn't much more to the dialogue than what was reflected in the bullet points.

Chair Brass asked if the overall feeling from the meeting was positive.

Community Development Director Kabat stated that there were questions about budget and how this would be paid for and how the municipal services building would be used which are things that aren't necessarily within the Planning Commission's purview. He stated that he thinks the other consistent comments were related to the park and what will happen there.

Chairperson Brass opened the public hearing at 7:35 p.m. There being no public comment, Chair Brass closed the public hearing at 7:36 p.m.

Quinn Hutson and Brooke Jacobson, CNH Architects introduced themselves and noted that they kept sustainability in mind when they were designing the building. He reviewed some of the elements that are included in the plans such as using the water from the stormwater pond for irrigation, high insulation argon windows, high efficiency energy systems, and also designing for potential future solar panels on the roof.

Commissioner Urbanski noted that if the City is going to be asking developers to incorporate various sustainability efforts within their plans, he feels the City, in its own projects, should be setting a good example for them.

Commissioner Olson asked about the design set up with the evolution of Electric Vehicles (EV), for example, if the police force decided to switch over to that type of vehicle.

Ms. Jacobson, CNH Architects, explained that they are providing conduit out to pretty much every section of parking areas, so if charging stations are needed in the future, they could easily be installed. She stated that the framework would all be there so they would just need to run it back to the electrical room. She noted that within the apparatus bays and parking garage, they will have plenty of space available to accommodate EV charging in the future.

Mr. Hutson stated that they are sizing the main electrical service for that extra load in the future as well.

Commissioner Purdy asked if there would be a traffic light installed at the exit coming out of the fire station.

Community Development Director Kabat noted that will be part of the whole Engler project discussions and explained that they are exploring a number of options as to what will happen out there. He stated that they are looking at a number of ways to provide a warning or signalized system that would notify drivers that there was an emergency vehicle approaching. He explained

that he would expect that to be connected to the Opticon system that is embedded in the emergency vehicles.

Commissioner Olson stated that they had discussed the issue of the police sharing the driveway on the west, but wanted to talk more specifically about fire now. He stated that there are 34 stalls that will be designated for fire in the 'U' area and the north side of the building. He asked if they would be able to access the building quickly if they were coming in for an emergency situation. He explained that he was trying to imagine the use of the west drive for both fire and police.

Ms. Jacobson explained that the internal parking in the 'U' area is where the duty crew or the first to respond to the calls will park. She noted that in a situation where there is a larger 'all call' event, that they will park in the northern parking area. She explained that usually when they are responding they are coming into the facility to learn about what is happening and where they are needed, rather than simply being expected to respond right away.

Commissioner Olson asked how they would know which area they should park in and noted that they have two different parking lots for the same team who are all trying to come to the same place.

Community Development Director Kabat explained that he feels these kinds of details will be handled in the training process. He stated that the model for staffing in their Fire Department is rapidly changing from a purely on-call response because they have duty crews that are on for most of the time which means they are actively stationed at the facility and ready for calls. He stated that most responses are able to be handled with the duty crew without the need for the additional volunteer Firefighters would need to respond.

Commissioner Campbell stated that he believes they will be able to figure it out after one call and gave examples of how the response in an all call situation works. He noted that there is really not a traffic jam of them trying to get in and out.

Commissioner Olson stated that he just wants it to be made clear to everybody what the expectations are.

Community Development Director Kabat noted that both the Police and Fire Departments have been integrated into the design process the entire time and the plans had been done with their needs and wants in mind.

Commissioner Urbanski noted that he thinks this looks like a nice building and asked if they should add a condition related to the warning system for drivers about the emergency vehicles.

Community Development Director Kabat explained that he was hesitant to add it as a condition since it would be undertaken through a separate process.

Commissioner Urbanski stated that he just wanted to make sure everyone was on the same page with that detail.

Motion by Commissioner Urbanski, second by Commissioner Purdy, to recommend approval to the City Council of the Preliminary Site & Building Plan for 285 Engler Blvd and the adjacent, unaddressed Meadow Park property, subject to the following conditions:

1. Approvals shall be based on the following graphic exhibits, unless modified by the conditions below:
 - a. Project Narrative
 - b. Site Exhibit, dated Oct. 27, 2023
 - c. Site plans, dated Oct. 2, 2023
 - d. Grading plan, dated Oct. 27, 2023
 - e. Utility plan, dated Oct. 27, 2023
 - f. Paving plan, dated Oct. 27, 2023
 - g. Illumination plan, dated Oct. 27, 2023
 - h. Landscaping plan and details, dated Oct. 27, 2023
 - i. Building elevations and renderings, dated Oct. 27, 2023
 - j. Floor plans, dated Oct. 3, 2023
 - k. Truck turning exhibits, dated Oct. 27, 2023
2. Prior to the release of a permit:
 - a. Properties must be tax combined with Carver County.
 - b. Coordination with the City Engineer regarding utilities, grading, access, and drainage.
 - c. Coordination with Carver County regarding access onto Engler Blvd.
 - d. Provide and east-west pedestrian connection along Engler Blvd.
 - e. Submit a stormwater management plan meeting City and Carver County WMO standards.
 - f. Submit an illumination plan complying with Sec. 15.28.250.
 - g. Mechanical equipment must be screened from view.
 - h. Compliance with applicable zoning requirements, in particular Sec. 15.28 (Special Regulations) and Sec. 15.28.120 (Building Design/ Materials and Site Design).
 - i. Coordination with Electric Department on service locations.
 - j. Submit a landscaping plan that comply with Sec. 15.28.070. This plan should meet the minimum requirement for understory trees and contemplate proposed utilizes and minimize overlap when possible.
 - k. Trash enclosure and ancillary buildings must comply with Section 15.28.120.
 - l. Submit an irrigation plan.
3. All building signage requires a sign permit and must comply with the sign ordinance
4. Providing additional information about a warning sign for traffic regarding the emergency vehicles

Motion carried.

Motion by Commissioner Brass, second by Commissioner Baswa, to recommend approval of 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.

8. Other Business

9. Receive Other Meeting Minutes

- a. Receive the September 18, 2023 and October 2nd, 2023 City Council Meeting Minutes
- b. Receive the September 18, 2023 EDA Meeting Minutes

10. Adjourn

Motion by Commissioner Urbanski, second by Commissioner Kerber, to adjourn the meeting at 7:50 pm.

Motion carried.