

- MINUTES -
CHASKA CITY COUNCIL
APRIL 21, 2025

1. Call to Order

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

2. Pledge of Allegiance

3. Roll Call

Roll call was taken. Present: Mayor Hubbard and Councilmembers Benesh, Grau, Hatfield, and Sheveland.

Absent: None.

Also Present: Matt Podhradsky, City Administrator; Kevin Wright, Community Engagement Manager; Marshall Grange, Parks and Recreation Director; Nate Kabat, Community Development Director; Liz Hanson, City Planner; Krista Mark, Communications Coordinator; and Christophe Morschen, City Attorney.

4. Adopt the Agenda

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

5. Visitor Presentation

5.A. Southwest Community Park Master Plan Update

City Administrator Podhradsky introduced the item to the Council and Parks and Recreation Director Grange provided a presentation on it.

Parks and Recreation Director Marshall Grange explained the first phase included community engagement through a carnival, project website, focus group meetings, and a market study. The online survey received more than 1,400 responses, which is a very high response rate. He detailed the demographics of respondents.

Mr. Grange stated the top requests were for nature trails, splash pads, and enhanced food service options. Within a park shelter building, there were requests for year-round restrooms, covered open-air spaces, and a winter warming house. There was interest in the winter activities of sledding and ice skating. Overall, the highest priorities for the park were for play and nature.

Mr. Grange pointed out the idea board was a place for folks to submit unique ideas; there was a variety of interest.

Mr. Grange noted focus group meetings included athletic associations, active older adults, Chaska Rotary and Lions, school district leadership, folks with disabilities, Staff, and nearby residents. Each group ranked themes differently.

Mr. Grange stated a market study was completed for the 15-minute service area. The numbers are still being fleshed out. They hoped to find a gap in park systems to incorporate into the new park. The only offering that was slightly lacking in the area was rectangular sports fields.

Mr. Grange summarized the next steps of the process. The three concepts will be refined and made available online.

Councilmember Hatfield expressed the community's excitement for the park.

Councilmember Grau pointed out Maple Grove has a new park with fields. There is a destination park in Des Moines which is a notable regional event. He added turf baseball fields would be a great attraction.

Councilmember Sheveland stated Centennial Park offers paddle boats and putting green. She encouraged the park planner to check out French Regional in Plymouth. It has multiple levels similar to Hyland Park in Bloomington.

Mayor Hubbard noted the community engagement rate is exciting.

Mr. Grange added Chaska must consider the long-term maintenance cost.

5.B. Communications Update

City Administrator Podhradsky introduced the item to the Council and Communication Director Kevin Wright provided a presentation on it.

Mr. Wright explained the 2025 communications goals include a website refresh, a podcast, consistency in communications, a resident guide, neighborhood ambassadors, a resident academy, and a communications plan. *Chaska Today* will be revived in 2025 as well with a mailing every other month. Chaska has been leaning into more video content in recent years. Staff has been working with the Police Department to develop a FIVE-O trailer for community engagement. The model is based on an effort in Aurora, Colorado, and is intended to be a mobile block party.

Councilmember Sheveland stated a park tour with the trolley would be a fun opportunity to highlight the parks.

Mayor Hubbard noted the newsletter will be a great communication tool for the community. She thanked Staff for their work.

Councilmember Sheveland requested Staff highlights be included in future communications.

6. Approve Previous Meeting Minutes

6.A. Approve the March 17, 2025, City Council Meeting Minutes

Motion by Councilmember Hatfield, second by Councilmember Grau to approve the minutes of the March 17, 2025, City Council meeting.

Motion carried.

7. Consent Agenda

Councilmember Hatfield noted the upcoming summer events are exciting.

City Administrator Podhradsky pointed out the overlay project came in extremely under budget. They are looking to expand the scope of the project.

Motion by Councilmember Benesh, second by Councilmember Sheveland to approve the Consent Agenda Items A through K:

A. Transient Accommodation License - Prime Hotels Inc. DBA Super 8 Chaska

Motion to approve the 2025-2026 transient accommodation license keep as a Level I effective May 1, 2025, through April 30, 2026, for Prime Hotels Inc. DBA Super 8 Chaska.

B. Approve Temporary On-Sale Intoxicating License For Chaska Rotary - River City Days

Motion to approve Temporary On-Sale Intoxicating License TW 25.02 for the Chaska Rotary, that allows them to serve intoxicating beverages at Chaska City River Days, on July 25th – 27th, 2025 providing permit upon payment of a fee.

C. Approve Temporary On-Sale Intoxicating License for Chaska Rotary - Music Festival

Motion to approve Temporary On-Sale Intoxicating License TW 25.03 for the Chaska Rotary Foundation, that allows them to serve intoxicating beverages at Chaska Cares Music Festival, on Saturday, September 20, 2025, providing permit upon payment of a fee.

D. Approval of revised Chaska Fire Department Relief Association Bylaws

Motion to approve revised Chaska Fire Department Relief Association Bylaws effective as of April 21, 2025.

E. Approval of 2024 Interfund Transfers

Motion to approve 2024 interfund transfers to be reported as Other Financing Sources and Uses in the 2024 Annual Comprehensive Financial Report.

F. Approve Tobacco License Applications for NorthStar Regional, Inc

Motion to approve licenses to sell tobacco-related products for NorthStar Outpatient Program (Sugar Creek) located at 1055 Stoughton Ave. Chaska and NorthStar Regional Women's Residential Treatment Center located at 320 Walnut St. Chaska

G. Adopt Resolution 2025-23 Approving the 2025 Municipal Services Building Roof Replacement

Motion to approve Resolution 2025-23 awarding the bid for the 2025 Municipal Services Building Roof Replacement to Hoffman Weber Construction in the low bid amount of \$336,753.00.

H. Adopt Resolution 2025-24 Approving 2025 Chaska Overlay Program

Motion to approve Resolution 2025-24 awarding the bid for the 2025 Chaska Overlay Program to Northwest Asphalt in the low bid amount of \$629,807.04.

I. Adopt Resolution 2025-25 Approve 2025 Chaska Town Course Parking Lot Overlay Program

Motion to approve Resolution 2025-25 awarding the bid for the 2025 Chaska Town Course Parking Lot Overlay Program to Northwest Asphalt in the low bid amount of \$91,440.10.

- J. Adopt Resolution No. 2025-26 Approving the Lot Split for the Eitel House (2532 Eitel Road)/Peter Isabell/PC #2025-06

Motion to adopt Resolution No. 2025-26 approving the lot split for the Eitel House (2532 Eitel Road), subject to the following conditions:

1. Approvals shall be based on the following exhibits:
 - a. Site Plan (pg C2.0), prepared by Civil Site Group, dated April 7, 2025;
 - b. Utility Plan (pg C4.0), prepared by Civil Site Group, dated April 7, 2025
2. Future construction of a detached garage shall require approval of a site alteration permit by the Heritage Preservation Commission (HPC), prior to issuance of a building permit.
3. Future construction of a detached garage on the Eitel House lot will require that the size, scale, materials, and overall design fit in appropriately with the Eitel House as directed and approved by the HPC.
4. Driveways shall be set back a minimum of five (5) feet from interior side lot lines.
5. Provision that Jonathan Association approve the relocation of the mail cluster on Eitel Road prior to issuance of a building permit on Parcel A.
6. Provision that the existing utilities that serve Parcel B (Eitel House) to be abandoned, and new utility services be provided for each lot to be approved by the Water and Sewer Department prior to issuance of a building permit for Parcel A.
7. Provision to obtain Certificate of Occupancy and building permit completion for Eitel House prior to issuance of a building permit on Parcel A.
8. Provision to install a paved driveway on Parcel B (Eitel House) prior to issuance of a building permit on Parcel A.
9. Provision to coordinate with Chaska Electric on the relocation of the existing electric line, and to be completed prior to issuance of a building permit on Parcel A.
10. Provision to coordinate with Chaska engineering on the roadway patch and curb replacement limits for each lot's driveways.
11. Provision to coordinate with Chaska Fire on the placement/installation of the new fire hydrant prior to issuance of a building permit on Parcel A.

K. Adopt Ordinance 2025-1058 to Amend CMCO 7.28.100 Alternate Metering System
Motion to adopt Ordinance No. 2025-1058 Alternate Metering System for Electric Meters.
Motion carried.

8. Action Items

8.A. TABLED from 3/17/2025: Adopt Resolution No. 2025-14 and Ordinance No. 1055 Approving the Preliminary Plat and Rezoning for Fultonwood/Pulte Homes/PC #2024-21

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

Haley Daily, representative of Pulte Homes, also provided a presentation. She explained the background of Pulte and its connection to Del Webb. Pulte added an access point on the west side of the project. She showed a cross-section image depicting the view from the proposed homes' backyards. Additional landscaping and buffers were added.

Ms. Daily noted the original proposal was for two-story homes. They hope to offer six floor plans with a variety of bedroom and garage stall numbers. The plan has been revised to

incorporate two single-floor plans. Overall, the plan includes 52 single-family homes, a tot lot, and various home styles.

Mayor Hubbard asked if certain lots are designated for one- or two-story homes. Ms. Daly stated the potential homeowner would be allowed to choose their lot and the type of home.

Councilmember Hatfield expressed her appreciation for the increased safety with the addition of another access point and the tot lot.

Councilmember Sheveland stated the one-story home option will be attractive to potential buyers.

Councilmember Grau thanked Pulte for their flexibility and responsiveness.

Councilmember Benesh noted his appreciation for the additional access point.

Mayor Hubbard pointed out that the Council has considered the needs of the neighboring community although it is outside of Chaska. The Council, Staff, and Pulte have worked together to create the best possible product.

Motion by Councilmember Benesh, second by Councilmember Grau to adopt Resolution No. 2025-14 approving the preliminary plat for Fultonwood (PC #2024-21).
Motion carried.

8.A.i. Ordinance No. 1055

Motion by Councilmember Sheveland, second by Councilmember Benesh to adopt Ordinance No. 1055 approving the rezoning from Open (O) to Planned Residential District No. 88 (PRD-88) for Fultonwood.

Motion carried.

8.B. Adopt Resolution No. 2025-22 Approving the Preliminary Site & Building Plan for Beckman Coulter at 316 Lake Hazeltine Drive/CRB/PC #2025-05

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

Amy Salisbury, representative of Beckman Coulter, noted they are excited to offer more jobs in Chaska.

Mayor Hubbard noted the building is beautiful. She thanked Beckman Coulter for their investment in Chaska.

Motion by Councilmember Benesh, second by Councilmember Hatfield to adopt Resolution No. 2025-22 approving the Preliminary Site & Building Plan for the building addition at 316 Lake Hazeltine Drive (PC #2025-05).

Motion carried.

8.C. Transient Accommodation License - Chaska Lodging Management LLC - DBA TownSquare Place

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

Councilmember Sheveland asked if the City wants to continue issuing a transient accommodation license to TownSquare Place and if the City should require some exterior updates.

City Administrator Podhradsky explained there is a licensing process in place. If a business doesn't follow the licensing process, then the City may intervene. However, TownSquare Place has been making progress.

City Attorney Christophe Morschen stated TownSquare Place is eligible for the license according to the ordinance. If the exterior of the building isn't meeting City Code, then Staff could move forward with code enforcement. The City Council has more discretion in zoning.

Councilmember Grau stated the City must consider how long a business may stay at level III. City Administrator Podhradsky stated Staff would make the argument to intervene if TownSquare Place wasn't moving in the right direction.

Councilmember Hatfield added the building is more attractive to potential buyers if it continues to act as a hotel. She noted TownSquare should have had representation at the meeting.

Mayor Hubbard asked how many individuals are long-term residents of TownSquare. City Administrator Podhradsky stated most residents are month-to-month renters.

Mayor Hubbard asked if there is a limit on how long an individual may stay at a hotel. Community Development Director Nate Kabat explained a hotel is defined as a maximum of 29 days. However, it is difficult to enforce any violations of the time limit.

Mayor Hubbard pointed out that the lack of police calls is encouraging. She stated she would have liked representatives of TownSquare Place to be present to continue the conversation. The Council's intention for TownSquare Place is for short-term stays, and it is unclear if they offer that service. TownSquare Place has new management, but that isn't evident in the community. Their lack of success falls on the Council.

Councilmember Sheveland noted she had someone visit that left halfway through their stay at TownSquare because it was so bad. The business isn't in line with the Council's vision for Chaska.

Councilmember Grau asked what changed since August because there were several calls before then. Councilmember Hatfield stated the management changed in May 2024. Councilmember Grau noted it may be unsustainable.

City Administrator Podhradsky added the business is motivated to leave Level III because it is a financial burden.

Motion by Councilmember Grau, second by Councilmember Sheveland to approve the 2025-2026 transient accommodation license keep at a Level III for TownSquare Place effective May 1, 2025, through April 30, 2026 for Chaska Lodging Management LLC DBA TownSquare Place. Motion carried.

8.D. Public Hearing: Adopt Ordinance 2025-1059 Amending Chapter 5, Article 5.44 Sections 5.44.010 and 5.44.020 Alcoholic Beverages

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

Councilmember Hatfield stated the change is reasonable. Councilmember Benesh added Chaska has more affordable rates than the surrounding communities.

Mayor Hubbard opened the public hearing at 9:00 p.m.

No one wished to address the Council.

Mayor Hubbard closed the public hearing at 9:01 p.m.

Motion by Councilmember Benesh, second by Councilmember Hatfield to adopt Ordinance 2025-1059 Amending Chapter 5, Article 5.44, Sections 5.44.010 and 5.44.020, increasing the license fee for new and renewal on-sale intoxicating, on-sale wine, taproom and off-sale intoxicating, off-sale 3.2 percent malt liquor, and brewery off-sale liquor licenses, and investigation fees for the City of Chaska, Minnesota. Motion carried.

9. Bills

9.A. Accounts Payable Claims Roster 21-4-2025

The Council requested further information about WAFTA dues and MetroNet.

City Administrator Podhradsky provided further information.

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

10. Other Business

10.A. City Administrator's Report

10.A.i. Bi-Weekly Report 21-4-2025

Councilmember Grau:

- Pointed out that serving on SouthWest Transit Board has been interesting in light of Federal funding changes.
- Noted D-BAT has been active in the local sports community.

Councilmember Sheveland:

- Stated the Community Center is busy in the evenings, which is encouraging. Her children are attending gymnastics there.
- Added the road work progress is nice to see.
- Met with the Catholic school's Cub Scouts, and they may visit a Council meeting.
- Encouraged folks to attend the Catholic schools' Spring Gala.

Councilmember Hatfield:

- Noted Coffee with a Cop is April 23, 2025.
- Stated Taste of Chaska is May 14, 2025.
- Pointed out the signage is downtown looks amazing.
- Encouraged community members to visit The Loop.
- Added SouthWest Transit has new bus wraps and a new route.
- Requested the new Councilmembers be trained on potential transit changes.

Councilmember Benesh:

- Explained five years ago his paramedic partner completed suicide. He encouraged first responders to reach out for help.

City Administrator Podhradsky

- Provided an update on cannabis licenses at the State level.
- Pointed out many trees are being planted around Chaska.

Mayor Hubbard:

- Noted construction is ongoing throughout Chaska and recommended folks pay attention to signage.
- Stated Chaska received a bond hearing regarding City Square West.
- Attended the American Society of Civil Engineering banquet.
- Added the work on City Square Park is underway.
- Pointed out May 3, 2025, is the Spring Yard Cleanup.
- Stated Chaska Friends of the Library is having a book sale on April 25, 2025.
- Noted the First Responder Luncheon is April 30, 2025.
- Explained she signed up to walk or run 100 miles in May.
- Stated El Dia del Nino is on April 26, 2025.

11. Adjourn

Motion by Councilmember Hatfield, second by Councilmember Benesh to adjourn the meeting at 9:30 p.m.

Motion carried.