

**MINUTES OF MEETING  
DELLWOOD CITY COUNCIL  
July 14, 2020**

The regular monthly meeting of the Council of the City of Dellwood was held at City Hall, 111 Wildwood Road, Willernie, MN on July 14, 2020.

The meeting was held by way of teleconferencing as provided by Minnesota Statute 13D.021. The U.S. Health and Human Services Department, on January 30, 2020, declared a Public Health Emergency in response to COVID-19. On March 13 President Trump declared COVID-19 to be a National Emergency. On March 20, Minnesota Governor Walz issued an Executive Order which is effective through April 16, 2020. Mayor McGill has determined that an in-person meeting is not practical because of a health pandemic. Accordingly, no Members of the Council or City Staff were physically present at the regular meeting location. All Council Members were able to participate in the meeting, could hear each other and did discuss business which came before the Council. All votes were conducted by roll-call.

Due Notice of the Meeting to be held by teleconference was duly given as required by law.

**Present:** Mayor Mike McGill, Councilpersons – Elsbeth Howe, Scott St. Martin, Brady Ramsay, Greg Boosalis were present by telephone, as well as City Clerk Joanne Frane, Treasurer Brian Beich, City Planner Nate Sparks, City Engineer Cara Geheren and City Attorney Richard Copeland.

Mayor Mike McGill called the meeting to order at 5:30 p.m.

Mayor McGill noted that there were no persons who wished to present public comment.

Mayor McGill asked for approval of the Agenda. Upon motion by Ramsay, second by Boosalis, the Agenda for this meeting was approved as submitted, and the following votes were taken:

McGill	Aye
Howe	Aye
Ramsay	Aye
St. Martin	Aye
Boosalis	Aye

Mayor McGill asked for approval of the Minutes of the June Council meeting. Upon motion by Howe, second by McGill, the Council approved the Minutes as submitted. McGill, Ramsay, St. Martin, Boosalis and Howe all voted in favor of the motion.

**Road Improvement Update:** The first item of business was the road update. The City Engineer Cara Geheren explained some of the problems associated with the Peninsula Road Improvement Project, and the planning for road projects in year 2023. Planning should be commenced in 2021. She believes the City needs to have more dialog on the process to be followed, funding, notification to residents and dialog with residents to determine their expectations. Maintenance is needed on some roads, such as patching, should suffice until major work in 2023. Some patching work may be beyond that which Ken Johnson can do.

In the future, the City may have to again consider special assessments for road funding.

Brady Ramsay asked about the status of the culvert at Lookout Road. Cara stated that it is not fixed as yet and that she will follow up with Ken Johnson to get a quote or quotes. Areas needing attention include Fenlea Circle, Eldorado and Pine Tree Hills. Pine Tree Hills is scheduled for road improvement project in 2023, but will need patching for now.

Mike McGill asked about Peninsula Road, and the complaints of several residents. She has talked with some of them including the O’Connors where water is pooling at the end of their driveway. Cara said the shoulders on Peninsula Road are in need of work. She is talking with the Contractor. Problems with the drain in the turn-around area at the westerly end of Peninsula Road have caused overflowing on adjacent properties. Brining in heaving equipment to address the problems may cause more harm than good. She will contact Schifsky and Sons as they may have smaller equipment available.

**10 High Point Road Easement:** This involves a property upon which the home has been built straddling the property line between two platted lots. A drainage and utility easement was created along the property lines of all Lots in the Plat of Meadow Ridge Estates. There is no longer any benefit to the City or its residents from the easement. Its presence on the Plat results in a title defect for the homeowners and they have asked that this easement be vacated.

Upon motion by Ramsay, second by Boosalis, the Council resolved to vacate the easement with the condition that if the two Lots upon which the existing home now sits ever become separate buildable Lots, the easement will be restored. The City Planner is to prepare a Resolution to be recorded by the homeowner in Washington County Property Records.

McGill	Aye
Howe	Aye
Ramsay	Aye
St. Martin	Aye
Boosalis	Aye

**City Website:** Elsbeth Howe reported that email inquiry has been sent but no response has been received. She will follow up.

**Adopt Willernie Preparedness Plan:** The Council reviewed the COVIS-19 Preparedness Plan adopted by the City of Willernie. Mr. Copeland stated that he has drafted the final versions of Dellwood’s COVID-19 Preparedness Plan and include references to the Willernie Plan as it pertains to the building occupied by Dellwood’s Offices. Dellwood’s plan is an adaptation of the Washington County Plan with changes to fit Dellwood’s situation. It was noted that Plexiglas barriers have been or will be placed in work areas where contact with the public is carried out.

On motion by St. Martin, Second by McGill, the Council resolved to adopt the COVID-19 Preparedness Plan for Dellwood as submitted by Mr. Copeland.

McGill	Aye
Howe	Aye
Ramsay	Aye
St. Martin	Aye
Boosalis	Aye

**Discussion on COVID-19 Grant from State:** Treasurer Brian Beich reported that the City received \$85,511.00 (about \$75 per resident) from the Minnesota Department of Revenue, funds to be used to defray expenses associated with COVID-19. Brian will explore possible uses for this money. Some expenses have already been incurred and there will be ongoing expenses.

**Discussion on Site Permits:** Staff has recommended a Site Permit process under which some Permits may be administratively issued for improvements which do not require a Building Permit. This process

will ensure that the City is aware of these improvements and their location. No Permit will be issued for structures, including fences, proposed to be placed within a setback area without a formal Application for Variance. Nate Sparks noted that this matter should be referred to the Planning Commission for public hearing and recommendation. The matter is tabled to the August Council meeting for the purpose of reviewing a proposed Ordinance prior to referring it to the Planning Commission.

**June 2020 Claims and Receipts List:**

The Claims and Receipts List for the month of June 2020 was reviewed and discussed. Upon motion by Ramsay, second by Boosalis, the Claims and Receipts List for June 2020 was approved unanimously as submitted.

The following votes were taken:

McGill:	Aye
Howe:	Aye
Ramsay	Aye
St. Martin	Aye
Boosalis	Aye

**REPORTS:**

**Ramsay** – reported that he will meet with Cara Geheren to discuss road issues.

**McGill** – asked about the status of 3 Gardner Lane. Mr. Copeland stated that he and Nate Sparks have had on-going conversations with the owner/developer Doug Johnson. There are numerous Variances needed under the preliminary site plan submitted by Mr. Johnson. The City Septic Inspector, Brian Humpal, has indicated he satisfaction with the design and location of the proposed septic system. There is a bluff line on the lake side and a setback line from the street which without Variances would leave a very small area for improvements. The owner proposes a home, a 3 car garage, a porch, and a pool. Staff believes the plan to be too ambitious for the size of the Lot. This Lot is non-conforming due to its size of .53 acre. Construction on a non-conforming lot is allowed but the non-conforming use cannot be expanded or enlarged so as to increase the non-conformity. Nate Sparks noted that the DNR will look closely at the bluff situation, as well as any Variances which may be requested.

There being no further business, McGill moved to adjourn, second by Ramsay. The Council Members voted unanimously by roll-call to adjourn the meeting, and the following votes were taken:

McGill:	Aye
Howe:	Aye
Ramsay	Aye
St. Martin	Aye
Boosalis	Aye

The meeting was adjourned at 6:34 p.m.

Respectfully submitted,

Joanne Frane  
Dellwood City Clerk / Administrator