

**MINUTES OF MEETING  
DELLWOOD CITY COUNCIL  
DECEMBER 10, 2019**

The regular monthly meeting of the Council of the City of Dellwood was held at City Hall, 111 Wildwood Road, Willernie, MN on December 10, 2019.

**Present:** Mayor Mike McGill, Councilpersons – Elsbeth Howe, Scott St. Martin, and Greg Boosalis; Brady Ramsay was unable to attend. Also present were City Clerk Joanne Frane, Treasurer Brian Beich, City Sewer Inspector Brian Humpal and City Attorney Richard Copeland, and also the persons shown on the Sign-In Sheet attached to these Minutes.

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

Mayor McGill asked if anyone was present for public comment. Jeff Rangitsch of 10 Eldorado Drive asked for a status report on the culvert under Eldorado Drive. Mr. St. Martin stated that this project is being addressed. Mary Durant of 136 Dellwood Avenue inquired about the planter boxes on the Kohler property. Mr. Copeland stated that he had sent a letter to Kohlers to the effect that the planter boxes are structures within the meaning of the Setback Ordinance, and urged them to submit a letter from their attorney stating why the boxes do not constitute structures. This matter will be considered again at the January Council meeting.

Steve Walgamot of 1837 Park Avenue, Mahtomedi, gave an update on the bike/pedestrian trail through Dellwood. Mr. Copeland asked if Steve was aware of any survey by MNDOT of the right of way of Highway 244 through Dellwood. Mr. Walgamot said he did not have one but that MNDOT had set stakes at various locations along Highway 244 which appear to be for the purpose of marking the right of way. He stated it was the goal of the Bike Trail Committee to locate the entire trail within the road right of way. He noted that a meeting is to be held at the School District Center on Wednesday evening December 11<sup>th</sup>, regarding the trail.

Mayor McGill asked for approval of the Agenda for this meeting. Upon motion by St. Martin, second by McGill, the Agenda for this meeting was unanimously approved as submitted.

Mayor McGill asked for approval of the Minutes of November 12, 2019 Council meeting. Upon motion by St. Martin, seconded by Boosalis, the Minutes of the November 12, 2019 Council meeting were approved unanimously as submitted.

**Annual Report Septic Inspections:** Brian Humpal distributed copies of his letter-report dated December 10, 2019, a copy of which is attached to these Minutes. He found only one system which was deemed to be an imminent threat to public health and safety, that being the system at the group home on Dellwood Cove. Mr. Copeland stated that he would review the Permit issued to the home and check to determine that it is being operated in compliance with the Permit.

Mr. Humpal stated that he now has a system for tracking pumping and other maintenance activities of all systems in Dellwood. A recent audit by MPCA showed no problems. MPCA recommended an updated program to establish the manner and frequency of inspections related to construction projects. He noted that a request for proposals has been sent out by the City Engineer to assess the options for use of the City – owned land at the top of the Peninsula for a community type septic treatment area.

He further noted that as the existing systems age and require replacement, the City can expect to experience more requests for Variances.

**2020 Budget Public Hearing:** The Public Hearing was opened at 6:00 pm. Treasurer Brian Beich distributed copies of material describing the comparison of the 2020 proposed budget with the 2019 budget. He explained in detail why homeowners in Dellwood have experienced a 100% increase in the portion of their property taxes attributable to Dellwood. Primarily, the increase is due to payments required under the bond issue for street improvements which were spread through the City rather than assessed to individual property owners. Significant issues with the sub-soils in Meadow Ridge Estates resulted in the anticipated cost to soar from about \$400,000 to over one million. Further, the improvement project for Peninsula Road is going to be over budget by over \$100,000.

Scott O'Connor inquired as to which Roads are the City's responsibility as opposed to those of the County and State. Mr. Copeland stated that Highway 96 and 244 are covered by the State at this point. There is talk about Highway 244 being turned over to the County or the Cities of Mahtōmedi and Dellwood.

Mr. O'Connor asked if the delay in construction of Peninsula Road will result in additional cost. Mr. St. Martin noted that such delay will not add to the cost as contained in the contract.

Dan Durant asked if the City seeks "second opinions". Mayor McGill stated that the City Engineer handles the process for obtaining bids for Street improvement projects. Several bids are always obtained. The City's Engineering Firm has oversight and has working relationships with other engineering firms. In some cases, direct negotiations are carried out between the City Engineer and the contractors to arrive at the "best value" contract.

Todd Nicholson, Ford Nicholson, Catherine Nicholson, Robert Holt, Michael Ryan, and Joyce Cardozo all had questions or comments about the property tax increase. Basically, they were questioning why the City does not use the Special Assessment procedure to assess costs against the specifically benefitted properties rather than spread the cost among all properties in the City. Mayor McGill explained that the City in the past has spread Street improvement costs throughout the City. Use of the bonding process has only been required on two occasions. Mayor McGill and Council Member St. Martin each stated that the City will take a closer look at the Special Assessment procedure for further Street projects. Mr. Copeland will contact Cara Geheren to gather information as to how the City may convert to the assessment procedure and still be fair to all residents.

Upon motion by St. Martin, second by Howe, the Council unanimously resolved to approve the 2020 Budget as proposed. A copy is attached to these Minutes.

**Discussion on Procedure for Public Comment:** The Council Members discussed how best to handle public comment at Council meetings. All agreed that public comment, although not required, should be allowed with certain limitations. Howe noted that having a set protocol for public comment would help residents to understand how to proceed. Boosalis noted that a time limit needs to be imposed. Copeland stated that the Mayor has the discretion to call upon members of the public to speak. In the past the Council has attempted to limit each person's time for comments to five minutes. The purpose of the public comment is to allow persons wishing to speak and to present information to the Council about any matter which is not on the Agenda. Council Members may ask questions of the

Speaker but should not engage in discussions among themselves. The Speaker should be advised to have his or her matter placed on the Agenda if the Speaker is seeking action from the Council. Mr. Copeland will prepare a proposed Resolution establishing a process to be followed with regard to public comment and will provide the same to Mayor McGill for his review and comments. This matter will be considered at the January 2020 Council meeting.

Mayor McGill also pointed out that the City of Mahtomedi is seeking to obtain a Joint Powers Agreement with Dellwood regarding the properties in Dellwood which have been served by Mahtomedi's public water lines.

This matter will be considered at the January 2020 Council meeting.

Mr. Copeland has reviewed the Joint Powers Agreement proposed by Mahtomedi and has made comments which should be reviewed by the Council members prior to the January 2020 meeting.

**Claims and Receipts List.**

The Claims and Receipts List for the month of November 2019 was reviewed and discussed. Upon motion by St. Martin, second by McGill, the Claims and Receipts List for November 2019 was approved unanimously as submitted.

**REPORTS:**

**St. Martin** reported about an issue in Pine Tree Hills.

**Brian Beich** submitted his Statement which shows a bank balance of \$611,898 as of December 10, 2019.

**McGill** reported one remodel permit for window replacements.

**Howe** reported on updating the City's website.

There being no further business, the meeting was adjourned at 7:12 p.m.

Respectfully submitted,



Joanne Frane  
Dellwood City Clerk

DELLWOOD CITY COUNCIL MEETING

SIGN-IN SHEET

DECEMBER 10, 2019

NAME (PLEASE PRINT)

ADDRESS

Mary Durant

136 Dellwood Ave

JEFF RANGISANT <sup>1st gett.</sup>

10 EL DORADO DRIVE

Steve Wolgast

1837 Park MAINT

Joyu Cardozo

148 Dellwood Ave

SCOTT O'CONNOR

11 Peninsula

ROBERT HOLT

8 AUGUSTA LAKE

MICHAEL T. RYAN

36 EMERSON RD

Jill S. Nicholson

76 Dellwood Ave

Catherine Nicholson

50 Peninsula Rd

Ford Nicholson

11

Jan Durant

136 Dellwood Ave

City of Dellwood  
2020 Budget Report

*approved*  
*12-10-19*

100: General Fund

12/5/2019

Receipts

General Property Taxes (31002)	\$483,582.00
City Sales Taxes(31310)	\$25.00
Alcoholic Beverages(32110)	\$1,200.00
Public Utilities(32150)	\$200.00
Cigarette License(32180)	\$80.00
Building Permits (Excludes surcharge)(32210)	\$20,000.00
Building Permit Surcharge(32211)	\$3,000.00
Gas Installation Permits(32220)	\$2,000.00
Plumbing Connection Permits(32230)	\$2,000.00
Animal Licenses(32240)	\$150.00
Septic Permit/Review(32270)	\$3,000.00
Septic Maintenance/pumping(32271)	\$500.00
Local Government Aid(33401)	\$0.00
Disparity Reduction Aid(33430)	\$0.00
State aid for bike path(33433)	\$0.00
Other County Grants and Aids(33620)	\$2,256.00
Zoning and Subdivision Fees(34103)	\$1,000.00
Plan Checking Fees(34104)	\$6,000.00
Sale of Maps and Publications(34105)	\$50.00
Cable Comm. Distribution(34110)	\$10,000.00
Misc. Other(34111)	\$100.00
Insurance Dividends(34112)	\$2,000.00
Sale of History Book(34113)	\$50.00
Animal Impound Fees(34208)	\$50.00
Court Fines(35101)	\$1,000.00
False Alarm Fees(35105)	\$1,000.00
Interest Earning(36210)	\$2,000.00
Sale of Investments(36290)	\$0.00
<b>Receipts Total</b>	<b>\$541,243.00</b>

**City of Dellwood  
2020 Budget Report**

**100: General Fund**

**12/5/2019**

**Disbursements**

Legislative Committees and Special Bodies(41120)	
Miscellaneous: Dues and Subscriptions(433)	\$4,300.00
Workshops(41305)	
Training(311)	\$500.00
Mayor(41310)	
Wages and Salaries: Part-time Employees(103)	\$1,800.00
Employer Contributions for Retirement: FICA Contributions(122)	\$140.00
Miscellaneous: Dues and Subscriptions(433)	\$50.00
Council(41311)	
Wages and Salaries: Part-time Employees(103)	\$6,000.00
Employer Contributions for Retirement: FICA Contributions(122)	\$460.00
Planning Commissioners(41331)	
Wages and Salaries: Part-time Employees(103)	\$1,000.00
Clerk(41401)	
Wages and Salaries: Employees-Regular(101)	\$24,720.00
Employer Contributions for Retirement: PERA Contributions(121)	\$1,855.00
Employer Contributions for Retirement: FICA Contributions(122)	\$1,895.00
Employer Paid Insurance: Health(131)	\$22,000.00
Employer Paid Insurance: HSA(132)	\$6,000.00
Office Supplies(201)	\$1,500.00
Printing and Binding: Legal Notices Publishing(351)	\$1,200.00
Elections(41410)	
Operating Supplies(211)	\$2,000.00
Election Judges(41411)	
Wages and Salaries: Part-time Employees(103)	\$2,000.00
Treasurer(41510)	
Wages and Salaries: Part-time Employees(103)	\$1,500.00
Employer Contributions for Retirement: FICA Contributions(122)	\$115.00
Accounting(41530)	
Professional Services: Auditing and Accounting Services(301)	\$2,500.00
Assessing(41550)	
Professional Services(302)	\$7,600.00
Tax Petition(41551)	
Professional Services: Legal Fees(304)	\$1,000.00
City/Town Attorney(41610)	
Professional Services: Legal Fees(304)	\$36,050.00
Bureau of Criminal Apprehension-BCA(41613)	
Professional Services: Legal Fees(304)	\$180.00
Sales & Use Tax(41901)	
Miscellaneous(437)	\$25.00
Other General Government(41902)	
Recording Fees(354)	\$200.00
Insurance: General Liability(361)	\$4,000.00
Planning and Zoning(41910)	
Planner Fees(310)	\$17,000.00
Comprehensive Plan(41911)	
Planner Fees(310)	\$7,500.00
Research and Investigation(41930)	
Miscellaneous: Dues and Subscriptions(433)	\$1,450.00
MS4 Education Partnership-WCD(41932)	
Miscellaneous: Dues and Subscriptions(433)	\$700.00
Website(41933)	
Webmaster(325)	\$580.00
City Website(41935)	
Webmaster(325)	\$5,000.00
General Government Buildings and Plant(41940)	
Communications: Telephone(321)	\$700.00
Rentals: Buildings(412)	\$5,000.00

**City of Dellwood  
2020 Budget Report**

**100: General Fund**

**12/5/2019**

Email addresses-Council and Treasurer(41941)	
Webmaster(325)	\$500.00
Police(42101)	
Professional Services(302)	\$72,600.00
Fire(42201)	
Professional Services(302)	\$51,133.00
Building Inspections Administration(42401)	
Professional Services(302)	\$15,000.00
Building Permit Surcharge(42411)	
Professional Services(302)	\$2,000.00
Plan Review Fees(42412)	
Professional Services(302)	\$10,000.00
Animal Control Expenditures(42701)	
Professional Services(302)	\$100.00
Annual Septic Inspection(42801)	
Professional Services(302)	\$7,000.00
Septic Services-Permits(42802)	
Professional Services(302)	\$3,000.00
Recycling(42803)	
Professional Services(302)	\$14,600.00
Special Engineer & Prof. Serv.(43101)	
Professional Services: Engineering Fees(303)	\$4,500.00
Road Resurf/Seal Coating(43110)	
Professional Services(302)	\$89,200.00
Engineer Consult.-Annual Proj.(43111)	
Professional Services: Engineering Fees(303)	\$2,500.00
Paved Streets(43121)	
Repair and Maintenance Supplies: Street Maintenance Materials(224)	\$20,000.00
Professional Services(302)	\$22,145.00
Ice and Snow Removal(43125)	
Operating Supplies(211)	\$8,000.00
Professional Services(302)	\$22,145.00
Road and Bridge Equipment(43126)	
Professional Services(302)	\$4,000.00
Bike Path-engineer(43131)	
Professional Services: Engineering Fees(303)	\$0.00
Street Lighting(43160)	
Utility Services: street lights(381)	\$7,800.00
WBL Area Chamber/Com(45110)	
Miscellaneous: Dues and Subscriptions(433)	\$300.00
Shade Tree Disease Control(46102)	
Professional Services(302)	\$15,000.00
Miscellaneous(49001)	
Miscellaneous(437)	\$1,200.00
Purchase of Investments(49350)	
Investments Purchased(800)	\$0.00
	<b>Disbursements Total</b>
	<b>\$541,243.00</b>

**City of Dellwood  
2020 Budget Report**

**302: 2018 Street Improvement Bond**

**12/5/2019**

**Receipts**

General Property Taxes (31002)	\$344,700.00
Sale of Investments(36290)	\$0.00
<b>Receipts Total</b>	<b>\$344,700.00</b>



**City of Dellwood  
2020 Budget Report**

**302: 2018 Street Improvement Bond**

**12/5/2019**

**Disbursements**

Bond Principal(47110)	
Debt Service: Bond Principal(601)	\$300,000.00
Interest - Bonds(47210)	
Debt Service: Bond Interest(611)	\$43,500.00
Fiscal Agent's Fees(47501)	
Debt Service: Fiscal Agents' Fees(620)	\$1,200.00
<b>Disbursements Total</b>	<b>\$344,700.00</b>

# Midwest Sewer Services

MPCA Licensed Advanced Designers, Inspectors, Installers & Service Providers

December 10, 2019

City of Dellwood  
P.O. Box 775  
Willernie, MN 55090

Subject: City of Dellwood annual sub-surface sewage treatment system (SSTS) report

Dear Mayor and Council:

Imminent health threat inspections were conducted on the 416 systems within the City of Dellwood during 2019. We are happy to report that only one system was identified to be an imminent threat to public health and safety; this system was subsequently replaced. This is the first year that we have tracked maintenance activities and the system for tracking and reporting maintenance activities appears to be running smoothly. To date, we have received maintenance reports for 80 systems, which has also generated approximately \$1,200.00 in new revenue for the year.

During the 2019 construction season, a total of eleven systems were installed; ten of these systems were replacement systems and one was a new system for a recently constructed house. There are currently four pending permits for new or replacement systems, one of which is pending variances.

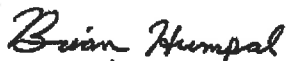
In addition to the normal inspection activities, we were audited by the Minnesota Pollution Control Agency (MPCA). This audit found no significant areas of concern. The MPCA did recommend that we establish a better program to specify the protocol and frequency of construction inspections, as it is not spelled out very well within our code.

We have also worked this season to develop a long term plan for the future use of SSTS's on the City owned property located on the peninsula. A request for a proposal has been completed to assess the options for this property and I'm expecting that during this next year, we will learn and assess what our options are for this property. Once this initial assessment has been completed, we will be in a better position to make future plans for this area.

In general, the health of the community's SSTS's is good. As systems age and require replacement, I'm expecting that we may experience more properties requiring variances and/or new technologies as part of the solution.

Feel free to let me know if you have any questions.

Sincerely,



Brian Humpal  
Dellwood Sanitary Inspector