

**MINUTES OF MEETING  
DELLWOOD CITY COUNCIL  
JULY 12, 2022**

The regular monthly meeting of the Council of the City of Dellwood was held at City Hall, 111 Wildwood Road, Willernie, MN on July 12, 2022.

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, 2020 President Trump declared COVID-19 to be a National Emergency. On March 20, 2020 Minnesota Governor Walz issued an Executive Order which was effective through September, 2021. The City Council has decided that it is not in the City's best interest to hold in-person meetings and this time and 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 called the meeting to order at 5:33 p.m.

Councilpersons – Scott St. Martin, Greg Boosalis and Deb Christopherson were present. Ramsay Absent.

Also present were City Clerk Joel Holstad, Treasurer Brian Beich, City Attorney Richard Copeland, City Planner Nate Sparks. City Engineer Cara Gerehen and Planning Commission Chairman Lin Lindbeck were present.

Others present were: John Carr of Lake Links Trail Association. Taylor May of REKOR.

**Public Comment** – There were no persons present for public comment.

**Agenda:** Upon Motion by Boosalis, second by McGill, the Agenda for the meeting was approved with no changes.

The following votes were taken:

McGill	Aye
St. Martin	Aye
Boosalis	Aye
Christopherson	Aye

Minutes of the May 10th City Council Meeting were reviewed. Upon Motion by St. Martin, Second by Christopherson, the Minutes of the April Council meeting were approved as submitted with no changes.

The following votes were taken:

McGill	Aye
St. Martin	Aye
Boosalis	Aye
Christopherson	Aye

**ITEM 1: Recycling Service Contract.**

Mr. Copeland stated that he believed some quotes had been received from recycling service companies. Mayor McGill stated that Gene's had submitted a quote.

Clerk Joel Holstad stated that he was awaiting a quote from Tennis Co. The City has previously received a request from Waste Management to extend the current contract for another five years, with rates set forth for each year.

Rates are quoted at 405 households.

Mayor McGill moved to table this matter to the August Council meeting for the quote from Tennis.

Upon motion by McGill, second by Boosalis, this item was tabled to the August Council meeting.

McGill	Aye
St. Martin	Aye
Boosalis	Aye
Christopherson	Aye

**ITEM 2: Proposed Drone Ordinance.**

Mr. Copeland stated that he had earlier submitted a proposed Ordinance to regulate the use of drones in the City. Some Council Members thought the proposed Ordinance to be too restrictive. Mr. Copeland stated the draft Ordinance was based upon a model Ordinance recommended by the League of Cities. He said that he reached out to Nate to see if Nate was aware of any such Ordinance in other local Cities.

Nate stated that he had emailed two Ordinances to Mr. Copeland about one-half hour previously. Copeland will review those Ordinances and submit a proposed Ordinance prior to the August Council meeting.

Upon motion by McGill, second by Boosalis, the matter was continued to the August Council meeting.

McGill	Aye
St. Martin	Aye
Boosalis	Aye
Christopherson	Aye

**Item 3: License Plate Reader.**

Boosalis introduced Taylor May of REKOR Company, which is a manufacturer of Rekor Edge Pro mountable license plate reader, a camera system which can capture the license plate of any vehicle entering the City and produce an instant report to the City and/or the Sheriff's Department including information as to whether the vehicle has current registration and vehicle speed. The cameras are solar powered. USA Security installs the cameras at the City's direction. The quote from USA Security to install six cameras is approximately \$60,000.00.

Questions were raised: Is the project funded by ARPA funds? Who monitors the information? Are any other local Cities using the system? What are the software renewal fees? How does the system work in the night time? What are the Washington County Sheriff's comments about the system? (Note: this appears to be similar to the license plate readers which are standard equipment in squad cars.)

St. Martin stated that we need to discuss this with the Sheriff's office.

Mr. Copeland stated that he sees issues about its use in prosecution cases.

Mayor McGill stated that more information is needed including the comments of the Sheriff's Office and whether the system has been installed in any other Cities in the Metro area.

St. Martin and Boosalis are to contact the Sheriff's Office and report at the August Council meeting.

The following votes were taken.

McGill	Aye
St. Martin	Aye
Boosalis	Aye
Christopherson	Aye

**Item 4: City Clerk Training.**

Mayor McGill reported that the former City Clerk, Joanne Frane, devoted 22 hours of her time to familiarize the new Clerk Joel Holstad with City procedures and records. He is recommending that Joanne Frane be compensated for her work at the rate of \$25.00 per hour, a total of \$550.00.

McGill so moved and Boosalis seconded. The Council voted unanimously to approve payment to Joanne Frane of \$550.00.

The following votes were taken:

McGill	Aye
St. Martin	Aye
Boosalis	Aye
Christopherson	Aye

**Item 5: Report by the City Engineer on Street Improvements.**

**(Note: there is no report on Bike Trail Update as the City is awaiting comments from MNDOT)**

Cara Geheren gave a presentation including a spreadsheet showing the age of all streets in the City and records of maintenance over the years. She noted that many older roads are in need of significant improvements and may require reclamation with removal and replacement of underlayment. She has concerns about Apple Orchard Road, which is the busiest City Street and is only 22 feet wide. There are serious drainage concerns and some culverts are failing and need replacement. Echo Street is old and the drainage system needs repair or replacement, and the pavement is in need of reclamation.

The City's Consultants, Bolten and Mink, are conducting a Detailed Field Review with Cara, she would like to have two Council Members involved in the process, suggesting Mike McGill and Brady Ramsay. She recommends sending a letter out to residents on the Street Improvement Plans, or a virtual Town Meeting, or both. She needs to have discussions with Brian Beich regarding the funding capacity of the City should the decision be made to reconstruct streets entirely. Overall costs would approach \$10 million dollars. A comprehensive traffic count may indicate priorities for work to be done.

May McGill asked if there may be City funds now available to do some work this year on the really bad roads.

Cara remarked that she is not in favor of doing "band-aid" work on roads which are in such bad condition overall that they will fail anyway.

McGill stated that there should be no quick fix band-aid type work on any road, but there may be some option to do meaningful repairs yet this year if funds are available.

Cara stated that continued crack sealing and seal coating efforts are probably not productive at this stage.

Treasurer Beich remarked that he feels the City needs to devote more of its funds to road issues.

**Item 6: Midwest Bank.**

Mayor McGill stated that the City's Bank is asking that the City Officials authorized to sign on behalf of the City come to the Bank to do so, and that the City provide a Resolution naming such individuals who are so authorized. McGill stated that at present the former Mayor Bob Nuffort and the former Clerk Joanne Frane are shown as the authorized persons on file at the Bank. A new Resolution is needed to authorize the current City Officials to sign.

McGill moved to approve a Resolution removing Nuffort and Frane from the authorization, and authorizing Mayor McGill and Treasurer Brian Beich and Joel Holstad, City Clerk, to have access to safe deposit box and authorize Mayor and City Clerk Holstad to sign Certificates of Deposit.

On Motion by McGill, second by Christopherson, the Council resolved unanimously to authorize the following persons to sign checks on behalf of the City: Mayor Mike McGill and City Treasurer Brian Beich, City Clerk Joel Holstad and Council Members Scott St. Martin, Greg Boosalis, Deb Christopherson and Brady Ramsay.

The signature card at Midwest Bank is to be updated to exclude any other persons except those listed above. All signers must make sure that the forms required by the Bank are signed and delivered.

The following votes were taken:

McGill	Aye
St. Martin	Aye
Boosalis	Aye
Christopherson	Aye

McGill also noted that Council Members Greg Boosalis and Brady Ramsay are up for re-election this year and must register by August 5<sup>th</sup> if they intend to run for re-election.

#### **Claims and Receipts List: June 2022.**

The Claims and Receipts List for June 2022 was reviewed.

Boosalis moved to approve the Claims and Receipts List for the Month of June 2022, Christopherson seconded. The Council resolved unanimously to approve the List as submitted.

The following votes were taken:

McGill	Aye
St. Martin	Aye
Boosalis	Aye
Christopherson	Aye

#### **Reports of Commissioners:**

**St. Martin** reported on the Fire Protection Contract with the City of White Bear Lake. He will also have discussions with the Washington County Sheriff's Office regarding police services.

**McGill** reported 8 remodel permits, 1 demolition permit.

**Treasurer Beich** reported a balance of \$1,063,092.52 in the City account after payment of June 2022 claims. This includes the second half of COVID funds.

There being no further business, Boosalis moved to adjourn, Christopherson seconded. The Council Members voted unanimously by roll-call to adjourn the meeting at 6:57 p.m., and the following votes were taken:

McGill	Aye
St. Martin	Aye
Boosalis	Aye
Christopherson	Aye

Respectfully submitted,

  
Joel Holstad Dellwood City Clerk / Administrator

# City of Dellwood

2023 Street Improvements

Council Update

July 12, 2022

Street	From	To	Road Age	Past Overlay	Past Overlay	Past Sealcoat	Past Sealcoat	Last Overlay	Last Sealcoat	Pavement Age
<b>Pine Tree Hills</b>										
Shady Wood Road	Quail	Evergreen	50+		1982	1985	1990	2000	2016	22
Evergreen Road	Many Levels	T.H. 96	50+		1982	1985	1990	2000	2016	22
Overlook Road	Shady Woods	Evergreen	50+		1982	1985	1990	2000	2016	22
Glen Edge	Evergreen	Cul-de-sac	50+		1982	1985	1990	2000	2016	22
Many Levels	Shady Woods	Glen Edge	50+			1985	1990	1999	2016	23
<b>Dellwood Glen</b>										
Fenlea Circle	Apple Orchard	Cul-de-sac	40+/-		1979	1983	1989	1998	2005	24
Lookout Road	Fenlea Circle	Cul-de-sac	40+/-		1979	1983	1989	2002	2015	20
Eldorado Circle	Apple Orchard	E/Cul-de-sac	40+/-		1979	1983	1989	1998	2005	24
<b>Apple Orchard Rd.</b>										
Apple Orchard Rd.	T.H. 96	Tamarisk Rd	??		1985	1974	1989	2003	2010	19
Apple Orchard Rd.	Tamarisk Rd	LaCosta	??		1985			2003	2015	19
<b>Dellwood Hills 2nd</b>										
LaCosta Circle	LaCosta Drive	Cul-de-sac	40+	1969	1986		1992	2001	2008	21
LaCosta Drive	Apple Orchard	Indian Wells	40+	1969	1985		1989	2002	2009	20
Doral Road	LaCosta Drive	Cul-de-sac	40+	1969	1986		1992	2001	2008	21
Pine Valley Drive	Doral Road	Cul-de-sac	40+	1981	1986		1992	2001	2008	21
Indian Wells Trail	LaCosta Drive	Spyglass Road	40+	1969	1985		1989	2002	2009	20
<b>Meadow Lane</b>										
Meadow Lane	T.H. 244	T.H. 96	??		1986		1990	2003	2015	19
Echo Street	T.H. 244	1,800' No.	??		1980	1983	1992	1997	2004	23
<b>Orway Street</b>										
Orway Street	T.H. 244	Cul-de-sac	??		1986			1996	2005	24

## Next Steps

Over the next several months....

- Field Meeting with Engineer to review scope
- Develop Cost Estimates
- Review with Mayor and Brady?
- Present Recommendation to Council
- Proceed to Final Design (prepare plans and specifications for bidding)
- Host Virtual Public Meeting(s)
- Finalize Financing Plan