

**MINUTES OF MEETING - DELLWOOD CITY COUNCIL**  
**July 9, 2024**

The regular monthly meeting of the Council of the City of Dellwood was held at City Hall, 111 Wildwood Road, Willernie, MN on July 9, 2024.

**Present:** Mayor Mike McGill called the meeting to order at 5:30 p.m. This meeting was held in-person with non-council members allowed to attend by remote means.

Councilpersons attending in-person were Scott St. Martin, Brady Ramsay and Greg Boosalis. Council member Deb Christopherson was absent.

City Staff members attending in person were City Clerk Joel Holstad, City Planner Nate Sparks, City Treasurer Brian Beich, City Attorney Richard W. Copeland. City Road Maintenance Contractor Ken Johnson also attended in person,

Others present in person were: John Carr of LLTA.

Mahtomedi City Engineer John Sacci.

Mayor McGill asked if anyone was present for public comment: No one was present for public comments.

**Agenda:** Upon motion by Boosalis, second by Ramsay, the Agenda for this meeting was unanimously approved.

**June Council Minutes.** St. Martin moved to approve the Minutes of the June 11, 2024, City Council meeting which were approved with correction of a few typos. McGill seconded and upon vote, the Council resolved unanimously to approve the Motion.

**ITEM 1: Discussion of salary for Council Members.**

Acknowledgement was made of the increased amount of time required of Council Members to address City business. Council Member St. Martin questioned whether the City may need to hire someone to help with administrative work.

McGill moved to establish the annual salary of Council Members (exclusive of the position of Mayor) at \$2400.00 per year, payable \$200 per month, commencing as of January 1, 2025.

Ramsey seconded the motion. The Council voted to approve the motion. Council Member St. Martin abstained.

**ITEM 2: Highway 244 Turnover to Mahtomedi.**

The City of Mahtomedi is in discussions with MNDOT regarding the turnback of Highway 244 right-of-way to Mahtomedi. Mahtomedi's City Engineer appeared remotely on behalf of the City, and described the action which Mahtomedi was seeking from Dellwood. For various reasons, Mahtomedi and MNDOT have agreed that the turnback to Mahtomedi should include the right-of-way lying within the City of Dellwood from the City line northerly to the intersection with Dwinnell Avenue. In order to obtain available funding to construct significant improvements within the right-of-way, Mahtomedi must become the owner of the right-of-way including that lying within Dellwood.

After discussion, the Council decided that additional information was needed and instructed City Attorney Copeland to work with the Mahtomedi City Attorney to determine what action may be required of Dellwood in this regard, and to report to the Council prior to the August meeting.

Mr. Sacchi emphasized that Dellwood would incur no expense associated with the project, and that no private properties within Dellwood would be assessed now or in the future. Mahtomedi would be responsible for all costs and expenses attributable to the acquisition and on-going upkeep and maintenance of roadway and right-of-way of that segment to be transferred to Mahtomedi. It was noted that the City of Dellwood does not have any ownership rights to Highway 244 and that all right-of-way is owned and controlled by the State of Minnesota. Mr. Sacchi stated that there is a conceptual design in the works and that Mahtomedi is open to any conditions which Dellwood may wish to impose upon the future use of the right-of-way to be transferred. There are currently nine homes in Dellwood which lie adjacent to the right-of-way.

**ITEM 3: Roadway Erosion at Shady Woods and Many Levels Drive.**

Ken Johnson noted that loose gravel on the roadway has been washed out due to recent rains. He stated that it is necessary to construct a berm and/or gravel fill to at least temporarily fix the problem. Vegetation has been removed in the past which was replaced with gravel, which led to the washout. Ken will take care of the problem.

**ITEM 4: Fees.**

Establishment of a fee to be collected from an applicant being granted a Land Use Permit such as a Variance, Conditional Use Permit, interim Use Permit, etc., to cover costs of administration and recording of the document in the Washington County Recorder's Office. This is necessary to ensure that such documents are recorded as required by Statute.

McGill moved to set the fee at \$100 including administrative work and recording fees which are currently about \$52. Boosalis seconded the motion and it was unanimously approved.

**ITEM 5: Resolution Regarding Reinstatement of City's Ability to conduct its own Board of Adjustment and Appeals.**

This matter arises out of the meeting in 2024 of the Board of Adjustment and Appeals regarding property taxes in Dellwood. Dellwood's ability to participate in Board action was taken away apparently due to the alleged failure of the City to comply with the requirements of the applicable Statute. The people who attended that meeting on behalf of the City all deny that Dellwood was in violation of the Statute. The Council instructed Mr. Copeland to draft a proposed Resolution seeking immediate reinstatement of the City's authority under the Statute. Mr. Copeland stated he would prepare a Resolution for consideration by the Council.

McGill moved and St. Martin seconded, to have Mr. Copeland draft a Resolution to be submitted to the County for purposes of reinstating the City's participation in the Board of Adjustments and Appeals. The Council voted unanimously to approve the motion.

**Item 6: Temporary Liquor License.**

This involves an Application by Mahtomedi Area Educational Foundation for a Permit to serve liquor at a fundraising event to be held at Pine Tree Apple Orchard. Liquor to be provided by an as yet unidentified source.

Mr. Copeland stated that more information is needed from the Applicant in order for the City to consider this request. He will contact the Applicant to outline the materials needed by the City. This matter was tabled to the August Council meeting by unanimous consent following a motion by McGill and seconded by Ramsay.

**Claims and Receipts List: June 2024.**

Upon motion by St. Martin, seconded by Ramsay, the Claims and Receipts List for June 2024 was reviewed and discussed. The Council approved the Claims and Receipts List as submitted.

**Reports of Commissioners.**

**Boosalis** reported that five cameras were originally included in the contract with REKOR. An additional camera was added to cover the area at Meadow Ridge Estates. This has resulted in an increase in the overall cost of about \$10,000.00.

The original contract price was \$95,000.00 and the total price now is \$105,000.00. The additional cost for the extra camera was approved earlier.

The City should be receiving an invoice from REKOR in the approximate amount \$105,000.00. The Council Members noted that all of the cost of the LPR's and installation work will be paid by way of ARPA Grant funds received by the City.

Boosalis stated that it was not the intent of the LPR project that Clerk Joel Holstad be obligated to look at the data collected by the cameras. There should be no data practices issues.

St. Martin asked Treasurer Beich to report the balance on the ARPA Funds account after payment of the REKOR contract.

**Ramsay** reported a damaged street sign at Doral Road and Pine Valley Drive.

**McGill** reported about a street light pole on Apple Orchard Road which was felled by a falling tree and now directs light which is bothersome and unsafe to motorists.

**McGill** reported 7 Building Permits being 3 remodel, 3 re-roofs and one railing.

It was noted that City Engineer Cara Geheren is now working on the study to determine the proposed trail design which is funded by the SHIP Grant. The cost will not exceed \$20,000.

There being no further business, and on motion by McGill, second by Ramsay the meeting was adjourned at 6:35 p.m.

Respectfully submitted,

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Joel Holstad, City Clerk/Administrator