

**MINUTES OF MEETING - DELLWOOD CITY COUNCIL**  
**October 10, 2023**

The regular monthly meeting of the Council of the City of Dellwood was held at City Hall, 111 Wildwood Road, Willernie, MN on October 10, 2023.

**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, Deb Christopherson and Greg Boosalis.

Council member Brady Ramsay was absent.

City Staff members attending in person were City Clerk Joel Holstad, City Planner Nate Sparks (remotely), City Engineer Cara Geheren, City Treasurer Brian Beich, City Attorney Richard W. Copeland and Road Maintenance representative Ken Johnson.

Others present in person were: resident Mark Wiesnewski.

Also present remotely were Mike Brooks and Blanche Hawkins.

Mayor McGill asked if anyone was present for public comment:

White Bear Lake Fire Chief Greg Peterson gave the City an update on fire prevention activities and calls made within the City. Under the contract with the City he noted that fire and rescue are on the increase each year. There were 78 calls in Dellwood in 2002, to which the Department responded. So far, in 2023, there have been 50 calls. He described the building which the Fire Department is expected to occupy in August 2024. He noted that of the Cities which participate in the contract Dellwood and Gem Lake do not have hydrants. Birchwood has some. The Gem Lake Golf Course does allow the Department to access its water pumps if needed. He provided a sheet showing total calls made in the contract Cities.

**Agenda:** Upon motion by McGill, second by Christopherson, the Agenda for this meeting was unanimously approved with the addition of Item 8, the matter involving the eradication of oriental bittersweet in certain parts of the City.

**August Council Minutes.** Upon motion by St. Martin, second by Boosalis, the Minutes of the September 12, 2023 City Council Minutes were unanimously approved.

**ITEM 1: 2023 Street Improvement Update.**

City Engineer Cara Geheren gave an update on the project. This is now on the punch-list phase. There are issues still to be address including a poor match-up of the pavement with the ordinary street and private driveways. A meeting is this issue is being held tomorrow.

There are a couple of culverts in the Pine Tree Hills area which appear to be in need of adjustment. Cara will have Ken Johnson look at these with the Contractor's Engineer.

McGill stated that the culvert at 17 Overlook Road may be set too high. Cara stated that the culvert is on the punch list, and will have the Project Engineer inspect it together with Ken Johnson.

St. Martin stated that the culvert appears to be not functioning as well as it did prior to the road work.

Cara had submitted a pay request for which she recommended payment in the amount of \$129,000.

This item shown on the Claims List for September to be approved at this meeting.

**ITEM 2: Dog Bite Incident**

Mayor McGill gave a history of this incident, which occurred on August 18, 2023. The Sheriff's Office investigated and issued a Declaration determining that the dog owned by James Janos was a "Dangerous

Dog” under M.S. 347.50. Mr. Janos has requested a hearing by an impartial hearing officer to determine whether or not the Declaration is valid. The City has arranged for Mary Wingfield to serve as the Hearing Officer in this case and the hearing has been scheduled for October 11, 2023 at 6:00 p.m. at the City Offices. All interested parties have been given notice of the hearing and advised of their rights to attend and present their comments. This hearing is to be held in person and not by way of remote technology. The Hearing Officer is charged with determining whether the Declaration is arbitrary or capricious and not supported by the facts. The Hearing Officer must determine whether the dog killed the other dog inflicted substantial bodily harm upon Trent Lockbeam, as described in the Dangerous Dog Statute.

**ITEM 3: Designation of 2024 Polling Place.**

Mayor McGill stated that there is for consideration a corrected Resolution designating the Mahtomedi Community Education Center at 1520 Mahtomedi Avenue as the Official Polling Place for the Dellwood 2024 general election.

On motion by McGill, seconded by Christopherson, the corrected Resolution was unanimously approved.

**ITEM 4: Peninsula Drain Clean Out.**

Ken Johnson reported on this malfunctioning drain at the top of the Peninsula. He is working on this problem with the City Engineer, Councilmember Ramsay and local residents. There are several possible solutions. He will investigate further by removing the top of the drain and consult with Councilmember Ramsay. He also discussed the drain adjacent to the Conley property. He suggested that this drain is not working at all and should be plugged. He will try to get a bid for the work from Schifsky Bros.

**ITEM 5: Dellwood Wear.**

Boosalis inquired if it may be worthwhile to investigate the cost of obtaining garments containing the official Seal (logo) of the City for sale to resident or any interested parties. Clerk Holstad will look in to this and report back to the Council.

**ITEM 6: Assistant City Attorney.**

Boosalis proposed that Joel Holstad be appointed to serve on a voluntary basis as Assistant City Attorney to act in matters when Attorney Richard W. Copeland is unable to do so.

Mr. Copeland stated he is in favor of such request.

The Council gave Mayor McGill the approval to proceed with the appointment, and Mayor McGill thereupon appointed Joel Holstad as Assistant City Attorney on a voluntary basis with no additional compensation.

**ITEM 7: Washington County SHIP Grant.**

Boosalis stated that he and Clerk Holstad had met with officials at Washington County. It appears that a SHIP Grant of funds is available through Washington County which would allow the City to pay for work involved in setting a proposed route for a recreational trail. Do so would avoid the City having to expend part of the State appropriation for trail funds which would thereby result in the City committing to accept the entire appropriation and to build a trail in compliance with the terms of the appropriation bill.

Boosalis will continue to pursue discussions with the County and keep the Council updated.

Clerk Holstad was asked to canvas residents along Dellwood Avenue to determine who may be in favor of a trail or not in favor of a trail adjacent to the roadway, perhaps in part on the abandoned railroad right-of-way.

Mark Wisnewski remarked that perhaps it would be prudent to first come up with a proposed plan with a map showing the path of the proposed trail in order to give the residents more detailed information. St. Martin agreed and said that a proposed plan could potentially be produced with a mapping of the proposed route and a conceptual design of the trail and paid for by way of a SHIP Grant from the County.

Boosalis was directed to submit an Application to the County under the SHIP Grant Program (SHIP – State Health Initiative Program).

**ITEM 8: Bittersweet Removal**

Washington County Conservation District has submitted a required to the City for permission to carry out activities associated with the eradication of Oriental Bittersweet Plants on City property, which are intrusive and destructive.

St. Martin stated that the City should definitely grant such permission.

Mayor McGill stated that the City owned parcel at the northeast corner of LaCosta and Apple Orchard Road should be included in those efforts.

Clerk Holstad was instructed to complete and submit the forms needed to proceed with this project.

**Claims and Receipts List: August 2023.**

Upon motion by Boosalis, seconded by Christopherson, the Claims and Receipts List for September 2023 was reviewed and discussed. The Council approved the Claims and Receipts List as submitted with the inclusion of 2 items relative to the clean-up activities on the Peninsula.

**Reports of Commissioners.**

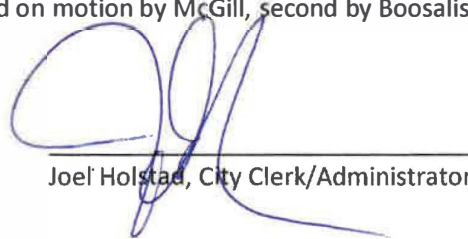
**St. Martin** stated the monthly Sheriff's reports of incidents and activities within the City are much improved.

**Boosalis** gave an update on the License Plate Readers contract and installation sites. A meeting will be held with REKOR tomorrow.

**McGill** reported 3 roof permits; 2 remodel and 1-miscellaneous.

There being no further business, and on motion by McGill, second by Boosalis the meeting was adjourned at 7:28 p.m.

Respectfully submitted,



Joel Holstad, City Clerk/Administrator