

**MINUTES OF MEETING  
DELLWOOD CITY COUNCIL  
DECEMBER 8, 2015**

The regular monthly meeting of the Council of the City of Dellwood was held at City Hall, 111 Wildwood Road, Willernie, MN on December 8, 2015.

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

**PRESENT:** Mayor Nuffort, Councilpersons Pazlar, McCarthy, Cuff and St. Martin, City Clerk Joanne Frane, Treasurer Mike McGill, and City Attorney Richard Copeland.

**ALSO PRESENT:** See sign in sheet.

Mayor Nuffort asked if anyone wished to make public comment. No one came forward for public comment.

**AGENDA:** Mayor Nuffort called for approval of the Agenda and upon Motion by St., Martin, second by Cuff, the Agenda was approved unanimously.

Mayor Nuffort asked for approval of the Minutes of the November 10, 2015 Council Meeting. Upon Motion by Pazlar, second by St. Martin, the Minutes of the November 10, 2015 Council Meeting were approved unanimously.

**2015 SEPTIC SYSTEM REPORT:**

The City Sewer Inspector Brian Humpal, submitted his written report addressing the results of his annual inspection of all subsurface sewage treatment systems in the City. Owners of property which require maintenance, pumping and other action were notified of the problems and what needs to be done. Mr. Humpal will follow up on these properties to make sure that the necessary work has been completed. Mr. Humpal stated that in general, there were no significant problems with the septic systems in the City.

**LOT SPLIT PENINSULA ROAD:**

Doug Johnson was present as being the owner of the property by reason of a Purchase Agreement with the owner, the Galloway Trust. Mr. Copeland stated that he and Planning Commission member Lin Lindbeck had received this request, which is for a minor subdivision of one parcel into two separate lots. Each of the resulting lots, if approved, would be over one-acre in area and would meet the minimum lot size requirement of one- acre. Brian Humpal has looked into this matter and has determined that each of the proposed lots will safely accommodate a standard on-site Type I septic system. He recommended that he be allowed to review Parcel B when an application for a building permit is filed, to review the lot site plan and determine whether or not a minor Variance may be proper regarding the County's requirement of 18 inches separation from seasonally saturated soil conditions.

After some discussion and upon Motion by cuff, second by St. Martin, the Council resolved unanimously to approve the lot split as submitted and shown on the certified survey on file with the City Clerk, with the following caveats and conditions: Each lot is to stand on its own and future development is to comply with all of the requirements of the Zoning/Shoreland Ordinance, including a satisfactory surface water drainage plan. The Council will not look favorably upon any requests for Variances, and Doug

Johnson has stated that none will be required. There is an area at the Southwest corner of Parcel A where the travelled portion of Peninsula Road encroaches onto Parcel A as shown on the survey. Mr. Johnson agreed that an easement would be given to the City to address this situation and to allow the roadway to remain in the current location. He will work with City Attorney Copeland to define the boundaries and terms of the easement document to be recorded in Washington County. Cornerstone Land Surveying, Inc. will be asked to prepare a description of the easement area for Mr. Copeland's approval. Mr. Copeland will prepare the formal Resolution to be signed by the Mayor and the City Clerk and recorded in Washington County.

**ASSESSOR'S REPORT:**

Mr. Dan Raboin, City Assessor, reviewed property sales which took place in the City in 2015 and discussed how the data will affect the assessment of individual properties for tax purposes. Mr. Raboin did state that there will be an approximate 9% increase "across the board" of all properties in the City.

**2016 BUDGET-PUBLIC HEARING:**

The final budget for 2016 was reviewed. There were no persons present for the public hearing. Upon Motion by St. Martin, second by Pazlar, the Council resolved unanimously to approve and adopt the 2016 Budget as submitted.

**TREE SERVICE CONTRACT:**

The Contract for year 2016 with Timberline was discussed. There are no changes from the 2015 Contract. Mr. Cuff stated that he is pleased with the services provided by Timberline in the past. All insurance coverage is in place. Upon Motion by Cuff, second by St. Martin, the Council approved the Contract with Timberline for year 2016 with no changes from the 2015 Contract.

**PAY EQUITY REPORT:**

The Pay Equity Report was presented to and reviewed by the Council. Upon motion by Cuff, second by Pazlar, it was unanimously approved as submitted.

**HILLCREST CONTRACT:**

Hillcrest Animal Hospital submitted its proposed contract for year 2016. The proposed contract is the same as that used in 2015 with some very minor changes which are set forth in the November 16, 2015 letter from Hillcrest to the City (copy on file). Upon Motion by Pazlar, second by McCarthy, the contract with Hillcrest for animal control services in year 2016 was approved unanimously as submitted by Hillcrest.

**LOT SPLIT AT 149 DELLWOOD AVENUE:**

Mr. Copeland explained that an Amended Resolution is needed to clarify the legal descriptions of the two parcels resulting from the minor subdivision which was approved by the City Council in 2014. The actual layout of the two lots will not change, but a recent survey by a different surveyor indicated that the descriptions used in the earlier Resolution should be clarified. Mr. Copeland has prepared and submitted a proposed Amended Resolution to cover this.

The City Attorney brought before the Council the question as to whether the Hilger property should be ceded to the City of Mahtomedi. The advisability of such action was discussed, including such impacts as City services, loss of property taxes, etc. Mr. Copeland was asked to prepare a list of Pros and Cons such action would have on the City of Dellwood.

Upon Motion by St. Martin, second by Pazlar, the Council resolved unanimously to approve the Amended Resolution as submitted by Mr. Copeland, a copy of which is attached. Mr. Copeland will see that the Amended Resolution is recorded in Washington County.

**CLAIMS AND RECEIPTS LIST:**

The list of claims/receipts for the month of November 2015 was reviewed and discussed. Upon Motion by St. Martin, second by Cuff, the Claims and Receipts List was approved unanimously, as submitted.

**REPORTS OF COMMISSIONERS:**

St. Martin reported 5 new building permits; four of which were roof replacements and one for window replacement.

Cuff reported that he and Jack Kramer are checking with other Cities to determine what sort of controls have been put in place to protect the indiscriminate removal of trees. He is waiting for Mr. Kramer to report as to other Cities with whom Mr. Kramer does work and will report at the January Council meeting.

Cuff and Lindbeck are looking in to the bike trail which has been proposed to run through the City along Highway 96 and Highway 244. He suggested a workshop meeting to formulate Dellwood's position on this trial proposal and then to meet with the persons at Washington County who are dealing with the matter. The Council members agreed that the City should be proactive in this regard as the trail as shown in the location proposed by Met Council appears to be unworkable. Mr. Copeland stated that there is some urgency on this as the City needs to update its Comprehensive Plan for Met Council review, and one of the elements to be addressed is the Regional Parks and Recreational Trails aspect. Mr. Copeland stated that it is Met Council's intent to connect the trail through the City of White Bear Lake on the North side of the lake as well as the South side of the lake to meet with the existing Gateway Trail which now passes through Mahtomedi and Grant. Met Council will want to take the most direct route which appears to be along the rights of way of Highways 96 and 244.

Pazlar commented on the fact that the City of Birchwood has been forced to accept in its City a convicted sex offender. He believes the City of Mahtomedi has passed an Ordinance on this subject. Mr. Copeland will check into this and report at the January Council meeting.

Mr. Pazlar commented on several items shown in the Sheriff's Report for the month of November.

McGill reported \$509,170.12 in the Money Market Account after payment of November claims.

Mayor Nuffort reported that a meeting is to be held tomorrow evening at the White Bear Country Inn to discuss augmentation of White Bear Lake.

There being no further business, the meeting was adjourned at 7:00 p.m.

Respectfully submitted,

Joanne Frane  
Dellwood City Clerk / Administrator