

Proposed- Meetings held in City Hall- 217 West Center Street, Dover

City of Dover Agenda Thursday night, February 6, 2025, Regular Meeting

1. Meeting call to order at 7:00 PM-City Hall-217 West Center Street
2. Next scheduled meeting is March 6, 2025.
3. Agenda approval
4. Organized garbage collection proposals. Action item.
5. Citizen Items as brought forward-
6. Meeting Minutes for Approval from last month's meeting(s).
7. Review Financial statements and bills to be paid since the last meeting.
8. Clerk's report

New business

9. Community Center Roof proposal.
10. Update on Clerk/Treasurer position search.
11. A Public Hearing will be held on February 18, 2025, at 7:00 p.m. at the Community Center, St. Charles City Hall at 830 Whitewater Avenue in St. Charles, Minnesota. The Wastewater Treatment Facility Plan dated January 2025, will be presented and discussed.
12. For approval and acceptance of Anthony Wegman as a member of the Dover Fire Department.
13. Resolution to approve amended by-laws of the Dover Firefighters Relief Association.

Old Business

Council member reports/other items.

Meeting adjourns:

Gary Pedersen-Dover City Clerk/treasurer

proposed

City of Dover Regular Monthly Meeting Minutes January 2, 2025

The Regular Monthly Meeting of the Dover City Council was called to order at 7:00 PM by Mayor Dave Iseminger in the City Hall as posted.

Present were Mayor Dave Iseminger, Council Members Jaime Putzier, Eric Tyler and Jodi Nicklay. Absent- Chelsie Kiebusch. Staff present Gary Pedersen, Clerk/Treasurer Others in attendance: Jay Nielsen -Waste Management, Laccen Comstock- Harter's, David Meyer- LRS and Ted Hoehn DE Storm.

Motion by Member Nicklay and seconded by Member Tyler to approve the agenda changing order of agenda to address topics with people in attendance first motion carried (change items 6 & 7 with items 8 & 9 and 10 follow number 11).

Mr. Hoehn from Dover-Eyota Storm softball asked the city to sign off on a raffle application to the state for a fund-raising effort scheduled for April 13th.

Motion by Member Nicklay and seconded by Member Putzier to approve signing the application for the raffle fund raiser, the motion carried.

Oath of offices were taken by newly re-elected Mayor Iseminger and Council Member Nicklay.

Open discussion on organized garbage collection proposals submitted by Waste Management (WM), LRS and Harter's.

LRS- all charges are included in the proposal, call centers in Rochester, Stewartville and Winona and customers can walk in at any of the locations.

WM- Jay will resubmit a detail pricing including all fees for the three years (must be same pricing as in the original proposal), must waive pickup fees for containers if they do not get the contract- call centers Minneapolis, in WI, and Rochester.

Harters- Split body truck (only hauler with that), call centers Stewartville and back up in LaCrosse, must agree to no cost for pickup and delivery of containers.

All three stated when garbage cans are stacked above the lid being closed- if occasionally no extra cost and if often they will take a picture and charge extra. Around Christmas time the expect extra garbage and do not charge extra. If charge extra about \$2 per bag.

Motion by Member Tyler and seconded by Member Nicklay to "table" the decision until the February 6th meeting, motion carried.

New Business:

Motion by Member Tyler and seconded by Member Nicklay to approve the meeting minutes as attached, the motion carried.

Motion by Member Tyler and seconded by Member Nicklay to pay the list of bills and approve the financial statements as presented, the motion carried.

proposed

The Council worked through the proposed Clerk/treasurer position and posting to set the details for the search for a new employee.

Motion by Member Nicklay and seconded by Member Tyler to adjust wages/salaries of Gerald Schweitzer and Rick Jones beginning with 2025-year, motion carried.

Motion by Member Nicklay and seconded by Member Putzier to approve the following appointments and people to work on behalf of the City of Dover, the motion carried.

- Designate Official Newspaper-St Charles Press
- Designate Any FDIC Approved Institutions located in MN for Financial Accounts.
- Depositories of funds The Clerk/Treasure with the Mayor make final decisions.
- Attorney(s) to represent Dover- Rob Olson/Andrew Tiede of GDO Law firm in White Bear Lake
- City Engineer- Mark Welch of GGG
- Deputy Clerk Karen Henry
- Committee appointments
 - EDA- Jaime Putzier, Roger Ihrke, Dan Bolton, and Terry Lehnertz.
 - Park and Recreation- Jodi Nicklay and Chelsie Kiekbusch
 - Street –Dave Iseminger and Eric Tyler
 - Ambulance- Jaime Putzier
 - Vice- Mayor- Jaime Putzier

Motion by Member Tyler and seconded by Member Nicklay to hire Smith/Schaffer to audit the 2024 financial year for the City of Dover, the motion carried.

Motion by Member Tyler and seconded by Mayor Iseminger to approve meter charge only for water be set at \$10.75, the motion carried.

Motion by Member Tyler and seconded by Member Nicklay to charge \$1 per month for water/sewer customers that wish to be billed by letter instead of an email option, the motion carried.

Motion by Member Nicklay and seconded by Member Tyler to change the signature card (if it was not done already) for the account of the Dover Economic Development from Matt Elder, Dan Bolton and Karen Henry to Dan Bolton, Jaime Putzier and Gary Pedersen, the motion carried.

Old Business: none

Council Members:

Members Nicklay and Kiekbusch are working to learn more about establishing a non-profit group to help Dover put on events throughout the year.

Motion by Member Putzier and seconded by Member Tyler to adjourn the regular meeting of the Dover City Council at 8:45 PM, motion carried.

Minutes by: Gary Pedersen, Clerk/Treasure

Account	2025	2024	2023	2022	2021
General Checking	\$ 161,365.50	\$ 112,270.45	\$ 121,681.26	\$ 213,906.24	\$ 252,828.00
Money Market	\$ 587,177.34	\$ 274,907.93	\$ 420,848.11	\$ 139,626.39	\$ 422,600.00
Stifel CD's	\$ 655,619.31	\$ 617,946.18	\$ 600,000.00	\$ 600,000.00	\$ 304,648.00
General Fund Fire	-176,000	(176,000.00)			
General Money total	\$ 1,228,162.15	\$ 829,124.56	\$ 1,142,529.37	\$ 953,532.63	\$ 980,076.00
Special Truck fund	\$ 48,250.29	\$ 9,312.26	\$ 71,586.48	\$ 51,500.45	\$ 41,084.00
Stifel CD's	\$ 855,323.38	\$ 757,000.00	\$ 550,000.00	\$ 375,750.46	\$ 254,637.00
General Fund Fire	176,000	176,000.00			
Truck fund total	\$ 1,079,573.67	\$ 942,312.26	\$ 621,586.48	\$ 427,250.91	\$ 295,721.00
EDA Account	\$ 96,643.17	\$ 93,430.90	\$ 92,269.98	\$ 91,686.34	\$ 88,384.00
Dedicated Funds Below					
Public Safety	\$ 34,658.00				
Street Signs	-3011.88				
Street Signs-2nd order	-478.48				
TrafficLogix Sign	-3133.00				
sign permit	-250.00				
8 barricade signs	-1824.72				
	\$ 25,959.92				
Land Sale Bolton	\$ 55,776.90				
			January		



design | build | repair | replace

Date: February 3, 2025

Proposal No: DS012425A

To: Dover Community Center

217 W Center St

Dover, MN. 55929

RE: Roof Drain Replacement

Attn: Rick Jones

Schwickerts Tecta America, LLC., hereinafter referred to as "Contractor", proposes to furnish and apply all labor and materials with the necessary tools and equipment to complete the following project according to specifications for Dover Community Center hereinafter referred to as "Owner".

Scope of Work

- Mobilize crew to site, load roof with materials and setup site safety as needed to perform scope of work.
- Coordinate with Schwickerts Plumbing crew.
- Roofers to cut open roof and allow for plumbers to disconnect, cut pipe and remove old existing drain from roof system.
- Plumbers to provide and install a new commercial grade 4" Cast Iron roof drain assembly.
- Plumbers to reconnect new drain to exiting roof drain pipe and secure to decking with a new under deck mounting clamping ring.
- Roofers to prep existing roof system as needed and install new .60 mil EPDM roofing to properly seal roof drain and tie new Drain flashings into existing roof system per manufacturer specifications.
- Clean and dispose of all debris associated with the scope of work.

Note: All necessary plumbing equipment and materials and clamping rings are included and are assumed in this proposal.

Qualifications/Exclusions

- Proposal is priced on a not to exceed basis any labor or material not used toward the project will not be billed.
- Ice, snow, and water removal is not included.
- Wet insulation replacement is not included
- All needed electrical connection and disconnect is excluded
- Sales tax is included.

507.281.0611
Schwickert's Tecta America, LLC
204 Schuman Drive NW, Stewartville,
MN 55976

507.387.3106
Schwickert's Tecta America, LLC
330 Poplar Street, Mankato,
MN 56001

612.284.4233
Schwickert's Tecta America, LLC
5420 Highway 149 North, New Hope,
MN 55411

6.

Call us for prices and information on other services:

- *24/7 repair/emergency response service available.
- *Customized roof maintenance inspection service available.
- *Scheduled maintenance capabilities.

PROPOSAL/CONTRACT PRICE: The net sum payable for the project as described in the above referenced scope of work and specifications is **Not to Exceed: Six Thousand, Three Hundred Thirty Five and 00/100 (\$6,335.00)**

TERMS: Owner agrees that all payments required under this Contract shall be due and payable within 20 days of date of invoice, whether billing is for job preparation, material stored, work completed each month or final payment. Owner further agrees that Contractor may charge interest at the annual rate of eighteen percent (18%), unless a lesser percentage is required by law, on any sum due under this Contract which is not paid within 30 days of invoice date. If payments are not made when due, interest, costs incidental to collection and attorneys' fees (if an attorney is retained for collection) shall be added to the unpaid balance. Contractor reserves the right, without penalty from Owner, to stop work on the project if Owner does not make payments to Contractor when due. Owner hereby releases Contractor of notice requirements for lien rights in the event payments are not made when due as outlined in this paragraph. **This Proposal/Contract may be withdrawn by Contractor if not accepted within 30 days, or at anytime, subject to increases related to material prices as noted above.** Included herewith on the reverse of this Proposal/Contract are General Conditions. The terms and conditions contained in these General Conditions to the Proposal/Contract are incorporated into and are an integral part of this Proposal/Contract.

- Our price stated in this contract proposal is based upon current material prices. Because of raw material price volatility, including the price of oil, our material suppliers are unable to provide us with price protection for the materials included within this proposal. Accordingly, should our material prices increase during the term of this proposal, and during the time of performance of work contemplated by this proposal, our price for performance of the work contemplated by this proposal shall be increased by such direct material cost increases.



PRE-LIEN NOTICE OF PRIME CONTRACTOR

(To be Attached as Rider to all Prime Contracts

for Work on Private Property)

“(a) ANY PERSON OR PERSON OR COMPANY SUPPLYING LABOR OR MATERIALS FOR THIS IMPROVEMENT TO YOUR PROPERTY MAY FILE A LIEN AGAINST YOUR PROPERTY IF THAT PERSON OR COMPANY IS NOT PAID FOR THE CONTRIBUTIONS.

b) UNDER MINNESOTA LAW, YOU HAVE THE RIGHT TO PAY PERSONS WHO SUPPLIED LABOR OR MATERIALS FOR THIS IMPROVEMENT DIRECTLY AND DEDUCT THIS AMOUNT FROM OUR CONTRACT PRICE, OR WITHHOLD THE AMOUNTS DUE THEM FROM US UNTIL 120 DAYS AFTER COMPLETION OF THE IMPROVEMENT UNLESS WE GIVE YOU A LIEN WAIVER SIGNED BY PERSONS WHO SUPPLIED ANY LABOR OR MATERIAL FOR THE IMPROVEMENT AND WHO GAVE YOU TIMELY NOTICE.

RECEIPT

Receipt of this Pre-Lien Notice, and a copy hereof, is hereby acknowledged by

SUBMITTED BY

Schwickerfs Tecta America, LLC.

ACCEPTED BY

OWNER:

Dan Schefers

(Sign)

(Sign)

Title: Roofing Services Manager

Title: _____

Date: 02-03-25

Date: _____



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NOTICE OF PUBLIC HEARING
Wastewater Treatment Facility Plan dated January 2025
Dover Eyota St. Charles Area Sanitary District (DESCASD)

A Public Hearing will be held on February 18, 2025 at 7:00 p.m. at the Community Center, St. Charles City Hall at 830 Whitewater Avenue in St. Charles, Minnesota. The Wastewater Treatment Facility Plan dated January 2025 will be presented and discussed.

At a minimum, the following items will be discussed:

- Purpose and Scope of the Facility Plan
- Future effluent limits
- Projected wastewater flows and loadings
- Treatment alternatives considered
- Recommended alternative and reasons for selecting the alternative
- Estimated costs
- Estimated impact to sewer rates
- Location of the recommended project
- Schedule for implementing the project

DESCASD will receive comments and questions regarding the facility plan. A copy of the Facility Plan is available for viewing at the DESCASD office, 303 North Richland Avenue in St. Charles, Minnesota.

Dover Fire Department

PO Box 65

Dover, MN 55929

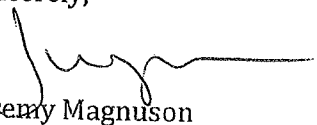
1/25/2025

City of Dover
PO Box 116
Dover, MN 55929

Re: New Fire Department Member

Please add an agenda item for the February City Council meeting to approve and accept Anthony Wegman as a member of the Fire Department. Anthony has completed all required training.

Sincerely,



Jeremy Magnuson
Chief

RESOLUTION TO APPROVE AMENDED BY-LAWS OF THE DOVER FIREFIGHTER'S RELIEF ASSOCIATION

WHEREAS, the City of Dover, Minnesota has reviewed an amendment to the By-Laws of the Dover Firefighter's Relief Association dated January 14, 2025 at the regularly scheduled monthly meeting of the Council held on the 6th day of February, 2025.

NOW THEREFORE, be it resolved by the City Council of Dover, Minnesota:

The City hereby certifies that the foregoing By-laws are amended including a raise in benefits to \$2,200.00 per year effective on July 1, 2025 and has no objections.

Resolution adopted with _____ yes votes _____ no votes and _____ abstentions.

Adopted on February 6, 2025

MAYOR

ATTEST:

CITY CLERK