

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

City of Dover Agenda Thursday night, January 2, 2025, Regular Meeting

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

New business

8. Request to approve and sign a raffle application to the state for DE Storm Softball fund raising.
9. Review organized garbage collection proposals.
10. Review and approve Clerk position advertisement and set timeline.
11. 2025 appointments as follows from 2024:
  - Review of Employee wages to set for 2024.
  - 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
12. Audit- Smith Schaffer offer for services audit 2024.
13. Charge for water meter only proposed to raise \$0.75 to \$10.75 to match our base rate fee- simplify our utility billing.
14. Propose- Charge \$1.00 for letter mailed for water/sewer billings- emails for those that sign up will be at the current cost per amount charged per gallons of water used.
15. Motion to make changes to signature card for EDA checking account- Take off two past members and approve the following: Dan Bolton, Jaime Putzier and Gary Pedersen.
16. Old Business

Council member reports/other items.

Meeting adjourns:

Gary Pedersen-Dover City Clerk/treasurer

Proposed

### **City of Dover Regular Monthly Meeting Minutes December 5, 2024**

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, Jodi Nicklay and Chelsie Kiekbusch. Absent- none. Staff present Gary Pedersen, Clerk/Treasurer Others in attendance: Doc Sass, Craig Ferguson, Sue Ferguson, Teri Woxland and Jean Messerschmidt.

Motion by Member Tyler and seconded by Member Kiekbusch to approve the agenda changing public hearing for Road Trip Bar before tax levy hearing and 2 AM listed as #12 on agenda to follow Road Trip hearing, the motion carried.

Mayor Iseminger opened public hearing on charges of Road Trip Bar for serving a minor on December 23, 2023, and their employee pleaded guilty in July of 2024.

The Fergusons (Craig and Sue) said it is tough to card 100% successful due to ID's that are forged and swiped as legitimate. The Council explained that it is the nature of the business and according to our city ordinance we must act by issuing a written warning of violation of the city ordinance and is the first strike of a four-strike process.

Motion by Mayor Iseminger and seconded by Member Tyler to adopt a resolution stating that this is a written warning of the violation of serving a minor-Road Trip Bar's first strike of a four-strike process, the motion carried.

The 2 AM closing for liquor sales was discussed- Fergusons asked the positive and negative sides of serving the extra hour?

Most people during the 1 AM to 2 AM period order food- even some that come from other bars when they close; downside people tend to get angry when drinking to much and too long whether in this bar or elsewhere. The council may bring this topic up later.

Citizen items: none

The city advertised mowing/trimming quotes for city property for 2025, 2026 and 2027.

SAS of Utica and BK's of St. Charles submitted quotes for consideration.

Motion by Member Putzier and seconded by Member Tyler to accept the quote from SAS of Utica for the three-year agreement, the motion carried.

Public Hearing opened by Mayor Iseminger for the 2025 proposed tax levy.

No person came forward to make comments.

Motion by Member Nicklay and seconded by Member Kiekbusch to approve the 2025 proposed levy for a total of \$378,354 which includes the general fund, bond obligations and city owned land special assessments, the motion carried.

Motion by Member Putzier and seconded by Member Kiekbusch to approve the minutes from the two November meetings, the motion carried.

Motion by Member Tyler and seconded by Member Putzier to approve the financial statements and bills to be paid list, the motion carried.

## Proposed

### Clerk's Report:

Utility module with Banyon is set up and partly loaded- will use end of this month for billing of water and sewer.

### Old Business:

Discussion about an email received from MPCA that Dover should have a person with a Type S Operators license from their department. Set up a group to meet with Mr. Hugeback.

### New Business:

Application by Road Trip Bar for 2025 Closing of 2 AM for liquor sales.

Motion by Member Tyler and seconded by Member Kiekbusch to approve of the 2:00 AM closing for 2025, applying to the State for the license approval, motion carried.

Motion by Member Putzier and seconded by Member Kiekbusch to approve the Resolution to have the County of Olmsted place on the 2025 taxes for collection of delinquent water and sewer accounts not meeting the ordinance standards for "current", the motion carried.

Motion by Member Nicklay and seconded by Member Tyler to approve a Resolution for 2025 stating that in need of an election it will be held in the Community Center at 217 West Center Street, Dover, the motion carried.

Motion by Member Tyler and seconded by Member Kiekbusch to hire "DocuSend" to mail our water/sewer monthly bills and use email when possible, starting this current month, the motion carried.

### Council Members:

Member Putzier- working on RFP for organized garbage collection and is about ready to be mailed and will request quotes to be back by December 30<sup>th</sup>, 2024.

Member Kiekbusch – working on "women of Dover" -get more information

Mayor Iseminger- Working on long range plans of employees for Dover and to move ahead advertising for hiring a new Clerk/Treasurer.

Motion by Member Tyler and seconded by Member Putzier to adjourn the regular meeting of the Dover City Council at 8:50 PM, motion carried.

Minutes by: Gary Pedersen, Clerk/Treasurer

| Account  | 2024         | 2023         | 2022            |
|--|--------------|--------------|-----------------|
| General Checking                                   | 229,223.98   | 289,708.02   | \$ 341,705.19   |
| Money Market                                       | 585,675.13   | 374,647.27   | \$ 320,501.92   |
| Stifel CD  | 646,767.54   | 615,000      | \$ 600,000.00   |
| General Fund Fire                                  | -175,000     | -176,555     |                 |
| General Money total                                | 1,286,666.65 | 1,102,800.29 | \$ 1,262,207.11 |
| The general fund to fire is estimate at this time. |              |              |                 |
| Special Truck fund                                 | 48,794.70    | 160,090.67   | \$ 31,560.95    |
| Truck fund Stifel CD                               | 853,670.30   | 557,000      | \$ 300,000.00   |
| General Fund Fire                                  | 175,000      | 176,555      | \$ 120,428.83   |
| Truck fund Total                                   | 1,077,465.00 | 893,645.67   | \$ 451,989.78   |
| EDA Account  | 96,395.92    | 93,351.62    | 92,191.68       |
| Dedicated Funds Below                              |              |              |                 |
| Public Safety                                      | \$ 34,658.00 |              |                 |
| Street Signs                                       | -3011.88     |              |                 |
| Street Signs-2nd order                             | -478.48      |              |                 |
| TrafficLogix Sign                                  | -3133.00     |              | December        |
| sign permit  | -250.00      |              |                 |
| 8 barricade signs                                  | -1824.72     |              |                 |
|  | \$ 25,959.92 |              |                 |
| Land Sale Bolton                                   | \$ 55,776.90 |              |                 |

| Date   | person | purchase item            | amount charged | venue      |
|--------|--------|--------------------------|----------------|------------|
| 10-Dec | Gary   | Staples- office supplies | \$101.96       | visa       |
| 11-Dec | Rick   | white paint picnic table | \$49.99        | ace        |
| 9-Dec  | Rick   | Ace- photo room outlet   | \$0.99         | ace        |
| 11-Dec | Rick   | paint brushes            | \$22.58        | ace        |
| 27-Dec | Rick   | Menards- ladder and salt | \$46.63        | visa       |
| 16-Dec | Rick   | gas truck                | \$70.05        | whitewater |
| 30-Dec | Rick   | gas truck                | \$57.90        | whitewater |
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|        |        | total month misc.        | \$350.10       |            |