

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

City of Dover Agenda Thursday night, February 1, 2024, Regular Meeting

1. Meeting call to order at 7:00 PM-City Hall-217 West Center Street
2. Next scheduled meeting is March 7, 2024.
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 report

New business

- CMS agreement proposed for 2024.- Tabled to Feb. meeting.
- Water Softener quote to replace the existing community center softener/discuss changing toilets as part of this project. Three options to look at-cost of high water softener, normal water softener and toilet quotes to replace.
- Agreement Smith-Schaffer for audit 2023.
- Dumpsite Agreement- Recommendation \$600 an increase of \$100.
- Outdoor Warning Siren Joint Powers Agreement with County and City of Dover.

Old Business

- Garbage collectors for possible organized collections update.
- City lots for potential sale.
- Website agreement offer.

Council member reports/other-items.

Meeting adjourns:

Gary Pedersen-Dover City Clerk/treasurer

PROPOSED

City of Dover Regular Monthly Meeting Minutes January 4, 2024

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

Present were Vice-Mayor Jaime Putzier, Council Members Chelsie Kiekbusch and Jodi Nicklay. Absent- Mayor Dave Iseminger and Eric Tyler. Staff present Gary Pedersen, Clerk/Treasurer and Deputy Clerk Karen Henry. Others in attendance: Jodi and Bruce Wiza and County Commissioner Brian Mueller.

The agenda for the meeting was presented. The motion was made by Member Kiekbusch to approve the agenda as presented; the motion was seconded by Member Nicklay the motion carried.

Motion by Member Nicklay and seconded by Member Kiekbusch to approve the meeting minutes for the last month's regular meeting as presented, the motion carried.

Citizen's items: Jodi Wiza asked what the city had done to Road Trip for serving minors? The city has not received any information from the County that indeed that has happened so the answer was not a thing unless we are notified by the County of such an incident.

Motion by member Nicklay and seconded by member Kiekbusch to approve the months bills and financial statements as presented by the Clerk, the motion carried.

Motion by member Nicklay and seconded by member Kiekbusch to approve and accept Angie Marden as a member of the fire department as she has passed all needed training, motion carried.

Motion by member Nicklay and seconded by member Kiekbusch to pay the playground invoice for \$94,760.16, the motion carried. The equipment has been delivered.

Clerk Report:

- Water Conditioner research for community center- Feb. agenda.
- CMS new agreement offered by our building officials for 2024 with recommended changes.
- Research on possible lots for sale in Dover by the City-Feb agenda.
- Website new design and agreement was discussed and will be on the Feb. agenda.

New Business:

Motion by member Vice-Mayor Putzier and seconded by member Nicklay to allow the clerk to set up ACH payments to gopher one for future payments, motion carried.

- 2024 yearly appointments and business items as follows per state statute:
 - Review of Employee wages to set for 2024.
 - Marvin Ihrke raised to \$1,100 per month.
 - Gerald Schweitzer raised to \$425 per month.
 - Gary Pedersen raised to \$4,000 per month.
 - Rick Jones raised to \$24 per hour and \$2 more when water certification.

PROPOSED

- Mayor's position raised to \$4,000 per year beginning in 2025.

Motion by member Kiekbusch and seconded by member Nicklay to approve the salary adjustment as noted, 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 to represent Dover- Rob Olson of GDO Law firm in White Bear Lake
- City Engineer- Mark Welch of GGG
- Deputy Clerk Karen Henry

Motion by member Nicklay and seconded by member Kiekbusch to approve the list above for 2024, the motion carried.

- 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 Nicklay and seconded by member Kiekbusch to approve the selections above for 2024, the motion carried.

Council Members:

Facebook controls for council members was discussed, and another meeting for exploring women of Dover group.

Motion by Member Kiekbusch and seconded by Member Nicklay to adjourn the meeting at 8:24 PM, motion carried.

Minutes by:

Gary Pedersen, Clerk

Account	2024	2023	2022	2021	2020
General Checking	\$ 112,270.45	\$ 121,681.26	\$ 213,906.24	\$ 252,828.00	\$ 187,203.00
Money Market	\$ 274,907.93	\$ 420,848.11	\$ 139,626.39	\$ 422,600.00	\$ 595,765.00
Stifel CD's	\$ 618,447.43	\$ 600,000.00	\$ 600,000.00	\$ 304,648.00	\$ 200,000.00
General Fund Fire	\$ (176,000.00)				
General Money total	\$ 829,625.81	\$ 1,142,529.37	\$ 953,532.63	\$ 980,076.00	\$ 982,968.00
Special Truck fund	\$ 9,312.26	\$ 71,586.48	\$ 51,500.45	\$ 41,084.00	\$ 30,642.00
Stifel CD's	\$ 757,000.00	\$ 550,000.00	\$ 375,750.46	\$ 254,637.00	\$ 200,000.00
Geneeral Fund Fire	\$ 176,000.00				
Truck fund total	\$ 942,312.26	\$ 621,586.48	\$ 427,250.91	\$ 295,721.00	\$ 230,642.00
EDA Account	\$ 93,430.90	\$ 92,269.98	\$ 91,686.34	\$ 88,384.00	\$ 88,089.00
Money dedicated to					
ARPA total funds	play ground paid-0.00	\$ 84,147.34			
Public Safety	\$ 34,658.00				
	January				

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CITY OF DOVER

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*Check Summary Register©

January 2024

Name	Check Date	Check Amt
10100 Checking 21150041		
-499 011824transfermmch	1/22/2024	(\$100,000.00)
-498 12524countypayfor23	1/29/2024	(\$3,750.31) general
-497 11024finesincome	1/29/2024	(\$40.00) LGA
-496 10624rentalphotoshed	1/29/2024	(\$425.00) monthly payment
-495 012624Semcacent	1/29/2024	(\$200.00) Maintenance shed
-494 12724centerrents	1/29/2024	(\$915.00) Mathison, Glover, Hammel, Magnuson
-493 13024watersewerpayme	1/29/2024	(\$21,005.34) water and sewer payments list1-1
116e PERA	1/2/2024	\$525.00 Vendor Liability
117e PERA	1/8/2024	\$92.40
118e PERA	1/22/2024	\$100.80 Vendor Liability
119e IRS	1/22/2024	\$1,528.63 Vendor Liability
19601 GARY PEDERSEN	1/2/2024	\$166.40 mileage 2nd half
19602 GDO LAW FIRM	1/2/2024	\$595.50 Legal fees for City
19603 KATHY LANE	1/2/2024	\$262.50 financial software support
19604 MICHAEL BEDTKE	1/2/2024	\$3,000.00 playground prep and tare down
19605 OLMSTED COUNTY PUBLIC WO	1/2/2024	\$520.00 street sweeping
19606 ACE HARDWARE	1/4/2024	\$146.82 repair supplies
19607 GOPHER STATE	1/4/2024	\$2.70 Dec Tickets
19608 M & M CONSTRUCTION	1/4/2024	\$1,170.00 snow removed in November
19609 OLMSTED COUNTY FINANCE	1/4/2024	\$69.78 TNT cards mailing
19610 PEARSON BACKHOE SERVICE I	1/4/2024	\$1,870.00 water valve replacement
19611 VERIZON FINANCIAL	1/4/2024	\$65.37 phone city and fire
19612 Jones, Richard P	1/8/2024	\$556.07
19613 CULLIGAN WATER	1/8/2024	\$195.28 Water Conditioner
19614 HBC	1/8/2024	\$129.03 monthly bills
19615 LANDSCAPE STRUCTURES	1/8/2024	\$94,760.16 playground equipment
19616 NAPA	1/8/2024	\$15.99 shop supplies
19617 Void	1/8/2024	\$0.00 19617
19618 WHITEWATER TRAVEL PLAZA	1/8/2024	\$388.96 City truck
19619 LRS	1/9/2024	\$391.57 Garbage pick up
19620 MN DEPARTMENT OF LABOR AN	1/9/2024	\$1,349.28 State Surcharge
19621 PEOPLES ENERGY COOPERATI	1/9/2024	\$3,052.96 monthly bill city hall
19622 FORSIGHT BANK	1/11/2024	\$101,964.00 2021A Bond
19623 ALEX AIR APPARATUS 2 LLC	1/11/2024	\$640.27
19624 Construction Management Servic	1/11/2024	\$184.44 Monthly Billing
19625 HBC	1/11/2024	\$135.86 phone and internet
19626 KWIK TRIP	1/11/2024	\$103.86 Monthly fuel charges
19627 M & M CONSTRUCTION	1/11/2024	\$1,820.00 Jan 10 event
19628 MN STATE FIRE DEPARTMENT A	1/11/2024	\$175.00 Membership Dues
19629 NAPA	1/11/2024	\$31.26 old engine part
19630 PEOPLES ENERGY COOPERATI	1/11/2024	\$187.24 monthly bill
19631 BREMER BANK CARD	1/17/2024	\$484.26 stamps-and other misc.
19632 COORDINATED BUISINESS SYS	1/17/2024	\$62.69 monthly charge
19633 CUSTOM ALARM	1/17/2024	\$272.65 fobs
19634 HAWKINS INC.	1/17/2024	\$10.00 cylinder charge
19635 M & M CONSTRUCTION	1/17/2024	\$2,740.00 Jan 15 event
19636 OLMSTED COUNTY FINANCE	1/17/2024	\$633.26 Reimburse Court Fines for year
19638 FELD FIRE	1/23/2024	\$8,236.00 Turn out gear
19639 DOV, EY, STCHARLES SANITAR	1/30/2024	\$6,981.26 Sewer District Payments
19640 GDO LAW FIRM	1/30/2024	\$247.50 Legal fees for City
19641 MN ENERGY RESOURCES	1/30/2024	\$2,934.54 monthly bill community center
19642 MN FIRE SERVICE CERT BOARD	1/30/2024	\$252.00 Cert for firefighter I & II
19643 NORTH SHORE COMPRESSOR &	1/30/2024	\$717.66 maintenance call
19644 QUALITY CLEANING GABE GRE	1/30/2024	\$375.81 Monthly Cleaning

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***Check Summary Register©**

January 2024

	Name	Check Date	Check Amt	
19645	RICK JONES	1/30/2024	\$24.76	Reimbursement for skid steer
19646	RIVERLAND COMMUNITY COLLE	1/30/2024	\$1,500.00	Angela Marden Fire I and II
19647	STATE CHEMICAL PRODUCTS	1/30/2024	\$1,145.87	Boiler Chemicals
	Total Checks		\$116,479.74	

6.

Date	person	purchase item	amount charged	venue
3-Jan	Rick	Ace rust remover	\$23.99	ace
5-Jan	Rick	Ace fill hole puty	\$7.99	ace
17-Jan	Rick	well house bulbs	\$14.99	ace
24-Jan	Rick	salt	\$34.36	ace
24-Jan	Rick	well house reappear window	\$18.48	ace
5-Jan	Rick- menards	furnace filter fire hall and old city	\$67.41	visa
12-Jan	Rick	city truck gas	\$36.97	whitewater
22-Jan	Rick	city truck gas	\$51.15	whitewater
22-Jan	Gary	Discount filters community center	\$216.26	visa
31-Jan	Gary	Staples- office supplies	\$127.90	visa
		total month misc.	\$599.50	

You could give your people

Culligan Water™

1825 Mobile Drive, Winona MN

507-452-3600

CulliganBetterWater.com

December 27, 2023

Quote No: - EB-122723-1

Dover City Hall
288 Center ST
Dover, Mn 55929

Sizing based on space available and current pipe size. Replacement and disposal of current system included. Install new 2" 3- valve bypass.

- 1 - CTM - 60 - DF

6825.00

NOTE: This proposal may be withdrawn if not accepted within 30 days.

NOTE: Price includes installation and disposal.

Thank you,
Eric Bartsh
Eric Bartsh
Culligan of Winona

Customer Approval: _____ Date: _____

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POLISHED PLUMBING

PO. Box 8

Dover, MN 55929

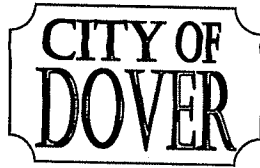
(507-951-9914) polishedplumbing@hotmail.com

1/30/24

City of Dover,

Quote for: Remove old toilets from men's and womans bathroom on main floor. Install tank style ADA toilets. Any tile work or pathing of walls done by others. Piping water lines to new toilets.

Bid price: \$4,218.75



Dover City Hall –217 West Center Street - PO Box 116 - Dover, Minnesota 55929 – phone 507-932-4314

2/01/2024

Donald Millard agreement for \$600 yearly payment for use of land to use as a City Brush dump.

Approved by City Council on February 2nd, 2024.

Mayor Dave Iseminger

Attest: _____

Gary Pedersen, Clerk



Catalis
3025 Windward Plaza, Suite 200
Alpharetta, GA 30005

No.: 0068Z00001ccdQCQAY
Order Form Date: 12/20/2023

ORDER FORM

CUSTOMER INFORMATION

Customer:	Dover, MN	Address:	PO Box 116
Contact Name:	Gary Pederson		Dover, MN 55929
Email Address:	dovercityclerk1@gmail.com		United States
Phone:	507-932-4314		
Billing Contact:	Gary Pederson	ACH:	<input type="checkbox"/>
Billing Email:	dovercityclerk1@gmail.com	PO Required:	<input type="checkbox"/>
Billing Phone:	507-932-4314	Tax Exempt:	<input type="checkbox"/>

Catalis Representative: Andrew Lacovara Andrew.Lacovara@catalisgov.com 204-410-6772

SUBSCRIPTION TERM

Subscription Start Date: April 1, 2024
Subscription End Date: March 31, 2028
Auto-Renewal: Yes (Annual)

The Initial Term of the Subscription shall begin on the Subscription start date and will continue for 4 years.

PRICING

1. Fee Summary

Software Subscription Fees for Year 1 Total: \$1,995
Fee details for these totals are in the tables below.

2. Software Subscription Fees

	Year 1	Year 2	Year 3	Year 4
Website Management	\$1,995	\$2,114	\$2,240	\$2,374
Total Subscription Fees	\$1,995	\$2,114	\$2,240	\$2,374

- 2.1. Year 1 Software Subscription Fees shall be billed upon the Subscription Start Date.
- 2.2. Future Year Software Subscription Fees shall be billed annually in advance.

3. Additional Services

Future Professional Services, customizations, modifications, or integrations can be provided at a current year hourly services rate. Any additional work requested will require a Professional Services Work Order.

TERMS AND CONDITIONS

The Agreement is dated effective and shall be considered binding upon execution ("Effective Date") by and between Customer and Licensor.

The Agreement incorporates by reference the following, in order of precedence:

This Order Form

The Master Software Subscription and Services Agreement

<https://catalisgov.com/master-software-subscription-and-services-agreement/>

Exhibit A: Software Description and Scope of Use

11.



General Notes:

1. Capitalized terms used herein but not defined in this Order Form have the meanings given to them in the Master Software Subscription and Services Agreement.
2. The Parties agree to keep all aspects of this agreement confidential to the extent permitted by law.
3. Pricing and/or terms are subject to change if the Order Form is not signed within sixty (60) days of the Order Form Date.
4. The Pricing listed above is estimated based on the information available to Catalis at the time of the making of this Order Form. Following adoption of this Order Form, changes shall be memorialized with a written Amendment, without regard to whether the change affects costs, and shall be approved in writing by Catalis and the Customer. If the Amendment impacts cost to one or more Parties, an estimate of the cost impact shall be included in the written Amendment.
5. Any Recurring Fees will increase annually by the greater of six percent (6%) or the increase in the CPI for the prior calendar year (as reflected in the pricing table(s) above).
6. Invoices shall be due and payable within thirty (30) days following invoice by Catalis.

ACCEPTANCE

By signing below, I represent that I am validly authorized to enter into this Order Form and related Agreement and accept their terms and conditions.

Effective Date: _____

Dover, MN

**CATALIS PUBLIC WORKS & CITIZEN
ENGAGEMENT, LLC:**

By: _____
Name: Gary Pederson
Title: Clerk/Treasurer
Date: _____

By: _____
Name: Teresa Yeager
Title: _____
Date: _____



Catalis
3025 Windward Plaza, Suite 200
Alpharetta, GA 30005

No.: 0068Z00001ccdQCQAY
Order Form Date: 12/20/2023

EXHIBIT A: SOFTWARE DESCRIPTION AND SCOPE OF USE

This Exhibit provides a description of the Software Services being offered; however, it is understood that detailed Functional Specifications will also be available in separate Documentation provided for guidance on product functionality and usage.

WEBSITE SUBSCRIPTION INCLUDES:	
Nightly Backups	Inc.
Content Management Software and Maintenance	Inc.
SSO	Inc.
Administrator Dashboard	Inc.
Automatic Feature Updates	Inc.
Accessibility Development	Inc.
Responsive Designs	Inc.
AWS North America Hosting	Inc.
SSL Certificates	Inc.
Up to 30 hours of Design Refresh	Inc.
Up to 300 pages of Content Transfer	Inc.
1 hour remote training (post academy graduation)	Inc.
5 hours paid Support (no annual rollover)	Inc.



Gary Pedersen <dovercityclerk1@gmail.com>

Concern

2 messages

Rosemary Evers <revers62@gmail.com>

Sun, Jan 7, 2024 at 10:11 AM

To: dovercityclerk1@gmail.com

Gary,

Good morning! Can you please clarify something for me? Does the city have an ordinance of the number of vehicles allowed per residence?

My concern is the neighbor (Bronks) as they have six vehicles at their residence. Four are in the driveway and two in front.

If there isn't an ordinance; should there be one? It's just irritating me a bit because they are cutting into the lawn and the property line.

Please let me know. Thanks.

Rosemary Evers

Gary Pedersen <dovercityclerk1@gmail.com>

Mon, Jan 8, 2024 at 8:09 AM

Draft To: Rosemary Evers <revers62@gmail.com>, Dave Iseminger <doverdave@rocketmail.com>

Rosemary,

Thank you for contacting the City with your concerns.

The city does not have an ordinance concerning the number of vehicles. During snowfall events (snow plowing) they cannot leave the vehicles on the street during removal of the snow or we will ticket them.

I have included our Mayor with this email response so he knows your thoughts and can bring it up at a council meeting should he decide too.

Gary Pedersen, Clerk

[Quoted text hidden]

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Gary Pedersen, Dover City Clerk/Treasurer

dovercityclerk1@gmail.com

507.932.4314

PO Box 116, Dover, MN 559259

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