

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

City of Dover Agenda Thursday night, August 1, 2024, Regular Meeting-

1. Meeting call to order at 7:00 PM-City Hall-217 West Center Street
2. Next scheduled meeting is September 5, 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

- Many compliance letters were sent this past month.
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Old Business

- Website update – option 2 was moved forward.
- Consider Banyon module for water/sewer accounts

Council member reports/other items.

Meeting adjourns:

Gary Pedersen-Dover City Clerk/treasurer

PROPOSED

## City of Dover Regular Monthly Meeting Minutes July 1, 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 Eric Tyler, Jodi Nicklay and Chelsie Kiekbusch. Absent- Jaime Putzier. Staff present Gary Pedersen, Clerk/Treasurer. Others in attendance: Marlene Erickson and Wayne Bendickson.

Motion by Member Tyler and seconded by Member Kiekbusch to approve the agenda as presented, the motion carried.

Scheduled Public Hearing per application by Marlene Erickson to rezone a parcel (old church) from government/church buildings/land to R-1 (single family residential).

Mayor opened the “public hearing”- comments by the applicant Ms. Erickson mostly dealt with the asbestos findings in the structure. No other comments were offered.

The staff report was reviewed by the council.

Motion by Member Nicklay and seconded by Member Kiekbusch to approve the proposed zone change for lot 007 block 3 and lots 7 & 8 block 3 in the City of Dover to R-1, single family residential, with the condition that a Certificate of Occupancy is issued by the City’s Building Inspector prior to moving in, the motion carried unanimously.

Public Hearing closed.

Citizen items:

Wayne Bendickson provided the council with pictures of the washing in the ditch that has taken place since the ditch work was completed last year. This is along 7<sup>th</sup> street SW. The council talked about options on how to control the washing better in the future and what should be done now. Will haul in some crushed rock to fix the damage and push the county to get the main bridge redone through the bridge program and then size the other culvert to a new bridge and not the old one.

Motion by Member Kiekbusch and seconded by Member Tyler to approve last month’s meeting minutes as presented, the motion carried.

Motion by Member Nicklay and seconded by Member Kiekbusch to approve the financial statements and pay the bills as presented for the past month, the motion carried.

Clerk Report:

- The clerk brought up that the city has not had a charge for issuing a “grading plan” in the past.

Motion by Member Tyler and seconded by Member Nicklay to charge \$75 for a residential grading plan and \$500 for all others and should be reviewed at the end of this year, the motion carried.

## PROPOSED

- LMC membership may go up in price next year.
- Small City Assistance for the next two years should provide about \$3,000 and \$14,000 respectively.
- Having some issues with the computer- will budget appropriately for next year's expenses.

## New Business

- Motion by Member Nicklay and seconded by Member Tyler to approve the application for an event by Neighbors Pub on August 17 for there .2K run that includes a band, motion carried.

## Old Business

- Website we have sent in pictures we want included for the newly remodeled site and waiting for the first draft.

## Council Members:

Nicklay- updated on the first organized garbage committee meeting. Will continue meeting every other week until end of August- first assignment is to get information from our city residents and other city residents and city officials.

Tyler- updated on Sanitary District.

## Iseminger-

- Order Porta Potty's for July 6<sup>th</sup> event- clerk will handle.
- Ribbon cutting is set for new playground equipment on July 3<sup>rd</sup>.
- Remodel men's restroom in Community Center should be on our radar.
- Discussion about remodeling ball fields so we can have benches up both lines and more seating areas for spectators. Would involve moving the south field more to the east to get the ground needed between the fields.

Motion by Member Kiekbusch and seconded by Member Nicklay to adjourn the regular meeting at 8:45 PM, motion carried.

Minutes by: Gary Pedersen, Clerk/Treasurer

## City of Dover Special Meeting Minutes July 24, 2024

The Special Meeting of the Dover City Council was called to order at 8:00 PM by Mayor Dave Iseminger in the City Hall.

Present were Mayor Dave Iseminger, Council Members Jaime Putzier, Chelsie Kiebusch, Eric Tyler, and Jodi Nicklay. Absent-None. Staff present Karen Henry, Deputy Clerk/Treasurer. Jody Wiza

The purpose of this special meeting is to consider a special event application by the Shack Bar for the night of August 1, 2024.

Jody stated that she is closing the Bar in Altura and wishes to move the band she had scheduled to the Dover location.

Would like to have the permit allowed to serve alcohol until 10 PM and noise permit to 10 PM.

Her liquor license ends in Altura July 31 and not sure if she will keep it open.

Thursday night request

- Concerns noted- noise until 10 PM is very late
- Two plus hours further than ordinance allows
- Serving until 10 PM is late.

Comment was to stop serving at 9:45 PM

Motion by Member Tyler and seconded by Member Nicklay to approve the permit with alcohol stop serving at 9:45 PM, no further sales after 9:45 PM and outside band shall stop at 10 PM. The motion carried.

Motion by Member Nicklay and seconded by Member Tyler to adjourn the special meeting at 8:17 PM, motion carried.

Minutes by:

Karen Henry, Deputy Clerk

Date	person	purchase item	amount charged	venue
5-Jul	Rick	maint shed batteries	\$17.99	ace
8-Jul	Rick	Menards-basket repair	\$16.46	visa
8-Jul	Rick	Menards maintenance shed items	\$128.78	visa
9-Jul	Rick	Davids small engine sharpen chain	\$11.00	visa
24-Jul	Gary	Microsoft 365 yearly	\$69.99	visa
28-Jul	Rick	Sherwin Williams- deck	\$4.00	visa
28-Jul	Rick	TSC- skid steer repair	\$39.98	visa
28-Jul	Rick	Whitewater Travel gas-truck/cans	\$97.91	whitewater
		total month misc.	\$386.11	



Date: 05/10/24  
Expires: 08/10/24

For: CITY OF DOVER  
GARY PEDERSEN  
PO BOX 116  
DOVER MN 55929

Phone:  
Fax:  
Email: dovercityclerk1@gmail.com



Banyon Contact	Title	Email/Phone	Comment	Invoice #
Heidi Stensrud	Support	sales@banyon.com		

Description	Price	Discount	Amount
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**Software Products\***

Utility Billing Software			\$2,195.00
Meter Device Interface - Sensus Auto Read			\$1,995.00
Direct Payments ACH			\$995.00
DocuSend Ebills Notification Interface			\$695.00
Total Software Products			\$5,880.00

**Support Services\*\***

Utility Billing Annual Support			\$865.00
Meter Interface Annual Support			\$395.00
Direct Payments Annual Support			\$195.00
DocuSend e-bill Module Support			\$195.00
Total Support Services			\$1,650.00

**Conversion Services**

Utility Billing Conversion: Standard (Optional)			\$500.00
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**Training Services**

On Line Training - 4 hours			\$400.00
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Sub-total	\$8,430.00
Discount	\$0.00
Tax	\$0.00
<b>Grand Total</b>	<b>\$8,430.00</b>

\* Software Products Purchase is a one-time charge for a permanent copy and unlimited use of the application.

\*\* Support Service is an optional purchase, per application for its unlimited phone support and software update. Annual renewal is recommended



Gary Pedersen <dovercityclerk1@gmail.com>

Re: DocuSend - Question !

Alice Witherow <awitherow@docusend.biz>  
To: Gary Pedersen <dovercityclerk1@gmail.com>

Thu, Jul 18, 2024 at 3:35 PM

Hi Gary,  
Great chatting with you today!

Here's the documentation on emailing with us through Banyon. If you're sending mail, you just wouldn't choose the email option because we would find the emails in your mail file and suppress sending the physical copy and instead send via email. It's really simple.

I've also added our internal postcard project to our strategy meeting agenda for next week.

Have a great 3 day weekend!  
Kind regards,  
Alice

Alice Witherow  
Director of Marketing & Business Development  
awitherow@docusend.biz  
877-514-3091 ext 205  
www.docusend.biz



Click here for my calendar.

From: Gary Pedersen <dovercityclerk1@gmail.com>  
Sent: Thursday, July 18, 2024 3:53 PM  
To: Alice Witherow <awitherow@docusend.biz>  
Subject: Re: DocuSend - Question !

[Quoted text hidden]

BANYON DOCUSEND INSTRUCTIONS.docx  
13K

- \* Alice - docusend
- \* upload through Banyon
- \* print and mail - later this year
- \* 2sided printing will have post cards
- \* .68 / card
- \* .03 email attk # 25 min.
- \* can do combination

*cards left as of Aug 1st*

<p>ACH</p> <p>323</p> <p>+</p> <p>94</p> <hr/> <p>3.4 months</p> <p>1/2 of Dec.</p>	<p>Reg.</p> <p>400 Bundle</p> <p>400 packets</p> <p>32 packet</p> <hr/> <p>832</p> <p>+</p> <p>205</p> <hr/> <p>4 months</p> <p>Thru Dec.</p>
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