

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

City of Dover Agenda Thursday night, January 4, 2024, Regular Meeting

1. Meeting call to order at 7:00 PM-City Hall-217 West Center Street
2. Next scheduled meeting is February 1, 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.- Please table to Feb. meeting.
- Angie Marden has completed firefighting training, please accept to be on the Dover Volunteer Fire department member.
- 2024 appointments as follows from 2023:
 - 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 to represent Dover- Rob Olson 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- ? and Chelsie Kiekbusch
 - Street – Roger Ihrke and Dave Iseminger
 - Ambulance- Jaime Putzier
 - Vice- Mayor- Jaime Putzier
- Contract offer from City website host for re-design.
- Playground equipment invoice- recommend pay.
- Water Softener quote to replace the existing community center softener- table to Feb.

Old Business

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

Council member reports/other-items.

Meeting adjourns:

Gary Pedersen-Dover City Clerk/treasurer

PROPOSED

City of Dover Regular Monthly Meeting Minutes December 7 and 28th, 2023

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, Chelsie Kiekbusch and Jodi Nicklay. Absent- None. Staff present Gary Pedersen, Clerk/Treasurer and Deputy Clerk Karen Henry. Others in attendance: None.

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

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

Motion by Member Putzier and seconded by Member Kiekbusch to approve and "unseal" meeting minutes as presented, for a special closed meeting on December 20th to consider submitting a bid on the Dover-Eyota School Bus Shed located in Dover, the motion carried.

Mayor Iseminger opened a public hearing for the Truth-N-Taxation meeting for input by the "public". Nobody came forward to comment on the proposed levy for 2024.

Motion by Member Nicklay and seconded by Member Tyler to approve the 7% increase in the levy from the previous year and set the "over all" levy for 2024 at \$378,354, the motion carried unanimously.

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

Motion by Member Putzier and seconded by Member Kiekbusch to approve a resolution to assess special assessments for overdue water and sewer accounts to be placed on their property taxes for 2024, the motion to pass the resolution carried on a 5 yes and 0 no vote.

Motion by Member Putzier and seconded by Member Kiekbusch to approve a resolution to keep the polling place for the city of Dover at City Hall/Community Center for 2024, the motion passed unanimously with 5 yes and 0 no votes.

Clerk Report:

- Banyondata update – New program is balanced up to November and will soon be caught up and hope to go "live" with the new financial system.
- The bid submitted to the School District on the Bus Shed was not accepted.
- Organized Garbage update- may need to have a committee for the process- begin looking for residents interested in sitting on the committee, the City Attorney is now providing help as to step by step process of going toward organized garbage pickup.
- An exploring meeting was held by Council Member Nicklay to gauge the interest in Dover of having a group willing to help with city events like on and around July 3rd.

PROPOSED

- Operation Roundup by Peoples Cooperative Services granted the City of Dover \$5,000 for the new playground equipment.

New Business:

- 2024 maintenance agreement with Olmsted County was reviewed.
- Liquor license renewals for Neighbors, Hair Shack and Road Trip have been processed by the State and must be signed by the City and will be issued.

Council Members:

Tyler- stated that Wes Bussel of Eyota is stepping down as member of the Sewer District Board. Fire Department burned the brush dump during their last meeting/training date.

Nicklay- Said she had a complaint on a trailer parked on 5th Ave SE- City should probably send a letter to remove.

Mayor Iseminger brought up discussion on lots east of tennis courts and long-term possible development.

Motion by Member Putzier and seconded by Member Kiekbusch to adjourn the meeting at 8:40 PM, motion carried.

Minutes by:

Gary Pedersen, Clerk

December 28 Special Meeting Minutes:

A Special Meeting of the Dover City Council was called to order at 7:00 PM by Mayor Dave Iseminger in the City Hall as posted for December 28, 2023, in City Hall.

Present were Mayor Dave Iseminger, Council Members Jaime Putzier, Eric Tyler, and Jodi Nicklay. Absent- Chelsie Kiekbusch. Staff present Gary Pedersen, Clerk/Treasurer. Others in attendance: Roger Ihrke, Fire Chief and Dan Bolton Dover Fire Department.

The agenda for the meeting was presented to discuss and act on a proposed fire truck purchase. The motion was made by Member Tyler to approve the agenda as presented; the motion was seconded by Member Nicklay the motion carried.

Chief Ihrke and fire department member Bolton gave a presentation with order details of the proposed fire truck.

This truck would replace the 1998 model as the “main” engine; the 1998 model would then take the place of the 1989 engine as the reserve truck and the one designated to stay in the city when the department travels out of the city. The 1989 truck will be sold after the new one arrives.

The proposed truck will be run by a system that will be from a computer with manual overrides if ever needed.

PROPOSED

The cost of the new truck is being bid at \$729,980. A discount will be offered if payment of the chassis is made during assembly at a point about six months out or so.

A discount is also available if payment is made at order time, after review of interest projections vs cash discount it is better to wait with payment until delivery.

Rosenbauer America is the manufacturer being dealt with from Wyoming, MN.

Delivery is estimated for July of 2025.

Motion by member Putzier and seconded by member Nicklay to authorize Fire Chief Ihrke to sign the contract as described above to purchase the new fire truck, motion carried unanimously.

Motion by member Putzier and seconded by member Nicklay to adjourn the meeting at 7:30 PM, motion carried.

Gary Pedersen/Clerk

City of Dover
Account Reconciliation
As of Dec 31, 2023
10100000 - Checking Account - 21150041
Bank Statement Date: December 31, 2023

Filter Criteria includes: Report is printed in Detail Format.

Beginning GL Balance			87,738.91
Add: Cash Receipts			159,902.10
Less: Cash Disbursements			(109,678.62)
Add (Less) Other			100,000.00
Ending GL Balance			<u>237,962.39</u>
Ending Bank Balance			<u>289,708.02</u>
Add back deposits in transit			
Total deposits in transit			
(Less) outstanding checks			
	Dec 5, 2023	19554	(1,185.00)
	Dec 5, 2023	19556	(63,258.14)
	Dec 5, 2023	19561	(277.05)
	Dec 20, 2023	19586	(300.00)
	Dec 21, 2023	19587	(139.68)
	Dec 21, 2023	19588	(176.25)
	Dec 21, 2023	19589	(203.32)
	Dec 21, 2023	19590	(144.63)
	Dec 26, 2023	19592	(2,249.20)
	Dec 26, 2023	19593	(375.81)
	Dec 26, 2023	19594	(2,151.59)
Total outstanding checks			(70,460.67)
Add (Less) Other			
	Jan 1, 2021		0.04
	Dec 31, 2022	INTRA FUND	18,715.00
Total other			18,715.04
Unreconciled difference			<u>0.00</u>
Ending GL Balance			<u><u>237,962.39</u></u>

Account	2023	2022	2021
General Checking	289,708.02	\$ 341,705.19	\$ 309,627.46
Money Market	374,647.27	\$ 320,501.92	\$ 139,624.02
Stifel CD	615,000	\$ 600,000.00	\$ 606,517.53
General Fund Fire	-176,555		
General Money total	1,102,800.29	\$ 1,262,207.11	\$ 1,055,769.01
Special Truck fund	160,090.67	\$ 31,560.95	\$ 51,913.29
Truck fund Stifel CD	557,000	\$ 300,000.00	
General Fund Fire	176,555	\$ 120,428.83	\$ 255,750.46
Truck fund Total	893,645.67	\$ 451,989.78	\$ 307,663.75
EDA Account	93,351.62	92,191.68	\$ 91,684.78
Dedicated Funds Below	(not additional)		
Public Safety Funds	\$ 34,658.00		
ARPA Funds		\$ 42,073.66	\$ 42,073.67
ARPA Total Funds	\$ 84,147.33		
		Dec-23	