

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

City of Dover Agenda Thursday night, March 7, 2024, Regular Meeting

1. Meeting call to order at 7:00 PM-City Hall-217 West Center Street
2. Next scheduled meeting is April 4, 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

- Garbage collection- Resolution to start process. No agreement was offered to the City of Dover by the collectors.
- Consider the quote to rebuild the city website by Catalis (current webhost) make mobile friendly.
- Request to have membership reinstated after suspension of fitness/community center.
- Street Sign Quotes to replace signs with poor visibility- (50-55 of them).
- Propose to hire an Attorney to sell lot as advertised on Facebook and city website.
- *Other items may be added due to the need to put out the agenda a week early for this meeting.*

Old Business

- City lots for potential sale update.

Council member reports/other-items.

Meeting adjourns:

Gary Pedersen-Dover City Clerk/treasurer

PROPOSED

City of Dover Regular Monthly Meeting Minutes February 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 Jaime Putzier, Chelsie Kiekbusch, Eric Tyler, and Jodi Nicklay. Absent-None. Staff present Gary Pedersen, Clerk/Treasurer. Others in attendance: Tom Wiener owner of CMS.

The agenda for the meeting was presented. The motion was made by Member Tyler to approve the agenda as presented and move the CMS presentation to the beginning of the meeting; the motion was seconded by Member Kiekbusch the motion carried.

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

Tom Wiener the new owner of Construction Management Services was present and gave a rundown of his new proposal with options for the City of Dover to consider. He recommended option 1, which includes new software that will allow the permitting process to be performed entirely on-line instead of bringing in plans and applications to City Hall.

After many questions and considerations, the council decided to stay with CMS and give the new proposal a chance.

Motion by Member Kiekbusch and seconded by Member Tyler to select option 1, but not to include the escrow part, includes the fee schedule part of the agreement, the motion carried. By selecting option 1 it means in part, on-line filing of permits, use of software for the process, payments will be made upfront instead of after the permit is ready.

Motion by Member Tyler and seconded by Member Nicklay to pay the bills and approve the financials as presented, the motion carried.

Clerk Report: Included nothing other than agenda items.

New Business:

Issue of problems with the water softener and toilets in the Community Center was brought to the attention of the Council with quotes for fixing the problems. The council tabled the issues over various questions.

Motion by Member Tyler and seconded by Member Nicklay to approve the audit agreement offered by Smith-Schaffer for the fiscal year of 2023, the motion carried.

Motion by Member Putzier and seconded by Member Kiekbusch to renew our dumpsite agreement with Donald Millard for 2024 at \$600 for the year, the motion carried.

Motion by Member Kiekbusch and seconded by Member Nicklay to approve the outdoor warning siren joint powers agreement with Olmsted County, the motion carried.

PROPOSED

Motion by Member Putzier and seconded by Member Nicklay to update website and do more research on the offer by Catalis (same company that we have been with since we started a webpage- renamed the company this past year) the motion carried.

Old Business:

Garbage Collectors were to have an offer back to the city by this meeting date, we will contact our Attorney and move on to the next step.

Lots for sale, will close public meeting for this portion of the meeting after we finish with council member updates.

Council Members:

Putzier- notified of the upcoming annual ambulance meeting for Eyota Ambulance.

Nicklay-had another exploratory “woman of dover” meeting and 2 people showed, will try again.

Tyler-updated council on sewer district happenings.

Iseminger- talked about what to do with funds that were sent to the City for “safety expenses.”

His list included digital speed limit signs, AED for Fire Hall and City Hall, city street sign updates, and donate to Fire Department for expenses on the new Fire Truck that was ordered.

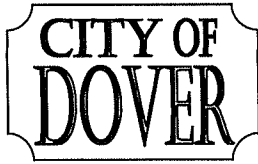
Motion by Mayor Iseminger to “close the council meeting to go into a special closed session for setting up a sale of city land”, motion seconded by Tyler and carried at 9:17 PM.

At 9:28 PM the Council re-opened the regular council meeting after closing the closed session.

Motion by Member Kiekbusch and seconded by Member Tyler to adjourn the regular meeting at 9:30 PM, motion carried.

Minutes by:

Gary Pedersen, Clerk



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

WHEREAS, the City of Dover, MN (the “City”) desires to have a system for organized collection of solid waste;

WHEREAS, in November 2023 the Council of the City of Dover (the “Council”) began the process of studying the various options to have city wide organized solid waste and recycling collections with intended goals, including but not limited to, lessening the impacts of the garbage trucks on city streets and alleys;

WHEREAS, City representatives notified the public and met with the licensed waste collectors providing service in Dover on November 1, 2023 to notify them of the City’s intention to implement a program of organized collection. The licensed waste collectors were instructed regarding City priorities and informed that the City would meet with the licensed collectors as needed and wait until February 1st of 2024 for a proposal for organized collection;

WHEREAS, the City wishes to proceed and implement a system for organized collection of solid waste;

WHEREAS, no proposal for solid collection has been offered to the City as of February 20, 2024;

WHEREAS, to proceed with implementing solid waste collection, the City may pass a resolution creating a committee to “identify, examine, and evaluate various methods” of solid waste and recycling collection pursuant to Minn. Stat. § 115A.94, subd. 4a; and

WHEREAS, the Council may appoint members of a committee to make such examination.

NOW, therefore, be it resolved:

The City of Dover resolves to create a committee to “identify, examine, and evaluate various methods” of solid waste and recycling collection (the “Collection Committee”). Members of the Collection Committee shall be appointed by the City of Dover and shall consist of _____.

The Collection Committee shall establish the criteria on which it will make its recommendation to the City of Dover based on the following options; “costs to residential subscribers, impacts on residential subscribers’ ability to choose a provider of solid waste and recycling services based on desired level of service, costs, and other factors, the impact of miles driven on city streets and alleys and int incremental impact of miles driven by collection vehicles, initial and operating costs to the city of implementing the solid waste and recycling collection system, providing

incentives for waste reduction, impacts on solid waste and recycling collectors, and other physical economic, fiscal, social, environmental, and aesthetic impacts.” *Id.* at subd. 4b(2).

The Collection Committee shall seek input from a minimum of; the governing body of the city, the local official of the city responsible for solid waste and recycling issues, persons currently licensed to operate solid waste and recycling collections in the city, and residents of the city who currently pay for residential solid waste and recycling collection services.

The Collection Committee shall, after performing the aforementioned obligations prepare a report for the City to review recommending a system of organized solid waste collection.

A motion by _____ and seconded by _____

To approve this resolution dated the 7th day of March 2024 with _____ yes votes and _____ no votes.

ATTEST:

Gary Pedersen, Clerk

Dave Iseminger, Mayor



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



Catalis
3025 Windward Plaza, Suite 200
Alpharetta, GA 30005

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

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.



DECALS ♦ LOGOS ♦ BANNERS ♦ LETTERING
FREE ESTIMATES

CJ SIGANGE LLC
 204 Pearl St South
 Dover, MN 55929
 507-440-8251
 cameron@cjsignage.com

Estimate

Date	Quote #
2/15/2024	270

Addressed to:

City of Dover
 Gary Peterson
 218 N. Chatfield Street
 Dover, MN 55929

Terms	Project	P.O. No.
Due on receipt	Street Sign HIP	

Qty	Discription	Color	Demensions	Cost	Total
	Estimate for High Intensity Prismatic Reflective Signs				
6	Reflective Street Sign HIP	White - Green	6"T x 30"W	40.44	242.64
50	Reflective Street Sign HIP	White - Green	6"T x 36"W	44.12	2,206.00
	Estimate includes all new sign blanks				
	57-90 signs cost will go down \$6.05 on each sign. This is because the City will purchase an entire roll of green overlay				

The above estimate is quoted to the best of our ability. Due to the possibility of material price adjustments and other unexpected price changes, CJ Signage LLC is not bound by this estimate and can make price adjustments and other necessary charges at any time without notice.
 No products should be washed with high pressure water. Warranty will be voided.

Approved By: _____ Date: _____

Subtotal	\$2,448.64
Sales Tax (7.375%)	\$0.00
Total	\$2,448.64



DECALS ♦ LOGOS ♦ BANNERS ♦ LETTERING
FREE ESTIMATES

CJ SIGANGE LLC
204 Pearl St South
Dover, MN 55929
507-440-8251
cameron@cjsignage.com

Estimate

Date	Quote #
2/15/2024	271

Addressed to:
City of Dover Gary Peterson 218 N. Chatfield Street Dover, MN 55929

Terms	Project	P.O. No.
Due on receipt	Street Sign DG3	

Qty	Discription	Color	Demensions	Cost	Total
	Estimate for Diamond Grade Reflective Signs				
6	Reflective Street Sign DG3	White - Green	6"T x 30"W	48.98	293.88
50	Reflective Street Sign DG3	White - Green	6"T x 36"W	54.36	2,718.00
	Estimate includes all new sign blanks				
	57-90 signs cost will go down \$6.05 on each sign. This is because the City will purchase an entire roll of green overlay				

The above estimate is quoted to the best of our ability. Due to the possibility of material price adjustments and other unexpected price changes, CJ Signage LLC is not bound by this estimate and can make price adjustments and other necessary charges at any time without notice.
No products should be washed with high pressure water. Warranty will be voided.

Approved By: _____ Date: _____

Subtotal \$3,011.88

Sales Tax (7.375%) \$0.00

Total \$3,011.88

SALES QUOTE



Earl F. Andersen
Division of Safety Signs
19784 Kenrick Avenue
Lakeville, MN 55044
(952) 884-7300
www.efa-mn.com

Quote Number: 0151050
Quote Date: 2/8/2024
Salesperson: JAKE KREJCE
Customer Number: 0001252
Quote Expiration Date: 12/31/5999

Quoted To:
CITY OF DOVER
CLERKS OFFICE
PO BOX 116
DOVER, MN 55929

Ship To:
CITY OF DOVER
CLERKS OFFICE
PO BOX 116
DOVER, MN 55929

Confirm To:
GARY

Customer P.O. STREET	Ship VIA SPEEDEE	F.O.B.	Terms NET 30		
Item Code	Item Description	Unit	Ordered	Price	Amount
STREET	6" TALL WHITE ON GREEN 3M HIP SHEETED STREET NAME SIGN PER LIST	EACH	51.00	24.100	1,229.10

SHIPPING TO BE ADDED

Net Quote: 1,229.10
Freight: 0.00
Sales Tax: 0.00
Quote Total: 1,229.10
Less Deposit: 0.00
Quote Balance: 1,229.10

To accept this quote please sign here: _____

THIS QUOTE EXPIRES 15 DAYS FROM DATE OF ISSUE.

Special order items are not returnable. Returns and/or cancelled orders may be subject to a restocking/cancellation charge. A return authorization number is required prior to returning any product. No returns accepted after 60 days from date of original invoice date.