

MISSION STATEMENT: “The City of Mound, through teamwork and cooperation, provides, at a reasonable cost, quality services that respond to the needs of all citizens, fostering a safe, attractive and flourishing community.” “The Dock and Commons Commission is an advisory body to the City Council. One of the Commission’s functions is to hold public hearings and make recommendations to the City Council. The City Council makes all final decisions on these matters. Mound Ordinances require that certain documents and information be included in applications. The Docks and Commons Commission may postpone consideration of an application that is incomplete and may for other reasons postpone final action on an application. For each agenda item, the Commission will receive reports prepared by the City Staff, open the hearing to the public, and discuss and act on the application.”

NOTE: COMMISSIONERS WILL BE CONTACTED BY STAFF PRIOR TO THE MEETINGS TO ASSESS ATTENDANCE. FAILURE TO RESPOND BY NOON ON THE DAY OF THE SCHEDULED MEETING WILL BE CONSIDERED AN ABSENCE AND MAY RESULT IN CANCELLATION OF THE MEETING DUE TO LACK OF A QUORUM. RSVP: Kevin Kelly @ 952-472-0613 or kevinkelly@cityofmound.com

DOCK AND COMMONS COMMISSION
6:00 P.M. Meeting at Mound City Council Chambers
5341 Maywood Road

Thursday, November 20, 2025

AGENDA

	Pages
1. Approval of Agenda	
2. Approval of September 18, 2025 Regular Meeting Minutes	1-3
3. Comments and suggestions from citizens present (No more than 3 minutes allowed per speaker)	
4. 2026 Brighton Commons Rip Rap	4-5
5. DCC discussion regarding time limits to length of stay on Wait List	6-14
6. DCC Commission Appointment Procedures	15-20
7. DCC Calendar	21
8. Reports: - City Council Representative - Staff - Commissioners	
9. Adjourn	

City Council Meeting Minutes are on line at www.cityofmound.com. If you would like a paper copy, please let us know and we will provide one to you.

MOUND DOCKS AND COMMONS COMMISSION MINUTES
September 18, 2025

The Mound Docks and Commons Commission met on Thursday, September 18, 2025, at 6:00 p.m. in the City Council Chambers of the Centennial Building at 5341 Maywood Road in Mound.

Present: Chair Heidi Peterson, Commissioners Derrick Hentz, James Vettel, Jesse Jensen, and Dave Olson and Representative Kevin Castellano

Absent: None

Others Present: Administrative Services Coordinator/City Clerk Kevin Kelly

Heidi Peterson called the meeting to order at 6:00 p.m.

1. Approval of Agenda

MOTION, by Jensen, seconded by Olson, to approve the agenda. All voted in favor. Motion carried.

2. Approval of Meeting Minutes – March 20, 2025

MOTION, by Hentz, seconded by Vettel, to approve the March 20, 2025 DCC Meeting Minutes. All voted in favor. Motion carried.

3. Comments and suggestions from citizens present

No one came forward.

4. Dock Fund Budget and Dock Program Capital Plan

Kelly said expenditures are going to come in lower than expected due to the lesser number of trees being removed this year as opposed to the past two seasons. Kelly said the \$80K which was budgeted in 2025 will be reduced to a budget of \$50K in the 2026 budget.

Kelly said the budget for rip rap will stay at \$35K for at least the next three years to finish up the rip rap of Brighton Commons.

Kelly said the budget item for Multiple Slip installation and removal costs was increased \$2k to \$32K to stay at the level of contracted payments which will continue for another three years. Kelly said the Jennings Cove rearrangement will add to the In and Out costs due to the addition of the Beachside multiple slip.

Kelly said there is \$10K set aside for Stairway repair and replacement costs. Kelly added the repairs in 2026 will be for smaller sets of stairways and smaller repairs. Kelly added this item could be increased in future years to take on larger stair projects.

Kelly said he is advocating to keep Dock Program fees at the same level as the 2025 rates.

Olson asked if there will be any replacement of trees which have been taken down. Kelly said the City is part of the Hennepin County grant for tree removal and replacement though the trees taken out in 2025 have not been replaced.

Kelly said staff are expecting an increase in the Dock Fund balance in the 2025 budget and the Dock Fund budget will continued to be monitored going forward in 2026.

MOTION by Olson, seconded by Hentz, to approve the 2026 Dock Fund Budget and Dock Program Capital Plan. All voted in favor. Motion carried.

5. Recap of 2025 Brighton Commons Rip Rap and 2026 Plans

Kelly said this is year three of the stabilization of the shoreline on Brighton Commons. Kelly said JK Landscaping was awarded the bid and was able to do the work from land. Kelly said two of the three abutters went with the fitted rip rap and were happy with the work.

Kelly said he has had communication with three abutters on Brighton Commons who have expressed interest in going forward with a cost share for fitted rip rap in 2026. Kelly said these are two separate areas of Brighton Commons. Kelly said one abutter is from the property just north of Leslie Lane and the other two are adjacent properties. Kelly said if the projects continue as scheduled, Brighton Commons will be completed in 2028.

Kelly presented photos of the completed 2025 rip rap project.

Kelly said he will continue to reach out to the remaining abutters on Brighton Commons to see what interest they have in doing cost shares in future years.

Jensen asked what was the cost of the 2025 rip rap project. Kelly said the project cost was \$32K with the two abutters are paying a cost share to the City of about \$4K.

6. Jennings Cove and Beachside Rearrangement

Kelly said the City Slip Installer, Splash Docks, will remove the entire Jennings Multiple Slip on October 10th. Kelly has reached out to the license holders on Jennings to see who wants to stay on Jennings and who would like to move to Beachside Access. Kelly said the Beachside Slip will be a straight dock with two watercraft on each side of the dock.

Kelly said he had a meeting with the current dock license holders at Beachside. Kelly said their boat is too long to be able to stay at Beachside on the new slip. Kelly said this license holder will need to take a dock site opening next season.

Kelly said he did check on the water depth at Beachside which is fairly shallow but there are other slips which have similar water depth which have been used for many years.

Peterson asked if the license holders on the seniority list in the memo are all asking to stay at Jennings. Kelly said there have been a couple of Jennings license holders who would like to move to Beachside.

7. Eagle Lane Stairway Replacement

Peterson said she had been on the Eagle Lane slip in the past and the stairs at Eagle Lane were in rough shape back then. Kelly said the stairs treads were very narrow. Castellano said what is the formal process for replacing stairs. Kelly said he created a list of all the stairways in the Dock Program and works with Public Works staff to determine the next project based on their assessment. Jensen said did this project cost \$12K which Kelly said yes.

8. Reports

City Council Representative – Castellano said he was open to questions. Olson said he heard from many residents about the new slip being put in at Lost Lake. Olson said he told these callers that the LMCD licensed the slip at Minnetonka Flats and not the City. Castellano said the Minnetonka Flats property owners have quite a bit of shoreline on Lost Lake. Discussion ensued about the size of the property owned by Minnetonka Flats. Kelly said Lost Lake is owned by the State and not by a property owner even though the lot lines extend out into the lake. Kelly said the DNR changed their approach to Lost Lake from prohibiting new activity to then allowing the removal of the cattails in the lake. Kelly said the first Minnetonka Flats slip proposal went through an existent dredge of Lost Lake. Kelly said the DNR looks at the cattails in Lost Lake as an invasive species and now allow their removal.

Kelly said Minnetonka Flats applied for and were granted a slip license by the LMCD based on the amount of shoreline owned by Minnetonka Flats. Kelly said there are other private shoreline owners who can potentially do something similar to Minnetonka Flats. Kelly said the DNR is not allowing dredging but the removal of the cattails. Kelly said the City Parks crew took measurements of the water depth of Lost Lake before the project started and there is enough depth for navigation at the present time.

Staff – Kelly said the City is in process of hiring a new Deputy City Manager who will be meeting staff tomorrow.

Commissioners – Peterson said she would like to discuss applicants who have stayed on the wait list Top 40 for multiple years. Castellano and Peterson said they thought the applicants high on the wait list should have two years to decide to take a location in the Dock Program before going to the back of the wait list. Hentz said he would like to understand why they have stayed on the wait list for many years. Peterson said she would like to discuss this at a future meeting.

9. Adjourn

MOTION, by Olson, seconded by Hentz, to adjourn the meeting at 6:38 p.m. All voted in favor. Motion carried.



MEMORANDUM

Date: November 20, 2025

To: Docks and Commons Commission

From: Kevin Kelly, Administrative Services Coordinator/City Clerk

Subject: 2026 Brighton Group Rip Rap Cost Share Project

The Dock Program has now completed three Rip Rap projects on Brighton Commons from 2023-205 and there are three abutting property owners who have expressed interest in pursuing a cost share with the City in 2026. The three abutting properties are at 2945, 2893 and 2885 Cambridge Lane.

The abutters at 2893 and 2885 Cambridge are contiguous properties. The 2945 Cambridge section of Brighton Commons would complete a string of contiguous commons of completed rip rap from the Manchester Road Right of Way through 2927 Cambridge just north of the Afton Road Right of Way.

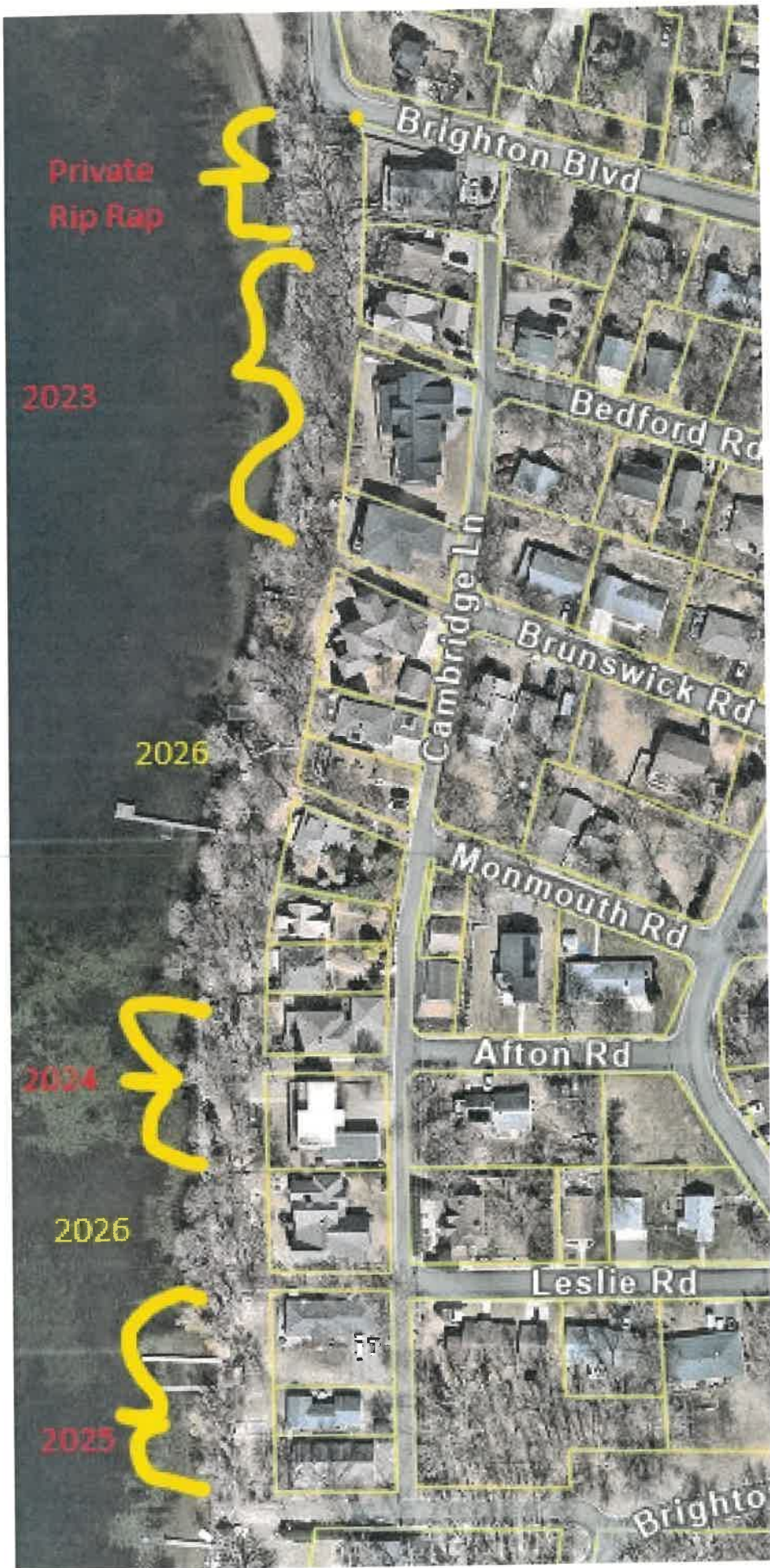
Below is the approximate linear shoreline of the property mentioned above:

South to North – Linear shoreline lengths of Project Area

- 45' – 2885 Manchester Road
- 40' – 2893 Cambridge Lane
- 15' – Afton Road Right of Way
- 85' – 2945 Cambridge Lane

The DCC recommended and the City Council have tentatively approved the 2026 Dock Fund Budget. The Dock Fund budget item for Capital Outlays has been approved at \$35K for 2026.

Dock Administration is looking to the DCC for discussion and action on the proposed 2026 Brighton Commons shoreline stabilization project.





MEMORANDUM

Date: November 20, 2025

To: Docks and Commons Commission

From: Kevin Kelly, Administrative Services Coordinator

Subject: Wait List – Length of stay on Top 40

Members of the DCC expressed interest in exploring changes to the length of time a wait list applicant can stay in the Top 40 without taking an opening in the dock program. Currently there is no time limit as long as the wait list applicant reapplies to the wait list.

As has been the case since the wait list has been created, the greatest factors to wait list applicants getting into the dock program are the number and quality of the openings in the dock program versus the demand. The number of wait list applicants has been over 200 residents since 2018 and there has been an expansion of interest in boating during and since the pandemic which has led to fewer openings in the dock program in recent years.

The following is the list of the 2025 wait list top 40 and the start year on the wait list:

- One since 2005 – first year in Top 40 was 2008
- One since 2012 – first year in Top 40 was 2016
- Two since 2013 – first year in Top 40 was 2017
- One since 2014 – first year in Top 40 was 2019
- Three since 2015 – first year in Top 40 was 2020
- Ten since 2016 – in Top 40 from 2020 through 2022
- Eight since 2017 – in Top 40 from 2022 through 2024
- 14 since 2018 – in Top 40 in 2024 and 2025

Below are brief synopses of the Wait List for the past six seasons:

2025 – Two W/L Applicants in Top 10 took openings in the dock program
Nearly all W/L applicants in the Top 40 have been on the wait list since 2018
#41 on the wait list was able to take a location in the dock program.
#35 on the wait list became a primary license holder

2024 – One W/L Applicant in the Top 10 took an opening in the dock program
All Wait List Applicants in Top 40 have been on the wait list from 2018
#37 on the wait list became a primary license holder

2023 – Two W/L Applicants in the Top 10 took openings in the dock program
All Wait List Applicants in the Top 40 have been on the wait list since 2017
#42 and #46 were able to take locations in the dock program

2022 – One W/L Applicant in the Top 10 took an opening in the dock program
All Wait List Applicants in the Top 40 have been on since 2016 with #40 from 2017
#37 and #38 became primary dock license holders in the dock program.

2021 – No W/L Applicant in the Top 10 took an opening in the Dock Program
All Wait List Applicants in the Top 40 have been on since 2016
Secondary Share moratorium in effect

2020 – Three W/L Applicants in the Top 10 took openings in the dock program
All Wait List Applicants in the Top 40 from 2016
Secondary Share moratorium in effect

In 2020 and 2021 the dock program put a moratorium in place to not allow any wait list applicants from becoming shares.

In May of 2021 Ordinance 03-2021 was approved by the City Council which amended the City Code regarding the sharing of dock sites. The amendment discontinued the share program which was in place at the time. The old share program allowed a wait list applicant to be a share on a dock the second year they applied to the wait list. Those shares were not dock licensees though they could assume the dock they shared within two seasons. A share under the old program would need to be at a dock site 15 years before they could be a full licensee in the dock program.

Since the code amendment in 2021 there has been low turnover of wait list applicants moving into the dock program due to a reduced number of openings.

Staff are hesitant at this time to make changes to the processes in place but is open to engaging in ideas with the DCC regarding wait list applicants.

**CITY OF MOUND
ORDINANCE 03-2021**

**AN ORDINANCE AMENDING CHAPTER 78 OF THE MOUND CITY CODE AS IT
RELATES TO WATERWAYS**

The City Council of the City of Mound ordains:

SECTION 1. The City Council of the City of Mound hereby amends Chapter 78 Waterways, Article V. Dock and Slip Licensing, Section 78-100 Definitions of the Mound City Code as follows:

Sec. 78-100. Definitions.

Secondary Site Holder means an individual resident who shares a dock site with a Primary Site Holder but is not a Dock License holder.

SECTION 2. The City Council of the City of Mound hereby amends Chapter 78 Waterways, Article V. Dock and Slip Licensing, Section 78-103 Regulations of the Mound City Code as follows:

Sec. 78-103. Regulations. Section 78-103 Regulations of the Mound City Code be hereby amended as follows:

(e) License Holders From Dedicated Neighborhoods. Primary Site Holders from the Dreamwood, Woodland Point or Wychwood subdivisions must remain at their dedicated neighborhood slip or dock location until the time their year on the wait list would reach position 40 or less on the wait list. From that year forward, the primary license holder is eligible to request an open site in the general dock program.

(ef) Dock Use Area Combining. Two adjoining, Primary Site Holders may combine their dock use areas into one combined larger dock use area for the installation of one dock. They must, however, continue to apply for and pay for their separate dock site locations. Upon notice to the City of their termination of participation in the combined dock facility, they shall each be entitled to return to such separate dock site locations.

(g) Primary Dock Share. Two Primary Site Holders are allowed to share a single dock site if the dock site is considered by Dock Administration to be a shareable location. A wait list applicant is eligible to be a primary dock share in the year when that person reaches position 40 or less on the wait list. A maximum limit of two BSUs will be required on all primary dock shares.

(hf) Secondary Site Holder. ~~Dock Administration considers Secondary Site Holders as a legal non-conforming use of a Licensed Dock Site.~~ Existing Secondary Site Holders as of the 2020 boating season are grandfathered in and considered a legal non-conforming use of a Licensed Dock Site. No new Secondary Site Holders will be added to a Licensed Dock Site and this practice will be discontinued after the last Secondary Site Holder is no longer participating in the Dock Program. ~~Primary Site Holders may elect to add a Secondary Site Holder. A Secondary Site Holder is a user on a dock that is licensed to a Primary Site Holder.~~ The Secondary Site Holder is not a licensee, and may continue to use the licensed dock only at the discretion of the Primary Site Holder, and is subject to the provisions of this section and the following conditions:

- ~~(1) The dock site is considered by the Dock Administration as being a shareable location. This is subject to their discretion and can change as boat sizes change or other unforeseen issues arise.~~
- ~~(2) Before being eligible to be a Secondary Site Holder, that individual must have been on the waiting list the previous season and must have renewed their waiting list application for the current season.~~

~~(3-)~~(1.) No Secondary Site Holder shall have past due property taxes, municipal utility fees, including but not limited to water and sewer bills, and penalties and interest thereon.

- ~~(3) The application be amended adding the Secondary Site Holder and includes all information as is stated in Sec.78-101. All applicable fees must be paid at time of adding Secondary Site Holder.~~

~~(4-)~~(2.) On non-abutting dock sites, a grandfathered Secondary Site Holders can claim priority rights to become that sites' Primary Site Holder when all of the following have occurred:

- a. The Primary Site Holder does not renew his or her application within the timeframe listed within this Section.
- a. The Secondary Site Holder has participated in the program a minimum of two consecutive full boating seasons on the site not being renewed. The full boating season requirement is met when the secondary site holder is added between January 1st and May 31st of the license year.

If both of these criteria have not occurred, the City is not obligated to provide a dock or slip to the Secondary Site Holder.

~~(6)~~ (3.) On non-abutting dock sites, a grandfathered Secondary Site Holders who ~~has~~ shared the same non-abutting dock site with the same Primary Site Holder for 15 full boating seasons or more may request to be a Primary Site Holder on a vacant site.

The remaining letters (g) through (l) will be renamed (i) through (r).

Passed by the City Council this 11th day of May, 2021.

Mayor Raymond J. Salazar

Attest: Kevin Kelly, City Clerk

Published in the Laker- Pioneer the 22nd of May, 2021.

Effective the 23rd day of May, 2021.



MEMORANDUM

Date: April 30, 2021

To: Mayor & City Council

From: Catherine Pausche, Director of Finance & Administrative Services

Subject: Proposed Ordinance amending Chapter 78 Waterways

The proposed changes in the attached Ordinance amending Chapter 78 of the Mound City Code were discussed at the March 18, 2021 Docks & Commons Commission meeting and at the April 20, 2021 City Council Special Meeting Workshop.

Dock Administration's recommendations stem from the desire to create a more equitable and orderly process for residents to get into the Dock Program. The majority of wait list applicants are on the wait list for at least seven years before being offered a spot in the Dock Program. The exceptions to this lengthy wait are those who have come off the wait list and become shares on the dock of a primary license holder and those living in dedicated neighborhoods.

Background - Shared Dock Sites

The official City recognition of the sharing of dock sites began in at least the 1980's before there was any kind of wait to get into the program. In the 1990's the official Wait List was created.

- In 1996, the Commons Task Force "encourage(ed) increased shared dock usage" in an attempt to remove docks from the "front of some abutter's homes" and to reduce the size of the wait list.
- Since 2001, the City Code was amended to allow a wait list participant to be a share on a dock after one year on the wait list and applying for a second consecutive season.
- The wait list grew from the twenties in the 1990's to 120 in 2012 to over 225 in 2021.

In 2020, the City placed a moratorium on adding new shared sights and required existing shares to pay the full \$325 dock fee for their BSU to better reflect the true value and to be fair to others in the program.

The City Code currently allows a secondary dock holder (share) to take over a dock site abandoned by a Primary after two years of sharing the dock, or can request a separate new site after sharing for 15 years. Often neighbors will share with new neighbors, sometimes moving out themselves soon afterward, which prevents the dock site from being offered to the regular wait list. With the exception of Dreamwood, where shares are part of the settlement agreement, there are 17 sites in the regular Dock Program that are currently shared. Another potential concern is the ability of the Primary to put a boat in their name that really belongs to a non-resident. While there are risks for the non-resident to hand over their title, making it less likely, Staff has seen instances of this occurring.

Recommendation

The Docks & Commons Commission recommended grandfathering in existing shares and changing the wait list requirement to make it more commensurate with the regular wait list experience. This is achieved in the proposed ordinance by requiring a share to get within the top 40 on the waitlist before being eligible and then licensing the share and requiring a maximum of 2 BSUs per shared site.

Continued.....

Background - Dedicated Commons

The Dock Program has three ‘dedicated’ commons/subdivisions; Woodland Point, Dreamwood and Wychwood. These three neighborhoods only allow inland residents from the neighborhood to be eligible to obtain a site on dedicated commons. The City Code is silent on if and when these dock licensees can request a spot in the regular program.

Wychwood has 5 docks available to non-abutters, Dreamwood has 29 and Woodland Point has 20 slip sites (4 boats at a straight dock X 5). Woodland Point residents have had the shortest wait to get into the dock program than any other resident in the City. 2020 was the first year there has been a wait for Woodland Point residents to get in since 2016. Because 4 boats at a straight dock can be a logistical challenge and limit boat size, some Woodland Point residents take a less desirable spot initially and request to move to the regular program the following year. Technically it means a Woodland Point resident can get a spot in Year 1 in Woodland Point and move to the regular program in Year 2, taking a regular spot away from someone else on the regular waitlist who will wait 7+ years to earn a spot.

Recommendation

Similar to the recommendation for shared sites, the majority of the Docks and Commons Commission agreed with Staff’s recommendation to require residents in dedicated neighborhoods to stay in those dedicated neighborhood sites until such time they would get within the top 40 of the waitlist before requesting a site in the regular program to make it more commensurate with the rest of the wait list applicants.

Staff recommends approval of the attached Ordinance amending Chapter 78 of the Mound City Code as it relates to Waterways and the attached Resolution authorizing publication by title and summary. Please let Catherine know if you have any questions at (952)472-0633 or via email at catherinepausche@cityfomound.com.

**ORDINANCE AMENDMENT TO BE ACTED UPON AT MAY 11,
2021 CITY COUNCIL MEETING (POSTED APRIL 30, 2021)**

**CITY OF MOUND
ORDINANCE __-2021**

**AN ORDINANCE AMENDING CHAPTER 78 OF THE MOUND CITY CODE AS IT
RELATES TO WATERWAYS**

The City Council of the City of Mound ordains:

SECTION 1. The City Council of the City of Mound hereby amends Chapter 78 Waterways, Article V. Dock and Slip Licensing, Section 78-100 Definitions of the Mound City Code as follows:

Sec. 78-100. Definitions.

Secondary Site Holder means an individual resident who shares a dock site with a Primary Site Holder but is not a Dock License holder.

SECTION 2. The City Council of the City of Mound hereby amends Chapter 78 Waterways, Article V. Dock and Slip Licensing, Section 78-103 Regulations of the Mound City Code as follows:

Sec. 78-103. Regulations. Section 78-103 Regulations of the Mound City Code be hereby amended as follows:

(e) License Holders From Dedicated Neighborhoods. Primary Site Holders from the Dreamwood, Woodland Point or Wychwood subdivisions must remain at their dedicated neighborhood slip or dock location until the time their year on the wait list would reach position 40 or less on the wait list. From that year forward, the primary license holder is eligible to request an open site in the general dock program.

(ef) Dock Use Area Combining. Two adjoining, Primary Site Holders may combine their dock use areas into one combined larger dock use area for the installation of one dock. They must, however, continue to apply for and pay for their separate dock site locations. Upon notice to the City of their termination of participation in the combined dock facility, they shall each be entitled to return to such separate dock site locations.

(g) Primary Dock Share. Two Primary Site Holders are allowed to share a single dock site if the dock site is considered by Dock Administration to be a shareable location. A wait list applicant is eligible to be a primary dock share in the year when that person reaches position 40 or less on the wait list. A maximum limit of two BSUs will be required on all primary dock shares.

(hf) Secondary Site Holder. ~~Dock Administration considers Secondary Site Holders as a legal non-conforming use of a Licensed Dock Site. Existing Secondary Site Holders as of the 2020 boating season are grandfathered in and considered a legal non-conforming use of a Licensed Dock Site. No new Secondary Site Holders will be added to a Licensed Dock Site and this practice will be discontinued after the last Secondary Site Holder is no longer participating in the Dock Program. Primary Site Holders may elect to add a Secondary Site Holder. A Secondary Site Holder is a user on a dock that is licensed to a Primary Site Holder. The Secondary Site Holder is not a licensee, and may continue to use the licensed dock only at the~~

discretion of the Primary Site Holder, and is subject to the provisions of this section and the following conditions:

- ~~(1) The dock site is considered by the Dock Administration as being a shareable location. This is subject to their discretion and can change as boat sizes change or other unforeseen issues arise.~~
- ~~(2) Before being eligible to be a Secondary Site Holder, that individual must have been on the waiting list the previous season and must have renewed their waiting list application for the current season.~~

~~(3.)~~(1.) No Secondary Site Holder shall have past due property taxes, municipal utility fees, including but not limited to water and sewer bills, and penalties and interest thereon.

- ~~(3) The application be amended adding the Secondary Site Holder and includes all information as is stated in Sec.78-101. All applicable fees must be paid at time of adding Secondary Site Holder.~~

~~(4.)~~(2.) On non-abutting dock sites, a grandfathered Secondary Site Holders can claim priority rights to become that sites' Primary Site Holder when all of the following have occurred:

- a. The Primary Site Holder does not renew his or her application within the timeframe listed within this Section.
- a. The Secondary Site Holder has participated in the program a minimum of two consecutive full boating seasons on the site not being renewed. The full boating season requirement is met when the secondary site holder is added between January 1st and May 31st of the license year.

If both of these criteria have not occurred, the City is not obligated to provide a dock or slip to the Secondary Site Holder.

~~(6)~~ (3.) On non-abutting dock sites, a grandfathered Secondary Site Holders who ~~has~~ shared the same non-abutting dock site with the same Primary Site Holder for 15 full boating seasons or more may request to be a Primary Site Holder on a vacant site.

The remaining letters (g) through (l) will be renamed (i) through (r).

Passed by the City Council this 11th day of May, 2021.

Mayor Raymond J. Salazar

Attest: Kevin Kelly, City Clerk

Published in the Laker- Pioneer the ____ of ____, 2021.

Effective the ____ day of ____, 2021.

**CITY OF MOUND, MINNESOTA
RESOLUTION NO. 21-**

**RESOLUTION AUTHORIZING PUBLICATION OF AN
ORDINANCE BY TITLE AND SUMMARY, AS IT RELATES
TO WATERWAYS**

WHEREAS, the City Council of the City of Mound has adopted Ordinance No. 21-__ amending Chapter 78 of the Mound City Code as it relates to Waterways;

WHEREAS, Minnesota Statutes, Section 412.191, subdivision 4 allows publication by title and summary in the case of lengthy ordinances; and

WHEREAS, the City Council determines the following summary will clearly inform the public of the intent and effect of the Ordinance.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Mound hereby determines to publish the following summary language, which is hereby approved, in lieu of publishing the full text of the Ordinance:

**CITY OF MOUND
ORDINANCE NO. __-2021**

**AN ORDINANCE AMENDING CHAPTER 78 OF THE
MOUND CITY CODE AS IT RELATES TO WATERWAYS**

The City Council of the City of Mound approved the above-referenced ordinance. The ordinance amends Chapter 78 of the Mound City Code as follows:

- Amends Sec. 78-100. Definitions. *Secondary Site Holder* to clarify Secondary Site Holders are not licensed dock holders;
- Adds a new Sec. 78-103. Regulations. (e) to require license holders in dedicated neighborhoods to remain on a dedicated neighborhood dock until they would have reached 40 or less on the wait list prior to requesting a dock site in the regular program.
- Adds a new Sec. 78-103. Regulations. (g) *Primary Dock Share* to require a potential share to reach 40 or less on the waitlist or to be a current licensee in order to be eligible to share and to limit shared sites to a maximum of two BSUs.
- Amends Sec. 78-103. Regulations. (f) *Secondary Site Holder* to grandfather in existing shared sites as of the 2020 season.

A copy of the entire text of the ordinance is available for public inspection at city hall and at the Westonka Public Library in the City.

Passed by the City Council this 11th day of May, 2021.

Mayor Raymond J. Salazar

Attest: Kevin Kelly, City Clerk



MEMORANDUM

Date: November 20, 2025

To: Docks and Commons Commission

From: Kevin Kelly, Administrative Services Coordinator

Subject: DCC Appointments Procedure

The City Council amended the procedures regarding the appointment of City Advisory Commissions on October 28.

The attached documents from the October 28th City Council Meeting describe the Reappointment Procedures which include a written request to the Council to continue serving on an Advisory Commission with a possible interview with Council.

Direction will be provided to Commissioners Hentz and Vettel on next steps in the re-appointment process as they are received.

CITY OF MOUND – CITY MANAGER

2415 Wilshire Blvd
Mound, MN 55364

TO: Honorable Mayor and City Council

FROM: Jesse Dickson, City Manager

DATE: October 23, 2025

SUBJECT: Policy for Commission Appointments and Reappointments

BACKGROUND:

As part of its annual goals, the City Council determined for 2025 that it would like to change the policy for appointments to the three City Council advisory commissions. The goal of the policy is to place the interviewing responsibility on the City Council prior to appointment. The City Council reviewed the draft policy at its workshop on October 14th.

The attached resolution rescinds and replaces prior resolutions and approves a new policy which guides the City Council's procedure for filling vacancies as well as handling reappointment of current commissioners.

RECOMMENDATION:

Discuss the attached resolution and make a motion to approve as presented.

ATTACHMENTS:

Resolution Amending Policy on Appointments and Reappointments to Advisory Commissions

Draft Posting for Commission Appointments

**CITY OF MOUND
RESOLUTION NO. 25-87**

**RESOLUTION AMENDING A POLICY ON APPOINTMENTS AND
REAPPOINTMENTS TO ADVISORY COMMISSIONS**

WHEREAS, the City Council adopted Resolution No. 89-139 on October 24, 1989; and

WHEREAS, the City Council adopted Resolution No. 92-136 on October 13, 1992; and

WHEREAS, Resolution No. 89-139 and Resolution No. 92-136 establish the City's policy for appointment and reappointment of advisory commissions; and

WHEREAS, the City desires to update the process for appointment and reappointment to advisory commissions; and

WHEREAS, the City has established a policy for the appointment of members of advisory committees within the City, which policy is attached to this Resolution as Exhibit 1 ("**New Policy**").

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Mound, Minnesota, that the policies established by Resolution Nos. 89-139 and 92-136 are replaced in their entirety by the New Policy attached to this Resolution as Exhibit 1.

Adopted by the City Council of the City of Mound this ____ day of ____, 2025.

Jason R. Holt, Mayor

ATTEST:

Kevin Kelly, City Clerk

EXHIBIT 1



ADMIN POLICY – ADVISORY COMMISSION APPOINTMENTS

Original Adoption: _____, 2025

Reviewed/Updated: _____

Reference No. ADMIN-0XX

Purpose and Scope

It is the responsibility of the City Council to appoint the members of all advisory commissions within the City of Mound (the “City”) when a vacancy occurs. Advisory commissions include, but are not limited to, the Docks & Commons Commission, the Parks & Open Spaces Commission, and the Planning Commission.

A vacancy occurs when a term expires or when a commissioner resigns their position prior to the term expiring. The City Council may, at its discretion, delay filling any vacancy until a date of its choosing.

Appointment Procedure

When a vacancy in an advisory commission occurs, the City Manager shall publish that there are positions to be filled on a commission(s). Publication shall be done on various public platforms and shall include, but not be limited to, the number of vacancies, the length of the term, or request for letter of interest and/or resume, and application deadline date. The publication shall also state that prospective applicants will be required to interview with the City Council as soon as possible following the application deadline.

After the application deadline, City staff will review all applications received and provide a report to the City Council. The City Council will review the report and shall determine which applicants will be interviewed by the City Council.

Candidates for appointment determined by the City Council to be interviewed will be interviewed by the City Council after the application deadline. The City Council will consider candidates and make official appointments at a regularly scheduled meeting of the City Council after the conclusion of interviews. If a candidate who wishes to be considered for appointment cannot be present for the interview, the City Council will base its decision on any documents submitted by the candidate.

The decision on whether an applicant is appointed shall be the responsibility of the City Council.

Reappointment Procedure

Current commission members who desire to be reappointed must indicate such to the City Council and provide reasons in writing for their reappointment a minimum of ninety (90) days prior to their term expiring.

The City Council may require that reappointments proceed through the same procedure as an initial appointment.

Resignation

If a commission member chooses to resign during their term, such resignation must be in writing submitted to the City Manager. A resignation shall be effective upon delivery of the writing to the City Manager and a vacancy is deemed to have occurred.



VOLUNTEERS NEEDED FOR MOUND ADVISORY COMMISSIONS

The City of Mound is seeking volunteers to serve on its three advisory commissions including the Planning Commission, the Parks and Open Spaces Commission and the Docks and Commons Commission and is currently seeking applicants. These advisory commissions are comprised of residents who are appointed by the City Council and meet on projects and applications within their purview and make recommendations to the City Council based on their findings. Interested residents are encouraged to apply.

Planning Commission – Terms are for 3 years. Meets on the first Tuesday of each month at 6:00 p.m. Considers all matters pertaining to planning and zoning and land redevelopment. Contact Community Development Director Sarah Smith by telephone at 952-472-0604 or by email for more information or to request an application. Submittal deadline is 4:30 p.m. on _____. Interviews will be held by Mound City Council on Tuesday, _____.

Parks and Open Space Commission – Terms are for 3 years. Meets on the second Thursday of each month at 6:30 p.m. The Parks and Open Space Commission considers all matters pertaining to parks and open spaces. Contact City Manager Jesse Dickson by telephone at 952-472-0609 or by email at Jessedickson@cityofmound.com for more information or to request an application. Submittal deadline is 4:30 p.m. on _____. Interviews will be held by Mound City Council on _____.

Docks and Commons Commissions – Terms are for _____ years. Meets on the third Thursday of each month at 6:00 p.m. about 4 to 5 times a year. Considers all matters pertaining to planning and zoning and land redevelopment. Contact City Clerk/Docks Administrator Kevin Kelly by telephone at 952-472-0613 or by email at Kevinkelly@cityofmound.com for more information or to request an application. Submittal deadline is 4:30 p.m. on _____. Interviews will be held by Mound City Council on Tuesday, _____.

There is one incumbent on the Planning Commission, one open seat (1-year partial term) on the Parks and Open Space Commission and two incumbents on the Docks and Commons Commission requesting to continue. Appointments to the Parks and Open Space Commission, Docks Commission, and Planning Commission will be made by the City Council following completion of the interviews at its meeting on Tuesday, _____.

By: Jesse Dickson, City Manager

Posted: _____

Published: _____, 2025

**DOCKS AND COMMONS COMMISSION
2025 AGENDA CALENDAR***

Revised 11/12/25

JANUARY 15	JULY 16
Discussion Topic: 2025 Annual Dock Report 2026 Brighton Commons Rip Rap	No Meeting
FEBRUARY 19	AUGUST 20
Schedule meeting as needed	No Meeting
MARCH 19	SEPTEMBER 17
Discussion Topic: Dock/Slip Wait List Lottery	Discussion Topic: Capital Plan
APRIL 16	OCTOBER 15
Schedule meeting as needed	Schedule meeting as needed
MAY 21	NOVEMBER 19
Schedule meeting as needed	Discussion Topic: Dock Program Budget
JUNE 18	DECEMBER 17
Schedule meeting as needed	No Meeting

*** Public Lands Permits and Tax Forfeited Property Release Requests will be added as requested.
If the meeting is cancelled for any reason, it will be forwarded to the City Council for
approval/denial based on staff's recommendation**

Other continuing discussions

- Tree Removal Cost Increases
- Brighton Commons Rip Rap