

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: The Docks & Commons Commission meeting will be held remotely via ZOOM. If you have not used ZOOM, Catherine would be happy to help you test it out prior to the meeting. Please just email her at catherinepausche@cityofmound.com or call (952)472-0633 to coordinate. The link to the ZOOM meeting is below.

Topic: Dock & Commons Commission
Time: Sep 17, 2020 07:00 PM

Join Zoom Meeting LINK [HERE](https://zoom.us/j/92473290150?pwd=UlhLL1pVTHJqRXFzQldqOXVWQW4xZz09)
<https://zoom.us/j/92473290150?pwd=UlhLL1pVTHJqRXFzQldqOXVWQW4xZz09>

Meeting ID: 924 7329 0150
Passcode: 559703

Dial by your location (Audio Only) +1 312 626 6799

DOCK AND COMMONS COMMISSION

7:00 P.M. Meeting at REMOTE VIA ZOOM

Thursday, September 17, 2020

AGENDA

	Pages
1. Approval of Agenda	
2. Approval of January 16, 2020 Regular Meeting Minutes	1-3
3. Comments and suggestions from citizens present (No more than 3 minutes allowed per speaker)	
4. March Wait List Lottery	4
5. DCC Vacancies	5
6. Kayak Rack Program	6
7. 2021 Budget and CIP	7-10
8. Reports:	
- City Council Representative	
- Staff	
- Commissioners	

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
January 16, 2020

The Mound Docks and Commons Commission met on Thursday, January 16, 2020, at 7:00 p.m. in the council chambers of the Centennial Building.

Present: Chair Derrick Hentz, Vice Chair Susan Gardner, Commissioner Heidi Peterson and Council Representative Paula Larson.

Absent: Commissioners Jim Funk and Linda Muller

Others Present: Eric Hoversten, City Manager, Catherine Pausche, Director of Finance and Administration and Kevin Kelly, Administrative Services Coordinator.

Chair Derrick Hentz called the meeting to order at 7:00 p.m.

1. Approval of Agenda.

MOTION, by Larson, seconded by Gardner, to approve the agenda. All voted in favor. Motion carried.

2. Oath of Office.

Hoversten administered the Oath of Office to Commissioners Gardner and Hentz. Hoversten thanked the Commissioners and the Docks and Commons Commission as a whole for the work they extend on behalf of the City.

3. Election of Officers – Chair and Vice Chair

Hentz asked if any of members present wanted to take on the officer positions. Gardner stated she would like to stay on as Vice Chair. Hentz said he could stay on as Chair.

MOTION, by Peterson to re-appoint Hentz as Chair and to re-appoint Gardner as Vice Chair. Larson seconded the Motion. All voted in favor. Motion carried.

4. Approval of Meeting Minutes – November 21, 2019.

MOTION, by Gardner, seconded by Hentz, to approve the amended minutes with correction of the misspelling of Commissioner Hentz’s name from the November 21, 2019 DCC Meeting. All voted in favor. Motion carried.

5. Comments and Suggestions from Citizens Present: No one came forward.

6. 2019 Annual Dock Report

Kelly stated Mike Miller returned as City Dock Inspector in 2019. Kelly said Miller has done a great job and provides additional value to the Dock Program and the City as a whole.

Kelly provided statistics of dock and slip usage in 2019. Kelly said all the Lost Lake slips were rented in 2019. Kelly stated, of the 37 original Villa Slips, 21 went to Villa owners, 12 to Mound residents and four to non-residents. Kelly added the 10 Harbor Slips all went to non-residents.

Kelly said the usage in Dreamwood was down in 2019 which is not typical as there were three abutting dock sites which did not moor a watercraft.

Kelly said 524 watercraft were licensed which is in line with recent years.

Kelly stated the wait list grew to 211 applicants in 2019 with 11 wait list applicants getting into the Dock Program. Kelly added that one of the wait list applicants who received a dock location was pretty far down the wait list as he is from the Wychwood neighborhood. Kelly said Wychwood residents are given higher priority for dock sites on that commons as it is a dedicated neighborhood. Kelly added that none of license holders in the Wychwood neighborhood were interested in moving to the dock site in their neighborhood so he went to the wait list to fill the opening. Kelly said there were two Woodland Point and one Dreamwood residents who also moved off the waitlist onto sites within their dedicated commons.

Kelly addressed the underutilization of docks in 2019. Kelly added there were seven abutter locations which did not put in a dock and the Highland-end abutter dock was rented out to a non-abutter in 2020. Kelly said he has sent a letter to the abutter at Amhurst with the explanation the abutter needs to use his slip location in 2020 or he would be forfeit the right to the slip location and a regular dock site would be established in the area as the new abutting location.

Kelly added he did not tow any boats due to dock program violations in 2020.

7. In/Out Contract

Kelly said Dock Administration only received one bid from the RFQ which was sent out. Kelly said the bid was from Splash Docks, the current vendor for in/outs in 2018/2019. Pausche said the RFQ was for a five-year contract and the bid from Splash Docks came in at 50% higher than their bid from the previous in and out contract. Staff and the DCC discussed the potential reasons for only receiving one bid such as the five-year length of the contract. Staff felt the bid wasn't too out of line with past bids and the current vendor underbid to get the contract in 2018/2019. Larson asked if the approval of the In and Out RFQ would need City Council approval. Pausche responded the Council has approved the dock program budget under which this RFQ would be covered so it would not be brought to the Council separately. Larson stated there is concern about the expense of the bid and was counseled to suggest a second RFQ be offered in an attempt to get more than one bid. Pausche reiterated that the dock budget has been approved though staff could seek out input from the other vendors for the reasons which they didn't make a bid. Discussion ensued regarding the bid and whether to reconsider opening up the RFQ again. Pausche said staff will reach out to two vendors which didn't bid and will have this information within the week and will determine at that time whether to reopen. Pausche staff will report back on our findings at the March DCC meeting.

8. Discussion 2020 Work Plan

Pausche began the discussion by stating most likely there will not be any pressing issues on the agenda for the rest of the year. Pausche said it is an election year and Dock Admin staff will be busy running three elections in 2020. Hentz stated the regularly scheduled DCC meetings will be held in March, September and November. Hentz also wondered about zebra mussels and lifts at slips issue which has come up throughout 2019. Pausche said the discussion of lifts at slips has been an ongoing discussion for a number of years and if a Dock Program participant feels they need a lift they can move to a dock location at this time. Pausche added the question of storage of the lifts hasn't been fully vetted and winter access needs to be considered. Peterson said her children and neighbors use snowmobiles to access the lake. Peterson said their street end access is blocked by lifts and dock materials. Hentz asked if staff still gets inquiries about lifts on slips and Kelly stated that was continuing. Kelly said those Dock Program participants asking about lifts at multiple slips would like assurances the lifts can be used year after year.

9. Reports

Larson stated the City budget and a 3% levy increase were approved by the Council in December. Larson added the Shafer Richardson concept plan for the redevelopment of the Commerce Place site will be taking place on January 28th. Larson stated the City put out a Request of Qualifications and Interest (RFQ/I) for redevelopment proposals for the Mound Harbor District. Larson said responses to the RFQ/I are due on January 29th.

Pausche stated the Presidential Nomination Primary is on March 3rd and absentee voting starts tomorrow, January 17th at City Hall.

MOTION, by Peterson seconded by Gardner, to adjourn the meeting at 8:05 p.m. All voted in favor. Motion carried.

Submitted by: Kevin Kelly



MEMORANDUM

Date: September 17, 2020
To: Docks and Commons Commissioners
From: Kevin Kelly, Administrative Services Coordinator
Subject: 2020 Wait List Lottery

The Covid-19 pandemic and Governor’s Executive Order caused the cancelation of the March 2020 DCC Meeting. Due to the cancelation of the meeting, Noah Iverson, City of Mound Assistant Finance Director, drew the tags to establish the place new applicants will hold on the wait list. Kelly confirmed the drawing of names. The order of the 2020 lottery is as follows:

2020 Mound Dock Program Wait List Lottery Results			
1	Malin, Danielle	20	Rooney, Patricia
2	Morales, Juan	21	Gilgenbach, Ryan
3	Zevenbergen, John	22	Busch, Thorsten
4	O’Connell, Timothy & Anne	23	Johnson, Julie
5	Carlson, Scott	24	Wilkens, Rebecca
6	McCall, Chelsea & Tyler	25	Hamaty, Joyce
7	Gustafson, Lania	26	Gummadi, Mahesh
8	Wilson, Ben	27	Hodges, Melissa
9	Koziara, Kyle & Alycia	28	Jones, Darrin
10	Jensen, John	29	Ophoven, Michael
11	Johnson, Chris & Keely	30	Peterson, Cory & Sarah
12	Kelly, John	31	Cegla, Joe
13	Andrews, Michael	32	Worden, Charlie
14	Swan, Jacob	33	Williamson, Justin
15	McIntosh, Kim	34	Zimmerman, Barbara
16	Orosz, Jeff & Jill	35	Skorey, Eric
17	Styrbicki, Alex	36	Boser, Aaron
18	Kranz, Kim	37	Grady, Danny & Amanda
19	Ball, Chris & Ron	38	Tideman, Alex & Lauren



MEMORANDUM

Date: September 17, 2020

To: Docks and Commons Commissioners

From: Kevin Kelly, Administrative Services Coordinator

Subject: Renewal of Dock Commission Terms

The terms of Commissioners Jim Funk and Linda Muller are up at the end of 2020. We ask that they indicate their interest in being reappointed by **September 30, 2020** so that in the event one or both step down, we can solicit applications and conduct interviews at the November meeting. Muller's seat is one of two abutter positions and Funk is one of the three non-abutter seats on the Commission.

A Dock and Commons Commission term runs for three years with the renewed terms running through the end of 2023.

As Staff, we can't say enough about how we appreciate your insight and expertise. Thank you sincerely for your dedication to this program and to the citizens of Mound.



MEMORANDUM

Date: September 17, 2020
To: Docks and Commons Commissioners
From: Kevin Kelly, Administrative Services Coordinator
Subject: Addition of Canoe/Kayak Racks on the Public Shoreline

Dock Administration added a second Canoe/Kayak Rack at Centerview Park in 2020 and both Centerview and Carlson Park (16 spots) were fully rented out.

Interest appears to be strong for the Canoe/Kayak Rack Program. All of the sixteen rentals went to Mound residents and a seventeenth person has expressed interest in renting at Carlson Park if a spot opens up in 2021.

Dock Administration has previously scouted out locations for additional Canoe/Kayak Racks and if approved would like to expand the program to an area of the City which hasn't had a Canoe/Kayak Rack. The recommended expansion locations:

- Scherven Park or Avalon Park on the Island
- Twin Park, Highland End Park or Ridgewood Access in the Highlands,
- Lakeside Access or Beachside Access on Three Points

Dock Administration is seeking DCC approval or any input or recommendation of alternatives to the purchase of the 8-craft, aluminum, Dock Doctors Storage Rack.

Dock Administration has been pleased with the quality and service of the Dock Doctors Canoe/Kayak Rack and recommends the purchase of the same eight-craft rack as in the past two years. The 2020 cost is \$1,928.31 which includes shipping. An additional rack is budgeted and if current demand continues this expenditure will be paid back in five years.



MEMORANDUM

Date: September 17, 2020
To: Docks and Commons Commissioners
From: Catherine Pausche, Director of Finance & Admin
Subject: 2021 Budget and CIP

The preliminary proposed budget was approved by the City Council at the September 8th regular meeting.

No changes to the dock fees are being proposed this year so there is relatively little change except for the proposed rip rap projects.

The proposed rip rap projects include 185' on Brighton Commons, from Manchester north to Leslie fire lane and 30' at the end of Cardinal Lane where some storm water outfall improvements have been made and the trees are likely going to fall into the water. This will connect the rip rap improvements made by the abutting properties on either side.

Please let me know if you need any further information in advance of Thursday's meeting.

City of Mound - Dock & Commons Program

	<u>2014 Rates</u>	<u>2015 Rates</u>	<u>2016 Rates</u>	<u>2017 Rates</u>	<u>2018 Rates</u>	<u>2019 Rates</u>	<u>2020-1 Rates</u>
Regular Dock Fee (w/ 1bsu)	\$325	\$325	\$325	\$325	\$325	\$325	\$325
Slip Fee	\$375	\$375	\$375	\$375	\$375	\$375	\$425
pwc slip fee	\$100	\$100	\$100	\$100	\$100	\$100	\$100
Each Add'l BSU Fee	\$100	\$100	\$100	\$100	\$100	\$100	\$100
Share Fee	\$175	\$175	\$175	\$175	\$175	\$175	\$325
Lost Lake Fee	1148+	1148+	1148+	1148+	1148+	1148+	1148+
# of LL Slips Rented	37	37	37	37	47	47	47

	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020 BUD</u>	<u>2021 PROP</u>
Fund balance - Jan. 1	\$177,512	\$236,797	\$274,024	\$274,024	\$282,874	\$147,936	\$223,729	\$243,441
<u>Revenues</u>								
Fees - Regular Docks Sites;(approx 307) + Commercials	117,630	119,799	115,660	115,056	128,773	123,764	116,000	116,000
Fees - Slips; (Approx 100)	34,450	34,475	36,125	38,354	22,993	29,450	35,000	35,000
Fees - Lost Lake Slips (moved to Fund 285 Harbor District)	55,210	54,760	47,742	44,836	196,264	0	0	0
Fees - Wait List (\$20)	3,060	2,800	3,128	3,600	4,203	4,264	4,000	4,000
LMCD fees - Sites and Slips	6,366	6,686	6,589	7,200	6,682	6,882	6,500	6,500
Interest	1,374	881	1,377	2,357	4,954	6,718	1,000	1,000
Other Revenues	150	100	1,700	730	6,378	202	100	100
Total Revenues	218,240	219,501	212,321	212,133	370,246	171,280	162,600	162,600
<u>Expenditures</u>								
**Program Administration:								
Personnel	52,782	54,164	61,530	54,493	51,048	50,853	55,948	57,984
Supplies: Office, Operating, Maint/Repair	3,074	2,799	3,304	5,693	3,017	11,326	4,600	6,833
City Finance/Admin Overhead Alloc, Audit, Legal	10,514	11,403	10,007	10,022	9,775	9,153	10,500	10,400
Utilities, Insurance and Meeting/Training Exp	12,656	11,218	11,877	10,500	12,177	3,696	7,350	7,350
Equipment Repair	3,620	1,413	990	6,648	4,554	1,438	5,990	5,990
LMCD fees - Sites and Slips	6,651	6,751	6,551	6,651	7,101	5,908	7,000	7,000
Dock installation & removal	16,692	12,665	17,399	11,862	13,684	11,913	16,000	16,000
Tree Removal	2,400	0	0	0	0	1,200	5,000	5,000
	0	0	0	0	0	0	0	0
Total Program Administration Expenses	108,389	100,413	111,659	105,869	101,356	95,487	112,388	116,557
Total Capital Outlay	2,713	4,044	0	0	4,050	0	0	0
Other Improvements:								

City of Mound - Dock & Commons Program

	<u>2014 Rates</u>	<u>2015 Rates</u>	<u>2016 Rates</u>	<u>2017 Rates</u>	<u>2018 Rates</u>	<u>2019 Rates</u>	<u>2020-1 Rates</u>
Regular Dock Fee (w/ 1bsu)	\$325	\$325	\$325	\$325	\$325	\$325	\$325
Slip Fee	\$375	\$375	\$375	\$375	\$375	\$375	\$425
pwc slip fee	\$100	\$100	\$100	\$100	\$100	\$100	\$100
Each Add'l BSU Fee	\$100	\$100	\$100	\$100	\$100	\$100	\$100
Share Fee	\$175	\$175	\$175	\$175	\$175	\$175	\$325
Lost Lake Fee	1148+	1148+	1148+	1148+	1148+	1148+	1148+
# of LL Slips Rented	37	37	37	37	47	47	47

	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020 BUD</u>	<u>2021 PROP</u>
E Rip Rap Projects	0	29,400	63,200	57,112	51,205	0	30,500	21,500
F Dredging	0	0	0	0	0	0	0	0
G Stairs/Multiples	0	0	0	0	0	0	0	0
H Transfers to Debt Svc	47,853	47,403	40,285	37,479	348,573	0	0	0
Total Other Improvements	47,853	76,803	103,485	94,591	399,778	0	30,500	21,500
Total All Expenditures	158,955	181,260	215,144	200,460	505,184	95,487	142,888	138,057
Revenues over (under) Exp.	59,285	38,240	(2,823)	11,673	(134,938)	75,793	19,712	24,543
Fund balance - Dec. 31	236,797	274,024	271,201	282,874	147,936	223,729	243,441	267,984

City of Mound - Dock Program Capital Plan - 2020 through 2028

Description	Location	Quantity	Original Cost	Year Repl	\$ 2020	\$ 2021	\$ 2022	\$ 2023	\$ 2024	\$ 2025	\$ 2026	\$ 2027	\$ 2028
SHORELINE RIP RAP PROJECTS			(per linear foot)										
Brighton Commons - 185' Manchester north to Leslie Fire Lane	Brighton Cardinal Ln	185	\$ 100.00	2021		\$ 18,500							
Brighton Commons north of Leslie	Brighton	30				\$ 3,000							
Brighton Commons north of Leslie	Brighton	833'	\$ 100.00	2022-24			\$ 26,500	\$ 18,500	\$ 38,000				
Waterside Commons	Waterside	410'	\$ 100.00	2025-26						\$ 24,000	\$ 17,000		
CITY OWNED STAIRS													
Idlewood Stairway	Idlewood	1-58 feet		2020	\$ 2,000								
CITY OWNED MULTIPLE SLIPS													
Idlewood Straight Dock Multiple - as need deck replacement		1		2020	\$ 8,000								
		1		2021			\$ 2,000						
DREDGE PROJECTS													
Excelsior/Denbigh				2028+									\$ 65,000
Jennings Cove Multiple Slip Area				2028+									\$ 18,000
Jennings Cove from Slip to Avocet				2028+									\$ 30,200
Waterside				2028+									\$ 93,576
Waterbank				2028+									\$ 45,000
Lost Lake Park				2028+									\$ 16,600
Crescent				2028+									\$ 43,500
Ridgewood Access				2028+									\$ 10,000
Carlson Park				2028+									\$ 10,800
Emerald Channel				2028+									\$ 6,000
MISC/OTHER													
Kayak/Canoe Racks				2020 - 22	\$ 2,000	\$ 2,000	\$ 2,000						
Total		0			\$ 12,000	\$ 23,500	\$ 30,500	\$ 18,500	\$ 38,000	\$ 24,000	\$ 17,000	\$ -	\$ 338,676