

**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 asc@cityofmound.com

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

*Thursday, November 21, 2024*

**AGENDA**

	Pages
1. Approval of Agenda	
2. Approval of September 19, 2024 Regular Meeting Minutes	1-5
3. Comments and suggestions from citizens present (No more than 3 minutes allowed per speaker)	
4. Renewal of DCC terms: Non-Abutter – Heidi Peterson	6
5. Cardinal Lane Rip Rap Update	7-11
6. 2025-2028 In and Out Contract Approval	12-21
7. Dock Budget and Capital Plan	22-25
8. Dock Map Addendum – Crescent Commons	26-27
9. 2025 Calendar	28
10. Reports: <ul style="list-style-type: none"><li>- City Council Representative</li><li>- Staff</li><li>- Commissioners</li></ul>	
11. Adjourn	

City Council Meeting Minutes are on line at [www.cityofmound.com](http://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 19, 2024**

The Mound Docks and Commons Commission met on Thursday, September 19, 2024, at 6:00 p.m. in the City Council Chambers of the Centennial Building at 5341 Maywood Road in Mound.

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

Absent: Heidi Peterson

Others Present: Administrative Services Coordinator/City Clerk Kevin Kelly, Julie & Karl Weisenhorn.

Derrick Hentz 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 21, 2024**

**MOTION**, by Hentz, seconded by Vettel, to approve the minutes from the March 21, 2024 DCC Meeting. All voted in favor. Motion carried.

**3. Comments and suggestions from citizens present**

No one came forward.

**4. Cardinal Lane ROW Project**

Julie Weisenhorn, 1733 Bluebird Lane, representing the Harrison Bay Association (HBA), presented the Cardinal Lane Right of Way Rain Garden proposal and City partnership.

Weisenhorn said the HBA mission is to improve water quality and educate the public on ways to reduce runoff through their individual action. Weisenhorn said Harrison Bay, Jennings Bay and West Arm are considered impaired waters.

Weisenhorn said the Cardinal Lane project will help to reduce the pollutants entering the lake and have a grant deadline of March 2025 to spend funds.

Weisenhorn said the HBA has used funds for the Overland Lane and Apple Lane projects which have been completed. Weisenhorn said both street ends are public property.

Weisenhorn said there has been increased runoff along Cardinal Lane since 2020 which has increased the erosion of the 40 feet of shoreline along the right of way at this area.

Weisenhorn said there are also a number of diseased Ash trees in the area. Kelly said the diseased Ash trees have been removed recently.

Weisenhorn said a rain garden and shoreline restoration will reduce runoff by 40%.

Weisenhorn said she met with City engineering staff at Bolton and Menk who proposed a snow garden at the end of Cardinal Lane to reduce runoff through infiltration.

Weisenhorn said HBA will hire the landscape engineer to create the gardens and the City will remove the patio stones and rock in the right of way. Weisenhorn said the HBA is asking for up to \$15K from the 2025 Dock Fund budget to pay for the rip rap of the shoreline.

Weisenhorn said the HBA is looking to team with the Lions Club to assist with funding of the project.

Weisenhorn said the HBA is looking for approval from the City Council for funding for the project.

Castellano and Vettel both asked if the adjacent neighbors will be on board to maintain the rain garden. Weisenhorn said the abutter to the east of the right of way said they will help to maintain the proposed rain gardens.

Castellano said the Council didn't have cost information in the past and would like the rip rap project costs to be borne out through the Dock Fund.

Castellano and Olson asked if there will be funds available in 2025 for rip rap and will the \$15K affect 2025 projects. Castellano said there are no 2025 rip rap projects scheduled at this time.

Discussion with Weisenhorn and the DCC ensued about the future maintenance such as mowing and rain garden weeding. Weisenhorn said this work will have to be done by the neighbor.

Kelly said he would like to move forward with a decision from the Docks Commission. Kelly said if approved by the DCC, staff will seek out Council approval and put out bids to complete the project in 2024 through the 2024 Dock Fund budget. Kelly said the work needs to be done to stabilize the Cardinal Lane shoreline.

Vettel asked if HBA would provide maintenance to the right of way if the neighbors do not take care of the rain gardens. Weisenhorn said the HBA has not taken on care of the rain gardens and has relied on the adjacent neighbors to do on-going maintenance. Weisenhorn said the plantings will be hardy, low maintenance native plants which have long root systems and will be professionally designed.

Hentz said should the motion be specific to the 2024 Dock Fund budget.

**MOTION**, by Jensen, seconded by Hentz, to approve up to \$15K for rip rap of Waterside Commons at the Cardinal Lane right of way funded out of the 2024 or 2025 Dock Fund budget. All voted in favor. Motion carried.

#### **5. Completion of 2024 Brighton Rip Rap**

Kelly said there were originally three abutting property owners who were going to take on the cost share and ultimately one decided to not take up the cost share for rip rap. Kelly added the two areas of Brighton Commons which was rip rapped were contiguous.

Kelly presented photos of the rip rap project. Kelly said there was a portion of the larger of the two properties which had rip rap completed previously and the new rip rap has left 95 feet of well completed rip rap.

Kelly said he has had some discussion with abutters along Brighton Commons and will reach out to other abutters along Brighton Commons to determine if there is interest in another rip rap cost share in 2025.

Kelly said the cost to the Dock Fund was 15K for the two abutting properties. Kelly said due to the one abutting property owner not going in on the cost share the rip rap costs came in under budget.

Vettel asked why the one abutter didn't go in on the cost share. Kelly said the abutter stated that the shore was City property so the City should pay for all of the installation of rip rap.

#### **6. Dock Fund Budget**

Jensen said it looks like there are two options for dock program fees. Kelly said the options are to go with the Ehlers proposed Long-term Financial Plan (LTFP) as presented in 2023 or to keep fees flat. Kelly said in 2023 the DCC recommended to the City Council to go above the LTFP budget recommendations. Kelly added the Council voted to follow the LTFP guidelines which is \$575 for a multiple slip and \$450 for a dock license. Kelly said if the City does follow the LTFP for 2025 the fees for a slip will increase another \$75.00 and the dock fee will go up \$50.00.

Kelly said the biggest cost driver is tree removal which is caused mostly by the Emerald Ash Borer. Kelly said there has been quite a number of trees taken out on Dock Program property including a large swath of trees along the Cardinal Lane right of way in the last few days. Kelly said the Cardinal Lane removal cost is around \$10K and he estimated that around \$40K has been spent on tree removal in 2024. Kelly said there may not be another large group of trees needing removal this year. Kelly said there have been a number of trees removed this year from the western tip of Harrisons Bay along the southern shore of Harrisons Bay from Ashland Lane to Fairview Lane.

Kelly said there are a couple of longer Commons which have not needed to be addressed so these areas could impact the budget depending on the state of the trees in those areas.

Kelly said he is gauging the DCC appetite for another fee increase and also in the drawing down of budget reserves. Kelly said there are about \$16K in revenues from interest and grants which will be applied to the Dock Fund by the end of 2024.

Jensen said does the City want to keep the \$200K reserve as there are \$50K expenses in tree removal. Kelly said the City Council wanted tree removal costs on dock program assigned property to be paid through the Dock Fund.

Kelly said the bids for the new four-year slip In and Out Contract may also impact the budget. Kelly added the bid deadline is early November and will be on the agenda for the November DCC Meeting.

Olson said he is in favor of having more room in the budget going into 2025 and would not want to catch up if there aren't enough funds in the budget. Castellano agreed with Olson on approving the Dock fee increase and said the City can stop increases in future years.

Castellano said the tentative plan could be to follow the LTFP and wait to see how the cost increase scenarios are known.

Hentz said is there a time when there won't be the number of trees which impact the budget as strongly as in recent years.

Kelly said the cost projections in the LTFP were for \$90K a year in tree removal going forward. Kelly added the tree removal costs have been in the \$50-60K range the past two years.

Kelly said there is a \$290K fund balance going into 2024 in the Dock Fund with an ending 2024 Fund balance in the \$260K range.

Discussion ensued amongst the Dock Commission to make sure there is enough budgetary reserves in the Dock Fund to not have to retroactively raise fees because of an unexpected shortfall.

Motion by Olson, seconded by Vettel, to follow the recommendations of Ehlers Long Term Financial Plan regarding 2025 Dock Program Fees. Kelly listed the fee increases according to the LTFP:

- Slip License Fees - \$75.00 increase to \$650.00
- Dock License Fee - \$50.00 increase to \$450.00
- Extra Watercraft Fee - \$20.00 increase to \$190.00
- Wait List Application Fee - \$10.00 increase to \$30.00.

All voted in favor. Motion carried.

**7. Reports:**

City Council Representative – Castellano said the Dentist Office building on Old Shoreline Drive has been taken down and the Council is making progress on the budget. Castellano said the League of Women Voters Candidate Forum was held yesterday.

Castellano said there was not a 2024 State Bonding Bill so there were no funds additional allocated. Castellano said the Water Treatment Plant project is 1/3 funded which has paid for preliminary line prep and design. Castellano said there is still \$24Million needed for the project.

Staff – Kelly said General Election absentee voting starts tomorrow. Kelly said the new Administrative Staff, Sarah Lenz, will start on September 30<sup>th</sup>.

Commissioners – No Comment.

**8. Adjourn**

**MOTION**, by Castellano, seconded by Vettel, to adjourn the meeting at 7:19 p.m. All voted in favor. Motion carried.



## MEMORANDUM

Date: November 21, 2024  
To: Docks and Commons Commissioners  
From: Kevin Kelly, Administrative Services Coordinator  
Subject: Renewal of Dock Commission Term

---

The term of Commissioner Heidi Peterson is up at the end of 2024. Commissioner Peterson has indicated she would be interested in being reappointed for another three-year term which would run through 2027.

Commissioner Peterson is seated in one of the three non-abutter positions on the Docks and Commissions Commission (DCC) and has served on the DCC since 2016.

I want to thank Ms. Peterson for her work on the DCC and the Dock Program.



**MEMORANDUM**

Date: November 21, 2024  
To: Docks and Commons Commission  
From: Kevin Kelly, Administrative Services Coordinator  
Subject: Cardinal Lane Rip Rap - Bid & Project

---

The DCC has met with Harrison Bay Association (HBA) members in March and again at the September 16<sup>th</sup> meeting. Julie Weisenhorn of the Harrison Bay Association presented the HBA's latest proposal for a shoreline restoration and rain garden project on the Cardinal Lane right of way. The DCC approved the HBA shoreline restoration proposal with the recommendation of City Council approval for the Cardinal Lane portion of Waterside Commons shoreline to be rip rapped.

On September 24, 2024, the City Council approved Resolution 24-76 Approving 2024 Waterside Commons Rip Rap Work.

In response to the City Council approval, Dock Administration sent out seven requests for quotes to vendors who do rip rap projects on Lake Minnetonka. Dock Administration received two bids; one from Concept Landscaping and the other from JK Landscape. Both bids came in under the do not exceed amount of \$15K set by the Council. Both are reputable vendors on Lake Minnetonka.

Dock Administration chose the low bidder, Concept Landscaping, who have done many projects for the City over the years including the last two rip rap projects on Brighton Commons.

Concept Landscaping has the project on their schedule and will complete the project in December. A specific start date has not been set.



**CITY OF MOUND  
RESOLUTION NO. 24-76**

**RESOLUTION APPROVING 2024 WATERSIDE COMMONS RIP RAP WORK**

**WHEREAS**, the Docks Commission heard a request from the Harrison Bay Association to have rip rap work done along the Waterside Commons at the end of Cardinal Lane at its September 19<sup>th</sup> meeting; and

**WHEREAS**, the dock fund was budgeted for work in 2024 that has yet to be spent; and

**WHEREAS**, there is roughly 40' of shoreline which requires rip rap, and a conservative estimate for the work including engineering is \$15,000; and

**WHEREAS**, the Docks Commission is an advisory board to the City Council and annually makes recommendations for work to be done along the Commons; and

**WHEREAS**, the Docks Commission recommends authorizing staff to work with the City Engineer to determine the scope of work and subsequently procure quotes for rip rap at a cost not to exceed \$15,000;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Mound, Minnesota as follows:

1. City Staff is authorized to work with the City Engineer and procure quotes for rip rap work along the Waterside Commons at Cardinal Lane at a cost not to exceed \$15,000 for work to be completed in 2024.

Adopted by the City Council this 24th day of September, 2024.

\_\_\_\_\_  
Jason R. Holt, Mayor

\_\_\_\_\_  
Attest: Kevin Kelly, City Clerk



**TO:** Potential Contractor  
**FROM:** Kevin Kelly, Administrative Services Coordinator  
**DATE:** September 27, 2024  
**RE:** **Request for Quotes - Rip Rapping Waterside Commons at Cardinal Lane**

---

The City of Mound is seeking quotes for rip-rap for approximately 40 linear feet of shoreline at the end of Cardinal Lane, Mound, MN.

This shoreline is located at the Cardinal Lane right of way which extends to the shoreline between the 2149 Cardinal Lane and 2146 Cardinal Lane properties.

Please provide a quote based on lineal footage in accordance with the Minnehaha Creek Watershed District (MCWD) Shoreline & Streambank Stabilization Rule and Criteria for Stabilization Techniques on the above section of City controlled shoreline.

There is eroded shoreline which requires stabilization with fieldstone rip-rap and geo textile fabric material so as to meet the MCWD Shoreline & Streambank Stabilization Rule.

The rip-rap must be in place within the year of 2024 unless approved by the City of Mound.

The contractor is required to make application and gain all needed permits from governing agencies prior to work commencing. The potential contractor must provide a proof of general liability and workers compensation insurance that meets the requirements on the attached schedule.

The City of Mound retains the right to reduce the lineal footage listed so as to meet current budget limitations.

**All quotes are due back to the City of Mound no later than 4:00 p.m. on Friday, October 15 2024.**

Please feel free to contact me at (952) 472-0613 or via email at [kevinkelly@cityofmound.com](mailto:kevinkelly@cityofmound.com) with questions.

Attachments: A. Rip-Rap Cross Section  
B. Insurance Requirements

# Proposal

**Concept Landscaping**  
**PO Box 430**  
**Mound, MN 55364**

**612-581-1552 C**  
**952-472-4118 O**

**Licensed Nursery**  
**Licensed Contractor**  
**Bonded Shoreline Contractor**

City of Mound  
Attn: Kevin Kelly  
2415 Wilshire Blvd  
Mound, MN 55364

Email: kevinkelly@cityofmound.com

10/11/2024

Site Address;  
Between 2149 and 2146 Cardinal Lane, Mound, MN

Install 40 In ft of Fieldstone Boulder Rip Rap includes HD filtration fabric, 3601-B filter rock and class 3 and 4 midsize boulders

\$195 per foot

\$7,800

Permit Included

Terms of payment: 30% Down, Balance due on the day of completion.

We propose hereby to furnish all material and labor complete in accordance to the above specifications,

for the sum of

\$7800.00

Any deviations from the above specifications shall become an extra cost over and above the original estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Owner responsible for storm damage to installed items. Our workers are covered by workers compensation insurance. Pre lien notice; as required by law. Any person or company supplying labor and materials for this improvement to your property may file a lien if they are not paid for the contributions. If our suppliers provided you with a pre-lien notice you have the right to pay them directly and deduct said payment from our contract price for up to 120 days after completion of the improvement unless we give you with a lien waiver from the person or company that supplied the improvement.

Authorized signature: Jared Smith

Note: This proposal may be withdrawn within 45 days

Acceptance of Proposal —The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above:

Acceptance Date \_\_\_\_\_ Signature \_\_\_\_\_



19512 HUBBLE ROAD  
CLEARWATER, MN 55320

CONTRACTOR #: BC631037

JERRY KONZ  
(320) 980-2710  
jerry@jklandscape.com

# ESTIMATE

OFFICE USE ONLY:			
P	I	D	L

DATE	ESTIMATE #
10/14/2024	8338

**CUSTOMER MAILING ADDRESS:**

City of Mound  
2415 Wilshire Blvd.  
Mound, MN 55364

**PROJECT ADDRESS:**

Cardinal Lane Rip Rap

**ASK ABOUT AVAILABLE FINANCING!!**

DESCRIPTION	QTY	RATE	TOTAL
Install 8oz. filter fabric and 6"-18" loose fieldstone rip rap along 40' of shoreline per DNR and watershed Estimate assumes we can access work area from end of street	1	8,990.00	8,990.00
Allowance for permits to include: watershed permit performance bond	1	900.00	900.00

\* Unless noted, this estimate does not include any permit/application fees. JK Landscape can obtain these for an additional fee.  
 \* By Signing this Estimate, you are Acknowledging that you have Read and Agree to the Contract and Warranty Terms, located on our Website at: [www.https://www.jklandscape.com/resources/contract-terms](http://www.https://www.jklandscape.com/resources/contract-terms)  
 \* Also, Please See Our Website to View the Project Gallery & Detailed Services We Have To Offer.

**WE APPRECIATE YOUR BUSINESS !!!**

**X**  
\_\_\_\_\_  
CUSTOMER SIGNATURE

**TOTAL ESTIMATE: \$9,890.00**  
\* Estimates are good for 30 Days.



**MEMORANDUM**

Date: November 21, 2024  
To: Docks and Commons Commissioners  
From: Kevin Kelly, Administrative Services Coordinator  
Subject: Dock In/Out Contract - 2025 through 2028

Dock Administration has received two bids from the eight vendors which were sent the In/Out Services Contract RFQ for the four-year period of 2025-2028. The responses were received from the current Dock Program In and Out provider, Splash Docks LLC and MN Trench LLC. Splash Docks has been the In and Out vendor for the City since 2018.

The two bids are itemized below:

Vendor	\$/sect.	Tot. Sect. \$	Mud Plate Cost	Total Cost –	Mid-Season Adjustment \$
Splash Docks	\$40.00	\$12,040.00	\$1550.00	\$27,180.00	\$20.00
MN Trench	\$45.00	\$13,545.50	\$775.00	\$27,865.00	\$50.00
Difference	\$5.00	\$1505.00	\$775.00	\$685.00	\$30.00

The difference in the two bids is \$685.00. Both bids represent about a 25% increase above the five-year contract which is ending this fall. The increase is in the \$6,000.00 range each year of the contract.

Most likely the City Council is going to approve following the Ehlers Long-Term Financial Plan (LTFP) which includes a Multiple Slip increase in 2025 of \$750.00 per license. There are 104 multiple slip licenses multiplied by \$75.00 will provide \$7,800.00 in additional revenue in 2025.

Dock Administration feels comfortable going forward with Splash Docks. The service the City receives from Splash Docks LLC has been good and Splash Docks has provided solid service and communication. The crew at Splash Docks have had the City contract for the past seven seasons and know the City multiple slip system.

Dock Administration is seeking input, discussion and the approval of the In/Out contract provider for the 2025 - 2028 seasons.



**TO:** Potential In and Out Contractor

**FROM:** Kevin Kelly, Administrative Services Coordinator/Dock Administrator

**DATE:** August 21, 2024

**RE:** **Request for Quotes - Dock In/Out Services Contract for 2025 through 2029**

---

The City of Mound is seeking price quotes on a five-year contract for dock installation and removal services (or ‘in/out’) for 19 dock and multiple-slip complexes currently comprised of 301 Crepeau style dock sections.

The City of Mound Dock Program owns nine open-design multiple-slip systems and seven straight dock multiple-slip systems in various locations and two straight docks at Surfside Park which are for general public use, all of which need to be installed and removed each boating season. The City prefers these dock systems are installed within three weeks of ice out, but no later than the Saturday of Memorial Day weekend, with removal no sooner than October 15<sup>th</sup> of the year. Location of dock systems noted on attached City of Mound Multiple-Slip Dock Location Listing.

The City recognizes there are benefits to having the same vendor for multiple seasons as there are nuances involved in properly installing and removing each multiple-slip structure. The City will evaluate responses to this Request for Quotes for Dock In/Out Services and the Selected Contractor and the City will enter into a contract for services that will address the following:

- Photo documentation of the proper storage and placement of the multiple slip structures and Selected Contractor agreement to make any necessary corrections if not in proper location at no additional cost to City
- Requirement that Selected Contractor will inspect the “No In/Out Required” multiple-slip structures (located at Jennings Cove and Carlson Park) on an annual basis and make recommendations for adjustments, repairs and related costs for consideration by the City.
- Terms for cancelling the contract, including if the Selected Contractor fails to meet in/out deadlines or fails to perform to a reasonable standard (unnecessary damage to materials, unlevel or unsecure installation, etc.).
- Requirement for Selected Contractor to provide proof of general liability and workers compensation insurance.

Responses to this Request for Quotes are due by Friday, November 8, 2024 at 4:00 pm and may be returned by any of the following methods:

- In person/U.S. Mail: City Hall, 2415 Wilshire Blvd, Mound, MN 55364 ATTN: Kevin Kelly
- Via Fax at (952)472-0620
- Via E-Mail at [kevinkelly@cityofmound.com](mailto:kevinkelly@cityofmound.com)

Any questions related to this Request for Quotes can be directed to Kevin Kelly, Administrative Services Coordinator, at (952)472-0613 or via E-Mail at [kevinkelly@cityofmound.com](mailto:kevinkelly@cityofmound.com)

Thank you for participating in this process.

Attachments: City of Mound Multiple-Slip Dock Location Listing  
Request for Proposals Response Form – Dock In/Out Services 2025 - 2029



## REQUEST FOR QUOTES RESPONSE FORM DOCK IN/OUT SERVICES FOR 2025 - 2029

**Return to Kevin Kelly, Administrative Services Coordinator, City of Mound  
(952)472-0613 (O) (952)472-0620 (F) E-Mail: [kevinkelly@cityofmound.com](mailto:kevinkelly@cityofmound.com)  
Mailing Address: 2415 Wilshire Blvd, Mound, MN 55364  
Responses Due: Friday, November 8, 2024 by 4:00 pm.**

Principal Name \_\_\_\_\_ Date \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email/Website \_\_\_\_\_

The City of Mound is seeking a flat rate for a five-year term for each of the items listed below. The City reserves the right to change the number of total sections (currently 302) and the contractor agrees to charge (for additional sections) or credit (for deleted sections) the same rate per item as quoted below. New sites would be added subject to the stated rates agreement between the City and contractor as to timing and volume.

1) Per 8' Section In/Out Each: \$ \_\_\_\_\_ x 301 Sections Total = \$ \_\_\_\_\_

Optional Mid-Year Dock Adjustment Per 8" Section \$ \_\_\_\_\_ each

2) Per Individual Mud Plate In/Out Each: \$ \_\_\_\_\_ each  
Approximately 155 Mud Plates.

The rates quoted above in response to a Request for Quotes for Dock In/Out services are valid for the 2025 – 2029 boating seasons and will be billed once in spring for installation services and once in fall for removal services

\_\_\_\_\_  
**Signature of Principal  
Title:**

\_\_\_\_\_  
**Date**

**Dock Administration wishes to ensure quality and continuity of service in the event there is a change in vendors. Therefore, answers to the following questions are required as part of the response to the RFP.**

1. Description of the business, including main services offered, number of full-time, part-time and seasonal employees, capacity to take on this volume of dock in/outs, etc.

2. Describe number and type of vehicles and equipment used for dock in/outs
  
  
  
  
  
  
  
  
  
  
3. Describe backup plan for equipment breakdown or staffing issues
  
  
  
  
  
  
  
  
  
  
4. Describe your level of service regarding communication with the City (frequency, method of communication, response time in returning calls/emails, etc). (Note: The City expects responses within 48 hours and to be notified immediately of any missing or damaged materials (mud plates, brackets, dock sections, etc.).
  
  
  
  
  
  
  
  
  
  
5. Describe your level of service/recommendations for minimizing extra costs such as replacing missing or faulty parts and preventing loss or damage. Provide a cost sheet for replacement materials based on 2024/2025 rates for pipe, bumpers, mud plates and other pertinent items.
  
  
  
  
  
  
  
  
  
  
6. Confirm ability to provide season long services, such as mid-season adjustments, installation or removal of slip sections or installation of new multiple slip complexes.
  
  
  
  
  
  
  
  
  
  
7. Provide any other information that you feel the City should consider in evaluating responses to this Request for Quotes.



# City of Mound Dock Program

Revised 8/21/2024		Multiple Slips	
<u>Slip Complex Name</u>	<u>Location</u>	<u># of 8' Sections</u>	<u>Approx.# of Mud Plates</u>
Woodland Road	1599 Bluebird Lane	7	6
Bluebird Lane	1543 Bluebird Lane	8	
Dove Lane	1555 Dove Lane	8	
Eagle Lane	1566 Eagle Lane	8	
Finch Lane	1576 Finch Lane	8	
Gull Lane	1576 Finch Lane	8	
Lakeside Park	2001 Lakeside Lane	8	6
Centerview Park	2127 Centerview Lane	51	49
Fairview	5120 Edgewater Blvd.	14	19
Surfside Make Ready	2670 Commerce Blvd.	9	6
Surfside Park Depot	2670 Commerce Blvd.	14	
Avalon Park	3006 Island View Drive	28	
Scherven Park	4531 Island View Drive	29	4
Devon Lane Access	4801 Island View Drive	23	
Amhurst Lane Access	4841 Island View Drive	14	
Waterbury Access	5325 Waterbury Road	12	
Idlewood	3000 Highland Blvd.	12	
Twin Park	3070 Highland Blvd.	18	35
Highland Park	3146 Highland Blvd.	22	30
<b>Totals</b>		<b>301</b>	<b>155</b>



## REQUEST FOR QUOTES RESPONSE FORM DOCK IN/OUT SERVICES FOR 2025 - 2029

Return to Kevin Kelly, Administrative Services Coordinator, City of Mound  
(952)472-0613 (O) (952)472-0620 (F) E-Mail: [kevinkelly@cityofmound.com](mailto:kevinkelly@cityofmound.com)  
Mailing Address: 2415 Wilshire Blvd, Mound, MN 55364  
Responses Due: Friday, November 8, 2024 by 4:00 pm.

Principal Name Roderick MacChales Date 11-1-2024  
Company Name Splash Docks LLC  
Address 1041 Prebano Ln W, Watertown, MN 55388  
Phone 612-770-3006  
Email/Website www.splashdocks.com ~~www.splashdocks.com~~ splashdocks@gmail.com

The City of Mound is seeking a flat rate for a five-year term for each of the items listed below. The City reserves the right to change the number of total sections (currently 302) and the contractor agrees to charge (for additional sections) or credit (for deleted sections) the same rate per item as quoted below. New sites would be added subject to the stated rates agreement between the City and contractor as to timing and volume.

- 1) Per 8' Section In/Out Each: \$ 40 x 301 Sections Total = \$ 12,040  
Optional Mid-Year Dock Adjustment Per 8' Section \$ 20 each  
2) Per Individual Mud Plate In/Out Each: \$ 10 each  
Approximately 155 Mud Plates.

The rates quoted above in response to a Request for Quotes for Dock In/Out services are valid for the 2025 - 2029 boating seasons and will be billed once in spring for installation services and once in fall for removal services

[Signature]  
Signature of Principal  
Title:

11-1-2024  
Date

Dock Administration wishes to ensure quality and continuity of service in the event there is a change in vendors. Therefore, answers to the following questions are required as part of the response to the RFP.

1. Description of the business, including main services offered, number of full-time, part-time and seasonal employees, capacity to take on this volume of dock in/outs, etc.

Splash Docks LLC is<sup>17</sup> a dock, boat lift, and bathroom  
with a 2000 sq ft building and 2000 sq ft of Deck-Lift, a recreation

2. Describe number and type of vehicles and equipment used for dock in/outs

40' barge with 2 34' crane, 25' pontoon boat, 3/4 GMC pickup, 1' ton dodge pick, chevy labor, 4 flatbed trailers, 24' enclosed trailer we have 3 complete sets of dock tools to run 3 complete crews.

3. Describe backup plan for equipment breakdown or staffing issues

We have redundant equipment to cover mechanical issues and the ability to subcontract other dock install companies if the need arises.

4. Describe your level of service regarding communication with the City (frequency, method of communication, response time in returning calls/emails, etc). (Note: The City expects responses within 48 hours and to be notified immediately of any missing or damaged materials (mud plates, brackets, dock sections, etc).)

We offer consistent communication through, email, text and phone. Response times are usually right away, with 24hrs being the high end.

5. Describe your level of service/recommendations for minimizing extra costs such as replacing missing or faulty parts and preventing loss or damage. Provide a cost sheet for replacement materials based on 2024/2025 rates for pipe, bumpers, mud plates and other pertinent items.

6. Confirm ability to provide season long services, such as mid-season adjustments, installation or removal of slip sections or installation of new multiple slip complexes.

We are available for mid season adjustments.

7. Provide any other information that you feel the City should consider in evaluating responses to this Request for Quotes.

We have been servicing the City of Grand dock program for the past 7 years. We are eager to continue our relationship and continue offering our high level of service to the City.



## REQUEST FOR QUOTES RESPONSE FORM DOCK IN/OUT SERVICES FOR 2025 - 2029

Return to Kevin Kelly, Administrative Services Coordinator, City of Mound  
(952)472-0613 (O) (952)472-0620 (F) E-Mail: [kevinkelly@cityofmound.com](mailto:kevinkelly@cityofmound.com)  
Mailing Address: 2415 Wilshire Blvd, Mound, MN 55364  
Responses Due: Friday, November 8, 2024 by 4:00 pm.

Principal Name Trevor Johnson Date 10-31-24  
Company Name MNTRENCH LLC  
Address 4378 Wilshire Blvd MOUND MN 55364  
Phone 612-708-4332  
Email/Website MNTRENCH@gmail.com / www.MNTRENCH.com

The City of Mound is seeking a flat rate for a five-year term for each of the items listed below. The City reserves the right to change the number of total sections (currently 302) and the contractor agrees to charge (for additional sections) or credit (for deleted sections) the same rate per item as quoted below. New sites would be added subject to the stated rates agreement between the City and contractor as to timing and volume.

- 1) Per 8' Section In/Out Each: \$ 90 x 301 Sections Total = \$ 27,090 per yr  
 Optional Mid-Year Dock Adjustment Per 8" Section \$ 50.00 each  
 2) Per Individual Mud Plate In/Out Each: \$ 5.00 each  
 Approximately 155 Mud Plates.

The rates quoted above in response to a Request for Quotes for Dock In/Out services are valid for the 2025 – 2029 boating seasons and will be billed once in spring for installation services and once in fall for removal services

Trevor Johnson

Signature of Principal

Title:

10/22/2024

Date

Dock Administration wishes to ensure quality and continuity of service in the event there is a change in vendors. Therefore, answers to the following questions are required as part of the response to the RFP.

1. Description of the business, including main services offered, number of full-time, part-time and seasonal employees, capacity to take on this volume of dock in/outs, etc.

## In and Out answers to Questions 1-7 Response Form

- 1) MN Trench LLC is a Multi Service Company which includes Trenching, Irrigation, Dock Installation and Removal. We are located in Mound MN. **We are a registered Lake Service Provider.** We have Four Full- Time and Two Part-Time And No Seasonal Employees. The Volume of Docks the City of Mound Has **Will Not** put any undue stress on our current workload.
- 2) The Vehicles we use are: Three Chevrolet Silverado 1500s. We will be adding a Fourth Chevrolet Silverado in the Spring of 2025. Each Vehicle displays the LSP Decal as required by the DNR. We are currently using Ecklof Dock Float Systems. We are using dock levelers and Multiple Dewalt Drills. We use Rhino Post pounders for Installation of poles. We use various Dock post removal tools.
- 3) One of our Employees has vast experience in mechanics. We also will purchase equipment as needed in the event of a breakdown. We also have additional tools at our disposal.  
As far as staffing issues, we have resources with a local staffing company if necessary. With that being said, we feel we are one of the top payers per hour with our current staff in this field.
- 4) We will communicate with City via the City's preference i.e.: Phone call, Email, Text. Any communication will be handled no later than the current business day or per the City's expectation, no later than 48 hours. The Owner of MN Trench LLC, Trevor B. Johnson will be the primary contact.
- 5) Our care for City owned property will be a **Top** priority. City Funds are precious Mound Tax Payer dollars and its property will be treated with the utmost care and concern. Inventory methods and reconciliation methods will be in force when handling and transporting even the smallest items. Inspection of the various components will be documented by photos at "In" stage and the "out" stage for comparison.
- 6) MN Trench LLC will provide dock services to the City of Mound for the duration of the season for adjustments or installations or removals as needed. We ask for a one week notice for any services and the items will be completed in a satisfactory manner of time, per the City's requirements.
- 7) As a smaller company we value every customer as our only customer. If we are honored to receive this contract for the next five years, we will deliver on everything mentioned above.  
We will not only meet your expectations-we **will** exceed them.

## In And Out Answer Cost Sheet RATES 2024/2025

Poles \$10.00 per Foot

Mude Plates \$80.00 ea.

Wood Decking \$425.00 per 8 ft Section

Bolts \$3.00 each

Bumper \$150.00 each

Stabilizer Coupler \$75.00 each

Turn Brackets \$80.00 each



**MEMORANDUM**

Date: November 21, 2024  
To: Docks and Commons Commission  
From: Kevin Kelly, Administrative Services Coordinator  
Subject: 2025 Dock Fund Budget & License Fees

Staff have provided a preliminary budget and long-range capital plan to plan for Dock Program current and future expected costs.

The main budget areas which impact the unpredictability of the fund balance are as follows:

- The 2024 Emerald Ash Borer and other diseased tree removal costs have come in thus far as budgeted. Staff have estimated have an expense of \$47K through end of October based on receipts received. The 2024 Capital Outlay line item for tree removal was budgeted at \$60K with the recommended 2025 budget for tree removal set at \$80K.
- Two bids for the new contract for Multiple Slip Installation and Removal beginning in 2025 have been received. The two bids were within \$1,000.00 of each other. The cost increase is in the range of 25% over the previous contract. The new contract will provide budget predictability over the length of the contract.
- \$35K has been allocated for Capital Projects (mainly the rip rap of Brighton Commons) for both 2024 and in 2025 and beyond. Staff will canvass Brighton Commons abutting property owners about a continuation of the rip rap cost share program which began in 2023. This line item is not a guaranteed expense in 2025 but will be determined by interest by the Brighton Commons abutters.

The DCC moved the recommendation to the City Council to follow the Ehlers Long-Term Financial Plan (LTFP). It appears the City Budget Committee is also committed to staying with LTFP guidelines for the Dock Fund in 2025. The Council will approve the 2025 budget in December.

The Long-term Financial Plan/Dock Fee Increase Proposal:

	Current Fee	Proposed 2025 Fee
Multiple Slip	\$575	\$650
Dock Location	\$400	\$450
Extra Watercraft	\$170	\$190
Wait List	\$30	\$35

The greatest unknown budget item continues to be tree removal expenses.

- There has been significant tree removal activity in commons areas around Harrison's Bay in 2024 and this activity has been expensed this year.
- Staff will attempt to get a better picture of future removal costs by conducting a limited tree inventory on dock program property with the City Tree Inspector.

There are two other budget areas which are budgeted and planned out for future years:

- \$35K will be budgeted for future rip rap projects along Brighton Commons. Staff will reach out to abutters on Brighton Commons to assess their interest in a 2025 or future projects.
- The In and Out Contract bids have been received and will allow for predictability in estimating expenses for the next four years.



Account Number	Description	2021	2022	2022	2023	2023	2024	2025	Percentage Change
		Actual	Budget	Actual	Budget	Actual	Budget	Proposed	
<b>Commons Docks</b>									
281-45210-34725	Dock Permits	167,858	175,000	182,025	180,000	181,015	202,000	226,860	
281-45210-34745	Wait List Fee	4,545	4,000	4,859	4,800	4,920	7,400	8,685	
281-45210-36200	Miscellaneous Revenues	-	100	100	-	133	-	-	
281-45210-36210	Interest Earnings	448	1,000	4,319	-	15,800	-	-	
	<b>TOTAL REVENUES</b>	<b>172,851</b>	<b>180,100</b>	<b>191,303</b>	<b>184,800</b>	<b>201,868</b>	<b>209,400</b>	<b>235,545</b>	<b>12.49%</b>
<b>Commons Docks</b>									
281-45210-101	F T Empl Regular	35,500	45,000	45,000	55,000	55,000	60,000	63,600	
281-45210-103	Part-Time Empl Inspector/Parks	17,033	26,448	21,440	31,448	26,473	36,028	35,570	
281-45210-151	Worker s Comp Insurance Prem	-	300	-	75	83	86	89	
	<b>Payroll Related</b>	<b>52,533</b>	<b>71,748</b>	<b>66,440</b>	<b>86,523</b>	<b>81,556</b>	<b>96,114</b>	<b>99,259</b>	<b>3.27%</b>
281-45210-200	Office Supplies	-	100	33	100	-	100	100	
281-45210-202	Duplicating and copying supply	260	200	279	200	252	300	300	
281-45210-210	Operating Supplies	756	2,500	2,292	2,500	-	3,500	3,500	
281-45210-212	Motor Fuels	1,000	1,000	1,000	1,000	1,000	3,125	1,500	
281-45210-220	Equip. Parts, Repair/Maintenance Supply	3,477	2,000	8,578	2,000	1,821	2,500	2,500	
281-45210-300	Professional Srvs - Dock Inspection App	3,474	-	-	-	5,411	-	2,500	
281-45210-301	Auditing and Acct Services	1,014	1,200	1,256	1,300	1,369	1,300	1,400	
281-45210-305	Medical Services	174	-	-	-	-	-	-	
281-45210-307	Admin/Finance/Computer Chgs	8,652	8,700	8,961	9,230	9,230	10,153	10,660	
281-45210-315	Service Charges	197	400	-	400	-	200	200	
281-45210-322	Postage	333	500	339	500	414	500	500	
281-45210-328	Employment Advertising	414	-	-	-	-	-	-	
281-45210-331	Use of personal auto	241	300	215	300	211	300	300	
281-45210-351	Legal Notices Publishing	85	500	50	500	-	100	100	
281-45210-361	General Liability Ins	1,902	2,019	2,301	1,000	1,037	2,665	1,500	
281-45210-381	Electric Utilities	375	500	375	500	650	625	625	
281-45210-383	Gas Utilities	563	900	563	900	500	1,000	750	
281-45210-384	Refuse/Garbage Disposal	500	500	225	500	500	750	750	
281-45210-400	Repairs & Maintenance-Dock Rehab	313	10,000	625	10,000	11,438	10,000	12,000	
281-45210-404	Machinery/Equip Repairs/Maint-Stairways	1,250	1,500	1,438	1,500	1,500	6,125	5,225	
281-45210-430	Miscellaneous	-	500	-	500	-	-	-	
281-45210-431	Meeting Expense	63	330	63	330	63	65	65	
281-45210-433	Dues and Subscriptions	38	85	38	85	38	40	40	
281-45210-434	Conference & Training	375	375	375	375	375	400	400	
281-45210-439	LMCD	5,908	6,000	5,905	6,000	5,908	6,000	6,000	
281-45210-440	Other Contractual Services - In & Out	26,817	18,000	27,003	18,000	19,720	22,000	30,000	
281-45210-500	Capital Outlay	11,638	30,000	-	30,000	34,200	35,000	35,000	
281-45210-533	City Tree Removal	-	5,000	6,240	5,000	61,325	60,000	80,000	
	<b>TOTAL EXPENDITURES</b>	<b>122,352</b>	<b>164,857</b>	<b>134,594</b>	<b>179,243</b>	<b>238,518</b>	<b>262,862</b>	<b>295,174</b>	<b>12.29%</b>
	<b>CHANGE IN FUND BALANCE</b>	<b>50,499</b>	<b>15,243</b>	<b>56,709</b>	<b>5,557</b>	<b>(36,650)</b>	<b>(53,462)</b>	<b>(59,629)</b>	
	<b>BEGINNING FUND BALANCE</b>	<b>291,433</b>	<b>341,932</b>	<b>341,932</b>	<b>398,641</b>	<b>398,641</b>	<b>361,991</b>	<b>308,529</b>	
	<b>INCREASE / (DECREASE) IN FUND BALANCE</b>	<b>50,499</b>	<b>15,243</b>	<b>56,709</b>	<b>5,557</b>	<b>(36,650)</b>	<b>(53,462)</b>	<b>(59,629)</b>	
	<b>ENDING FUND BALANCE</b>	<b>341,932</b>	<b>357,175</b>	<b>398,641</b>	<b>404,198</b>	<b>361,991</b>	<b>308,529</b>	<b>248,900</b>	

City of Mound - Dock Program Capital Plan - 2018 through 2028

<u>Description</u>	<u>Location</u>	<u>Quantity</u>	<u>Original Cost</u>	<u>Year Repl</u>	<u>\$ 2018</u>	<u>\$ 2020</u>	<u>\$ 2021</u>	<u>\$ 2022</u>	<u>\$ 2023</u>	<u>\$ 2024</u>	<u>\$ 2025</u>	<u>\$ 2026</u>	<u>\$ 2027</u>	<u>\$ 2028</u>
<b>SHORELINE RIP RAP PROJECTS</b>														
Brighton Commons - Future Rip Rap Replacement 2023 Brighton Commons & 4829 IVD	Brighton Brighton	235'	\$125/linear ft.	2025- 2023					Actual \$34,200.00	Actual	Budgeted \$35,000.00	Budgeted \$35,000.00	Budgeted \$35,000.00	Budgeted \$35,000.00
2024 Brighton Commons	Brighton	107'	\$142/linear ft.	2024						\$15,149.00				
Waterside Commons	Waterside	40'	\$195/linear ft.	2024						\$7,800.00				
<b>CITY OWNED STAIRS</b>														
#07703 Stairway "B" Replacement	Pebble Beach	1-20ft	\$5,000.00	2018	\$5,000.00									
Idlewood Stairway	Idlewood	1-58 feet		2020		\$5,000.00								
<b>CITY OWNED MULTIPLE SLIPS</b>														
Idlewood		1		2021				\$11,438.00						
<b>MISC/OTHER</b>														
In and Out Service						\$15,837.00	\$26,817.00	\$27,003.00	\$19,720.00	\$24,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00
Tree Removal								\$6,240.00	\$61,235.00	\$47,000.00	\$80,000.00			
<b>Total</b>	<b>0</b>		<b>\$5,000.00</b>		<b>\$10,000.00</b>	<b>\$20,837.00</b>	<b>\$38,255.00</b>	<b>\$33,243.00</b>	<b>\$115,155.00</b>	<b>\$93,949.00</b>	<b>\$145,000.00</b>	<b>\$65,000.00</b>	<b>\$65,000.00</b>	<b>\$65,000.00</b>



**MEMORANDUM**

Date: November 21, 2024  
 To: Docks and Commons Commission  
 From: Kevin Kelly, Administrative Services Coordinator  
 Subject: Dock Map Addendum – Crescent Park Commons

Crescent Commons Dock Site #16756 has been an underutilized abutting dock location since 2015. For a number of years this location has not put in a dock. The abutting property is a duplex located at 1752/1754 Sumach Lane and is for sale. Staff have been fielding inquiries from prospective buyers of the property regarding what type of usage is allowed. There have been no restrictions on the use of this dock location beyond standard limitations which are applied to a typical abutting dock location.

The Dock Use Area (DUA) for his location is only 32 linear feet and many of the dock structures on Crescent Park Commons are using nearly all of their 32 feet.

Due to the specific circumstances of the property being a duplex and the DUA area being rather limited, Dock Administration proposes to limit this location to a straight dock only. The dock will be allowed two watercraft with one watercraft moored on each side of the dock.

Another specific aspect of this property is the dock location is not within the extended property line through the commons to the shoreline. This is due to the extensive cattail marsh at the shoreline of this abutting property. Dock location #16756 is depicted in the attached photo.

The change to the Dock Map Addendum would reflect the set of restrictions to the dock location set out in this memo.

Rec #	Abutt / Non	Land Type	Commons Name	Site #	Quad Name	Quad #	Abutting Address	Misc. Information
64	a	D	Crescent Park	16756	TP	1	1752/54 Sumach Lane	Straight dock only, due to crowding. Two w/c maximum - one on each side.

Staff is seeking a motion to recommend City Council approval of the Dock Map Addendum as it pertains to Crescent Park Dock Site #16756.

1752

Crescent Park

27



**DOCKS AND COMMONS COMMISSION  
2024 AGENDA CALENDAR\***

**Revised 11/14/24**

<b>JANUARY 16</b>	<b>JULY 17</b>
Discussion Topic: 2024 Annual Dock Report 2025 Brighton Commons Rip Rap	No Meeting
<b>FEBRUARY 20</b>	<b>AUGUST 21</b>
Schedule meeting as needed	No Meeting
<b>MARCH 20</b>	<b>SEPTEMBER 18</b>
Discussion Topic: Dock/Slip Wait List Lottery	Discussion Topic: Capital Plan
<b>APRIL 17</b>	<b>OCTOBER 16</b>
Schedule meeting as needed	Schedule meeting as needed
<b>MAY 15</b>	<b>NOVEMBER 20</b>
Schedule meeting as needed	Discussion Topic: Dock Program Budget
<b>JUNE 19</b>	<b>DECEMBER 18</b>
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
- Cardinal Lane Right of Way