

**Harbor Committee Minutes**  
**January 16, 2013**

Members present: Arnie Nelson, Charles Meech, Gary Russell, and Michael Childers.  
Members absent: Tab Butler, Tim Eldred, alternate, Bob Kron, Alternate.  
Also present: Nick Nelson, Town Board Supervisor, Pete Clark, and Town  
Administrator  
SmithGroup present: Jason Stangland, JJR and Bill Brose, JJR.

**Call to order.**

A quorum of the committee is present as reflected in members listed above. No chair or vice-chair is present so A. Nelson will be the acting chair.

Harbor Committee meeting called to order at 12:06 pm by A. Nelson.

**I. Report from SmithGroup JJR re: *Draft LaPointe Harbor Funding Strategy***

**II. Q and A with SmithGroup JJR**

**III. General discussion regarding design, costs, permit and revenue schedule and sequence.**

Jason Stangland, JJR said we have a master plan and now we need a strategy to move from the master plan to funding and implementation of projects.

The prioritization of projects is usually based on funding and what permits are needed at certain stages of implementation. The "draft harbor funding strategy" provides this committee with the overall project cost, tasks to move forward and where the dollars could potentially come from. Often people are missing the information necessary to leverage grants appropriately. If you have x amt of dollars, you should be able to leverage those dollars by pairing them with federal and state resources. Many times people will only go for one grant and not look for other resources.

Discussion of the Draft La Pointe Harbor Funding Strategy, December 14, 2012:

Pg 3 lists the various projects and the various funding sources (loans and grants)

Pg 5 begins the project.

First project: Town Dock Widening and Circulation Improvements.

Development of the upland area. If go with the Harbor Assistance Program (HAP): grant application deadlines are Feb 1 and Aug 1. The following steps would be required:

A. Update/Amend the Three Year Harbor Plan.

B. Agreement needed with landowners stating that the landowners (Bob Kron and the Madeline Island Ferry Line, Inc –MIFL) will allow the use of their riparian rights. Discussion if a simple letter acknowledging riparian rights, a joint application or a specific lease agreement is needed.

C. Preliminary engineering and permitting – make sure this is exactly what you want, including the type of sheeting and detailed numbers. Need to have the permits in hand; plans have to be 35-50% complete. Need to know cost and how the project will be built. Once the plans are submitted the grant would pay for final plans. When funding is in place final engineering can be done.

Pg 6 #3. Probable Construction Costs and Funding Summary. Various sources of funding available.

Town Dock Widening Tables – how much will this cost, what are the funding sources that are available? Table shows five funding sources. The whole goal is to match multiple sources, not just a single source. Need to be prepared.

Secondary projects such as the upland circulation improvements and upland service and lay down area also show potential programs and contributions. There is a lot of information in one complex chart.

#### 4. Funding application prerequisites.

These show the soft costs you will have to fund in order to get ready to access funds for the grant. These soft costs are ballpark figures based on standard industry engineering and design fees and costs for prep for applications. Some of these soft costs you can do yourself.

Will go through one example: DOT - HAP

Typical application prep is \$3,500-5,000. Will need to identify each of the projects and justify each from an economic standpoint so you will need background information such as usage, traffic, etc and why you want to do this project.

Basic project for plans and permits: \$25K – \$35K.

Plans and permits for circulation: \$15 - \$20K;

Lay down area: \$10 - \$15K.

3 Year Harbor plans updated.

Need to identify costs and the amount of money you need to come up with as shown in table 3.

Table 5: Key program dates of when you need to apply.

That is the layout for one of the projects.

Arnie would like to go through the right hand side of sheet (#4) pg 7:

Application preparation. You need a basic set of plans that will go to the DNR and Army Corp.

Question about plans for circulation – do they have to be done now? Jason said because this particular project does not really deal with permits for the DNR and Corp he is not that concerned with the plans. He is more concerned with 404 and 401 reviews from a permit standpoint. The issues with the upland/service lay down area would be with landowners, such as easements, agreements, riparian rights, access agreements, etc.

Question if the plans and permits for the lay down area are to give contractors something to bid off of? Jason said there are basically three projects: Basic: Town Dock Widening.

Circulation: Upland Circulation permits area and Upland Service and Lay down area.

These are approximate costs, not what Jason thinks an engineering firm would charge. He has a general formula for calculating this cost and so those numbers are not the numbers he would use to come back with a proposal.

Arnie asked with their normal 8-12% on a project, would that include some inspections, etc?

Jason said yes. Bill said that is why you stop at the 35% level because you can get the remainder of the costs paid for by the grant. Jason said this is just a ballpark figure. The discussion today is what you want to go forward with.

M. Childers said secondary projects are shown to cost \$746,000 (pg 6) and that looks like the only project that does not meet the full potential matching funds. Jason said this is possible because some of the improvements he would have a harder time justifying in regard to grant requirements. He has a spreadsheet that lays this all out. Projects such as a central island might or might not count. Landscape treatments in a particular zone might not be able to cover 100% right now. Is this figure 100%? No, need to look at the grant and see what the grant will cover.

Jason will go back and look at the grants and figures to be sure and will email Pete Clark on why the secondary costs do not meet the full potential. Storm water improvements – is that specifically in a grant program? Maybe not. Upland service and laydown will probably be the most difficult and he thinks that is where there would be more of a difference. Funds are generally based on what is aesthetic as opposed to functional so the aesthetic areas we have to be smart about – look at what the application says, how do we talk about specific improvements; what is the purpose behind the improvements and how do those improvements relate to the grant

program requirements. A lot of things are not clear and are a matter of interpretation and negotiation.

MIFL will try to bring in a new boat within five years and so another saw tooth and ramp will be needed. The ramp is pretty exposed to the elements so do not know how that area will be designed. That project is a priority from the standpoint of the MIFL. The dock widening is important but if you expand the end of the dock you would be able to load and unload trucks there.

Arnie said as long as we have the engineering firm here and they understand the concept they could draw the whole project up and then we would be able to prioritize, say, 1. Ramp for new boat. 2. Widen the dock and 3. Expansion of area at end of dock. When you put these items out on bids and you find out where your money is at then you can say, ok, we only have enough money to do #1 or enough to do #1 or #2 and you put the cargo area off. But the plans/permits are done; you just have to keep the permit renewed so when you can find funding or when the need comes back into play, you can begin. He agrees with G. Russell. The ferry ramp has to be moved to the priority side, the walkway is second and the cargo area is third, depending on funding and what the townspeople would agree to for a match.

Jason said he rarely believes in typical phasing plans because the political world can change and then what funds would be available? He said this draft and the projects laid out are not sequential but the steps required to implement the projects are sequential. As an example, the second project: Town dock operational enhancements: Step 1: Update the 3 year harbor plans. Step 2: Preliminary engineering and permitting. Do not think any agreements with landowners/users are needed because the project is beyond 6-1/2 feet riparian rights but he could be wrong. Need to talk to the Corp or DNR rep to find out. If agreements are not needed with landowners then you would go right on to funding. This is different than the first project.

Public Pier project, pg 10. Step 1: Preliminary engineering and funding – the only caveat to this is what does the pier look like (straight pier, T, L shaped) and how is the pier constructed (steel bin wall, steel sheeting, timber crib). Solar lights? No water or electric. This project would be in the \$350-\$400,000 range. Chart shows the granting sources for this project. If you go for the bigger funds might need a depth of 6 feet so might have to dredge the area first. There is a private residence on one side; a real estate office on the other. Need to engage the owners and begin discussion and agreements. A. Nelson measured the water last summer.

Discussion of the type of pier. After discussion agreement that an L shaped pier with the L going toward the town dock would be a good design. In regards to binwall or cribbing, the question is, will the lake stay at this level or go down? Do we need to dredge more? Will the ice shift the pier?

This is a high traffic area. Seaplanes land and businesses use that area to access the lake. Need to figure out the traffic flow. Question about the cutoff between the two ferry landings and the pier. This is a no wave zone.

Do not think there is enough room for float planes so float planes will land at their own risk. We are not building this pier for float planes. The planes coming in now are not asking riparian owners if they can land.

Jason said they will move through engineering designs and talk to adjacent landowners.

Question if people will be charged for using the dock. Suggestion to put up a pay station with rates posted, the same way you would use a bicycle trail, put money in an envelope and get a sticker for your boat. This pier is not for transient docking; only seasonal docking. Question if this could be a kayak launching area. Have to look at what grants require. There is a traffic problem in that area that has to be considered.

#### Special Anchorage Area

Step 1: Preliminary engineering and permitting. There is very little to prepare here but for the actual anchorage and redoing the field. The navigational aides are basic. How to manage the facility is the big question. Jason has an elastic mooring line called Sea Flex which reduces swing, is low cost, takes the shock out of a fixed line and works well where there is water level fluctuation. Jason will send the information on the mooring.

Priority is the new saw tooth dock. Question if it is more feasible to design the entire project and permit it or is more feasible to do the ferry boat landing as priority #1 then in a couple of years the widening of the dock, then wait and permit the next project. If you do not have a project ready to go you go to the bottom of the funding pile.

Jason said it is easier to get funded if projects have been funded before.

M. Childers asked what the total project is estimated to cost. Jason said the town dock is \$2.7 million, mooring area \$160,000. The Town would be responsible for about 20% (approximately \$600,000) which is based on an 80/20 split. Jason said he would budget for a 60/40 split and would try for a 90/10 split.

Agreement to design the entire project. Do a permitable plan and then bid it out in phases as alternatives, depending on where the funding is.

Jason said the solution would be to give a detailed proposal. He will get a budgetary number.

M. Childers asked if we should work first with the state or the federal agencies and are there any practical ways to improve our success.

Jason said a lot of this involves preliminary discussions with the agencies you receive money from. To talk about a project in small terms does not help. Usually go after the bigger fish because the other fish would like to match funds. Go for State or Federal grants and then find matches. The other approach would to be very political.

Agreement to proceed with cost estimates. Jason said the design and engineering is their cost. Once that is completed the committee will review and then make a motion to recommend to the town board to hire JJR or someone else. The design and engineering proposal will be ready in a week or two. Jason will also lay out a schedule.

#### **IV. Minutes of the following meeting of the Harbor Committee to be considered for approval: September 20, 2012,**

Motion by G. Russell to approve the September 20, 2012 Harbor committee minutes as presented, second, C. Meech. All in favor, all aye, motion carried.

Motion to adjourn by G. Russell, second, C. Meech, all in favor, all aye, motion carried.

Meeting adjourned at approximately 1:45 pm.

Minutes taken from recorder and respectfully submitted by Kathy Erickson, Clerical Assistant  
Minutes approved as presented March 21, 2013