

**Harbor Committee Minutes  
March 21, 2013**

Members present: Arnie Nelson, Acting Chair; Gary Krubsack, Charles Meech, Gary Russell, Michael Childers, Tim Eldred, alternate and Tab Butler (12:05pm)  
Members absent: Bob Kron, Alternate.  
Also present: Pete Clark, Town Administrator  
Public present: Dave Thomas

**Call to order.**

A quorum of the committee is present as reflected in members listed above. Meeting called to order by A. Nelson, Acting Chair at 12:02 pm on Thursday, March 21, 2013.

**2. Review and approve the following Harbor Committee minutes:**

**A. January 16, 2013.**

Motion by M. Childers to approve the January 16, 2013 Harbor Committee minutes as presented, second, G. Russell, no discussion. All in favor, all aye, motion carried.

**3. Recommendation to the Town Board:**

**A. Appointment of Committee Member for term ending March 10, 2016**

Motion by A. Nelson to recommend to the Town Board to appoint Tim Eldred, alternate, as a regular member of the committee and Jon Berg, who has sailing experience and a boat in the marina, to the alternate position held by Tim Eldred. Second, T Butler. Discussion, All in favor, all aye. Tim Eldred would like the record to show that he willingly said aye. Motion carried.

**4. Appointment of Chair and Vice Chair.**

After a short discussion, motion by G. Russell to appoint Arnie Nelson as chair and Michael Childers as vice chair. Second, C. Meech. No discussion. All in favor, all aye, no opposed, motion carried.

**5. Discussion and or Recommendation to Town Board: approval of vouchers submitted.**

Two vouchers are in committee folders:

1. Smith Group JJR dated 12/28/2012 in the amount of \$3220.00 for professional services from 12/01/12 – 12/28/12 for the funding and implementation strategy.

2. Smith Group JJR dated 1/23/13 in the amount of \$2,093.00 for professional services from 12/29/2012 – 1/25/2013 for the funding and implementation strategy Invoice #0093242.

Invoice #1 shows an outstanding amount of \$4,025.00 with a total due of \$3,220.00.

Invoice #2 shows an outstanding amount of \$3220.00 and the total due \$2093.00.

Pete Clark, Town Administrator, after clarification from Barb Nelson, Administrative Assistant, said \$2093.00 is the current outstanding invoice.

Motion by T. Eldred second, G. Russell to approve the Smith Group JJR invoice dated 1/23/13 in the amount of \$2,093.00 for professional services from 12/29/2012 – 1/25/2013 for the funding and implementation strategy invoice #0093242. All in favor, all aye, no nays, motion carried.

T. Eldred asked if he can make a motion as an alternate since he has not been approved by the Town Board to be a seated member of the Harbor Committee. G. Russell said we are short one member so that means T. Eldred can move from alternate to a seated member for this meeting.

**6. Recommendation to the Town Board: Three Year Harbor Plans due April 1, 2013**

The following projects were considered last year:

1. 2012: Commercial harbor dredging in the amount of \$90,000, #1 priority; high probability.
2. 2013: Widen and lengthen the town dock, add a saw tooth, upgrade lighting in the amount of \$2,236,000, #1 priority, high probability.
3. 2014: Replace rub rails in the amount of \$5,000, #1 priority, and medium probability.

Since there are no changes the committee agrees to keep the projects as listed and change the years of the projects: #1 for 2013; #2 for 2014 and #3 for 2015.

M. Childers asked about the rub rail. After 30 years pieces have broken off the timbers. The rub rail could last for another two years. Another option is that the Town road crew could replace the rub rails; if so, a request for funding would not have to be included in the three year harbor plans. G. Russell suggests keeping this project in the harbor plans and if the Town crew does the job the Harbor Plans could be amended.

Motion by M. Childers, second, T. Butler to recommend to the Town Board that the commercial harbor dredging project will be #1 for year 2013; the widening and lengthening of the town dock and the saw tooth is #2 for year 2014 and the replacement of the rub rail is #3 for year 2015. All in favor, all aye, no opposed, motion carried.

## **7. Discussion of Harbor Feasibility Study**

Pete Clark will find out how much money is in the Town budget for a feasibility study.

Discussion of the letter submitted by JJR dated March 19, 2013 RE: RE: Proposal of Professional Service, Town Dock and Public Pier Design, Engineering and Permitting.

Before applying for grants a permit is required to be in hand. Question if there is a requirement that the engineering be a certain percentage of completion. Do not know if there is a certain percentage of completion for engineering but a grant is not going to pay for any engineering work that is done before the grant is awarded. The Town would have to pay 100% of the permit costs if the Town would like JJR to go forward and look for money.

The back page of the letter shows the following breakdown:

Survey including coordination and base map prep (lump sum including expenses):	\$ 17,180
Task 1, 2 and 3 (lump sum including expenses)	\$ 81,880
Task 4	As requested by Client

Total is \$98,960 for both projects – the fishing pier/tourism dock off of Middle Road and the design/engineering for the Town Dock and new saw tooth for the ferry.

A. Nelson talked to Jason Stangland at JJR in regards to the high cost and asked if Jason could give a breakdown so that at least one of the projects could be started. Jason said he would break down the costs for the transient dock, survey work and the plans. Jason thought the cost for this would be \$24-28,000. Jason said this number does not include any state or federal permit costs. To do the transient dock and town dock separately will cost more.

T. Eldred said if we cannot apply for grants unless the approved permit is in hand are we able to get the approved permit before making any arrangement with JJR? The reason he asks is to see if there are grant opportunities to cover this cost. Pete Clark will check to see if there might be a grant application process to help us fund the first phase of the project.

T. Eldred asked what is involved in getting a permit. JJR would have to survey the riparian rights, do a title search of the riparian rights which includes the riparian rights on both sides of the dock, in front of the Beach Club, the Ferry Line office, Post Office and the other side of the dock. This could involve joint applications.

The survey work, which would cost between \$20,000 and \$24,000, would take you through the design, survey and permit process and would be paid for by the Town. The \$80,000 + for Tasks 1, 2 and 3 (design, design development and permit application preparation) would have to be considered by the Townspeople at the next budget cycle.

T. Eldred asked if the survey would include more than the transient dock or if the survey would include other improvements such as the upland improvements. A. Nelson said JJR would survey only for the transient dock portion of the project and then JJR would have to return for the other improvements. That is why the dollar amounts would be higher.

M. Childers asked if this committee proposes to spend the amount necessary to start the permit process, does that put the Town Board in the position to hold a public hearing on this part of the project to see if this is where we want to go as a community. A. Nelson said he does not know if a public hearing is needed as there were several public hearings when the project was drawn up. This would be up to the Town Board. If this committee would say, to begin this project the cost will be \$24,000 - \$28,000 and Pete gets this number confirmed, the Town Board will say go forward or not go forward.

Motion by M. Childers that we recommend to the Town Board that we ask the Town Board to appropriate the funds to proceed with the permit phase of the transient dock; the estimated costs are \$24-28,000 which will be confirmed in a letter to Pete Clark. Second, G. Krubsack. All in favor, all aye, no opposed, motion carried.

## **8. Grant Review**

### **A. Wisconsin Coastal Management**

### **B. WI Harbor Assistance Program**

JJR will apply for Coastal Management and WI Harbor Assistance grants if the Town approves the money to proceed.

M. Childers said he has informally contacted Senator Baldwin's office to see if a staff member could meet with us and talk about what could be accomplished in regards to grants. Agreement that if the Town Board approves the funds, then yes, please contact as many people as possible who could help with the granting process.

## **9. Budget review.**

Pete Clark will give a full budget review at the next meeting.

## **10. Set next meeting and agenda**

Agenda items: Review letters JJR sends to Pete Clark and pinpoint exactly what JJR will do and the exact costs. This could be done by a conference call.

The design development of the transient dock will be on the March 26, 2013 Town Board agenda.

The next meeting will be scheduled after the Town Board meeting of March 26, 2013.

## **11. Adjourn.**

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

Meeting adjourns at 12:40 pm

Minutes taken from recorder and respectfully submitted by Kathy Erickson, Clerical Assistant  
Minutes approved as presented March 26, 2014