

# Meeting Notice

Fox River Navigational System Authority Meeting  
3:00 P.M. Tuesday, February 24, 2015  
Authority Office  
1008 Augustine Street, Kaukauna, WI

## AGENDA:

1. Introductions
2. Approval of Minutes of the January 2015 Authority Meeting
3. Financial Status Reports, *J. Vette*
  - a. Operational Budget
  - b. Capital Budget
  - c. Unlock the Fox Fund
  - d. Corps Funds Request Status
4. Engineering Committee Report, *W. Dorsey*
  - a. Little Kaukauna Lock Maintenance Status
5. Property Committee Report, *D. Penkiunas*
  - a. Visitor Center Interpretive Contractor RFP Update
  - b. ACOE Property Transfer Status
  - c. Foremost Property Trail Easement Status
  - e. Little Chute Kayak Launch Status
6. Rapide Croche Transfer Environmental Assessment Status, *R. Stark*
7. Operations Report, *R. Stark*
  - a. Operations Report
8. Communications
  - a. Federal
  - b. State
  - c. Local
  - d. Public
9. Other
  - a. Discuss Standing Committee Structure
  - b. March 9, 2015 Schedule of Meetings in Madison
  - d. Business/Calling Cards
  - e. Review Website [www.foxlocks.org](http://www.foxlocks.org)
  - f. FWHP Annual Meeting Sponsorship Approval
  - g. Other

## **Closed Session ss19.85 Chair announces Closed Session and Unanimous Roll Call Vote**

- a. Community Foundations MOA – Closed Session ss19.85.1(e)**
- b. ByLaws Emeritus Board Member Ammendment – Closed Session ss19.85**

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**FOX RIVER NAVIGATIONAL  
SYSTEM AUTHORITY**

**Summary of Proceedings**

Fox River Navigational System Authority Meeting  
3:00 P.M. Tuesday, February 24, 2015  
Authority Office  
1008 Augustine Street, Kaukauna, WI

Authority Members in Attendance:

Tim Rose, Outagamie County  
Jeff Feldt, Outagamie County  
Jean Rombach-Bartels, Wisconsin DNR  
Daina Penkiunas, Wisconsin Historical Society  
John Vette, Winnebago County  
Bill Raaths, Winnebago County  
Kathryn Curren, Brown County  
Bruce Enke, Brown County

Authority Members Absent:

Will Dorsey, Wisconsin Department of Transportation

Guests and Staff in Attendance:

Robert Stark, FRNSA COO  
Rodger Urbanek, FRNSA Administrative Assistant

Chairman Tim Rose called the meeting to order at 3:02 P.M.

**1. Introductions**

Chairman Tim Rose asked all attendees to introduce themselves to the meeting.

Chairman Tim Rose asked Robert Stark to give the Board Members a tour of the facility. Since the Army Corps of Engineers has vacated the property we are looking for ideas on the uses the property can be put to. The tour consisted of viewing of the office areas along with the shop and garage areas.

**2. Approval of Minutes of the January 2015 Authority Meeting**

Chairman Rose asked if there were any additions or corrections to the January 2015 Board Meeting Minutes. Bill Raaths made the motion to approve the January Board Meeting Minutes. The motion was seconded by Jean Romback-Bartels. Motion carried.

### **3. Financial Status Reports, *J. Vette***

#### **a. Operational Budget**

Treasurer John Vette reviewed with the Board the Operations Budget. John reported that we are keeping our spending in line with the budget plan.

#### **b. Capital Budget**

Treasurer John Vette reported that on the Capital side we are looking good and should be able to meet the budget plan. Treasurer John Vette made the motion to accept the Financial Report. The motion was seconded by Jeff Feldt. Motion carried.

#### **c. Unlock the Fox Fund**

Treasurer John Vette reported that we are doing pretty well and are showing a 6.60% return on our investment since inception. Tim Rose informed the Board on the way the Foundation is reporting the charges made for handling the fund. Tim explained that work is being done on the MOA so that there is better disclosure of where the charges are coming from and timely reporting of those charges. Tim would like to see the Foundation bill the Authority for the charges and not just subtract them from the earnings of the funds. This will make it clear as to the rate of return we are receiving along with a clear cost of the charges made to handle the fund. Tim reported that he would like to change the way the Foundation charges the Authority. We would like to work out a scale type calculation made when accessing fees.

#### **d. Corps Funds Request Status**

Tim Rose reported that we have received notice that the 2.1 million dollars the Corps owed the Authority has been approved. Tim Rose reported that there was a lot of effort put out by many individuals including many political individuals. We were able to get funds from an appropriations from the Budget Reconciliations Act.

### **4. Engineering Committee Report, *W. Dorsey***

#### **a. Little Kaukauna Lock Maintenance Status**

Robert Stark reported for Will Dorsey that we passed the Little Kaukauna Lock Maintenance Plan and will be starting in April. Lunda Construction will be starting at the end of March and early in April. Maintenance should be done by May.

### **5. Property Committee Report, *D. Penkiunas***

#### **a. Visitor Center Interpretive Contractor RFP Update**

Daina Penkiunas reported on the meeting held on the Visitor Center Interpretive. We have 2 bids on the RFP. Today, we had a meeting to interview the two groups. Both groups presented themselves well and are both qualified for the project. The bids came in as follows Split Rock bid \$ 98,560 and Interpretive Solutions came in at \$171,220. The Property Committee will recommend approval of Split Rock. Split Rock will be sending a contract for the Board to go over at a future meeting. John Vette motioned to approve the contract from Split Rock for \$ 98,560. Motion seconded by Kathy Curran. Motion carried.

**b. ACOE Property Transfer Status**

Robert Stark reported that there are six properties to be transferred. Two of the parcels have contamination and will have to be cleaned up by the Corps. One of the parcels is the Dry Dock located just north of the FRNSA Office. The existing garages there will be torn down and the clean-up will follow. The other contaminated property is at Appleton Lock #3. The Corps is concentrating on the Dry Dock Parcel first and will then concentrate on Appleton Lock #3 Parcel. The Corps is trying to have the Appleton parcel transfer completed by the spring of 2016. The Federal Government has a process called "Federal Outgrant Process" which will allow the Authority to work on completing the Dry Dock and the Visitor Center at Lock #3 before the transfers are completed during the transfer process.

**c. Foremost Property Trail Easement Status**

Contingency has not yet be resolved.

**d. Little Chute Kayak Launch Status**

The Authority is working with the Village of Little Chute and is keeping the process in motion.

**6. Rapide Croche Transfer Environmental Assessment Status, R. Stark**

Robert Stark reported that we are working with the Wisconsin DNR on the process. The Authority has submitted responses to items 1, 2, and 7 in the DNR Letter and is working on resolving items 4, 5, and 6 involving Scientific Processes. Item 3 will be discussed during the March 9 trip to Madison with DOA liaison.

**7. Operations Report, R. Stark**

**a. Operations Report**

The staff is working on the upcoming season. This winter the staff rebuilt the Kaukauna Lock #4 bypass channel bridge which was in need of repair. We are identifying additional projects that we can do with our staff in an effort to save money on projects. Lock Tender meeting is scheduled on April 11, 2015. We will be opening the locks in seven weeks. The season is coming up fast.

**8. Communications**

**a. Federal**

**b. State**

We have set up meetings in Madison on March 9, 2015. We are trying to get some relationships going in Madison. Letting our public officials know what we are doing and who we are. Hopefully, we will have a better working relationship with the personnel at the State level.

**c. Local**

We have established a good working relationship with State Senator Roger Roth. Senator Roth was interested in the work the Authority is doing.

**d. Public**

Tim Rose said we are making a contact with Lawrence University. We have an appointment with the President of Lawrence University. Our properties touch each other and want them to understand all that is going on. Robert Stark informed the Board that we will be receiving an award from The Brown County Historical Society at their 2015 Annual Meeting and Dinner. The award is for the preservation of the De Pere Lock Tender House. That meeting will be held on Wednesday, February 25, 2015. Daina Penkiunas asked about the 10 year celebration of operating the locks. Robert Stark said we are planning to celebrate the 10 years along with the finishing of all the locks on August 25, 2015. We are working on informing people to keep that day open.

**9. Other**

**a. Discuss Standing Committee Structure**

Tim Rose said that we need to get interested and energetic individuals to join these committees. We need to build for the future. If anyone knows of someone who would work out well, let us know so we can complete the structure.

**b. March 9, 2015 Schedule of Meetings in Madison**

We will be going to Madison on March 9, 2015.

**c. Business/Calling Cards**

Robert Stark asked the Board Members to let him know at the end of the meeting so we can get them ordered.

**d. Review Website [www.foxlocks.org](http://www.foxlocks.org)**

Robert Stark reviewed with the Board our new Website.

**e. FWHP Annual Meeting Sponsorship Approval**

Fox Wisconsin Heritage Parkway is looking for sponsorship of Speaker Alex Krieger. They are suggesting we do the \$5,500.00 sponsorship. We would like to be able to spend time with Mr. Krieger to get ideas on developing our sites. Motion by Jeff Feldt to do a \$ 2,500.00 sponsorship. Motion seconded by Bill Raaths. Motion carried.

**f. Other**

**Closed Session ss19.85 Chair announces Closed Session and Unanimous Roll Call Vote**

Motion by John Vette to adjourn the regular meeting and to enter Closed Session.

The vote to Adjourn: Roll call vote; aye - John Vette, Jeff Feldt, Bill Raaths, Jean Rombach-Bartels, Kathy Curren, Tim Rose, Daina Penkiunas, and Bruce Enke. Unanimous recorded.

Regular Board Meeting adjourned at 4:45 p. m.