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FOX RIVER NAVIGATIONAL SYSTEM AUTHORITY

Summary of Proceedings

Fox River Navigational System Authority
3:00 P.M. Tuesday, April 24, 2012
Union Hotel
De Pere, Wisconsin

Authority Members in Attendance:

Ron Van De Hey, Outagamie County
John Vette, Winnebago County
Jean Romback-Bartels, Wisconsin Department of Natural Resources
John Shier, Brown County
Will Dorsey, Wisconsin Department of Transportation
Jim Draeger, Wisconsin State Historical Society
Tim Rose, Outagamie County

Authority Members Absent:

Open, Brown County
William Raaths, Winnebago County

Guests and Staff in Attendance:

Dave Wentland, Docks & Marinas, Inc.
Dennis G. Arnoldussen, FRNSA Operations Manager
Gene Hackbarth, De Pere Historic Preservation Commission
Harlan Kiesow, FRNSA CEO
Robert Stark, FRNSA staff

Chairman Ron Van De Hey called the meeting to order at 3:00 p.m.

1. **Introductions:** Chairman Van de Hey asked for introductions.
2. **Approval of Minutes of February, 2012 Authority Meeting:**

Chair Van De Hey called for additions or corrections to the minutes.

A motion to approve the February, 2012 minutes as published was made by John Shier.
Second by Jean Romback-Bartels. Motion passed unanimously.

3. **Financial Status Report, *Tim Rose***
 - a. **Operational Budget**

Tim Rose reported the operational budget expenditures are within parameters.

Harlan Kiesow stated some budget items are under budget, primarily special projects. Another example is insurance where we were able to save \$12,000.00 on our policy renewal.

- b. Capital Budget**
- c. Unlock the Fox Fund**
- d. Quarterly Financial Meeting Report**

The Quarterly Financial Meeting with the Associated investment advisors, the Oshkosh, Fox Cities and Green Bay Foundations, and the FRNSA Executive Committee was held at the Community Foundation for the Fox Valley Region office in Appleton last week.

Tim Rose stated the return on investments since the last meeting in January is slightly below the benchmark but in the ballpark.

To respond to the anticipated cash flow needed, bonds have been separated from a bond fund and individually laddered to meet the expectations.

Discussion included modifying reports to meet FRNSA needs and the fees FRNSA pays for investment services.

Tim Rose and Harlan Kiesow discussed the chart prepared by the Associated Bank fund managers that is used to predict whether sufficient funds would be available for lock reconstruction planned between now and 2015. The chart shows there should be sufficient funds to meet the planned need but with some risk. This would allow the FRNSA to decide whether to do traditional planning for one project at a time or to lump the remaining projects into one RFP that completes the remaining locks in Kaukauna by 2015 and allows us to begin this year.

Harlan Kiesow will be making a presentation to the Green Bay Foundation Board to be scheduled the end of May.

Tim Rose made a motion to receive the financial reports and place on file. Motion second by John Vette. Motion passed unanimously

4. Engineering Committee Report, *W. Dorsey*

- a. Report on Kaukauna Lock #5 Design Contract, *McMahon Associates***

The Design project proposal was approved by the DOT project consultant program administrator Rich Glenn and has been sent to Madison for approval. The revised project cost after changes made by the committee and approved by the board is \$1,489,830.00. The project is expected to go to Bid in March of 2013.

Harlan Kiesow stated the grant split is approximately 65/35 with the FRNSA share approximately \$900,000.00.

b. Kaukauna Lock #4 Design/Build Contract Status Report, H. Kiesow

The project will be completed by the end of the month. New gears have been received from the foundry and are being installed. Lighting is being installed. Cost of project is \$800,000.00.

c. De Pere Lock Concrete Repair Contract Report, H. Kiesow

The contract for the project approved previously has been issued.

d. De Pere Kayak Trail Contract Report, H. Kiesow

This contract is pending.

e. De Pere Lock Lighting Cost Share Agreement Approval

The total cost of the lighting project for the lock and new trail is \$44,000.00. De Pere is sharing \$18,000.00 of the cost. \$26,000.00 is the FRNSA share.

Will Dorsey made a motion to approve the De Pere Lock Lighting Cost Share Agreement. Motion second by Tim Rose. Motion passed unanimously.

f. Status Report on Mill Street Bridge Design, C. Kell, Little Chute Administrator

The Village has approved the project to begin in 2013 and be finished in August 2014.

Harlan Kiesow stated that the Kaukauna locks restoration would be completed by that time making navigation to Rapide Croche possible.

5. Resolution No. 05-12: De Pere Lock Lighting Contract

Will Dorsey made a motion to approve Resolution No. 05-12: De Pere Lock Lighting Contract. Motion second by Jim Draeger. Motion passed unanimously.

6. Property Committee Report, Jim Draeger

a. Report on Proposed Use of De Pere Lock Keeper House

Jean Romback-Bartels stated the Property Committee met earlier today with a group of individuals interested in converting the De Pere house and using the upper floor as private offices and the lower floor for public use. The Committee recommends moving forward working with the group to develop a proposal that would convert the upper floor of the house to private office use and the lower floor for public group or business use.

This proposal is within the possible uses proposed in the feasibility report. The plan includes converting the north entry porch to a public restroom for trail users. The lease would be through 2034 and the group making the proposal would pay the cost for interior work and public rest room.

Tim Rose stated a plan is needed to create interpretive centers to educate the public, possibly at De Pere and Menasha, and this should be part of the plan for the use of the houses.

Tim Rose stated we have a responsibility and a commitment to recognize donors and perhaps this plan may be tied into the use of the De Pere and Menasha houses.

A motion to create an ad hoc committee with Tim Rose, Jim Draeger, and John Shier to develop a plan for recognition of donors was made by Jim Draeger. Motion second by Jean Romback-Bartels. Motion passed unanimously.

b. Report on Protection of Menasha Lock Keeper House

Jean Romback-Bartels reported Menasha Mayor Merkes appeared before the Property Committee to state there was an interest for preservation of the Menasha locktender house and discussed concerns about the condition of the roof. The mayor requested that measures to preserve the house from further water damage from the leaking roof be taken as the decision process on future use of the house proceeds. The committees also discussed some use options, the status of the neighbor's offer to swap his water frontage at the rear of the house lot for a strip of land between his property and the house, and pros and cons as to why the house is not on the Historic Register. Jim Draeger will investigate the Historic Register question. Harlan Kiesow will get estimates on temporary roof repairs. Tim Rose discussed the ongoing problem with the sanitation sewer that connects the house and the restroom now being used by trail users. Harlan Kiesow stated there is also a problem with the lock light pole lights not working.

Harlan Kiesow stated an estimate to secure the house from additional damage from the leaking roof would be presented at the next board meeting.

c. Approval of Tax Payment on Kaukauna Lock 5 Property

Jean Romback-Bartels stated The Friends of the Fox received a property tax bill for the property adjacent to Kaukauna Lock 5 and is requesting re-imburement from the FRNSA as this property will be donated to the State pending State Building Commission action.

Jean Romback-Bartels made a motion to contact Kaukauna to request that the tax be forgiven and if the tax bill is not forgiven to make a \$1227.94 donation to the Friends of the Fox. Motion second by Tim Rose. Motion passed unanimously.

d. Report on De Pere Lock Signing

Jean Romback-Bartels reported the De Pere Lock Trail managers and Fox-Wisconsin Heritage Parkway committee would make suggestions for standards to be used for signage on the De Pere Lock Trail. Harlan Kiesow stated that it is possible to do some temporary signage pending approval of the formal proposal for sign standards that is expected from the FWHP Interpretive Report in two months.

7. AIS Committee Status, J. Shier

Harlan Kiesow stated the new name of the committee is “Rapide Croche Transfer Station Committee.” The committee will meet via e-mail to proceed with the EIR. John Shier will talk with PDQ about a proposal for cleaning boat hulls.

8. Operations Report, D. Arnoldussen

a. Approval of De Pere Recreational Bridge Operation

Jean Romback-Bartels stated the Property Committee discussed the proposed agreement with De Pere to have locktenders operate the new pedestrian trail bridge at the De Pere Lock.

Jim Draeger made a motion to approve signing the bridge operation agreement with De Pere. Motion second by Will Dorsey. Motion passed unanimously.

b. 2012 Maintenance Plan

The locktender schedule for the season is set and includes four new hires. The expanded operation will require 1200 more locktender hours than last year.

Commercial traffic to date is down compared to last season. Radtke and Lunda have requested operations for this week.

Scott Thompson is scheduled to give school groups tours at the De Pere Lock.

De Pere city police will patrol the De Pere Trail.

9. Communications, H. Kiesow

Cathy Thunes at ECWRPC has project to recognize the historic lock tender houses.

The River Alliance out of Madison is planning a tour July 12 & 13 being coordinated by Pete Hensler.

There are kayak portages at Menasha Lock, each of the four Appleton Locks, and Cedars Lock. Portages are under construction at De Pere. Portages are planned for Little Chute, Kaukauna, and Rapide Croche.

Information on a proposed advertisement on the back page of the April Fox Cities Magazine was presented. Tim Rose made a motion to approve \$1850.00 for the ad. Motion second by John Shier. Motion passed unanimously.

10. Other

Memorial park benches for Jack Nelson and Will Stark will be placed at Menasha and De Pere respectively.

Tim Rose discussed what the possible timeline for the Rapide Croche Transfer Station might be. Harlan Kiesow stated the EIR is expected to be completed by spring of 2013.

Tim Rose discussed the possibility of researching grants for the Rapide Croche Transfer station project.

Tim Rose stated that after 2015 there is 17 years remaining on the present FRNSA lease agreement with the State of Wisconsin. It would be good to have a ½ day meeting to concentrate on updating the Management Plan to identify who we are and what we will be doing. Harlan Kiesow suggested planning the meeting for this summer with a facilitator.

There being no other business; Chair Van De Hey adjourned the meeting at 4:05 p.m.