

Meeting Notice

Fox River Navigational System Authority Annual Meeting
3:00 P.M. Tuesday, June 23, 2015
Atlas Mill
425 W. Water St, Appleton, WI 54911

AGENDA:

1. Introductions
2. Approval of Minutes of the May 2015 Authority Meeting
3. Annual Meeting – Election of Officers – (Bylaws Article III, 3.02)
4. Financial Status Reports, *J. Vette*
 - a. Operational Budget
 - b. Capital Budget
 - c. Unlock the Fox Fund
5. **Resolution 5-15:** Approving FY 2014 Audit
6. **Resolution 6-15:** Adopting FY 2016 FRNSA Budget
7. **Resolution 7-15:** Adopting Updated Management Plan
8. **Resolution 8-15:** Adopting Bylaws Amendment Creating Emeritus Status
9. **Resolution 9-15:** Appointing Emeritus Member Ron Van De Hey
10. **Resolution 10-15:** Appointing Emeritus Member Harlan Kiesow
11. Engineering Committee Report, *W. Dorsey*
 - a. Kaukauna Locks Restoration Status, *B. Goodall*
 - b. Approve Boldt Estimates for: *R. Stark*
 - (1) Kaukauna Bypass Valve Repair
 - (2) Kaukauna Spillway Valve installations
 - (3) Kaukauna Canals Silt Removal
 - c. Little Chute Wall Repair Status
 - d. Approve Janke Estimates for: *R. Stark*
 - (1) Little Chute House Grading and Sewer Laterals
 - (2) Little Chute Lock #2 Dam Repair
 - e. Kaukauna Canal Wall Repair Status, *M. Murphy*
 - f. Approve Boldt Kaukauna Lock 5 Billing #004
 - g. Approve Boldt Kaukauna Lock 1,2,3, Dry Dock Billing #013
 - h. Approve Lunda Little Kaukauna Invoice # 150530140
 - i. Approve Lunda Bulkhead Construction Invoice #150630040
 - j. Approve Janke Little Chute Canal Wall Repair Invoice #01
12. Property Committee Report, *D. Penkiunas*
 - a. Property Transfer Status
 - b. Little Chute Canal Railings Recommendation
13. Rapide Croche Transfer Environmental Assessment Status, *R. Stark*
14. Operations Report, *J. Van Boxel*
 - a. Operations Report
 - b. Maintenance
15. Communications
 - a. Federal
 - b. State
 - c. Local
16. Other
 - a. FRNSA Anniversary Event Planning Status, *H. Kiesow*

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

- a. **CEO Transition and Staffing ss19.85.1(c)**
- b. **Community Foundations MOA ss19.85.1(e)**

17. Approve CEO Transition and Staffing
18. Approve Community Foundations MOA

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FOX RIVER NAVIGATIONAL SYSTEM AUTHORITY

Summary of Proceedings

Fox River Navigational System Authority Annual Meeting
3:00 P.M. Tuesday, June 23, 2015
Atlas Mills
425 W. Water Street, Appleton, WI 54911

Authority Members in Attendance:

Tim Rose, Outagamie County
Bruce Enke, Brown County
Will Dorsey, Wisconsin Department of Transportation
Jeff Feldt, Outagamie County
John Vette, Winnebago County
Kathryn Curren, Brown County

Authority Members Absent:

Bill Raaths, Winnebago County
Jean Romback-Bartels, Wisconsin DNR
Daina Penkiunas, Wisconsin Historical Society

Guests and Staff in Attendance:

Harlan Kiesow, FRNSA CEO
Robert Stark, FRNSA COO
Rodger Urbanek, FRNSA Administrative Assistant
Phil Ramlet, OMNNI Associates
Luke Green, Assistant Locks Manager
Ron Van De Hey, Emeritus
Jason Vollrath, Erickson and Associates
Brian Rooble, Times – Villager
Mike Murphy, FRNSA
Bill Goodall, Boldt Construction

Chairman Tim Rose called the meeting to order at 3:00 P.M.

1. Introductions

Chairman Tim Rose asked everyone present to introduce themselves.

2. Approval of Minutes of the May 2015 Authority Meeting

Chairman Tim Rose asked if there were any additions or corrections to the May 2015 meeting minutes. Motion was made by _____ and seconded by _____ to approve the minutes as presented. Motion carried

3. Annual Meeting – Election of Officers – (Bylaws Article III, 3.02)

Chairman Tim Rose called for the election of Officers in compliance of Article III, 3.02 of the Bylaws. John Vette made a motion to approve the current Board as recorded. Motion seconded by Kathy Curran. Motion carried.

4. Financial Status Reports, J. Vette

a. Operational Budget

Treasurer John Vette reviewed for the Board the Operating Budget. John said we should end the year in budget.

b. Capital Budget

Treasurer John Vette reviewed for the Board the Capital Budget. We should be in budget for the remainder of the year.

c. Unlock the Fox Fund

In reviewing of the Unlock the Fox Fund Treasurer John Vette pointed out that since inception our rate of return is at 7.2%. The balance of the fund is at \$21,140,000.00.

Treasurer John Vette motioned to accept the Treasurer's report. Motion was seconded by Kathy Curran. Motion carried.

5. Resolution 5-15: Approving FY 2014 Audit

Jason Vollrath from Erickson and Associates, who performed the FY 2014 Audit, reviewed with the Board the results of the audit. Jason explained that the Authority staff is small and doesn't always allow for the segregation of duties that an Audit Firm would like to see. With that in mind Jason reported the Audit did not find any areas that needed attention. Tim Rose asked Jason to explain how the fees are being recorded at present. Jason reported that investment activities are reported on a net bases and does not allow for the separate recording of the cost of fees. Treasurer John Vette motioned to accept the FY 2014 Audit. The motion was seconded by Kathy Curran. Motion carried.

6. Resolution 6-15: Adopting FY 2016 FRNSA Budget

Robert Stark presented the FY 2016 Budget. Robert pointed out that our tenant has left and incomes on the rental were reduced. We are showing draw increase from the Foundation. Expense increase were noted for the cost of labor along with increase Workman's Compensation Insurance premiums, Marketing, Computer upgrade, Dam inspections, and signage. Funds were included for the Visitor Center along with De Pere Lock maintenance and Invasive Species Study. Motion was made to approve the FY2016 Budget. Motion seconded. Motion carried.

7. Resolution 7-15: Adopting Updated Management Plan

Harlan Kiesow reviewed the Management Plan. This version updates current plan. The Management Plan includes Rapid Croche Transfer Station along with the Visitor Center. The plan also looks at the revisions to the Abandonment Plan and the setup of funds needed for the Abandonment. This is a roadmap to the future. Chairman Tim Rose called for the roll. Plan carried.

8. Resolution 8-15: Adopting Bylaws Amendment Creating Emeritus Status

Discussion of the creating the Emeritus Status Chairman Rose asked for comments. Jeff Feldt motioned to approve change in Bylaws to create Emeritus Status. Motion seconded by Bruce Enke. Motion Carried.

9. Resolution 9-15: Appointing Emeritus Member Ron Van De Hey

Chairman Tim Rose called for a vote. Carried.

10. Resolution 10-15: Appointing Emeritus Member Harlan Kiesow

Chairman Tim Rose called for a vote. Carried.

11. Engineering Committee Report, *W. Dorsey*

a. Kaukauna Locks Restoration Status, *B. Goodall*

Bill Goodall representing Boldt Construction addressed the Board. Mr. Goodall reported on the progress they have made on the restoration. Mr. Goodall reported on their goals and the upcoming construction efforts. As part of his presentation he provide photos of the work being done and completed. Reports were good.

b. Approve Boldt Estimates for: *R. Stark*

(1) Kaukauna Bypass Valve Repair

Will Dorsey reported that we have an estimate of \$5,275.00, for this valve repair.

(2) Kaukauna Spillway Valve installations

Will Dorsey reviewed the spillway valve estimate in the amount of \$25,801.00. Engineering Committee would like to see if this estimate can be reduced. On behalf of the Engineering Committee Will Dorsey motioned to approve Boldt's estimate on items 1 & 2 not to exceed \$30,000.00. Motion seconded by Kathy Curran. Motion Carried.

(3) Kaukauna Canals Silt Removal

Will Dorsey reviewed Boldt's estimate of \$177865.00. On behalf of the Engineering Committee Will motioned to approve the estimate of \$177,865.00, not to exceed that amount. Motion seconded by Jeff Feldt. Chairman Rose asked for comments. Robert Stark reported that the work would include the removal of the silt from the locks and depositing it in an area at the Dry Dock. There is this area of about 2 acres that will be diked off. The silt from the locks would be remove and placed

behind the dike creating a wet land. The construction will allow the use of material the Authority already has and will eliminate the need to truck out the silt.
Motion carried.

Will Dorsey review additional items on the Boldt's estimate. Item 1 Removal of the earth coffer dam down stream of Lock # 5 in the amount of \$2,760.00. Item 2 Fill, re grade and install 6" topsoil north of Lock #3, in the amount of \$3,010.00. Item 3 Remove stumps, debris and re grade the tops of the slope, on the south side, between locks #3 & 4, in the amount of \$ 4,915.00. Item 4 Removal of access ramp in the amount of \$2,500.00. Will Dorsey on behalf of the Engineering Committee motioned to approve the four items in the amount of \$13,844.00 plus cost involve in seeding the area. Motion seconded by Bruce Enke. Motion Carried.

Will Dorsey presented additional Boldt estimates. Will asked Robert Stark to review the estimates. Robert review the need to install valve in the Dry Dock. We have the materials and would use Boldt to install the valve at a cost of \$3,762.00. In reviewing the inventory of the Kaukauna Lock it was discovered that we needed tripod handles which are missing. We will have to reproduce and install these handles at a cost of \$5,960.00. Will Dorsey motioned to approve the two estimates totaling \$9,632.00. Motion seconded by Jeff Feldt. Motion carried.

c. Little Chute Wall Repair Status

Robert Stark reported that the Little Chute Wall Repair is coming along very well. Robert showed a slide show on the progress being made. Robert explained that the work is completed as recommended by the Wisconsin State Historical Society.

d. Approve Janke Estimates for: R. Stark

(1) Little Chute House Grading and Sewer Laterals

Will Dorsey reviewed the estimate from Janke in the amount of \$ 22,753.00.

(2) Little Chute Lock #2 Dam Repair

Will Dorsey reviewed the estimate from Janke in the amount of \$82,425.00 for sink hole and leakage repair of the spillway dam at Little Chute Lock #2. Will said that we will explore at least one alternative estimate for the project to verify the validity of the Janke estimate. Will motioned on the behalf of the Engineering Committee to approve the work estimates for grading and sewer laterals at the Little Chute locktender house and Little Chute Lock #2 Dam Repair not to exceed the amount of \$105,178.00. John Vette seconded the motion. Motion carried.

e. Kaukauna Canal Wall Repair Status, M. Murphy

Mike Murphy gave an update on the work being done on the canal walls. Robert Stark explained that we have hired employees to do work (tuck pointing) on the canal walls. Mike Murphy was hired to supervise the crew to finish up the Kaukauna Wall repair. Mike and his crew has worked on the Lawe Street Lock Tender House also.

f. Approve Boldt Kaukauna Lock 5 Billing #004

Will Dorsey reported that the Engineering Committee is presenting to the Board Boldt billing #0004 for work completed at Kaukauna Lock #5, in the amount of \$378,360.60, for approval

for payment. Phil Ramlet, of Omni Associates, reported that he has reviewed the billing and finds it to be accurate. Will Dorsey motioned to approve the invoice for payment. Motion seconded by Jeff Feldt. Motion carried.

g. Approve Boldt Kaukauna Lock 1,2,3, Dry Dock Billing #013

Will Dorsey reported that the Engineering Committee is presenting to the Board Boldt billing #013 for work completed on the Kaukauna Lock 1, 2,3, and Dry Dock project, in the amount of \$ 221,321.68, for approval for payment. Phil Ramlet, of Omni Associates, reported that he has reviewed the billing and finds it to be accurate. Will Dorsey motioned to approve the invoice for payment. Motion seconded by Kathy Curren. Motion carried.

h. Approve Lunda Little Kaukauna Invoice # 150530140

Will Dorsey reported that the Engineering Committee is presenting to the Board Lunda billing #150530140, in the amount of \$49,456.79, for approval for payment. Will Dorsey motioned to approve the invoice for payment. Motion seconded by Kathy Curran. Motion carried.

i. Approve Lunda Bulkhead Construction Invoice #150630040

Will Dorsey reported that the Engineering Committee is presenting to the Board Lunda billing #150630040, in the amount of \$3,780.00, for approval for payment. Will Dorsey motioned to approve the invoice for payment. Motion seconded by Kathy Curran. Motion carried.

j. Approve Janke Little Chute Canal Wall Repair Invoice #01

Will Dorsey reported that the Engineering Committee is presenting to the Board Janke billing #1, in the amount of \$204,941.75, for approval for payment. Will Dorsey motioned to approve the invoice for payment. Motion seconded by Jeff Feldt. Motion carried.

12. Property Committee Report, D. Penkiunas

a. Property Transfer Status

Robert Stark reported that there is no change in the status. The Corps has stopped its monthly phone conference.

b. Little Chute Canal Railings Recommendation

Robert Stark reported the possibility of using the railings from the old Mill Street Bridge as railings for the Little Chute Canal Railings. We would have a sign indicating that they were salvaged from the Mill Street Bridge.

13. Rapide Croche Transfer Environmental Assessment Status, R. Stark

Robert Stark reported that we are waiting on the DNR; nothing new to report.

14. Operations Report, J. Van Boxtel

a. Operations Report

Luke Green Assistant Lock Manager reported that our lockage numbers are up even with the amount of rainy weather we have had. We are already seeing the Free Passes from the mailing showing up at the locks. Fox Wisconsin Heritage Parkway have several events which will be promoting the Lock System

c. Maintenance

Luke Green reported on work that is being done to improve the appearance of the locks and properties. They are in the process of maintaining painting two garages and doing some landscaping at several locks.

15. Communications

a. Federal

None

b. State

None

c. Local

Funding for the Kaukauna Memorial Bridge has been included in the draft of the state budget.

Little Chute Bridge is replacement is scheduled to begin this summer.

Tim Rose stated a planning session will be scheduled for the July Board Meeting for members to discuss what we may want to do in the future.

Tim Rose reported that on July 2, 2015, at 9:30 a.m. Split Rock will present their first report of what they are planning. Will be about a 2 hour conference.

Tim Rose reported that we have had a couple of conversation with DOA Attorney Lovejoy regarding plans for the Appleton Lock #3 property.

Tim Rose made contact with the EPA office in Chicago about Grant Funds. Just this week EPA reported that a grant possibility will be available.

Harlan Kiesow talked about the Realtors Association of Northeast Wisconsin Grant Funding for signs. Jennifer Sunstrom has worked on the \$2,500.00 along with some help from Kathy Curran. We need approval of the Board for the Grant. Jeff Feldt motioned to approve this grant opportunity. Motion seconded by Kathy Curran. Motion carried.

16. Other

a. FRNSA Anniversary Event Planning Status, H. Kiesow

Harlan Kiesow reported on the 10th Anniversary Event. Amazing Events will be reporting on their progress on Monday June 29, 2015. We are coming up on some important dates. Will be firming up some of the plans.

Chairman Tim Rose Closed meeting for Closed Session. Motion made by xxxx and second by xxxx. Motion carried.

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

a. CEO Transition and Staffing ss19.85.1(c)

b. Community Foundations MOA ss19.85.1(e)

Closed Session adjourned 5:20 by Chairman Tim Rose to reconvene Board Meeting.

17. Approve CEO Transition and Staffing

Motion made by John Vette to approve the CEO Transition to Robert Stark and that we accept the new staffing proposal as of July 1, 2015. Motion seconded by Kathy Curran. Motion carried.

18. Approve Community Foundations MOA

Jeff Feldt motioned to accept the new MOA. Motion seconded by Kathy Curran. Motion carried

Chairman Rose adjourned the meeting.