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FOX RIVER NAVIGATIONAL SYSTEM AUTHORITY

Summary of Proceedings

Fox River Navigational System Authority
3:00 P.M. Tuesday, June 26, 2012
FRNSA Office
Kaukauna, Wisconsin

Authority Members in Attendance:

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

Authority Members Absent:

Open, Brown County

Guests and Staff in Attendance:

William Bush, GNC
Jason Vollrath, Erickson & Associates, S.C.
Amy Vaclavik, McMahan
Tim Bolwerk, OMNNI
Dennis G. Arnoldussen, FRNSA Operations Manager
Gene Hackbarth, De Pere Historic Preservation Commission
Harlan Kiesow, FRNSA CEO

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

1. **Introductions:** Chairman Van de Hey asked for introductions.

2. **Approval of Minutes of May, 2012 Authority Meeting:**

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

A motion to approve the May, 2012 minutes as published was made by Tim Rose. Second by John Shier. Motion passed unanimously.

3. **Election of Officers (Bylaws Article III, 3.02)**

Motion to re-elect present officers by John Shier. Second by Jim Draeger. Motion passed unanimously.

4. Financial Status Report, *Tim Rose*

a. Operational Budget

b. Capital Budget

Tim Rose discussed various line items and stated we are operating within the budgets. Harlan Kiesow discussed the special projects that were budgeted for this year but will actually occur next year.

c. Unlock the Fox Fund

Tim Rose discussed changes in the Unlock the Fox Fund report and where items are now reported. Some category balances are now combined. It would be helpful to have the foundations write a description of how the report was changed and where previously reported account balances are now reported.

There remain outstanding pledges. We need to discuss with the foundation action to collect on the outstanding pledges.

Harlan Kiesow discussed the recent meeting with the Greater Green Bay Community Foundation Board and the positive reaction by the board and their president toward their association with the Authority and their commitment to support their obligations.

Chair van De Hey asked for opinions on the format of the financial reports. The consensus was the format is acceptable.

Tim Rose made a motion to receive the financial reports and place on file. Motion second by Jean Romback-Bartels. Motion passed unanimously

5. Resolution No. 7-12: Approval of the FY 2010-2011 Audit

Jason Vollrath of Erickson and Associates discussed the audit reports for FY 2010 and 2011. Harlan Kiesow explained the Restricted Funds category and how the requirement for maintaining restricted funds changes as locks restoration is completed.

Jason Vollrath discussed the Management Letter and stated the three deficiencies are the same as those in the last audit and occur only because of the fact there are just two part-time staff persons in the office and that the bookkeeping function is being transitioned to in-house. Harlan Kiesow stated there is a Management letter answer to the audit that acknowledges the deficiencies and the procedure in place to control them.

Motion to approve by Tim Rose. Motion second by Bill Raaths. Motion passed unanimously.

Harlan Kiesow stated that going forward audits would be performed each year.

6. Resolution No. 8-12: Adopting the Fiscal Year 2013 FRNSA Budget

Tim Rose and Harlan Kiesow discussed the proposed 2013 Budget. The Capital budget is broken out to show the specific projects in that budget.

Discussion followed on how new sources of revenue could and should be pursued.

Motion to adopt budget as presented made by Tim Rose. Motion second by Jean Romback-Bartels. Motion passed unanimously.

7. Engineering Committee Report, *W. Dorsey*

a. Report on Kaukauna Lock #5 Design Contract, *A. Vaclavik*

Amy Vaclavik stated the notice to proceed has been received from the DOT. Bid opening is scheduled for May 3, 2013. Construction is scheduled for 2013 with completion that year.

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

Lock #4 is essentially complete. The punch list was prepared today for the minor items remaining. Harlan, Dennis, and Phil developed the punch list.

c. Report on De Pere Lock Project, *H. Kiesow*

The concrete work, lights, and kayak trail are completed. Invoices will be submitted for approval next month.

There are still some issues such as the operation and the vertical open clearance of the pedestrian bridge.

De Pere has a formal opening ceremony scheduled for June 30.

d. Approval of C.R. Meyer Kaukauna Lock #4 Invoice, *P. Ramlet*

C.R. Meyer has submitted two invoices:

\$62,800.00 that includes the \$22,500.00 change order for casting the gears and the final Lock #4 payment of \$2,931.20 retainage.

Will Dorsey made a motion to pay the invoices subject to the completion of the punch list items. Motion second by Jean Romback-Bartels. Motion passed unanimously.

e. Report on Kaukauna Lock #1 Rebuild

RFP for last three Kaukauna locks will address the severe bow in the Kaukauna #1 Lock walls. It is anticipated getting the RFP out in July with contractor selection in August and work to begin September 2010 over a three-year period for completion/payoff.

Excavation behind the wall will be necessary, concrete reinforcement on the bottom row of blocks is required along with re-stacking the wall blocks. Some type of drainage tile and drainage is also necessary. Further investigation may show that the integrity of the bottom two rows of blocks is compromised and they will need to be replaced also. Jim Draeger stated there would not be historical issues with replacing any defective blocks on the bottom rows.

Tim Bolwerk showed slides depicting the alignment survey; the left wall is most severe bow and is also tipping in. The right wall has a somewhat less bow. The bow and tilt has been monitored since early 2000. The Corps did similar monitoring in the early 1980s to detect movement that was occurring then. Recent test digs behind the right and left walls revealed how the walls were actually constructed. It makes sense to monitor the upper half of the right wall and re-stack from the bottom two rows of blocks on the left wall between the recesses for the gates.

Harlan Kiesow stated the formal opening of the Kaukauna Locks is May of 2015.

A motion to proceed with the RFP was made by Will Dorsey. The motion was clarified to include a rebuild of Lock 1 north wall as stated and the base concrete for the south wall. The proposal should also include a supplemental cost for the partial south wall rebuild. Motion seconded by Jim Draeger and passed unanimously.

8. Resolution No. 9-12: Approval of Kaukauna Lock #5 Design Contract

Will Dorsey made a motion to approve Resolution No. 9-12; Approval of Kaukauna Lock #5 Design Contract for \$90,181.85. Motion second by Jim Draeger. Motion passed unanimously.

9. Property Committee Report, J. Draeger

c. Report on Heritage Parkway Preliminary Recommendations, J. Draeger

The Property Committee met immediately after the Fox Wisconsin Heritage Parkway meeting last week and heard a presentation from the FWHP consultant doing the interpretive master plan on recommendations for lock tender houses.

Menasha house proposal: remove the non-historic porch, restore interior and use as FWHP headquarters. 300,000 people pass by this building each year while using the Trestle Trail and the trail is also a major destination for out of town folks to visit.

Appleton #1 proposal is to create an educational program there with emphasis on industrial history and conservation. This is the easiest house to make handicapped accessible. When you stand at the house and look out you see the whole history of the river - railroad, industry, and hydropower all visible from here.

Proposal for Appleton #3 house, Cedars house, Little Chute guard lock house, Combined Lock house, and Kaukauna #1 house is to open houses as vacation rentals.

Rapid Croche proposal is an over night destination and some type of environmental education center for AIS once the boat transfer is in operation.

The proposal for Little Kaukauna house is to use it as a hostel for paddlers, boaters and other visitors but because it is built on a dam it can only have a day use.

Other examples nationally would be the C&O Canal lock houses that are set up for overnight use and have interpretive furnishings for a specific period. Another is in Colorado – www.huts.org.

The FWHP will develop a business plan to refurbish interiors and to operate the overnight rental business. Interpretation centers would be at Menasha, Appleton #1, and the first floor of the De Pere lock tender house building. “Soft” Interpretation will also be a part of the furnishings of all houses.

a. **Report on De Pere Lock Tender House Proposal, H. Kiesow**

Proposal is being developed. A sample lease is being developed. Details need to be approved by DOA. Jean Romback-Bartels will supply examples of leases that the DNR uses.

b. **Report on Menasha Lock Tender House Roof, H. Kiesow**

An estimate for roof repairs is \$8,200.00 to \$11,200.00. City of Menasha is also getting estimates.

10. AIS Committee Report, J. Shier

a. **WDNR Meeting summary, H. Kiesow**

Harlan Kiesow reported a meeting was held with the DNR and the need for an EIR was confirmed. Another meeting is planned to address the type of permits required for the proposal as this affects the content of the EIR.

b. Service Commendation for Bill Bush

Ron Van De Hey presented a service commendation to Bill Bush for his chairmanship on the AIS Committee and his efforts to prepare the feasibility studies for the Rapide Croche transfer station.

11. **Operations Report, *D. Arnoldussen***

Dennis Arnoldussen stated that operations are running slightly ahead of last year. Appleton is running extra hours but traffic is light.

12. **Communications, *H. Kiesow***

Harlan Kiesow stated that various special events are being held where the locks should receive additional publicity.

13. **Other**

Discussion was held relative to a Board Retreat for short and long term planning. Dates would be selected via email.

There being no other business; Jim Draeger made a motion to adjourn. Motion second by Tim Rose . Motion passed unanimously. Chair Van De Hey adjourned the meeting at 4:40 p.m.