

# Meeting Notice

Fox River Navigational System Authority Meeting  
3:00 P.M. Tuesday, December 9, 2014  
Authority Office  
1008 Augustine Street, Kaukauna, WI

## AGENDA:

1. Introductions
2. Approval of Minutes of the October 2014 Authority Meeting
3. Financial Status Reports, *T. Rose*
  - a. Operational Budget
  - b. Capital Budget
  - c. Unlock the Fox Fund
  - d. Quarterly Associated/CF Financial Meeting Report
  - d. Approve Erickson FY 14 Audit Proposal
4. Engineering Committee Report, *W. Dorsey*
  - a. Approve Lunda Menasha Lock Repair Invoice
  - b. Approve Little Kaukauna Lock Maintenance RFP
  - c. Approve Boldt Kaukauna Lock 1, 2, 3, and Dry Dock Invoice #012
  - d. Boldt Kaukauna Locks Projects Update, *R Rodenkirch*
5. Property Committee Report, *D. Penkiunas*
  - a. Little Chute House Update
  - b. Lawe Street House Update
  - c. De Pere Locktender House, Restroom, and Lockshack Repairs Update
  - d. Visitor Center Update
  - e. ACOE Property Transfer Status
  - f. Approve Little Chute Easements
  - g. Approve Foremost Property Trail Easement
6. Rapide Croche Transfer Environmental Assessment Status, *R. Stark*
7. Operations Report, *R. Stark*
  - a. Operations Report
  - b. Approve 2015 Lock Operations Schedule
8. Communications
9. Special Election of Officers, Bylaws 3.04
10. Other

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# FOX RIVER NAVIGATIONAL SYSTEM AUTHORITY

## Summary of Proceedings

Fox River Navigational System Authority Annual Meeting  
3:00 P.M. Tuesday, December 9, 2014  
Authority Office  
1008 Augustine Street, Kaukauna, WI

### Authority Members in Attendance:

Ron Van De Hey, Outagamie County  
Will Dorsey, Wisconsin Department of Transportation  
Jean Rombach-Bartels, Wisconsin DNR  
Tim Rose, Outagamie County  
John Vette, Winnebago County  
Bill Raaths, Winnebago County  
Kathryn Curren Brown County  
Bruce Enke, Brown County

### Authority Members Absent:

Diana Penkiunas, WHS

### Guests and Staff in Attendance:

Steve Lockhart, Friends of the Fox  
Phil Ramlet, Omni  
Harlan Kiesow, FRNSA CEO  
Robert Stark, FRNSA COO  
Rodger Urbanek, FRNSA Administrative Assistant  
Jeff Feldt Kaukauna Utilities

Chairman Ron Van De Hey called the meeting to order at 3:13 P.M.

- 1. Introductions** Chairman Ron Van De Hey asked all present to introduce themselves to the meeting.
- 2. Approval of Minutes of the October 2014 Authority Meeting**

Chairman Van De Hey asked for a motion to approve the Minutes of the October 2014 Authority Meeting. Tim Rose made the motion to approve the Minutes. Seconded by John Vette. Motion Carried.

### **3. Financial Status Reports, T. Rose**

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

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

Treasurer Tim Rose noted that the Board did not meet last month. Robert Stark forwarded the financial reports to the Board which after reviewing the Operating and Capital Budgets Tim found no out of line items within the budgets. Tim reported that he reviewed the November financials and did not find any out of line items within those budgets.

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

Tim reviewed our results and reported that we are doing much better this month with the Fund. We are now reaching close to 7% return since inception. Tim reported that he has asked that the amount of charges for the administration of the fund be added to the statement.

Tim Rose made a motion to approve the Financial Reports. Motion was seconded by John Vette. Motion carried.

#### **d. Quarterly Associated/CF Financial Meeting Report**

Tim reviewed the quarterly meeting with Associated and the Community Foundation. Tim said that Harlan Kiesow and he are negotiating the new MOA with the Foundations.

#### **e. Approve Erickson FY 14 Audit Proposal**

Robert Stark reviewed the proposal from Erickson and Associates to perform the FY 2014 Audit. Erickson & Associates, S. C. have proposed to provide the audit service for \$ 7,000.00. Tim Rose made a motion to approve the audit proposal. The motion was seconded by Jean Romback-Bartels. Motion carried.

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

#### **a. Approve Lunda Menasha Lock Repair Invoice**

Will Dorsey presented the Lunda Construction Invoice for completion of emergency repairs at the Menasha Lock in the amount of \$41,376.80. Phil Ramlet stated Tim Bolwerk, Omni, has reviewed the billing and found it to be accurate and recommends payment. Will Dorsey made a motion to pay the Lunda invoice. Motion second by Tim Rose. Motion carried.

#### **b. Approve Little Kaukauna Lock Maintenance RFP**

Will Dorsey reviewed the Request for Proposal for the Maintenance and Repair of Little Kaukauna Lock at Little Rapids, WI. This proposal is to perform necessary maintenance to valves, gates, and seals. Will Dorsey made a motion to approve the RFP. Motion second by Tim Rose. Motion carried.

**c. Approve Boldt Kaukauna Lock 1, 2, 3, and Dry Dock Invoice #012**

Will Dorsey made a motion to pay the Boldt Invoice #12 for the Kaukauna Lock 1,2,3, and Dry Dock for \$254,624.66. Phil Ramlet stated he has reviewed the invoice and found it consistent with the work that has been completed to date and recommended payment of Boldt Invoice #12. Motion second by Jean Romback-Bartels. Motion carried.

**d. Boldt Kaukauna Locks Projects Update, R Rodenkirch**

Reed Rodenkirch of Boldt Construction reported on the progress made on the different Kaukauna lock projects. Lock #5 was started in July 2014 with the demolition work to remove the lock gates and machinery, the old upstream sill, sidewalk, and old timbers lining the lock walls. A new concrete sill has been poured and the lock is now ready for restoration to continue in 2015 with the installation of the new timbers that line the walls and construction of the new gates and installation of restored valves and operating machinery. The work is now stopped for the winter. Reed presented to the Board pictures of various stages in the project. The material for construction in 2015 has already been ordered and will be available for the 2015 season. During the winter the door for the lock will be redone at Boldt's shop to be ready for 2015.

Reed reported on the work done on Kaukauna Lock 1, 2, & 3. Reed presented pictures of the locks at various points in the process. Pictures showed the reconstruction that was done on the wood timber gate doors. The goals that were set at the beginning of the season were completed during the 2014 season. Reed said that they should have all the work done as scheduled to complete on schedule.

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

Jean Romback – Bartels presented the Property Committee Report in the absence of Daina Penkiunas.

**a. Little Chute House Update**

Robert Stark reported that the FWHP Little Chute House interior restoration project is coming along very well. The plumbing is now done. A new boiler has been installed. Some insulation has been replaced and a natural gas service has been installed to the house.

**b. Lawe Street House Update**

Robert Stark reported that we have contracted to get the painting done. Any rotten wood has been replaced and a seal coat has been applied to the house. On the street side one coat of finish paint has been applied and it looks good.

**c. De Pere Lock tender House, Restroom, and Lock shack Repairs Update**

Robert Stark reported that we have finished the maintenance that needed to be done to the De Pere Lock Tender House. The restroom needed to be modified to comply with the ADA rules and is now in compliance. The Lock Tender Shack in De Pere was in very bad repair. Lots of rotten wood that needed to be replaced. We are in the process

of putting a new roof on. The bad wood has been replaced and has been repainted. There is some wood work that needs attention which will be done in the spring.

**d. Visitor Center Update**

Tim Rose reported that the committee has met with Mike Gross from the University of Wisconsin – Stevens Point. Mike Gross has volunteered to help with the project. The suggestion was made by Professor Gross to have one committee working on the project. That committee has now been established and is ready to go to work. Looking into exhibit ideas. Will be establishing a RFP and will be bringing it back to the Board in the future. The fund is now over \$300,000.00. Once we have the vision statement completed we will be able to seek additional funding to finish the project.

**e. ACOE Property Transfer Status**

Robert Stark reported that he has a monthly phone conference call with the Army Corps of Engineers. The Corps is working on trying to resolve the contamination clean up issues. The Corps is also working on the property transfer for Appleton Lock #1 and #3. The Corps is working on another transfer in Kaukauna at Lock #5 as well.

**f. Approve Little Chute Easements**

Harlan Kiesow reported on the many out grants which we will package together for approval by the State Building Commission. Harlan went over the Little Chute easements for water, sewer and storm sewer easements. Basically these are all old easements made by the Army Corps of Engineers. We also have an easement from Little Chute that gives us legal access to the combined locks and an underground electrical service easement for that lock. Jean Romback – Bartels made a motion to approve the Little Chute Easements. Motion was seconded by Will Dorsey. Motion carried.

**g. Approve Foremost Property Trail Easement**

Property Committee is presenting to the Board the Foremost Property Trail Easement. At present we do not have the name of the Developer but will be given the Developer's name before we give this easement. City of Appleton will be maintaining the trail once it is established. Jean Romback-Bartels made a motion to approve the Foremost Property Trail Easement when we have the name of the Developer disclosed and that the City of Appleton will maintain this trail. Motion seconded by Will Dorsey. Motion carried.

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

Robert Stark presented the letter received from the Wisconsin DNR. The letter lists seven items that are being requested before the FRNSA can move forward with the plan presented for the boat transfer and cleaning station at Rapide Croche:

- 1) Bi-Annual FRNSA Agency Management Plan needed.
- 2) Documentation that the State owns all the property.
- 3) Provide 100% design and specification documents for the proposed project.

- 4) Intermediate testing of the proposed technology must be conducted and results shared with the DNR.
- 5) Develop science-based procedures for cleansing swimwear and SCUBA equipment that may be transported in boats using the transfer station.
- 6) Conduct additional monitoring downstream; Provide additional detail regarding the monitoring plan.
- 7) Provide information on the abandonment process and cost for the transfer station.

To complete this requirement the information must be given to Jean Romback-Bartels to be forwarded to the review committee of DNR and DOA representatives.

The FRNSA request to be present at the initial DNR – DOA meetings was denied.

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

### **a. Operations Report**

Lock Operations are concluded for the season. Currently working to complete indoor maintenance projects. Staff completed tuck pointing in the dry dock and bypass channel areas and will resume with tuck pointing in the north canal wall between Kaukauna Lock 3 and 4 next spring.

### **b. Approve 2015 Lock Operations Schedule**

The 2015 Operating Schedule

Menasha	April 17 through October 4
De Pere, Little Kaukauna	May 8 through October 4
Appleton 1, 2, 3, 4 & Cedars	May 22 through September 7

Cedars will go from Noon to 8:00 pm

Operating Procedures and Rates to stay the same as last year.

Motion made by Tim Rose to approve the 2015 Operations Schedule as presented.  
Motion seconded by Bill Raaths. Motion carried.

## **8. Communications**

Tim Rose reported on efforts to secure the two million dollars the Army Corps of Engineers still owes the Fox River Navigational System Authority. Tim said that we are establishing a relationship with political leaders to help in this effort. Recently, we have contacted Senator Johnson and Congressman Ribble.

## **9. Special Election of Officers, Bylaws 3.04**

A special Election of Officers was held to fill the position being vacated by Chairman Ron Van De Hey effective January 1, 2015. The following nominations were presented. FRNSA Chairman of the Board – Tim Rose. FRNSA Vice Chairman - Bill Raaths. FRNSA Treasurer –

John Vette. FRNSA Secretary – Jeffery Feldt. Will Dorsey made a motion to elect the officers as presented and that the election be effective January 1, 2015. Motion second by Jean Romback-Bartels. Motion passed unanimously.

#### **10. Other**

Board discussed a Special Day of recognition and celebration of retiring FRNSA Chairman Ron Van De Hey. Harlan Kiesow will assist with the planning. Date and location TBD.

Chairman Ron Van De Hey asked for a motion to adjourn the meeting. Motion by Jean Romback-Bartels. Second by Will Dorsey. Motion carried

Meeting adjourned 4:50 P. M.