

## Meeting Notice

Fox River Navigational System Authority Meeting  
3:00 P.M. Tuesday, September 22, 2015  
FRNSA Office  
1008 Augustine Street, Kaukauna, WI 54130

### AGENDA:

1. Introductions
2. Approval of Minutes of the August 2015 Authority Meeting
3. Financial Status Reports, *J. Vette*
  - a. Operational Budget
  - b. Capital Budget
  - c. Unlock the Fox Fund
  - d. **Resolution 5-16:** Approving FY 2014 Audit Contract
4. Capital Projects Committee Report, *W. Dorsey*
  - a. Kaukauna Locks Restoration Status and Stop Log/Coffer Dam Removal Recommendation
  - b. Approve Boldt Kaukauna Lock 1, 2, 3, Dry Dock Payment Request #015
  - c. Approve Boldt Kaukauna Lock 5 Payment Request #006
  - d. **Resolution 6-16:** Approving Janke Little Chute Canal Wall Change Order
  - e. **Resolution 7-16:** Approving Boldt Lock 1,2,3,DryDock Change Order
  - f. **Resolution 8-16:** Approving Janke Little Chute Lock House Sewer/Grading Change Order
  - g. Approve Kaukauna Canal Drainage System Repair Study
  - h. Little Kaukauna Lock Maintenance Repair Contract Status
  - i. Approve De Pere Lock Maintenance RFP
5. Property Committee Report, *K. Curren*
  - a. Property Transfer Update, *R. Stark*
  - b. Concept Approval: Appleton & Riverside Gardens Trail/Boardwalk, *T. Flick*
6. Visitor Center Committee Project Update, *T. Rose*
7. Rapide Croche Transfer Environmental Assessment Status, *R. Stark*
  - a. EPA Grant Request Status
8. Operations Report, *J. Van Boxtel*
  - a. Operations Report
9. Communications
  - a. Federal
  - b. State
  - c. Local
10. Other
  - a. Planning Committee/Executive Committee
    - (1.) Approve Strategic Planning Recommendation
    - (2.) Approve Preparing Marketing RFP

1008 Augustine Street  
Kaukauna, WI 54130  
Tele. 920-759-9833  
Fax: 920-759-9834

**FOX RIVER NAVIGATIONAL  
SYSTEM AUTHORITY**

**Summary of Proceedings**

Fox River Navigational System Authority Meeting  
3:00 P.M. Tuesday, September 22, 2015  
FRNSA Office  
1008 Augustine Street, Kaukauna, WI 54130

**Authority Members in Attendance:**

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

**Authority Members Absent:**

Jean Romback-Bartels, Wisconsin DNR  
Bill Raaths, Winnebago County

**Guests and Staff in Attendance:**

Robert Stark, FRNSA CEO  
Rodger Urbanek, FRNSA Administrative Assistant  
Phil Ramlet, OMNNI Associates  
Jim Van Boxtel Locks Manager  
Tim Shorts Dynamic Insights

Chairman Tim Rose called the meeting to order at 3:04 P.M.

**1. Introductions**

Chairman Tim Rose asked everyone attending to introduce themselves' to the meeting.

**2. Approval of Minutes of the August 25, 2015 Authority Meeting**

Chairman Tim Rose asked if there were any additions or corrections to the Minutes of the August 25, 2015, Board Meeting. Daina Penkiunas motioned to accept the August 25, 2015, Minutes. Motion seconded by Kathy Curren. Motion carried.

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

**a. Operational Budget**

Treasurer John Vette reviewed the Operational Budget with the Board. The budget looks good for the first two months of the year.

**b. Capital Budget**

Treasurer John Vette reviewed the Capital Budget for the Board. Treasurer Vette reported no outliers on the report.

**c. Unlock the Fox Fund**

Treasurer John Vette reported that the fund is at \$17,936,328.42, this is down from the beginning of the year which the balance was at \$20,794,510.91. This is the result of large expenditures for capital projects and investment results.

Treasurer John Vette motioned to accept the financial report. Motion was seconded by Daina Penkiunas. Motion carried.

**d. Resolution 5-16: Approving FY 2014 Audit Contract**

Robert Stark reviewed for the Board the resolution for the Audit Contract which was approved at an earlier meeting. Motion was made by Jeff Feldt to approve the FY 2014 Audit Contract Resolution 5-16. Motion seconded by Kathy Curren. Motion carried.

**Chairman Tim Rose changed the order of the meeting to accommodate Guest Tim Shorts**

**10. Other**

**a. Planning Committee/Executive Committee**

**(1.) Approve Strategic Planning Recommendation**

Tim Shorts representing Dynamic Insights reported on the results of the planning session held on July 28, 2015. The report summarized the flip charts developed during the planning session. There was a discussion among the board members on the information provided by Tim. Tim developed a draft of "Key Elements to Drive Future Communications" and presented it to the Board.

**(2.) Approve Preparing Marketing RFP**

Tim Shorts suggested that we should develop a Marketing plan RFP from the information gained during our planning session.

**4. Capital Projects Committee Report, W. Dorsey**

**a. Kaukauna Locks Restoration Status and Stop Log/Coffer Dam Removal Recommendation**

Robert Stark reported on the status of the Stop Log / Coffer Dam Removal to the Capitol Projects Committee. Following discussion, the Capital Projects Committee approved the removal of the Stop Logs / Coffer Dam removal recommendation. Motion was made and seconded to approve the removal at the committee meeting.

**b. Approve Boldt Kaukauna Lock 1, 2, 3, Dry Dock Payment Request #015**

Committee Chairman Will Dorsey presented to the Board Boldt Construction's payment request # 015 in the amount \$121,965.58. The payment was approved at the Capital Projects Committee meeting. Will Dorsey on behalf of the Committee motioned to approve the Boldt payment request #015. Motion was seconded by John Vette. Motion carried.

**c. Approve Boldt Kaukauna Lock 5 Payment Request #006**

Committee Chairman Will Dorsey presented to the Board Boldt Construction's payment request #6 in the amount \$350,712.66. The payment was approved at the Capital Projects Committee meeting. Will Dorsey on behalf of the Committee motioned to approve the Boldt payment request #6. Motion was seconded by Jeff Feldt. Motion carried.

**d. Resolution 6-16: Approving Janke Little Chute Canal Wall Change Order**

Committee Chairman Will Dorsey presented to the Board Resolution 6-16 approving Janke Construction Little Chute Canal Wall Change Order in the amount of \$54,145.26. This change order was approved at an earlier Board Meeting. Will Dorsey on the behalf of the Committee motioned to approve Resolution 6-16. The motion was seconded by Jeff Feldt. Motion carried.

**e. Resolution 7-16: Approving Boldt Lock 1,2,3, Dry Dock Change Order**

Committee Chairman Will Dorsey presented to the Board the Capital Project Committees recommendations to approve the change order in the amount of \$19,715.00. Will motioned to approve the change order. Motion seconded by Jeff Feldt. Motion carried.

**f. Resolution 8-16: Approving Janke Little Chute Lock House Sewer/Grading Change Order**

Committee Chairman Will Dorsey presented to the Board Resolution 8-16 approving Janke Construction Little Chute Lock House Sewer/Grading Change Order in the amount of \$17,271.26. This change order was approved at an earlier Board Meeting. Will Dorsey on behalf of the Committee motioned to approve Resolution 6-16. The motion was seconded by Jeff Feldt. Motion carried.

**g. Approve Kaukauna Canal Drainage System Repair Study**

Robert Stark reported on problems with the Kaukauna Canal Drainage System. After the canal was filled with water numerous water seepage problems were discovered. A study is needed to determine the proper repairs that are needed. The study will cost \$25,000.00 to \$30,000.00. Will Dorsey on behalf of the Committee motioned to approve the Kaukauna Canal Drainage study not to exceed \$30,000.00. Motion seconded by John Vette. Motion carried.

**h. Little Kaukauna Lock Maintenance Repair Contract Status**

Robert Stark reported that this is a project that we were going to do last Spring but the condition of the stop logs prevented the work being done. We have fabricated steel bulk heads to replace the stop logs, which we will now use to complete the maintenance. Lunda Construction will honor the contract as it was in the Spring of the year.

**i. Approve De Pere Lock Maintenance RFP**

Committee Chairman Will Dorsey presented to the Board the committee's approval of the De Pere Lock Maintenance RFP. Will Dorsey, on behalf of the Committee, motioned to approve the De Pere Lock RFP subject to language to be provided to address historic concerns of item 2.7. The motion was seconded by Jeff Feldt. Motion carried.

**5. Property Committee Report, K. Curren**

**a. Property Transfer Update, R. Stark**

Robert Stark reported that property transfers are on hold. The Corps of Engineers reported that they have not been able to secure anyone to demolish the garages at 1008 Augustine Street. We are looking now at possible demolition in November. We are working on the property transfer out grant on Lock #3 in Appleton and should go to the State shortly.

**b. Concept Approval: Appleton & Riverside Gardens Trail/Boardwalk, T. Flick**

Tom Flick Deputy Director of the City of Appleton Park and Recreation presented to the Board a plan the City of Appleton is proposing for increasing the trails. The project is River View Gardens to Olde Oneida Street. This new trail will connect with the Newberry Trail. Tom is looking for cooperation from FRNSA on the completion of this trail. The trail will cross FRNSA property. Jeff Feldt motioned to approve FRNSA's cooperation with the City of Appleton on this trail. Motion was seconded by Will Dorsey Motion carried.

**6. Visitor Center Committee Project Update, T. Rose**

Tim Rose reported on the Visitor Center. Tim reported that we will need to look at 237 and identify items that need to be change in 237 to help FRNSA on the Visitor Center Project. Tim reported that we are working with the State to have language inserted in 237. Tim reported that Roger Roth is working with us on the rewrite if 237 incorporating changes FRNSA needs along with changes DOA would like to see in 237.

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

Robert Stark reported that we are waiting on the DNR.

**a. EPA Grant Request Status**

We are working securing a \$600,000.00 Federal Grant for Rapide Croche

**8. Operations Report, J. Van Boxtel**

**a. Operations Report**

James Van Boxtel reported that the August Lock numbers are up. We had 265 students in 9 groups tour the Locks. James cautioned that the numbers may be down in September due to the DNR closing the Menasha Lock.

**9. Communications**

**a. Federal**

Army Corps of Engineers is holding their annual meeting. It will be at the Paper Valley Hotel on

October 8, 2015. FRNSA will be at the meeting anyone is welcome to join.

**b. State**

Wisconsin Department of Transportation has remitted their check in the amount of \$421,316.42, in partial payment of the grant for the Kaukauna Lock # 5 project.

**c. Local**

Fox Wisconsin Heritage Parkway communication to remind us that we volunteered to promote the Appleton Paddle between Appleton Lock #1 to Appleton Lock # 4 in conjunction with Oktoberfest.

Fox Wisconsin Heritage Parkway is having Open House on November 20, 2015, they will be allowing the public to view the work they have done on the Lock House in Little Chute.

Fox Wisconsin Heritage Parkway reported that they had a community member requesting that we open the Cedars Lock for a Kayak Color tour. We would be looking to the Board for the authorization for the expenditure of wages to take care of this event. The Board approved the expenditure looking for the Public Relations for this event.

Chairman Tim Rose adjourned the meeting at 4:40 p.m.