

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
3:00 P.M. Wednesday, June 23, 2010
FRNSA Office
Kaukauna, Wisconsin

Authority Members in Attendance:

Celestine Jeffreys, Brown County
Ron Van De Hey, Outagamie County
Tim Rose, Outagamie County
John Vette, Winnebago County
Charles Verhoeven, Wisconsin Department of Natural Resources
Will Stark, Brown County
Will Dorsey, Wisconsin Department of Transportation
James Draeger, Wisconsin State Historical Society VIA telephone

Authority Members Absent:

William Raaths, Winnebago County

Guests and Staff in Attendance:

Monica Klaeser, City of Appleton
Phil Ramlet, OMNNI Associates
Harlan Kiesow, FRNSA, CEO
Dennis Arnoldussen, FRNSA Operations Manager
Robert Stark, FRNSA, Staff
Ed Kleckner, Fox-Wisconsin Heritage Parkway Committee

Chairman Ronald Van De Hey called the meeting to order at 3:02 p.m.

1. **Introductions:** Chairman Van De Hey asked for introductions.
2. **Approval of Minutes of the May 2010 Authority Meeting:**

Chair Van De Hey called for additions or corrections to the minutes. A motion to approve the minutes as published was made by Charles Verhoeven and seconded by Will Dorsey. Motion passed unanimously.

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

Chair Van De Hey called for nominations for officers. Will Stark nominated Ron Van De Hey, Chairman; Bill Raaths, Vice Chairman; Tim Rose, Treasurer; and John Vette, Secretary. Nominations seconded by Will Dorsey. Motion passed unanimously.

Chair Van De Hey re-ordered the agenda pending the arrival of Treasurer Tim Rose.

6. Engineering Committee Report, *W. Dorsey*

a. Status of Appleton Locks Gate Issues

Harlan Kiesow stated there is a problem with leaking through the gates and some hinge pins keep coming up. The problems were discussed with Kevin Fores and Kevin indicated the warranty had expired but he will discuss with Phil Martini about working with the FRNSA. There is an Engineering Committee meeting scheduled with Phil Martini next week. Mr. Kiesow stated that while the leaks are a concern, the situation with the pins popping up is a major problem.

b. Approval of Kaukauna Lock #5 Design RFQ

Phil Ramlet discussed the Engineering Consultant RFQ that will be sent out next week to 10 firms. Proposals are due in August, and a recommendation to select a firm will be made at the August meeting. Mr. Ramlet indicated the selection cannot be based on price but must be made on the basis of quality as required by the terms of the grant. John Vette made a motion to approve the RFQ as presented. Charles Verhoeven seconded the motion. The motion passed unanimously.

c. Status of Menasha Lock Gate Repairs

Harlan Kiesow stated that Lunda has completed the work to repair the Menasha Lock gate and that the lock is operational.

e. Resolution No. 5-10: Menasha Lock Emergency Gate Repair Contract Approval

Will Dorsey made a motion to approve the contract with Lunda for emergency repairs to the Menasha Lock Gate. Harlan Kiesow stated this repair will be paid from Capital funds and will not affect the current operations budget. Tim Rose seconded the motion. The motion passed unanimously.

f. Little Chute Levee Janke Invoice Approval

g. Appleton Erosion Meltz Final Invoice Approval

Harlan Kiesow reviewed the two invoices. After discussion Will Dorsey made a motion to pay the Janke invoice for \$12,900.00, and the Meltz invoice for \$3850.00. The motion was seconded by Tim Rose. The motion passed unanimously.

Will Dorsey discussed the need to appoint a replacement for Jack Nelson on the Engineering Committee. John Vette volunteered to serve on the committee as the replacement for Jack Nelson.

4. Financial Status Reports, T. Rose

- a. Operational Budget
- b. Capital Budget
- c. Unlock the Fox Fund

Tim Rose reviewed the Financial Status Reports and stated we are still on budget except for categories that have gone over budget that were discussed at previous meetings.

5. Resolution 4-10: Adopting the Fiscal Year 2011 FRNSA Budget

Tim Rose stated that the proposed FY 2011 Budget includes \$50,000 to develop a Master Plan and Use of Properties Plan. Harlan Kiesow stated this was the only major change from the budget circulated to board members via e-mail with the meeting materials. The general increases are highlighted on the revised budget proposal distributed at the meeting today. 8% has been added to the Administrative budget to cover the costs of new fringe benefits and the catch-up of approximately \$15,000.00 to be paid to the Wisconsin Retirement System.

Tim Rose made a motion to approve the modified FY 2011 as presented. John Vette seconded the motion. The motion passed unanimously.

A discussion on the sources of funds the FRNSA relies upon to fund the budget followed.

8. Operations Report, D. Arnoldussen

Dennis Arnoldussen reported Lunda completed the repair to the Menasha Lock Gate. The bushing holding the gate pin turned causing a miss-alignment of the grease tube and the lack of grease caused the bushing to seize up and the hinge pin to fail.

Mr. Arnoldussen stated he is concerned with the pins that continue popping up in the newly repaired Appleton Locks and indicated he believed failures similar to the recent failure at Menasha could occur with those gates if the cause for the pins popping up is not corrected. His concerns were documented during the restoration of the Appleton Locks in memos dated 4/29/07 and 5/20/08.

Mr. Arnoldussen reported he has been working to clear weeds causing a problem with operation of the Little Chute Locks.

Charles Verhoeven stated that generally weeds are a problem this year because of the warm weather and that Zebra Mussels have cleaned up particulate and helping to clean the water, which helps the weeds to grow.

A lengthy-thorough discussion about the pin problem with the Appleton Locks followed. Chair Van De Hey requested that Dennis and Harlan create a document that states the facts and concerns to be used at the upcoming meeting with CR Meyer.

7. Property Committee Report, C. Jeffreys

a. Report on Lock Keeper House Project

Harlan Kiesow reported Janke Contractors is in the 1st phase or “tear off” phase of the three month process to remove shingles and windows to prepare for the repairs and replacements to follow. The final phase is painting. A construction coordination meeting is held Wednesdays. Work has begun on the 5th house. There are no significant issues to date. Work is progressing on schedule toward completion in October.

b. Report on Kaukauna Lock #5 Property Acquisition

Harlan Kiesow reported that the Friends of the Fox has applied for a Cost Share Grant from the DNR. After discussions with the DOA contacts, it was recommended that the Friends of the Fox will purchase the property and donate it to the FRNSA thus saving an approximate \$8,000.00 cost for land survey. The FRNSA will then donate the property cost to the Friends of the Fox Heritage Parkway project. The sale and transfer of the property will probably be completed by the next FRNSA Board Meeting.

Mr. Kiesow stated a Property Committee meeting would be held this month to complete the process and make a recommendation to the Board for final action for the acquisition of the Kaukauna Lock #5 adjacent properties.

c. FWHPC Recommendations on Four FRNSA Properties

Ed Kleckner discussed the handout in the meeting packet from the Fox-Wisconsin Heritage Parkway Committee. The handout discusses the recommendations of the FWHPC Committee relating to several of the FRNSA properties.

1. The first recommendation by the FWHPC Committee is to tear down the Menasha Lock Keeper House because it has no value to the Fox-Wisconsin Heritage Parkway.

Harlan Kiesow stated the Property Committee has had discussions about this property. The FRNSA has budgeted money next year to develop a FRNSA Master Plan for Properties. This plan needs to be prepared before considering tearing down the Menasha house. Also, the utilities used by the public rest room at the Menasha Lock/Trestle Trail Bridge pass through the house and this could be an issue.

2. The second recommendation of the FWHP Committee is that ½ of the dual trestle track bridge crossing the Fox River in Appleton should be acquired by the Friends of the Fox/City of Appleton to be persevered as a trail crossing for the trail through Lutz Park on one side of the river to the Newberry Trail on the other side of the river that connects to Telulah Park. Currently, the Canadian National Railroad actively uses only one side of the trestle for regularly scheduled freight train traffic. The two sides of the trestle tracks are 12 feet apart.

3. Third, the FWHP Committee is recommending that ownership of the “parking lot” portion of the property at Appleton Lock # 3 be maintained by the FRNSA as a possible future site for a FWHP Visitor Center. The FWHP Committee reasoning is that this property has good access and good visibility. Currently, the Eagle Flats development is also suggesting that it be allowed to purchase this property for use in their development plan.

Monica Klaeser, City of Appleton, stated that while the city of Appleton wants to see a Visitor Center in Appleton, the location currently recommended by the FWHP Committee might not be the best location. Ms. Klaeser stated Appleton needs time to come forward with a more formal plan.

Chair Van De Hey stated that the FRNSA has just budgeted funds for developing a FRNSA Master Plan and will likely not make decisions about this property before that study is completed.

Harlan Kiesow stated that the FRNSA would accept the recommendations from the East Central Wisconsin Regional Planning Commission/Fox-Wisconsin Heritage Parkway Committee because the FRNSA requested them. However, the FRNSA will not necessarily adopt the recommendations.

4. The fourth recommendation from the FWHP Committee is that the FRNSA should maintain the 15’ wide strip of FRNSA property between the river and the Foremost Property to be included as a part of a future park being proposed there by the City of Appleton.

5. The final recommendation from the FWHP Committee is to ensure the trail connection through the River Heath property development is maintained.

Harlan Kiesow recommended that the Board adopt a motion to accept the proposal from the ECWRPC/FWHP Committee for consideration and to place it into the FRNSA Master Plan that is going to be developed. The motion was made by Celestine Jeffreys and seconded by Will Stark. The motion passed unanimously.

Mr. Kleckner stated the relationship of the FWHP/FOF/FRNSA discussion would be held at a later date.

9. Communications, *H. Kiesow*

Harlan Kiesow passed out a proposed Boater Caution handout from the Friends of the Fox to be handed out by FRNSA lock tenders during the upcoming Holiday Weekend operation of the Appleton and Cedars Locks. After discussion, the consensus was that Harlan should work out the verbiage.

10. Other

Charles Verhoeven announced that his retirement from the DNR is effective the end of August and he is completing his work with the DNR in July.

Mr. Verhoeven stated he was glad for the opportunity to participate on the FRNSA Board to:

1. Maintain the public trust via Board decisions;
2. Ensure that the Rapide Croche barrier continues to be effective;
3. Determine that the actions of the FRNSA should never be a burden on the taxpayer and that the FRNSA needs to continue to be fiscally conservative.

The board thanked Mr. Verhoeven for his years of service.

There being no other business, Chair Van De Hey adjourned the meeting at 4:55 p.m.