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**FOX RIVER NAVIGATIONAL
SYSTEM AUTHORITY**

Summary of Proceedings

Fox River Navigational System Authority
3:00 P.M. Tuesday, September 27, 2011
Authority Office
Kaukauna, Wisconsin

Authority Members in Attendance:

Ron Van De Hey, Outagamie County
William Raaths, Winnebago County
Tim Rose, Outagamie County
Jean Romback-Bartels, Wisconsin Department of Natural Resources
John Vette, Winnebago County
Will Dorsey, Wisconsin Department of Transportation
Celestine Jeffreys, Brown County

Authority Members Absent:

James Draeger, Wisconsin State Historical Society
Open, Brown County

Guests and Staff in Attendance:

Jennifer Lehrke, LJM Architects, Inc
Mike Flack, De Pere Historical Preservation Commission
Jeff Rosner, GRAEF
Ed Kleckner, Fox-Wisconsin Heritage Parkway
Phil Ramlet, OMNNI Associates
Mike Lefebvre, GRAEF representing City of De Pere
Terry Noone, CR Meyer
Amy Vaclavik, McMahan
Harlan Kiesow, FRNSA CEO
Dennis Arnoldussen, FRNSA Operations Manager
Bob Stark, FRNSA staff

Chairman Ronald Van De Hey called the meeting to order at 3:07 p.m.

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

2. Approval of Minutes of August, 2011 Authority Meeting:

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

A motion to approve the August, 2011 minutes was made by Celestine Jeffreys. Second by Tim Rose. Motion passed unanimously.

Harlan Kiesow requested to re-order the agenda to present the Property Committee reports next.

5. **Property Committee Report, *Celestine Jeffreys***

a. **De Pere Trail Concept Design Approval, *Mike Lefebvre***

Mike Lefebvre reviewed the proposal for the De Pere Trail and noted changes from the original approved concept plan. Changes include lowering the clearance of the lift bridge over the canal from 14' to 12' to accommodate lowering the overall profile of the trail; using a form liner to resemble cut stone for the poured concrete retaining wall; modify the trail railing; moving the kayak portage into the apartment boat basin on the upstream end of the lock.

Celestine Jeffreys commented on the proposed changes and reviewed discussions from the Property Committee meeting just concluded.

Celestine Jeffreys made a motion to approve the revised De Pere Trail Design as approved by the Property Committee. Motion second by John Vette. Motion passed unanimously.

b. **Report on De Pere Lock House Adaptive Use, *J. Lehrke***

Jennifer Lehrke presented a review of the very comprehensive report for the adaptive use study developed for the De Pere Lock House. The study was funded by grants received by the De Pere Historic Preservation Commission. The three potential uses seen as being the most viable from an economic standpoint include:

- Recreational shelter with rentals facility for boating, fishing, kayaking
- Office space for government or regulatory agency
- Lodging for Heritage Tourism guests

Restoration and conversion of the interior of the house could cost as much as \$564,000.00 according to the report analysis of uses.

A digital copy of the report will be made available on www.foxriverlocks.org

Tim Rose raised concerns on whether and how donors will be recognized.

John Vette noted the need for consistent signage.

Ed Kleckner reported that interpretive, location, and directional signage are being developed in the Fox-Wisconsin Heritage Parkway Interpretive Master Plan that the FRNSA may want to adopt for these uses.

Celestine Jeffreys made a motion to receive the De Pere Lock House report and to place on file. Motion second by Jean Romback-Bartels. Motion passed unanimously.

c. Little Chute Pedestrian Bridge and Trail Project Update

Celestine Jeffreys reported modifications to the trail location approved by the Property Committee. The changes are needed to slightly re-locate portions of the trail for grade purposes. This does not change the bridge location or trail concept previously approved by the board. A walk-through at the site will be conducted tomorrow.

3. Financial Status Reports, *Tim Rose*

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

Tim Rose reviewed the Operational and Capital spending and stated all are in line with budget. The Unlock the Fox Fund investment report shows market losses are continuing.

Bill Raaths asked whether Associated Bank is doing projections on anticipated expenditures.

Harlan Kiesow stated a list of anticipated expenditures showing the timing of draws has been given to Associated so they can plan cash requirements and develop a cash flow plan.

d. Approval of Biennial (FY2010-2011) Audit Contract Proposal

Harlan Kiesow reported he has received a proposal for the 2-Year Audit from Erickson and Associates at a cost of \$5800.00. If it is necessary to also do a Single Audit pertaining to the Federal Funds the additional cost is \$1000.00. Mr. Kiesow stated this is consistent with previous estimates.

Tim Rose made a motion to approve the estimated audit costs as presented. Motion second by Bill Raaths. Motion passed unanimously.

Tim Rose made a motion to approve the financial reports as presented and to place on file. Motion second by Bill Raaths. Motion passed unanimously.

4. Engineering Committee Report, *Will Dorsey*

a. Report on Kaukauna Lock #5 Design Contract, *McMahon Engineers*

Amy Vaclavik handed out a report detailing the plan for the Project Definition Phase for Kaukauna Lock #5 and reviewed the progress to date. The schedule calls for a

presentation of the preliminary report October 25, 2011 and completion of the project end of November 2011.

Harlan Kiesow reported that excavation to inspect the construction and condition of the outside of the lock gravity walls is completed.

b. Report on Kaukauna Lock #4 Design /Build Contract, CR Meyer

Terry Noone reported the progress CR Meyer is making on the Lock #4 restoration is on schedule. Concrete work and tuck-pointing is ongoing. Beams for the lock doors have been ordered. It is anticipated the doors will be built and installed next spring.

6. AIS Committee Report, H. Kiesow

Harlan Kiesow stated the final report on the Boaters Survey is expected October 12.

Jean Romback-Bartels reported a new AIS Specialist from the DNR is being appointed to the AIS Committee. The current representative has been appointed to a new position in Oshkosh.

Will Dorsey discussed whether the FRNSA should present a Rapide Croche AIS position paper to the Governor.

Tim Rose discussed the possibility for GLRI funding for the Rapide Croche AIS Project. Jean Romback-Bartels reported she could assist with preparation of a GLRI grant.

7. Operations Report, D. Arnoldussen

Dennis Arnoldussen reported Harlan Kiesow was able to secure the services of Outagamie County Highway Department to cut the weeds along the Little Chute Levee and that the work has been completed. Cost is estimated at \$150/hour for use of the machine and operator.

This year the garage at Appleton Lock #1 was rebuilt and the Appleton Lock Shacks have been repainted. Significant progress has been made cleaning and grubbing lock properties. Similar work will continue next year.

119 kayaks and canoes participated in the paddle event held in Appleton last weekend. Appleton Fire and Outagamie County emergency boats accompanied the paddlers through the locks and along their course.

Sunday is the last scheduled day for the locks operations this season. It is expected that some commercial use will continue until freeze-up.

There has been no vandalism. Perhaps the clean-up efforts are helping to curtail vandalism.

The anticipated Riverview Development work above Appleton Lock #1 could cause problems with the slope. Coordination with the City of Appleton is needed.

8. **Communications, H. Kiesow**

Harlan Kiesow reported he recently presented a PowerPoint report on the locks to the American Society of Engineers meeting in Appleton.

The FWHP recently held an event to develop a profile of past locktender life. Information is on www.foxriverlocks.org.

Tim Rose, John Vette, Harlan Kiesow, and Bob Stark met with the DOA representatives and liaison Gill Funk in Madison to discuss the Fundraising Completion, the FRNSA and Community Foundations fiduciary relationship, and the Kaukauna Lock #5 land transfer.

The Corps of Engineers will be holding its Annual Lake Winnebago public meeting October 25, 2011 at the Paper Valley Hotel in Appleton at 3 p.m.

Tim Rose discussed the state of the Menasha and Lawe Street lock house proposals. Harlan Kiesow stated the Menasha mayor is interested potential uses and that the FWHP is re-considering its proposal to demolish the house. The Lawe Street house will be worked on in two weeks with the installation of shutters, fixing the soffits, but will not be painted until next year.

9. **Summary of Fund Raising Ceremony**

Harlan Kiesow stated the Consensus is the event was well done and successful. A special "Thank You" plaque will be created and presented to 7Cs owners Mike and Bill Castle to recognize their participation.

10. **Other**

Harlan Kiesow reported a request to extend the lease on the Temporary Bridge at Little Chute has been discussed with the HOV and Little Chute. Their proposal is to pay the \$24,800.00 cost for the 2-year extension. The proposal will be circulated by email when it is received for approval. *Note: The Little Chute Temporary Bridge Extension contract was approved by email resolution vote on 10/12/11 with unanimous approval.*

A letter was received from the De Pere Historic Preservation Commission proposing the De Pere Lock and Dam Historic District be designated a Local Landmark.

There being no other business Celestine Jeffreys made a motion to adjourn. Chair Van De Hey adjourned the meeting at 4:31 p.m.

