

Summary of Proceedings Minutes

Fox River Navigational System Authority

- Board Meeting, 3:00 P.M.
Tuesday, January 23, 2018
FRNSA Office

1008 Augustine Street, Kaukauna, WI 54130

Authority Members in Attendance:

Tim Rose, Outagamie County
Jean Romback-Bartels Wisconsin DNR
Bruce Enke, Brown County
Daina Penkiunas, Wisconsin Historical Society
John Vette, Winnebago County
Will Dorsey, Wisconsin Department of Transportation
Kathryn Curren, Brown County

Authority Members Absent:

Bill Raaths, Winnebago County
Jeff Feldt, Outagamie County

Guests and Staff in Attendance:

Jeremy Cords, FRNSA CEO
Tim Short, Winnebago County/Dynamic Insights
Jessica Akstulewicz, FRNSA Administrative Assistant
Mary Schmidt, Schmidt Communications
Brian Roebke, Times Villager
Tim Bolwerk, OMNNI Associates
Randy Stadtmueller, Eagle Flats
Ed Kleckner, FOF
Scott Vanevenhoven, FRNSA COO

Chairman Tim Rose called the meeting to order at 3:01 P.M.

1. Review and approve meeting minutes
 - December 5, 2017 Meeting Minutes

Chairman Tim Rose asked if there were any additions or corrections to the Minutes of the December 5, 2017, Board Meeting.

Daina Penkiunas made a motion to accept the December 5, 2017, Minutes. Bruce Enke seconded the motion. Motion passed unanimously.

2. Reports from Officers, Members, Committees

- Jeremy
 - Projects – update
 - De Pere Lock - Levee (Sink Hole) Repair
 - Update
 - Martell poured concrete sidewalk Dec 5
 - See photo that Tina Kowitz had sent dated May 15, 1894. He will be working on the results further over the next couple of weeks. <S:\1 FRNSA Library\Lock 18 De Pere\Site Plan Schematic Map>

Jeremy Cords asked Tim Bolwerk to give an update to FRNSA on the De Pere Lock Levee Repair. Tim Bolwerk reviewed a summary/notes document he prepared and distributed to the FRNSA board that showed what has been completed per the requirements of the WDNR permit, what is currently on going, found from repair, monitoring and electrical resistivity study, other background information, concerns, recommendations and other misc. items with regards to the levee repair. Informational and ongoing.

Tim Bolwerk presented a change order from McMullen and Pitz for additional time required for repair of the sinkhole areas plus estimated time for clean-up of materials stockpiled on the levee during the emergency repairs. Tim Bolwerk recommends approval for up to another \$15,000.

Will Dorsey made a motion to approve the McMullen and Pitz Change Order with regards to the De Pere Lock Levee Repair (Sinkhole) for up to another \$15,000. Bruce Enke seconded the motion. Motion passed unanimously.

- [Approval for Payment](#) – Click to view

Jeremy Cords reviewed the various approval of payments listed below with the board. Tim Bolwerk recommends payment to McMullen and Pitz, Lunda and Calnin and Goss invoices.

- Omni – Professional Services Invoice - \$14,189.12

Review for Informational Purposes Only

- McMullen and Pitz – De Pere Lock Emergency Levee Repairs - \$12,330.71

John Vette made a motion to approve the McMullen and Pitz- De Pere Lock Emergency Levee Repairs Invoice in the amount of \$12,330.71. Daina Penkiunas seconded the motion. Motion passed unanimously.

- Security Luebke HQ Roofing \$70,000 – began November 29, 2017 – shut off back-up generator on 12-7-17, the roof will be done before Christmas. Pictures <S:\1 FRNSA Library\2 FRNSA Kaukauna Office\1 Projects\Luebke Roofing 2018>

Security Luebke HQ Roofing has been complete and payment will be made. Informational Purposes only, previously approved.

- Appleton Lock #2
 - Edison Trench (Appleton Canal Cut-Off Repair) – up to \$15,000 approval
 - Appleton Lock 2 – Dredging and Valve Shed Beams – Done Dec 5
 - \$5,796.55 - Valve Shed
 - \$4,007.14 - Dredging

Daina Penkiunas made a motion to approve the Lunda Appleton Lock #2 Invoices in the amount of \$5,796.55 for the valve shed and \$4,007.14 for dredging. John Vette seconded the motion. Motion passed unanimously.

- Kaukauna Lock #5 – [Rip Rap](#) picture
 - Calnin and Goss - Done
 - \$4,454.00

John Vette made a motion to approve the Calnin and Goss, Kaukauna Lock #5 Invoice in the amount of \$4,454.00 for the 300 ft. of driveway base and Rip Rap. Jean Rombach-Bartels seconded the motion. Motion passed unanimously.

- Little Chute Lock - [Door Strap approved project \\$15k contract](#)
 - Guard Lock closed (to slowly drain canal for Lunda to do work) – Sunday Dec 3, 2017
 - Valves opened at
 - Little Chute
 - Combined Locks
 - Work has not taken place yet 1-23-18jc

Review for Informational Purposes Only

- Kaukauna Utilities Unobstructed Fishing Pier –
 - Tim B – will call the city on the right of way for the fence – mean time the FRNSA Staff put rocks in the area to represent and fence and it has been working and looks good.
 - [Picture of gate](#) that was installed

Review for Informational Purposes Only

- Projects - Pending
 - Records Management
 - Scanning Files/Records – working with Omni and Master Blue Print – Cari Bodoh, prepared the resolution and contract for Kim Cooley and the scanning project.
 - RDA creation (Daina)
 - Met with Abbie and Andrew 1-18-18 for consult on RDA and best practices for records keeping

John Vette made a motion to approve the records management project allowing Jeremy Cords to move forward with the resolution and contract to begin the project at FRNSA. Kathryn Curren seconded the motion. Motion passed unanimously

- Tim Rose
 - Smith-Root Feasibility Study Electrical Fish Deterrent System
 - 12-7-17 meeting at Omni with Phil, Tim B, Bruce B, Melissa and Cari reviewed proposal for design contract. Came up with a list of questions and shared with Jason Kent
 - eDNA
 - [eDNA Study](#)
 - [eDNA Excel file](#)
 - [Professor Bart DeStasio](#)

Tim Rose stated Phil Ramlet put some document material for cost together and sent to businesses and waiting for feedback from them to present to FRNSA board. Ongoing and further information to be presented at February meeting.

Tim Rose asked Jean Romback-Bartels to update the board on the second Smith-Root Feasibility Study from DNR standpoint. Jean Romback-Bartels gave an update to the board, Overview of the previous studies were discussed along with the upcoming Goby meeting. Next Goby meeting will take place January 29, 2018. Mary Schmidt suggests closer to season start up that Jeremy Cords and she do a press update to the public again with regards to Menasha.

- Visitor Center
 - Stadtmueller, Ramlet, Split Rock
 - Joint Finance Committee
 - Madison – Administrative Affairs Sub-Committee 12-13-17
 - Met with Stadtmueller 12-22-17 review [Visitor Center Plans \(early draft concepts\)](#)

- Atom-atom and Animatronics
- Split Rock Estimates
 - \$729,588 - Materials
 - \$16,750 – re-evaluate floor space and make changes to accommodate more room

Tim Rose shared some Atom-atom and Animatronics information with the board.

Tim Rose reported on the building, transaction and estimates of the visitor center. Three meetings have taken place since last board meeting discussing the footprint on the property and the details of the transaction of the building. Tim Rose made the board aware that at this time waiting for Joint Finance Committee to sign it across, then Randy Stadtmueller will meet with State of WI on the transaction. After that, the next steps for FRNSA will be working with Randy Stadtmueller on a purchase/closing transaction plan with an easement. FRNSA has 3 options available: first is to buy space out right, second is to lease space with agreement on when and how will buy it future and third option is to lease space and not own it. Further discussion was held. Tim Rose recommends a motion to commit to making a lease purchase agreement Easement between Randy Stadtmueller and FRNSA with regards to the Visitor Center.

Kathryn Curren made a motion to approve commitment to make a lease purchase agreement Easement between Randy Stadtmueller and FRNSA (allowing FRNSA to own 1st floor of the Visitor Center) John Vette seconded the motion. Motion passed unanimously.

- Bridges update

To be discussed in closed session

- Executive Committee Report

Nothing to Report-No Meeting

- John Vette
 - Financial Status Reports
 - Unlock the Fox Fund
 - Modified Cash Flow Statement

John Vette reviewed the Unlock the Fox Fund managed by the Community Foundations and Associated Bank and Modified Cash Flow Statement.

John Vette made a motion to approve the Financial Reports. Will Dorsey seconded the motion. Motion passed unanimously.

- Kathryn Curren
 - Property Committee Report

Review for Informational Purposes Only. Kathryn Curren stated the property committee met on January 23, 2018 and discussed the visitor center including looking for volunteers for a visitor center subcommittee, UWSP study on camping, a possible UWO study on the economics of camping and the broad street house purchase. Kathryn Curren updated the board on these items they discussed for review and informational purposes only. Next Property Committee Meeting will be held on February 27, 2018.

- Bruce Enke – update
 - Rapide Croche Boat Transfer Station Report
 - Examples on any of the documents - Readers Digest version.....

Review for Informational Purposes Only. Bruce Enke updated the board on the Rapide Croche Boat Transfer Station stating meetings are being held and background work will continue at this time.

- Jean Romback-Bartels
 - GLRI Grant
 - Recreational Opportunities Study
 - Central Payroll

Ongoing, no new updates.

- Daina Penkiunas
 - Historical Heritage awareness – importance of the Locks
 - Pending projects – considerations

Review for Informational Purposes Only. Daina Penkiunas stated an email has been sent to Tim Rose and Jeremy Cords with regards to some concern on some smaller buildings that are in disrepair suggesting another condition assessment in the near future on the Historical Heritage of the locks and buildings.

3. Unfinished Business and General Orders

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Bruce Enke further reported to the board on the camping at Rapide Croche with a document he found making sure the board (Kathryn Curren-Property Committee) is aware to take a look at all areas when working with the camping aspect because all visitors regardless of boat, kayak, canoe, etc. with shoes on are required to walk through a disinfectant solution to kill any potential AIS at Rapide Croche. Kathryn Curren will make note and discuss at her next meeting with the camping study crew.

Tim Rose suggested to the board a committee be formed in the future for planning, marketing, etc. purposes to help level out and flow items that arise before coming to the FRNSA CEO and Board. Tim Rose asked Tim Short, with his planning background to head up the suggested committee.

Tim Rose further updated the board stating himself and Jeremy Cords met with Dan Larson with regards to making a commercial video for FRNSA by drone to better help advertise and get our FRNSA name and the visitor center view and what we do out to the public. Dan Larson will draw up a proposal to present to the board for further discussion and approval at a future meeting. Mary Schmidt further reported to the board that Dan Larson is currently making a documentary on the Fox Locks for FRNSA at no cost to FRNSA with plans to sell to WI Public TV for airing purposes.

Tim Rose reported appointments came through for Bruce Enke and Jeff Feldt. Tim Short appointment is still pending.

4. New Business

- SHPO - Kaukauna Lock 5 Lock Tender's Station

Jeremy Cords asked Daina Penkiunas to update the board on the Kaukauna Lock 5 Lock Tender Station. Daina Penkiunas stated it is a contributing building to the lock from roughly 1917. Tim Rose suggests the property committee further review it and bring a proposal back to the board at a future meeting. Daina Penkiunas further stated a bigger picture study would be best.

Bruce Enke made the motion to adjourn and go into closed session of the board meeting at 4:25pm. The motion was seconded by Will Dorsey. Motion approved unanimously.

5. Closed Session in accordance with Ss.19.85

- Bridges
- Employee Benefits – WDC resolution

Vote to return to open session

Bruce Enke made the motion to return to open session of the board meeting. The motion was seconded by Will Dorsey. Motion approved unanimously.

Closed session was adjourned at 5:19 PM by Chairman Tim Rose.

Action on Closed Session item(s)

Will Dorsey made a motion to approve Employee Benefits- WDC Resolution, motion seconded by Jean Romback-Bartels. Motion approved unanimously.

6. Adjournment

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Chairman Tim Rose asked for a motion to adjourn the meeting. Jean Romback-Bartels made the motion to adjourn the meeting. The motion was seconded by Daina Penkiunas. Motion carried.

Open session meeting was adjourned at 5:20 PM by Chairman Tim Rose.