

Meeting Notice

Tuesday October 23, 2018 - Board Meeting 3:00pm
FRNSA Office Boardroom

Present: Tim Rose (Chair), John Vette (T), Kathryn Curren (S), Bruce Enke (Rapid Croche), Tim Short, Jean Romback-Bartels (DNR), William Dorsey (DOT), Daina Penkiunas (SHPO), Jeffery Feldt (VC), Jeremy Cords, Phil Moy

Missing: no one

Agenda:

1. Introductions
2. Review and approve meeting minutes from last Board Meeting motion to approve made by Short, approve Dorsey, passed unanimously
3. Needs Action - Jeremy
 - **Update on Visitor Center:** Randy Stadtmueller gave board update of the status of Visitor Center project/Eagle Flats. State has approved transfer of property; real estate at lock 3 near Lawe St. is close to closing. Next steps are to jointly make zoning application, gain a building permit, and design of the building is targeted for 11.18. Stadtmueller is hiring a design consultant for residential part of building. City of Appleton will review attributes of public access for site. Stadtmueller targets going to Appleton plan commission in Jan of '19, and the project is targeted for construction in spring of '19. Stadtmueller indicated the city approves of the project, but it needs further details before putting together a TIFF plan. Discussion ensued regarding shore improvements that need to happen before construction. Chair Rose asked to expand the scope of the executive committee to function as the building committee and board agreed.
 - **Invoices:** board reviewed invoices from Omni and Associates and Calnin and Goss for the trench at Lock 2. Jeremy reviewed billing information. Motion to approve invoices by Penkiunas, second by Vette, passed unanimously
 - **Reviewed invoicing from attorney** Steve Krause. Motion to approve invoices by Short, second by Feldt, passed unanimously
3. Updates
 - Army Corps of Engineers: We attended annual meeting of the Corps.
 - De Pere Levee Update: any construction will be delayed until spring of '19.
 - Dry Dock at Kaukauna: Jeremy will meet with Jenna Borski from DNR and will discuss with options for the dry dock at the Kaukauna location.
4. Operations
 - **End of Season Locks Report:** '18 user fees were higher than '17, and more passengers in '18 than '17.
 - **Cell Phones, Office Lines and Fax Lines:** Conversions, Upgrades and Savings, and now with Verizon because staff negotiated additional free smart phones with the new contract. Two lines in the office to increase customer service.
 - **Winter Projects**

Fox River Navigational System Authority

1008 Augustine St
Kaukauna, WI 54130

Timothy Rose, Chairman
Jeremy Cords, CEO
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- Lock 2 Kaukauna (Seepage): staff will cut down trees and OMNI will help get seepage issue resolved
 - Lock 5 Kaukauna Garage Rehab Completed: staff finished new roof, siding and garage door. Parking lot has been expanded and landscaping improved.
 - Locks Walk Thru: Planning to do this with staff to review updates/repairs needed during winter months. Maintenance team will be checking locks during off-season to monitor safety/access, etc.
 - Small Engine Maintenance is underway for winter season
 - Develop Lockage Fee Credit Card System
 - Staff--Creating position descriptions and an evaluation system for staff during the off season
5. Reports from Officers, Members, Committees
- **Tim Short: Financial Status Reports**
 - **Unlock the Fox Fund:** value went down significantly in September due to stock market. Several board members met with bankers at Fox Cities Community Foundation. We are still above the objective for annual income, but under the new MOA, they are supposed to help us with fundraising. Our next steps are to meet with fund advisors within the Community Foundation for assistance with Unlock the Fox.
 - **Board statement:** staffing expense should be over budget for year, utilities are in line, and administrative expenses are trending a bit higher, but could be due to timing of expenses. Overall finances are in good shape relative to budget. Tim proposed doing a budget exceptions report rather than a full financial review for the board.
 - **Motion to approve financial report** by Feldt, second by Penkiunas, passed unanimously
 - **Tim Rose**
 - **Menasha Lock Electric/Water Velocity Barrier:** We submitted report to DNR, DNR did not approve. Jean Romback-Bartels said in order for DNR to be able to move forward with permits, or sign off on design, DNR needs to see an engineering design. Board at September meeting approved moving forward on design.
 - Tim reported on **potential fundraising contacts** with Boldt Company, Rhoades Foundation and updated board on discussions with representatives from foundations. Tim updated board on potential video displays for Visitor Center.
 - **Executive Committee:** refined all meeting dates for the next year.
 - **Kathryn Curren/Property Committee:** met with lock tenders to review property issues. Regarding Omni Inventory Proposal there was discussion that it could be streamlined and committee will review another estimate.
 - **John Vette Fundraising update:** Donations came in for operations
6. **Unfinished Business and General Orders**
- Will Dorsey reported that on 10.29 DOT will do final acceptance testing with the Little Chute Bridge and it will be turned over to the Village.

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7. New Business

- Tim Short reviewed a planning document that outlined projects and milestones for the next 3 years. His document identified preliminary timelines for starting key projects and discussion was held to refine dates, determine priority of projects, and timing. Tim asked board member to get changes to Tim, Tim, and Jeremy.
8. Adjournment: motion to adjourn made by Dorsey, second Feldt, passed unanimously.
 9. Meeting adjourned at 5:17