

Fox River Navigational System Authority

1008 Augustine St
Kaukauna, WI 54130

Timothy Rose, Chairman
Jeremy Cords, CEO
Telephone: 920-759-9833
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**Summary of Proceedings
Minutes**

Fox River Navigational System Authority

- Board Meeting, 3:00 P.M.
Tuesday, April 24, 2018

FRNSA Office

1008 Augustine Street, Kaukauna, WI 54130

Authority Members in Attendance:

Tim Rose, Outagamie County
Jean Rombach-Bartels Wisconsin DNR
Daina Penkiunas, Wisconsin Historical Society
John Vette, Winnebago County
Bruce Enke, Brown County
Kathryn Curren, Brown County
Jeff Feldt, Outagamie County
Tim Short, Winnebago County/Dynamic Insights
Will Dorsey, Wisconsin Department of Transportation

Authority Members Absent:

Guests and Staff in Attendance:

Jeremy Cords, FRNSA CEO
Jessica Akstulewicz, FRNSA Administrative Assistant
Eric Knapowski, FRNSA Lock Tender
Phil Ramlet, OMNNI Associates

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

1. Introductions
2. Review and approve meeting minutes from last Board Meeting

Kathy Curren made a motion to accept the March 27, 2018, Minutes. Jeff Feldt seconded the motion. Motion passed unanimously.

3. Needs Action - Jeremy
 - a. Approval to pay
 - Lawrence University invoice for \$8,900 Fox River Monitoring Plan
 - Lawrence University invoice for \$15,975.49 L. Winnebago Monitoring Plan

Previously approved at February 2017 Board Meeting

- Attorney Steve Krause Invoice \$7,380 Sept 2016 – May 2017

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Jean Romback Bartels made a motion to approve Attorney Steve Krause Invoice for various billable tasks. Bruce Enke seconded the motion. Motion passed unanimously.

- b. Approval of projected expenses for monitoring plans
 - Lawrence University invoice for \$16,196.17 Spiny Water Flea and Round Goby Sampling proposal
 - Lawrence University invoice for \$14,938.08 Rapid Croche AIS Monitoring Plan

Tim Rose made a suggestion to post pone the upcoming monitoring plans and further reevaluate if need to continue the monitoring and bring back to a future meeting.

Kathy Curren made a motion to table the projected expenses for monitoring plans of the Spiny Water Flea and Round Goby Sampling proposal and Rapid Croche AIS Monitoring until the board can reevaluate if need to continue monitoring. Jeff Feldt seconded the motion. Motion passed unanimously.

- c. Previously approved FYI
 - Omni and Associates \$17,035.43

Review for Informational Purposes Only

- 4. Reports from Officers, Members, Committees
 - a. John Vette
 - i. Financial Status Reports
 - 1. Unlock the Fox Fund
 - a. Board Statement
 - b. Unlock the Fox Funds FYE 2018 report
 - c. Community Foundation for the Fox Valley
 - 2. Modified Cash Flow Statement

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

Jeremy Cords and John Vette further discussed the current budget that was approved in June 2017 in more depth and made the board aware and discussed some of the budgeted category items that are over budget. Discussion was held. Jeremy Cords made the board aware that the next budget will be tighter with more accurate budget amounts in each category. Information Purposes Only

Jeremy Cords further reported to the board that John Vette, our accountants (Endries, Otto) and he will be working on a financial reconstruction of all statements (new accounting system) for the upcoming New Year, which is July 2018.

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John Vette made a motion to approve the Financial Reports. Daina Penkiunas seconded the motion. Motion passed unanimously.

Tim Rose reported on the Community Foundations Meetings that Jeremy Cords, John Vette and Tim Rose attended with regards to the MOA. Discussion of the MOA and the details of responsibilities of the Foundations vs FRNSA was held at the meeting. The meeting went well and all parties came to an agreement with it and it is now ready to be signed. Tim Rose further had Attorney Steve Krause review it for FRNSA that he made the board aware of. MOA distributed to board members. Tim Rose and John Vette requested the board review it by May 1, 2018 and report any issues and or changes they may have to Jeremy Cords. Tim Rose would like to see the MOA reviewed, formatting updates made and signed by May 4, 2018.

b. Tim Rose

i. Updates

1. Menasha Lock

a. Four Objectives study – update

Tim Rose reported Smith Root will supply FRNSA with the answers to the four objective study questions requested of them by FRNSA that was approved at a previous special board meeting to do the over the next 3 weeks. Informational purposes only.

2. Visitor Center

a. Joint Finance Committee

Tim Rose reported approval was made for the visitor center. Jeremy Cords, Randy Stadtmueller and Tim Rose attended the Joint Finance Committee meeting that was held with regards to it passing muster. The committee has 15 members and 14 were in attendance and voted 14-0 to approve. The next steps are the land will go from the State to Randy once Randy pays the agreed amount to the state for the land and obtains the deeds, then Randy will give FRNSA the deed to the rest of the property. FRNSA will then register the property and Randy closes after. Tim Rose stated it is continuing to move along in the right direction.

b. Layout, Split Rock

Tim Rose reviewed a handout that shows layout of the visitor center with the FRNSA board members. Discussion was held with regards to the layout. The view of the locks for visitors, storage, office space, elevator access and doors were some of the main items of concern for the FRNSA board members at this time. Phil Ramlet, Omni further stated they are still re vamping and will be done over the next 6 to 8 weeks and will bring it back for further review and discussion at a future meeting.

3. Lock Tender Houses – action Little Chute and De Pere

Tim Rose asked Daina Penkiunas when doing the inventory does FRNSA need a historically trained representative or a good constructional engineer. Daina Penkiunas responded with needing someone who can look at the buildings and provide an assessment of the buildings conditions. Structural conditions. New

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roof. Historic architect or constructional engineer is fine but needs to understand the historic importance of the buildings.

4. Bridges

Tim Rose reported to the board that the Executive committee asked a letter be written to the coast guard pushing for a date and announce to all outlets. Jean Romback-Bartels further requested the letter to include if date comes and not completed what action will be taken at that point. FRNSA's reason behind the letter requesting a definite date is to help guide FRNSA on the dates to work at opening the entire locks system allowing for full access up and down the river to the public and without the date to get the bridge operational FRNSA is concerned full access of the rivers will not ever be possible or happen. Tim Rose volunteered to write the letter. FRNSA is under the impression that City of Kaukauna at this time has given the \$880k back from the grant they received to get the bridge operational. Will Dorsey further stated and recommended FRNSA give weekly/monthly updates to the coast guard on our progress at making the rivers fully navigational.

ii. Executive Committee Report

1. Update on discussed items from Executive Committee Meeting earlier in day

c. Will Dorsey

- i. Bridges (Kaukauna, Little Chute)

Kaukauna Bridge was discussed under number 4

Will Dorsey reported on the Little Chute Bridge stating a couple meetings were held and feels the bridge itself isn't as bad as what was previously presented. Little Chute will test the bounce further and attempt to fix with possibly replacing the hydraulics systems at a cost of \$6 to \$8k range. If that attempt doesn't work Little Chute and DOT it will stay the way it is. It does open and close. No structural problems and will not be in use much. Deadline to have resolution on the pedestrian walking bridge will be Memorial Day Weekend. Jeremy Cords further asked who operates the bridge. Will Dorsey responded Lunda does at this time? Tim Rose followed up and asked next year who will, will they ask FRNSA? Will Dorsey says that is unknown at this time but could ask FRNSA to operate, yes.

d. Daina Penkiunas

- i.

Nothing to Report

e. Kathryn Curren

- i. Property Committee Report

Kathy Curren reported that Broad Street house in Menasha was approved to purchase by the property committee and the board previously but still working out some items/issues before proceeding. Further discussion was held, including owner of property requesting a letter from our bank showing funds are liquid and available for closing so he can take accepted offer if we can come to terms and buy another house.

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Phil Ramlet's recommendation to FRNSA is make an offer with a phase 1 including Environmental due diligence. Kathy Curren to make the proposal. Ongoing and to be brought back to a future board meeting.

Kathy Curren reported on the UW Stevens Point Study stating an email was received from Professor Laura Mc Entire asking how the students can identify and plan around the archeological resources on the site. The recommendation is to direct them to Daina Penkiunas for more information. Kathy Curren invited the board to the presentation being held Thursday, May, 10, 2018 from 1-3. Kathy Curren will send an invite to the board members.

- f. Bruce Enke –
 - i. Rapide Croche

Bruce Enke wanted to follow up on a committee for Menasha that was approved to be formed at a previous meeting. Purpose of committee: Navigation of Process similar to Rapide Croche committee.

Tim Rose asked any suggestions on where we can find members beyond Bruce Enke, Jean Romback-Bartels stated a DNR representative if a committee is formed would be available. Phil Ramlet stated he would be willing to sit in on the committee as well. Both Phil Ramlet and Jean Romback-Bartels further suggested Yacht Club, Walleyes for Tomorrow. Tim Rose asked that everyone brainstorm over next 2 weeks and bring back suggestions to the next board meeting.

- g. Jean Romback-Bartels
 - i.

Nothing to Report

- 5. Unfinished Business and General Orders
 - a.

Nothing to Report

- 6. New Business
 - a.

Nothing to Report

- 7. Closed Session in accordance with Ss.19.85

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Jeff Feldt made the motion to adjourn and go into closed session of the board meeting at 4:38pm. The motion was seconded by Daina Penkiunas. Motion approved unanimously.

Closed Session ss19.85 Chair announces Closed Session and Unanimous Roll Call Vote

Tim Rose updated the board that William Raaths is in the process of writing the letter/email to the Governor with regards to his resignation. Once received Tim Short can be nominated to replace William Raaths.

- a. Lock Tender House – Little Chute

Discussion was held.

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

Closed session was adjourned at 4:51 PM by Chairman Tim Rose.

Action on Closed Session item(s)

- a. **Lock Tender House – Little Chute**

Kathy Curren made a motion to rent out Little Chute House Property and remove the period furniture and place in to storage at 1008 Augustine Street, with a lease term of 1 year with an option to renew drafted by attorney Krause and in addition lease should reflect the historic nature of the property and any changes should be reviewed per Daina Penkiunas; also 60 day notice by either party per motion seconded by Jeff Feldt. Motion approved unanimously.

8. Adjournment

Will Dorsey made the motion to adjourn the meeting. The motion was seconded by Bruce Enke.

Open session meeting was adjourned at 4:54 PM by Chairman Tim Rose.