

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, May 22, 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
Mary Schmidt, Schmidt Communications
Rebecca Madsen, FRNSA Executive Coordinator
Scott Vanevenhoven, FRNSA COO Assistant
Dave Whalen, Guest Public
Tim Bolwerk, OMNNI Associates
Bart DeStasio, Lawrence

Chairman Tim Rose called the meeting to order at 3:00 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.

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Chair Tim Rose asked Bart DeStasio to update the board on the monitoring plans for the upcoming year. Board discussion was held, major topic discussed with regards to the monitoring is how and what and if it is necessary to continue with the monitoring.

Bruce Enke made a motion to continue monitoring above and below the Rapide Croche, Jeff Feldt seconded the motion, and Motion passed unanimously.

Daina PENKIUNAS- asked Jean-Romback Bartels if it is required that FRNSA monitor every year or is it a monitor right before the build stage occurs at the Rapide Croche? Jean Romback-Bartels responded stating she is not aware of any ongoing requirement. We were looking for reassurance of what was there already and if it was going to get eliminated but other than the data FRNSA will end up having to guide for reassurance it didn't come from this way.

Bart DeStasio further stated the difficulty that comes in is the charter states monitoring once transfer station is in place but interpreting if a station caused a transfer, therefore recommends monitoring a couple years of data before the transfer station is operational and no monitoring gap in between but FRNSA would need to decide when and how long.

Jean Romback Bartels abstained from voting on the above Rapide Croche monitoring.

Tim Rose continued discussion with regards to Lake Winnebago monitoring and Bruce DeStasio feels it is similar to the Rapide Croche discussion and recommends continuing that as well. Jeff Feldt feels it will help support FRNSA.

Jeff Feldt made a motion to continue monitoring at Menasha and expanding in to Lake Winnebago, Kathy Curren seconded the motion, Motion passed unanimously.

Jean Romback Bartels and Tim Short abstained from voting on the above Menasha monitoring.

3. Needs Action - Jeremy

a) Approval to pay

- Lunda \$6,180.21 – Strap repair at Little Chute Lock

Previously discussed and approved to make the repair and now asking for approval of payment. No further discussion was held or needed.

Jean Romback-Bartels made a motion to approve the Lunda Invoice in the amount of \$6,180.21. Jeff Feldt 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

Previously approved above under monitoring plans discussion held with Bart DeStasio.

c) Previously approved FYI

- Omni and Associates \$10,946.69

Review for Informational Purposes Only

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4. Reports from Officers, Members, Committees
 - a. John Vette
 - i. Financial Status Reports
 1. Unlock the Fox Fund
 - a. Board Statement
 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 followed up with the board on 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 that the board asked for from the April 2018 meeting. Discussion was held. Jeremy Cords further reminded the board that the next budget will be tighter with more accurate budget amounts in each category. Information Purposes Only.

Jeremy Cords, John Vette, our accountants (Endries, Otto) will be working on a financial reconstruction of all statements (new accounting system) for the upcoming New Year, which is July 2018. Tim Rose, Jeremy Cords and John Vette will also hold a follow up meeting and bring the information they work on back to the board at the June or July 2018 meeting for further discussion and approval.

John Vette made a motion to approve the Financial Reports. Jean Romback-Bartels seconded the motion. Motion passed unanimously.

- b. Tim Rose
 - i. Updates
 1. Menasha Lock
 - a. Four Objectives study – updated in materials packet

Tim Rose reported that the board received the materials packet back on the Four Objectives Study and asked the board to look over the report and discussion will be held at a future meeting. Postponed for a future board meeting.

2. Visitor Center
 - a. Split Rock

Tim Rose reported to the board that multiple meetings have been held. FRNSA, Randy Stadtmueller and Phil Ramlet-Omni have a footprint developed and Tim Rose shared that footprint details with the board and planning continues to move forward. Further discussion was held with regards to staffing, maintaining inside and outside the visitor center area and will continue to be detailed out. The board will continue to be updated and discussion held at future board meetings on this project. Informational Purposes Only.

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Tim Rose further reported that a concern that he wants on record to look at in the near future during development of the Visitor Center is the Lawe Street hill/bridge area and the traffic flow and the speed. The possible proposal would be flashing lights to help pedestrians/schools utilizing the Visitor Center safely cross the streets/use the area with anticipation of a lot more traffic than currently is being held at that location area now.

3. Lock Tender Houses – Omni inspection and inventory

Discussed under Property Committee

4. Survey/Deed/Title work of Menasha, De Pere and Kaukauna Lock 3

Tim Bolwerk updated the board that survey/deed/title work is being done in the Menasha, De Pere and Kaukauna areas at this time and further information will be available at a future meeting.

5. De Pere Lock – ACOE applied for Emergency Funding

Jeremy Cords updated the board that ACOE took it on themselves to apply for emergency funding for sinkhole repairs to their side and our side (a large portion) of the De Pere Levee and they received the funding. ACOE is working with the DNR on next steps....we will be included in the project with updates and progress as needed.

6. Fox Locks FAQ sheet and Marketing update

Jeremy Cords gave a brief update to the board with regards to our marketing area. First he made the board aware of our FAQ's sheet and also there is a meetings calendar out on our website for our board members to view at this time and hopes to get a more public calendar out in the near future. Still in the testing stage. He wanted to further praise Mary Schmidt for all her marketing efforts she has been doing for FRNSA and make the board aware of it. In addition to all other marketing she assists FRNSA with, and the help setting up the calendar on our website, she has also helped create a tours page on our website for tour requests of our lock system too. She further posts from time to time a tours update blog on our website and or FB page with regards to tours amongst the many other communications we are trying to network and establish. Huge help in hitting our goals of getting FRNSA's name out into the public.

Mary Schmidt further made the board aware that we are up to over 800 followers on our FB page.

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7. Bridges

MOA's are being worked on for bridge operations (specifically Appleton and Little Chute) between FRNSA and the owners of bridges. Jeremy Cords further notified the board that the Appleton Bridge is not operational at this time and all communication has been sent out through our FB and Website notifying boaters. Jeremy Cords further updated the board on the bridge motor not working properly in Appleton and that it is being worked on. Informational Purposes Only.

ii. Executive Committee Report

1. None

Nothing to Report

c. Will Dorsey

i. Bridges (Kaukauna, Little Chute)

Will Dorsey updated the board on the Kaukauna Bridge stating DOT was made aware on May 15, 2018 that Kaukauna is returning the 880K they received through an EC Program funds. It will be reallocated under program rules. Further discussion was held with regards to the operations, future of the bridge and getting it operational and funding now vs down the road for the City of Kaukauna and the effect on FRNSA. Tim Rose further stated at this time it is in the Coast Guard's hand and will discuss again at a future meeting. Informational Purposes Only.

Will Dorsey updated the board on the Little Chute Bridge stating it is not operating fully due to the bounce issue. DOT attempted fixes on the hydraulics and did not work. They made Little Chute aware and gave a few more options before making the decision to fix: spend not knowing if will fix, accept as is and live with the bounce or pursue design consultant asking for assistance in fixing the bounce. Little Chute has decided to pursue the design consultant next before moving forward spending the money to fix it. Lunda still has ownership of the bridge as the contractors and the operators until it is closed out per Will Dorsey. Prediction is about 2 months yet before ownership is fully in Little Chute's hands per Jeremy Cords asking and Will Dorsey's response. It has been suggested to have MOA's in place for all bridges (Appleton, Little Chute, Etc.) being operated between FRNSA and owner/operators of bridges. Jeremy Cords will work on MOA's and send Will Dorsey an invite to future MOA meetings with regards to bridge operations.

d. Kathryn Curren

i. Property Committee Report

Kathy Curren updated the board on the Building inspections and RFP that the property committee discussed. Omni will have someone inspect and inventory. Property talked about compiling all information in to one area/list/spreadsheet or software. Year built, age of windows, painting, etc. Jean Romback-Bartels further suggested to number each building similar to DNR. Daina Penkiunas further stated once someone is established to inspect and

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inventory by Omnni, they will meet to discuss the information with them in more detail on what FRNSA will be looking for. Informational Purposes Only.

Kathy Curren updated the board on UWSP study on camping results stating herself, Tim Rose and Daina Penkiunas went to UWSP to listen to the students give their report. Hard copy anticipated to be handed out at the June board meeting.

Kathy Curren updated the board on the Broad Street house status stating the seller is unwilling to sell property with contingencies, willing to sell as in only. FRNSA will only purchase with contingencies available to them. Therefore at this time no longer moving forward with this item.

Kathy Curren updated the board on the Visitor Center that rezoning is being done there is surveys, brownfields, easements, attorney work, City work, etc. are being worked on and hope to break ground in the fall.

5. Unfinished Business and General Orders

Jeff Feldt reported that FRNSA should have received a letter from the Core with regards to all the leases that were finalized, one with Kaukauna Utilities Lock 4, original easement with them but canceled due to FRNSA ownership now. Just making the Jeremy Cords and the board/FRNSA aware of this letter and to draft a new easement between FRNSA and Kaukauna Utilities-Lock 4 in the near future. Jeremy Cords will further look in to this and follow up with Kaukauna Utilities and the board at a future meeting.

6. New Business

A meeting has been set up for Thursday, May 24, 2018 at 9:30am at the FRNSA office location between FRNSA, Rep Steinke, Kaukauna Mayor and Fox River Kayak Company to discuss fees for the use of the locks, collecting of those fees and the Rapide Croche usage.

Jeremy Cords introduced our newest staff member that has been hired Rebecca Madsen, Executive Coordinator to the board and asked her to give a background to them about herself and also what other areas she will focus on here at FRNSA. Some of the things she will focus on are Networking Events, Fundraising, Real Estate Items, Easements/Contract and Working closely with Jeremy Cords CEO with other miscellaneous items/projects pertaining to projects, etc.

7. Closed Session in accordance with Ss.19.85

- a. None

8. Adjournment

Jeff Feldt made the motion to adjourn the meeting. The motion was seconded by Kathy Curren.

Open session meeting was adjourned at 5:02 PM by Chairman Tim Rose.