

Fox River Navigational System Authority

1008 Augustine St
Kaukauna, WI 54130

Timothy Rose, Chairman
Jeremy Cords, CEO
Telephone: 920-759-9833
Fax: 920-759-9834



**Summary of Proceedings
Minutes**

Fox River Navigational System Authority

- Board Meeting, 3:00 P.M.

Tuesday, June 26, 2018

FRNSA Office

1008 Augustine Street, Kaukauna, WI 54130

Authority Members in Attendance:

Tim Rose, Outagamie County
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:

Daina Penkiunas, Wisconsin Historical Society
Jean Rombach-Bartels Wisconsin DNR

Guests and Staff in Attendance:

Jeremy Cords, FRNSA CEO
Jessica Akstulewicz, FRNSA Administrative Assistant
Mary Schmidt, Schmidt Communications
Tim Bolwerk, OMNNI Associates
Scott Vanevenhoven, FRNSA

Chairman Tim Rose called the meeting to order at 2:59 P.M.

1. Introductions

1. Review and approve meeting minutes from last Board Meeting

Kathryn Curren made a motion to accept the May 22, 2018, Minutes. Jeff Feldt seconded the motion. Motion passed unanimously.

2. 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.

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Jeff Feldt made a motion to approve the Lunda Invoice in the amount of \$6,180.21. Kathryn Curren seconded the motion. Motion passed unanimously.

Tim Bolwerk further made mention to the board the strap was well under budget and everything was done in a timely manner.

- 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 Short made a motion to approve the Lawrence Monitoring Plans for a total of \$31,134.25. Jeff Feldt seconded the motion. Motion passed unanimously.

- c) Previously approved FYI
 - Omni and Associates \$15,987.44

Review for Informational Purposes Only

3. Reports from Officers, Members, Committees

a. John Vette

- Financial Status Reports
 1. Unlock the Fox Fund
 - a. Board Statement
 2. Modified Cash Flow Statement
 3. Review with Jeremy FY 2018-19 Budget with new format

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

John Vette made a motion to approve the Financial Reports. Kathryn Curren seconded the motion. Motion passed unanimously.

Jeremy Cords reviewed the drafted proposed budget for FY 2018-19 with a new format to the board. Discussion was held amongst Jeremy Cords and the board.

The board made a decision to postpone/table approving the budget until the July 2018 board meeting. Jeremy Cords to bring the proposed FY 2018-19 budget back to the July 2018 board meeting for further discussion and approval.

b. Tim Rose

- Updates
 1. Menasha Lock
 - a. DNR response four objectives study

Tim Rose recapped the DNR Response to the four objectives study with the board. Tim Rose stated from his perspective there are 4 alternatives: Take another study, Open Lock and play it by ear, Madison Visit to obtain an answer or build a transfer station lift. Discussion was held on these alternatives. Kathryn

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Curren requested to re discuss the lift alternative in more details to refresh the board on previous data. Tim Bolwerk asked if the lock was on the historic register and Jeremy Cords followed up with Daina Penkiunas is working on getting the lock on the historic register. Mary Schmidt strongly encourages surveying the public on the Menasha Lock and the options of a lift, etc. Mary Schmidt, Jeremy Cords and the board suggests before further proceeding with the option to open the lock to draft a 90 day notification letter, further discuss it with an attorney for legal opinion and also strongly suggests getting all facts and details including public notification and a possible survey as well from the public. Ongoing, to be brought back to the July 2018 Board Meeting. Investigating Stage.

2. Visitor Center a. Split Rock

Tim Rose updated the board on the visitor center stating they met with Split Rock last Thursday and reviewed the final design. Tim Rose further stated design is complete by FRNSA and Split Rock is still working on the inside design of the visitor center. Tim Rose handed out the footprint for the board to review and bring back to discuss at a further meeting. Informational purposes only.

Starbucks is not an option as a franchise as and it would require us to manage and staff the shop. Starbucks did offer a second level down from the franchise store. Meaning FRNSA could sell the Starbucks merchandise in a store along with other items we may want to add to the center's store. Tim Rose wanted to make the board aware and that this as it gets closer will be something to discuss and organize further. Mary Schmidt suggests checking out other coffee house options locally as well for the visitor center. The board agreed to look into more options when the time comes.

3. Property Inventory and Inspection Forms – working with Omni

Kathryn Curren gave an update to the board with regards to the property inventory and inspection forms that FRNSA and Omni are working on. It was decided at the Property Committee to inventory all buildings to better assist and have all information in one area going forward. Jean Rombach-Bartels, DNR and Daina Penkiunas, WHS both have assisted with what FRNSA may want to show and see on the inventory and inspection forms. Jeremy Cords and Rebecca Madsen are gathering all information and preparing a spreadsheet that will also include contracts, leases, ages of roof, siding, etc. for future maintenance plans, etc.

Jeremy Cords further stated one of the features of the inventory inspection form is basic inventory of everything FRNSA has which FRNSA has never had in one place at one time for the facilities/properties. The second feature is the inspection form which will be similar to the inventory form with the inspection being done for each inventory inspection item for whatever date or dates FRNSA sets whether every year, two years, four years, etc.

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4. De Pere Levee – ACOE has received about \$250K in Emergency Funding that will be used to fix as much of our concerns as possible work will be done after Locks close in Oct and run into December

Jeremy Cords updated the board on ACOE requesting and receiving emergency funding to fix both their part and FRNSA's part of the De Pere Levee. It is a huge help and savings not to mention gift to FRNSA from ACOE. Further discussion was held with regards to the Levee and the plans to fix. Jeremy Cords will continue to give updates on the De Pere Levee to the board as it develops. Informational Purposes Only.

5. Bridges

Tim Rose updated the board on the Memorial Bridge in Kaukauna stating he wrote a second letter to the coast guard asking for a date certain and if date certain doesn't happen what would be the next steps and solicited input from Radtke, CR Meyers, and Yacht Club. Tim Rose also attached the DNR Letter and Omni Letter again like he had with the first letter and sent it on to Scott Streffel in Cleveland. A follow up call was received by Scott stating they will establish a date certain. Date is May 1, 2021 to have the Memorial Bridge in Kaukauna operational.

- Executive Committee Report

1. None

Executive Committee meeting will be held July 11, 2018 to discuss the budget, staffing and various other items and will follow up with the board at the July meeting.

- c. Will Dorsey

- Bridges (Kaukauna, Little Chute)

Will Dorsey updated the board on the Bridge status. Kaukauna was previously discussed above. Little Chute on June 6, 2018 sent a letter to the designer EXP to inspect and make any corrections that need to be made to make the bridge operational. If EXP fails to do that Little Chute would look to make the modifications and then bill back to the consultant for costs. EXP will inspect and investigate the week of July 9, 2018.

Tim Rose further updated the board on the Appleton Lawe St Bridge stating that the city of Appleton is repairing the problem. A new refurbished motor is being built. This repair should be done a replaced by end of July 2018.

- d. Kathryn Curren

- Property Committee Report

Kathryn Curren further updated the board on two other items the Property Committee

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Discussed. First, property member Jim Fletcher made the committee aware of his experience of going through the lock system this season with his pontoon boat and the boaters concerns specifically the yacht club area members. The concern is with the schedule, stating if fifteen minutes late they have to wait for over an hour and don't want to get in to that situation. Kathryn Curren suggests to the board to possibly look at the schedule again for next season specifically for the Appleton Locks. Second, Kathryn Curren is asking the board for insight on committee members for the property committee and how to proceed. Property members are 7 currently but as chair there is a member that since she has become chair has not been or sat in on a meeting and wants to replace or bring the required member count down and is looking to the board to help guide her and the committee. Is there a requirement for voting vs members, etc.? Tim Rose asked Kathryn Curren to bring a property committee proposal with regards to members' current and future members to a future board meeting for review and voting purposes to change the current and future members.

4. Unfinished Business and General Orders

Tim Rose requested Kathryn Curren and John Vette form a nominating committee to nominate the upcoming years board committee members and bring it to the July 2018 Board Meeting.

Tim Rose asked Scott Vanevenhoven if he had any operational updates to give to the board and how our season boat numbers are as of today. Scott Vanevenhoven updated the board stating Radtke is scheduled to go through again on July 2, 2018 and boat numbers are up for May. On the low end of the river they are up considerably by about 100 to 150 boats and the upper end of the river it is staying pretty steady. No further concerns or issues.

Scott Vanevenhoven and Jeremy Cords updated the board on the school tours stating it is going well and becoming more known and requested. Jeremy Cords suggest future discussion on process and possible fees the more interest and tours develop. Scott Vanevenhoven is the contact person to coordinate the school/public tours of the locks. Mary Schmidt created a request form through our website that Scott Vanevenhoven handles. Mary Schmidt has also taken video and pictures of our lock tenders giving tours and they can be found on our website and FB page.

5. New Business

- a. None

6. Closed Session in accordance with Ss.19.85

- a. Staffing and Compensation – Jeremy

Nothing to Report-No closed session

7. Adjournment

Will Dorsey made the motion to adjourn the board meeting. The motion was seconded by Tim Short.

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