

**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, July 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  
Will Dorsey, Wisconsin Department of Transportation

**Authority Members Absent:**

Tim Short, Winnebago County/Dynamic Insights

**Guests and Staff in Attendance:**

Jeremy Cords, FRNSA CEO  
Phil Ramlet, OMNNI Associates  
Mary Schmidt, Schmidt Communicates  
Jason Kent, Smith Root  
Phil Malloy

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 June 26, 2018, Minutes. Bruce Enke seconded the motion. Motion passed unanimously.

3) Treasurer's Report: presented by Jeremy Cords

Jeremy reviewed treasurer's report, modified cash flow statement, rate of return on Unlock the Fox Fund, operational budget, general ledger and changes made to be more streamlined in reporting to the board. He provided a review of budgeting and capital expenditures for 2018-19 budget.

- Jean Rombach Bartels made a motion to approve the financial report, second by Kathy Curren. Motion passed unanimously.
- Bruce Enke made a motion to approve the 2018-19 budget, second by Jeff Feldt. Motion passed unanimously.

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- **DISCUSSION** on Community Foundation management of fund: Tim Rose shared results of meeting with all three regional Community Foundations and status of fund. He communicated the Foundation had done a good job and is committed to helping the Visitor's Center progress. Three foundations would like FRNSA to report operational expenses.

### 4) Needs Action - Jeremy Cords

- Omni & Associates: Reviewed monthly invoicing at \$12,882. Will Dorsey made a motion to accept the monthly invoice, second by Jean Romback Bartels. Motion passed unanimously.
- Property inventory inspection form: Jeremy reviewed a draft of the form that will be circulated to Omni and others. Asked for input from board.
- De Pere Levee: FRNSA, Corps of Engineers, City of De Pere, did a walk-through on the status of the levee and sinkhole repair. There was discussion of installing a temporary structure to span the canal distance, but existing riprap cannot be used and will be removed. Jeremy would like riprap disposed of in order to be re-used on other FRNSA projects.
  - Daina Penkiunas raised the question if the re-construction was within the historic area of the lock, if so, it needs to be approved by SHIPO. Jeremy will follow up.
- Electronic Barrier Workshop (held 7.25): Jeremy introduced Jason Kent who will be participating in the electronic barrier workshop. Tim Rose invited the board to attend.

### 5) Reports from Officers, Members, Committees

#### Tim Rose

- Menasha Lock:
  - Research expenses: Tim Rose asked for a financial review to date of what FRNSA has spent and reported about \$50,000 has been allocated to review an electronic barrier study at Menasha and about \$240,000 was spent to apply plans for a boat lift at Rapide Croche to the Menasha lock. Expenditures are within budget.
  - Question regarding status of Menasha Lock on National Register of Historic Places. Daina Penkiunas explained that because the lock is in the inventory, it is on the register but was not listed individually because alterations were too new. Now FRNSA has reached a point where the alterations are historic and need to evaluate if the individual lock should be registered. State agencies (such as FRNSA) are required to present changes to a historic structure to SHIPO.
  - Menasha Mayoral meeting: Tim spoke with Menasha Mayor Don Merkes regarding plans for Menasha lock. Mayor Merkes supports building an electronic barrier rather than a lift that would interfere with traffic at the Trestle Trail. He stated an option of building a gantry system within the lock would also disturb the visual appeal of the site.
    - **DISCUSSION**: Board Member John Vette expressed frustration with state agencies at stopping progress on locks. Daina Penkiunas and Jeremy Cords explained that the agencies are taking steps to find a way forward.
  - Menasha Kiosk: Tim Rose reviewed the history of the existing kiosk at the Menasha lock. He asked for comments on purchasing the kiosk. Discussion ensued about the cost and use of the kiosk. Will Dorsey made a motion that the City of Menasha continue to own the kiosk, FRNSA requests the kiosk be taken down, and FRNSA will incorporate our sign into any subsequent renovation at the Menasha lock. Second by Jeff Feldt.
    - Discussion about locations of kiosks, information presented on them, property ownership of kiosks.
    - Motion passed unanimously.

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- Visitor Center:
  - The footprint of the building is finalized, but there could be commercial space in the building instead of residential which might affect parking. This matter is still in Randy Stadtmueller's court and he has to discuss with the City of Appleton.
  - Tim Rose raised the issue of the traffic on Lawe St. and the need to discuss the issue with the City to address speed, pedestrian crossings, vehicle traffic, etc.
  - Line of Credit: We can get a line of credit (a traditional construction loan) for the Center, not a loan, and this might facilitate the construction process.
  - We reviewed the proposal (a 142-page document) with Split Rock and we do not have the most recent version. According to Daina Penkiunas, references of Native American tribes are not up to date and should be reviewed with tribal representatives.
- Bridges
  - Lawe St Bridge has not been fixed yet.
  - We have not had contact with Kaukauna's mayor regarding Lift Bridge. General discussion of media reports on the issue.

### **Will Dorsey**

- Bridges (Little Chute): The Village gave designer 30 days to remedy situation or Village would fix bridge on their own and bill designer accordingly. Bridge controls were adjusted outside of the specs and it operates, but there is a question if this is a long-term fix. The Little Chute Department of Public Works is discussing this "fix" and if it will be accepted as resolution on the bridge.

### **Kathy Curran Property Committee Report**

- Proposed composition of the committee be reduced from seven to six as there has been no attendance from David Peck. Board indicated as chair she could do what she felt was needed.
- Visitors Center: committee will work with Omni for input on the design.
- There is still some interest in the property on Broad St. in Menasha. Discussion of the state's position should FRNSA purchase the property. The attorney for DOA indicated that the only time the state is involved is if something requires investigation during the Phase I. Phil Ramlet said if FRNSA purchases a house, and wants to rent it out, there would need to be due diligence/inspection to identify any issues.

### **Election of 2018 Officers**

The following slate was put into nomination by Kathy Curren:

- Tim Rose, Chairman
- Jeff Feldt, Vice President
- Kathy Curren, Secretary
- Tim Short, Treasurer

Nominations seconded by Bruce Enke. Motion passed unanimously

Tim Rose made the motion to adjourn and go into closed session of the board meeting. The motion was seconded by Jeff Feldt. Motion approved unanimously.

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

Closed Session Discussion

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**Action on Closed Session item(s)**

1) Adjournment

John Vette made the motion to adjourn the meeting. The motion was seconded by Kathy Curren.

Open session meeting was adjourned by Chairman Tim Rose.