

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



Meeting Minutes

Tuesday January 22, 2019 - Board Meeting 3:00pm
FRNSA Office Boardroom

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

Absent: Kathryn Curren (S)

Agenda:

Introductions

Review and approve meeting minutes from last Board Meeting: motion made by Jean Rombach-Bartels second by Jeffery Feldt, approved unanimously

Reports from Officers, Members, Committees

Treasurer Report -Tim Short reported several board members met with representatives from the Community Foundation for the Fox River Valley and Associated Bank and the fund is performing average when measured against all funds. We committed that we would give them a projected capital spending plan for FRNSA to build a strategy for long-range operation. As the Visitor Center progresses, FRNSA needs to consider its impact on operating expenses and plan accordingly.

- Short reviewed monthly finances and presented an YTD review plus annualized spending. He reported higher staffing budget than anticipated, annual system maintenance was higher than expected, marketing expenses were higher than anticipated and that will likely grow. Other expenses were under budget.
- Unlock the Fox Fund Board Statement indicated that at the end of December 2018, the total fund was down significantly due to drops in the stock market.
- FRNSA Financial Statement was presented to the board. Chair Rose indicated bankers are being compensated based on a percentage of the fund under management, discussion on bank charges were up.
- Motion was made to accept the financial report: motion made by John Vette second by Will Dorsey, approved unanimously

Operations – Jeremy Cords reviewed operations budget and planned expenditures and reported that operations are on track.

- **Attorney Fees:** Jeremy reviewed the quarterly invoice from attorney and explained that charges covered services for reviewing MOA, leases, real estate, land at lock keepers houses, etc.
 - Cords asked for board approval to pay attorney fees: motion made by Bruce Enke, second by Will Dorsey, approved unanimously
- **Shoreline Restoration at Lock 3:** Jeremy reviewed the need to do restoration upriver and downriver of lock 3 and recommended restoration should be done before the Visitor Center is build or expenses will be higher. He presented a resolution for the board to review and approve expenditures (resolution at end of minutes). Discussion concerned which parties would execute restoration and to ensure restoration would be done within the construction schedule for the Visitor Center. Jeremy also confirmed he will be discussing permitting for shoreline restoration with DNR.

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- Cords asked for board approval for a resolution for shoreline restoration: motion made by Will Dorsey, second by John Vette, approved with 1 abstention by Jean Romback-Bartels
- Rehabilitation intent of Lock Tender House at Lock 3: Jeremy presented a resolution to the board that clarifies the board's intent to rehabilitate the lock tender house at lock 3. Establishing formal intent will establish with the City a need to address pedestrian and vehicle traffic.
 - Cords asked for board approval for a resolution of intent to restore lock tender house: motion made by Jeff Feldt second by Tim Short, approved unanimously
- De Pere Levee: Jeremy showed a slide presentation of levee restoration. He explained the levee was finished with an erosion blanket that prevents water from seeping through the levee, developing flow paths through the embankment and washing soil away. Riprap was laid over the sand to further limit erosion.
- Lock tender House: Jeremy and Tim Rose met with Tom Burgess, a representative of Three Dam Guys the group that leases the house. Discussed making the first floor available for public use, seepage in the basement, possibility of creating a first floor educational/information area and making it open to the public. Attorneys are reviewing lease terms and the FRNSA proposal is to revise the lease.
- Split Rock Tour summary: Jeremy reviewed the trip to Split Rock attended by Tim Rose, John Vette, and Kathy Curran. They toured production facilities, reviewed the planning process for creating exhibits, creative areas, and discussed the flow of the Visitor Center. Discussions were held to refine traffic flow in Visitor center and adjust contract for services. Rose/Cords reviewed revised floor plan.

Capital Projects Committee - William Dorsey

- Discussion of invoices from WI Dept. of Transportation that arrived with no description. Invoice was for design work on the rehab of Kaukauna Lock 5 but was part of a new billing system, which does not accurately split the percentage of work that is covered by state funds. Dorsey clarified the actual amount that is owed and recommended not paying the invoice at this point because revised billings will be issued shortly.
- Reviewed Smith-Root billing and motion made to pay Smith Root Bill by Will Dorsey, second by John Vette, approved unanimously
- Omni and Associates: reviewed billing submitted with services provided for ongoing maintenance of lock system. Discussion about process used to review capital expenditures. Motion made to pay Omni Bill by Will Dorsey, second by Jean Romback-Bartels, approved unanimously

Chairman's Report - Tim Rose

- Visitor Center/Lawe St. Traffic: Chair Rose presented the issue of heavy vehicle traffic at the crossing between the lock tender house and the Visitor Center. Rose expressed concern that speed & visibility on Lawe St is an issue and could be a problem for groups using the Visitor Center. Cords expressed that the road has obstructed views and dangerous sight lines, plus short distances that don't allow for effective driver reaction. Rose reviewed City of Appleton's plan to link trestle trails throughout the Flats which would increase pedestrian traffic through the Newberry Trail area. City representatives anticipate usage of trails would double when all trestle trails are open. However, the city does not believe there's a traffic problem, but proposes flashing yellow pedestrian lights for future crossings. The city has also suggested

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vacating Newberry Street and closing it to traffic. There was also discussion of the possibility of acquiring property around the Visitor Center to better manage access to the area.

- Menasha Water St project: city of Menasha is moving ahead with a plan to develop the area around Water Street and FRNSA will participate.

Executive Committee – Tim Rose no report

Property Committee - Kathryn Curren no report

Fundraising - John Vette

- The team met regarding identifying timelines, reviewing donor prospects, the status of fundraising materials.
- Chair Rose recommended separating Visitor Center fundraising from the Menasha Lock and there was discussion that FRNSA pays for Menasha out of operating funds, and focus fundraising efforts on the Visitor Center alone. Discussion ensued that we had already raised funds for “unlocking the fox” and those funds should be used for any solution at Menasha. Cords assured the board that the Authority’s primary mission is to find a solution to reopen the Menasha Lock, but the board had approved the Visitor Center as a way to continue to educate the public about the history and importance of the lock system.

Rapide Croche Committee—Bruce Enke

Bruce indicated here are issues he defined that need to be addressed at some point in time. Cords requested a planning meeting to address Rapide Croche.

DNR -- Jean Romback-Bartels had no report

Unfinished Business and General Orders – none

Jeff Feldt moved to go into closed session, Tim Short second the motion, passed unanimously

Closed Session in accordance with Ss.19.85

Smith Root

Approval/Exec Request Split Rock and Garner Holt

Motion to return to open session

Vote to return to open session

Adjournment motion by Will Dorsey, second by Jeff Feldt

Meeting was adjourned at 5pm