

Fox River Navigational System Authority

1008 Augustine St
Kaukauna, WI 54130

Timothy Rose, Chairman
Jeremy Cords, CEO
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Meeting Minutes

Tuesday March 26, 2019 - Board Meeting 3:00pm
FRNSA Office Boardroom

PRESENT: Tim Rose (Chair), Jeffery Feldt (VC), Kathryn Curren (S), Jean Romback-Bartels (DNR), William Dorsey (DOT), Daina Penkiunas (SHPO), Jeremy Cords

MISSING: John Vette (T), Bruce Enke (Rapid Croche), Tim Short

GUESTS: Phil Ramlet, OMNI; Mary Schmidt, Schmidt Communicates; Dan Nickchen, Liveability.com, Jim Van Boxtel, FRNSA

Agenda:

Introductions

Review and approve meeting minutes from last Board Meeting: Motion to approve minutes made by Daina Penkiunas second by Jean Romback-Bartels, approved unanimously

Attached

Dan Nickchen from liveability.com: Dan is an App Developer who presented a prototype app for the lock system and reviewed functionality with the board. An app could potentially be used to assist in operations from taking payment for locks use, purchasing passes online, posting schedules, updating river conditions, sites where to dock, even used to place "virtual bouys" on the river. Nickchen demonstrated how the app could be used to integrate e-commerce, marketing to locks users, underwrite "sponsorship" on the site from local attractions, things to do in the region of the locks, etc. Board reviewed a similar app in use for EAA. Discussion ensued about how to log watercraft without registration numbers, potential use with museum partners in region, pursuing funding from county executives because the app could place virtual bouys on the river. Board discussed the possibility of "geo-fencing," as you navigate river and get past the "fence" you can get messages about water conditions, warnings for navigation, etc. Further discussion of using the app to create mapped routes for kayaking/canoeing, etc. Board agreed to discuss further.

Reports from Officers, Members, Committees

Treasurer Report -Tim Short (in Tim's absence, report was made by CEO Jeremy Cords)

- Unlock the Fox Fund Board Statement: Cords reported there was fluctuation in earnings, but markets seem to be steady in the fund.
- FRNSA Financial Statement: Cords reviewed statements with board and said Tim Short will be working on formatting changes. Jeremy reported that this year's numbers will be off due to assumptions made at budgeting time, but actual expenses will be tracked to provide a more accurate record of tracking expenditures closer to the months they are incurred to better track cash flow. He reported FRNSA is within the budget expenditures.
- Motion to approve Treasurer's report made by Kathryn Curren second by Jean Romback-Bartels, approved unanimously

Operations – Jeremy Cords

- Jeremy reviewed a spread sheet comparing staffing from '18 to the preview of staffing for '19. He presented a proposal to trim operational weeks at certain locks which would save about \$29,000 in staffing fees. Lock usage statistics from past years indicate FRNSA was staying open an extra 3 weeks for about six boats. The lock system would still be open for boats that needed passage, but certain locks would not be staffed fully.
- In 2019, Depere, Appleton, Little Rapids will operate from 5/17 until 9/15. Locks in Little Chute, Combined Locks, and Cedars open Memorial Day weekend through the day after Labor Day.
- Appleton locks 1-4 are run by 2 locktenders who also operate the bridges. FRNSA is preparing a MOA with the City of Appleton for these responsibilities
- Motion to accept the 2019 operating schedule made by Jean Romback-Bartels, second by Kathryn Curren, approved unanimously
- Machinery Purchase: Cords proposed purchasing a skid steer with V-plow and a bucket to take care of parking lots and smaller projects staff can accomplish without hiring a 3rd party. He said they also need a trailer to pull the skid steer. Jim Van Boxtel reported we looked at a variety of manufacturers and used vehicles, but Bobcat is giving FRNSA the best deal.

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- Motion to accept machinery purchase made by Jeff Feldt second by Kathryn Curren, approved unanimously

Capital Projects Committee - William Dorsey presented by Jeremy Cords in Will's absence

Cords reviewed recent billing

- Omni and Associates' review of monthly bill Motion to approve made by Jean Romback-Bartels, second by Daina Penkiunas, approved unanimously
- Lawrence University studies to verify invasive species and track movement through lock system above and below Rapide Croche conducted by Bart DeStasio. Motion to approve made by Daina Penkiunas, second by Kathryn Curren, approved unanimously
- R.A. Smith is working with FRNSA on the dye study relative. Invoice is for the summary report reviewing the velocity of water through loc valves & gates. Motion to approve made by Kathryn Curren second by Jeff Feldt, approved unanimously

Chairman's Report - Tim Rose

- Visitor Center
 - Zoning Visitor Center was approved by the City of Appleton.
 - Jeremy & Tim met with Phil Ramlet about next steps. Site needs geotechnical borings and environmental work done to a total of about \$35,000.
 - Jeremy and Tim have held multiple meetings regarding establishing the footprint for our floor and we are close to completion.
 - SplitRock is concerned about the schedule for the exhibit build out. Work on our displays is scheduled for later this year. Tim recommended FRNSA should not sign the contract with SplitRock until there's a final contract signed with Stadtmueller & Associates.
- Menasha Redevelopment: City of Menasha has proposed a major redevelopment along Water Street to the Menasha lock and met with Tim Rose and Jeremy Cords. FRNSA would be supportive of the *concept* of the redevelopment, but we determined there were unresolved issues which were presented in a letter to the City of Menasha:
 - Easements: The trestle trail bridge lies on state property and there are no records of easements for that structure. Further, any walking trails or modification of state land will require additional easements. Gaining these easements should be done in collaboration with the City of Menasha and FRNSA with the State of Wisconsin.
 - Removing the kiosk: The State Historical Society has already told FRNSA the kiosk must be removed as it not appropriate within the historical nature of the site. Furthermore, the structure is currently located where we will build a backup generator for the electronic barrier that is proposed for the Menasha lock.
 - Opening the Menasha lock: We have submitted a plan to the DNR for installing an electronic barrier at the Menasha lock to prevent the spread of aquatic invasive species. This plan will require substantial changes to the contour of the land including building sidewalks, installing a cement channel downriver of the lock, installing cement pads for gate maintenance, installing a coffer dam during construction, and bringing in heavy construction equipment. All of this potential construction will affect redevelopment site layout.
 - Native American burial site: A portion of the state land on Menasha's site plan is a Native American burial site. When FRNSA demolished the lock tender house, we found archeological remains. Before plans go any further, they need review by the State Historical Society
- Report to the DNR: We have the Menasha Lock design report completed and will present to the DNR shortly.
- Shoreline at Appleton Lock 3: trees were removed.
- Lawe St. Crossing: our next task is to talk to the city's traffic people
- Kaukauna Dry Dock: DNR indicated the soil is most likely contaminated but FRNSA legal counsel indicated clean up is not our responsibility under the terms of the lease from the state. Counsel recommended cleanup is an issue between the State and the Army Corps of Engineers. Discussion ensued about responsibility for clean up and Jean Romback-Bartels indicated any potential use for the dry dock would influence eventual cleanup. Chair Rose recommended the issue be tabled for further future discussion.

Executive Committee – Tim Rose no report

Property Committee - Kathryn Curren

- No meeting this month and most of issues covered in Chair's report

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- Menominee Indian Tribe historical documents: Kathy reported they met with a tribe representative who has historical maps of the region. Daina encouraged we get permission from the tribe before using the maps in the Visitor Center.

Fundraising - John Vette (report made by Mary Schmidt in John Vette's absence)

- Fundraising report: Updated status of the committee and review of past donors is complete. Grant applications are being made to the Nelson Fund, the Rhoades Foundation, and the Fox Cities Convention and Visitors Bureau.
- We will continue the silent campaign perhaps through the summer, much will depend on the number of contacts made in the next few months.

Rapide Croche Committee - Bruce Enke not present

Jean Romback Bartels – DNR

Reported she was asked by the Army Corps of Engineers if there were any access issues as they are doing work on the DePere dam. Jeremy followed up with the Corps.

Unfinished Business and General Orders: none

New Business: none

Motion to move into closed session made by Jean Romback Bartels seconded by Daina Penkiunas ,approved unamiously

Closed Session in accordance with Ss.19.85

Staffing

Vote to return to open session

Adjournment