

## Fox River Navigational System Authority

1008 Augustine St  
Kaukauna, WI 54130

Timothy Rose, Chairman

Jeremy Cords, CEO

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## Meeting Notice

Tuesday April 23, 2019 - Board Meeting 3:00pm  
FRNSA Office Boardroom

**Present:** Tim Rose (Chair), Jeffery Feldt (VC), John Vette (T), Kathryn Curren (S), Bruce Enke (Rapid Croche), Tim Short, Jean Romback-Bartels (DNR), William Dorsey (DOT), Jeremy Cords

**Missing & Excused:** Tim Short, Daina Penkiunas (SHPO),

**Guests:** Phil Ramlet OMNI & Associates, Mary Schmidt Schmidt Communicates, Chip Brown (SHPO)

### Agenda:

- Review and approve meeting minutes from last Board Meeting, Motion to approve made by Kathy Curren, second by Will Dorsey, passed unanimously
- Jean Romback-Bartels moved to change minutes to reflect that board did not submit the Chapter 30 permit with the Menasha lock plan to the DNR yet, second made by John Vette, passed unanimously

### Reports from Officers, Members, Committees

#### **Treasurer Report -Tim Short**, Jeremy Cords reporting for Tim Short

- Unlock the Fox Fund Board Statement was reviewed
- FRNSA Financial Statement: Cords reported the operations budget is as expected, draws have been even. A change in management is that all billing occurs after the board meetings to manage the draw better. Cords reported we are living with actual financial numbers to allow us better planning for next year's budget expenditures. Board set aside \$100,000 for emergency scenarios (like lock repair) and we will continue to do this in the next budget year.
- Quarterly meeting held with Associated Bank and community foundations. Cords reported that financial advisors moved investments to a more conservative mix and are recommending we pursue more conservative investments in the future. Reported we are above the financial benchmark and felt the team is doing a good job of managing the portfolio. We are forecasting upcoming large projects and predicting draws over the next five years to better forecast the impact on the portfolio. Chair Rose indicated bankers are comfortable with our equity position.
- Motion to approve treasurers report made by John Vette, seconded by Will Dorsey, passed unanimously

#### **Operations - Jeremy Cords**

- Staff Orientation Meetings – April 30 and May 2, 6pm-7:30pm, Jeremy invited board to attend to meet lock tenders.
- Fox Locks – App update: We are working on the app and plan going live on May 7. At that point we will be able to do transactions through the app for day passes and annual passes. When this is done, we will start uploading other information such as GPS and mapping features. We also had interest from museums and attractions interested in purchasing ad space on the app versus creating an app on their own. Most of these attractions have event-oriented needs versus ongoing communications needs. Tim Short is developing a fee structure for ad space.
- AIS Studies - Patrick Forsythe, UW-Green Bay, is interested in taking over Bart De Stasio's function. We are drawing up contracts and expect to have research starting in June 2019.
- Edison Center: WE Energies is requesting an easement for replacing lines underground at Edison center. The owner, Alan Ament is concerned this would cause more water in the basement. Last fall we installed a cut-off trench between Edison Center and the river to alleviate basement water at Edison Center. However, the building is old, and the flooring is caving in. WE Energies' opinion is if there is water, it's not from the work underground, it's due to the fact that the bottom of our canal is about 5' higher than the bottom of his basement. However, the building is on an island surrounded by water.
- Garage at Cedars: Luke and Jim are replacing siding, shingles and garage door.
- Forklift is on order.
- Trees at the Little Chute Lock: We are taking trees down to avoid any future problems.
- Flagpoles: A few locks don't have flagpoles, at least 4 need to be purchased and Jeremy is looking for approval from the board. Discussion ensued about pricing, historical use of flags at the locks, and which

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banners should fly. Chip Brown mentioned that we should look at historic photos to determine original placement of flagpoles. Jeremy will present a full proposal at next meeting.

- Surveys: We've been reviewing property inventory to determine exactly what we own. We ordered surveys on Menasha, Combined Locks, and De Pere. Phil Ramlet said over the years many of the property borders were made on a handshake and there is not necessarily proper documentation. Recommending to survey all the locks and work the cost into the next budget instead of waiting for a project to determine property boundaries. Jean Rombach-Bartels asked if we would follow up and get easements done and Chair Rose said we are doing so. Discussion ensued about the type of survey needed and Phil Ramlet will research and make recommendations to the board.

## Capital Projects Committee - William Dorsey

### Bills – Capital Budget

- Omni and Associates invoice for March. Motion to approve invoice made by Will Dorsey, second by Jean Rombach Bartels, approved unanimously
- Smith Root: development and submittal of 60% design. Motion to approve invoice made by Will Dorsey second by Jeff Feldt, approved unanimously
- Ra Smith: part of velocity study. Motion to approve invoice made by Will Dorsey second by Bruce Enke, approved unanimously

## Chairman's Report - Tim Rose

- Madison visit : Chair reported on meetings with SHPO, legislators, and Dept of Administration. Discussed plans for Menasha, riprap needed on Appleton Lock 3, Visitor Center, and discussion of Kaukauna lock 1 building.
- DOA Meeting: We gave the department our budget and management report, met with Doug Lovejoy and reviewed the easement to determine the responsible parties for which easements.
- Legislators meeting: Prepared elected representatives with information about electric barrier at the Menasha lock that will be presented to the DNR. We cleared up questions they had with input from Jason Kent and Nick Johnson of the USGS.
- Dry Dock discussion: there has been communication between DOA Lovejoy and ACOE Attorney on DNR letter but no results yet.
- Leases: We are going to have the city contact the state to review Appleton leases. Other easements involve Ahlstrom-Munksjo mill. The corporate offices are renting 3.3 acres from us, and now want to rent 2.1 acres. There is currently no active lease with them, they have occupied the land since 2005, but there have been no payments since then. Previous agreement was for \$4500/year. After meeting with Ahlstrom-Munksjo representatives, the cataloged concerns including: access to dock usage, rails, fence, installing an underground fiber optics line, storage for wood and machinery on our property. Board discussed concerns about who will repair fence, maintain the road that provides property access and exact borders of property.
- WPS – Kaukauna 5 Pipeline was a previous agreement with army corps of engineers for an easement of a pipeline. We are reviewing the agreement.
- Appleton Water Main: WPS is installing new underground wires in this area, working with Alan Ament.
- Grand-Kakalin – There is an issue with who is responsible for water is seeping through the retaining wall into the library lower level. Discussion ensued about who is the responsible party for maintaining the wall and who may have/have not caused seepage. Kathy Curren suggested negotiating a split may be the best approach and advised that leases be priced at fair market value with appropriate annual escalation clauses. Bruce Enke suggested we look at standard leases from the state as a template.
- Visitor Center updates: Developer Randy Stadtmueller is recovering from a health problem and the project has been delayed. He has hired an architect to get work going on upper three floors of Visitor Center and a meeting is scheduled with city to review permitting for road, wastewater, etc. Building will be same height, but will have apartments rather than condos. We need to finalize costs for building to better estimate portion of the expenses for Visitor Center portion of the building. Looking at a self-tour system (whisper system) that would eliminate the need for docents.
- Menasha electronic barrier: Mary Schmidt updated board on plans for a press conference and individual stakeholder meetings on 4.30.10 reviewing the details of the 60% plan for the electronic barrier proposed at the Menasha lock. She asked board members to attend the meetings. Jeremy Cords indicated the entire

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plan would be presented to Jean Romback-Bartels following the board meeting. He confirmed that all information in the formal presentation had been discussed with board members and presented at prior board meetings. The 60% plan contains more complete construction costs/details, an operations manual and fulfills other requirements the DNR had requested. Discussion ensued regarding a timeline for DNR response. Jean Romback-Bartels anticipated the DNR would have final comments ready before next board meeting.

**Executive Committee** – Tim Rose

No report

**Property Committee** - Kathryn Curren

Leases and easements discussed in previous notes

**Fundraising** - John Vette

- Monthly Fundraising meeting was cancelled. May's meeting will be rescheduled
- Grant requests have been made to Nelson Fund, Rhoades Foundation, Fox Cities CVB
- Mary Schmidt reported the prospect list is outdated and no addresses can be considered accurate. Tim Rose indicated the Community Foundation would help us update all records.
- Mary Schmidt reported that the silent campaign should continue through most of the summer.

**Rapide Croche Committee** - Bruce Enke

Discussion ensued about calling a meeting outside of regular board meeting to get directors up to speed on the issues surrounding Rapide Croche. Bruce indicated that there are two main issues to review: the process of looking at the language of the state statute regarding maintaining an AIS barrier and secondly reviewing all the possibilities for maintaining an effective barrier AND allowing navigation of the river.

Jean Romback Bartels – DNR

No report

Unfinished Business and General Orders

No report

New Business

None

Closed Session in accordance with Ss.19.85

Jeff Feldt made a motion to move into closed session, second by Will Dorsey, passed unanimously

Motion to return to open session made by Jeff Feldt , second by Will Dorsey, passed unanimously

Adjournment:

Motion to adjourn made by John Vette, second by Will Dorsey, passed unanimously

Meeting adjourned at 4:52