

MINUTES

FRNSA Board of Directors Meeting

Tuesday, June 28, 2022 – Board Meeting **3:00PM PROMPTLY**

Meeting Location: FRNSA Main Office 1008 Augustine St Kaukauna, WI

Virtual: <https://global.gotomeeting.com/join/412495285>

United States: [+1 \(786\) 535-3211](tel:+17865353211)

Access Code: 412-495-285

Members: Ron Van De Hey (Chair), Jeff Feldt (VP), Tim Short (T), Kathryn Curren (S), Bruce Enke, John Vette, Jean Romback-Bartels (DNR), Colleen Harris (DOT), Daina Penkiunas (SHPO), Phil Ramlet

Attending: Ron Van De Hey, Jeff Feldt, Bruce Enke, Jean Romback-Bartels, Colleen Harris, Phil Ramlet, Beth Taubel, Tom Buchholz (DOT)

Attending Virtually: John Vette

Attending Via Phone: (2) Anonymous callers

Not Attending: Tim Short, Kathy Curren

Start: 3:05p End: 4:25p

Agenda:

1. Introductions
 - a. Tom Buchholz with the DOT was introduced to the board. Tom will be taking over for Colleen Harris as she is retiring.
2. Review and approval of previous board meeting minutes
 - a. Discussion
 1. Motion to accept previous meeting minutes motioned by Jeff Feldt, seconded by Bruce Enke, all approved
3. Review and approval of Treasure's Report – Tim Short
 1. FRNSA Financial Statement
 2. Dashboard Report
 1. N/A – Tim Short not available to give reports
4. Executive Director – Phil Ramlet
 - a. Budget
 1. Discussion
 1. In the future Phil will have a preliminary budget prepared in March or April
 2. No control over Capital repairs
 3. Office Personnel costs can be controlled day to day

Fox River Navigational System Authority

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Jeremy Cords, Operations Director
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4. Phil will confirm current insurance coverage at July meeting
5. Employee Travel/Mileage increased from \$7K to 15K
 - a. Phil wants to travel more
 - i. Visit SHPO at least quarterly
 - ii. Visit DNR
6. Labor expenses account for 40-45% of budget
 - a. Lock Tender wages will be increased to \$20/hr for 2023 season
2. Employee Discretionary Increases, Appreciation Banquets, break items
 - a. Budget up from approximately \$12,600 to \$19,700
 - i. Want to do more employee appreciation events
 - ii. Lock Tender cookout 07/12 and 07/13
2. Increased Utility budget 15%
3. Total Capital Projects and Maintenance Expenses
 - a. \$420,000.00 added to budget
 - b. Focus on preventative maintenance less than \$75K per project
 - c. Multiple Locks-estimated for repairs
4. Vehicle Purchase
 - a. \$70,000 added to budget
 - i. ¾ ton or heavier truck to replace truck
5. Capital Projects – Special Studies
 - a. Menasha Electronic Barrier
 - i. Kleinschmidt/Smith Root 100% design plan
 1. Will have update from Kleinschmidt at July meeting
 - a. John Vette stated we need to work with the DNR to get a resolution to take the necessary steps toward opening, once design plan in place
 - i. Winnebago currently denied access to locks/water (closed 2015)
 - ii. Kleinschmidt to do specific steps, DNR will confirm those steps were taken
 - iii. DNR will review final report and then will know if permits are necessary
 - iv. Will need to determine if it falls under “artificial” waterway compared to lakes/rivers
 - v. Smith-Root design plan, using results of study
 - vi. Submit to DNR when design is 100% completed for them to get involved
 - vii. SHPO review – protected site
 - viii. Consider next steps and cost
 - ix. Multi-year project
 - x. Price will determine if we go ahead with plan
 - b. Navigation is our number one priority
 - i. Sediment and shoreline improvements
 1. Approximate cost \$500K

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- c. Owners Rep, Environmental, on-call, civil engineering, dam inspections, sink holes (scope of work and Fee)
 - i. Westwood – on call
 - ii. Budget up from \$28,000 to \$60,000
- d. Lock Tender Houses
 - i. Houses received along with the locks
 - ii. Anticipated expenses to redo houses is \$500K-750K
 - 1. Recommend conversation with DOA
 - a. Any interest in putting funds towards rehabilitation
 - b. SHPO will not want houses taken down
 - c. Benefit to state if lease is discontinued in 2034
 - d. What grants are available for houses
 - 2. Two habitable houses currently
 - a. Little Chute Lock House
 - i. Rented to Jeremy Cords
 - ii. Currently \$750.00 per month
 - iii. Amount in lieu of raises
 - iv. Board Action needs to be taken for vacating home
 - b. De Pere Lock House
 - i. Rented to 3 Dam Guys
 - ii. \$1.00 per year
 - iii. Amount in lieu of rehabilitation
 - iv. Lease expires 2034
 - c. Rest of Lock Houses not habitable
 - i. Lead paint
 - ii. Asbestos
 - iii. Mold
- e. Capital Improvement Plan Needed
 - i. SHPO – draft agency agreement
- f. Revenue
 - i. Expected lock pass sales expected to be approximately \$21,000 for 2022 season
 - ii. State Admin Request \$125,000
 - iii. Anticipate resolution of Ahlstrom lease, collect \$25-\$50K in July
 - iv. Bridge Operation Income
 - 1. Little Chute
 - 2. Kaukauna
 - 3. Appleton
- b. Little Chute Levee
 - 1. Discussion
 - 1. Majority of levees built 1850-1900
 - 2. Built with rubble
 - 3. Stumps not removed, rotting
 - 4. Jeremy meeting with DNR tomorrow, July 29th, to do a test pit to see if safe to open Little Chute lock

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c. Grants

1. Discussion

1. No grants in process
2. Phil met with East Central yesterday, July 27th
3. New Contact with the DOA
 - a. No contact information yet received

d. Lock Traffic

1. Discussion

1. Higher amount of season passes sold vs last season
2. Boater numbers down
 - a. Other activities available since COVID
 - b. Weather cold and rainy during opening weekends vs season 2021 weather conditions
3. 2-million-dollar system and revenue is \$20K
 - a. Doesn't cover the cost of staff to operate
 - b. People have a right to the water

5. Capital Projects Committee - Colleen Harris

1. Discuss for approval –
2. Colleen Harris motioned to approve and pay invoices, Jean Rombeck-Bartels seconded, all approved
 1. Westwood – Invoice
 - a. Invoice 3220500074
 - i. \$1,764.24
 1. Owner Representation
 2. De Pere Construction
 3. Dry Dock Lead Sampling
 - b. Invoice 3220600068
 - i. \$904.00
 1. Owner Representation
 2. Kaukauna Lock 5
 3. De Pere Construction

6. Executive Committee – Jeffrey Feldt

1. Update-

- a. Items discussed during 06/14/22 Executive Meeting to discuss with Board
 - i. Organizational Chart
 1. Add historian
 - ii. Committee Structures
 1. Need to look at committees to streamline
 - a. 10 committees to consolidate/review
 2. Determine which committees are active/necessary
 3. How many board members and non-board members on a committee
 - a. Dean Haen with the Port Authority has shown interest in being on a committee

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4. Avoid a quorum with board members on other committees
 - iii. Work Meeting
 1. Board should have a work meeting a week prior to Board meeting to get some of the things that are talked about complete
 - a. Get some movement on projects
 - b. Same old discussions, but don't get anything done
 2. Strategic planning
 - a. Have only done this once
 - iv. Review By-laws
 1. Board needs to review
 - a. Comments/suggestions to Jeff Feldt in the next two weeks
 - b. Title changes
 - v. Ethics
 1. Revisions reviewed
 2. Motion to accept ethics by Jeff Feldt, seconded by Colleen Harris, all approved
 - vi. Pave Kaukauna 5 parking lot
 1. Earthen levee between Kaukauna Lock 4 and 5
 - a. Lots of trees to remove
 - b. Will ruin pavement
 - c. Use screenings for now
 2. Pave parking lot at Kaukauna Lock 5 in lieu of paving belock 4 to 5
 3. Contractor amenable
 - a. No money differences
 4. Jeff Feldt motioned to accept trail change, seconded by Bruce Enke, all approve
7. Property Committee – Kathy Curren
 - a. Ahlstrom Lease meeting in July
 - b. Marina Bar – no action
 8. DNR – Jean Romback-Bartels -
 1. Update - ACOE Dry Dock –
 1. No new news
 - a. ACOE has not responded to DNR
 - b. Longer cleanup is postponed, more likely to go up in price
 9. Fundraising Committee – John Vette
 1. Update –
 1. Menasha Locks
 2. Funding
 - a. Hoped Phil's grant research showed some ideas as to where to get money
 - b. Approach communities to raise money to get Menasha lock open a

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10. Rapide Croche Committee – Bruce Enke

1. Update –
 - a. N/A
2. Emma with Fox River Kayaking Company has reached out to discuss a refund regarding the (8) season passes they purchased as they do tours. With Appleton locks closed, it has impacted their ability to do those tours. Phil suggested she put her concerns into an email to him and he will discuss at the July Board meeting. Phil feels that the locks have been closed for only a short time and this wouldn't necessitate a full refund.

11. Appreciation Letters/Comments /Tours

- a. De Pere Historical Society
- b. Boater comments
- c. St. Norbert ESL Class tour
 1. Shared comments with Board

12. Closed Session Wis. Stat 19.85(1)(e)

- a. Personnel: Appointment and Compensation Letters
 1. Discuss
- b. Board declined to go into closed session to discuss Appointment and Compensation Letters
 1. Phil Ramlet's Letter:
 1. \$20,000.00 raise
 2. 36 hours week
 3. (4) weeks' vacation corrected to (6) weeks, or (240) hours, based on a 40-hour work week
 4. Motioned to accept by Colleen Harris, seconded by Jean Romback-Bartels, all approve
 2. Jeremy Cords' Letter:
 1. Not discussed
 2. Already signed

13. Adjournment

- a. Motioned to adjourn by Colleen Harris, seconded by Jeff Feldt, all approved