

MINUTES

FRNSA Board of Directors Meeting

Tuesday, August 23, 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), (No Secretary), Bruce Enke, John Vette, Jean Romback-Bartels (DNR), Tom Buchholz (DOT), Daina Penkiunas (SHPO), Phil Ramlet

Attending: Ron Van De Hey, Tim Short, Bruce Enke, John Vette, Jean Romback-Bartels, Tom Buchholz, Phil Ramlet, Beth Taubel, Mary Schmidt (Schmidt Communicates)

Attending Virtually: Daina Penkiunas

Absent: Jeff Feldt

Start:3:00p End: 4:15p

Agenda:

1. Introductions
 - a. Phil and Ron V have a meeting in Green Bay Wednesday morning to meet with a possible candidate for the open Brown County representative position on the board.
2. Review and approval of previous board meeting minutes
 - a. Discussion
 1. Motioned by John Vette, seconded by Jean Romback-Bartels, approved by all
3. Review and approval of Treasurer's Report – Tim Short
 1. FRNSA Financial Statement
 1. Unlock the Funds up from July
 2. Capital spending is low
 3. Maintenance varies month to month
 4. Equipment and fuel charges evens out with our navigation season
 5. Operations up approximately \$10,000.00
 - a. Due to seasonal labor
 6. Insurance Cost
 - a. Phil meeting with Ansay & Associates
 - i. Will discuss raising board coverage level
 - ii. Phil Ramlet still needs to reach out to see if State of Wisconsin will help with insurance coverage
 1. Check with Department of Administration

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2. Will follow up on when Ron Van De Hey is back from vacation
7. Phil stated we should have financial statements Tuesday prior to meeting
2. Dashboard Report
 1. No surprises
 2. Monitor trend for significant changes
 3. Develop 2–3-year forecast
 - a. Consider Inflation and staffing
 - b. Rapide Croche Barrier
 - c. Donations to offset projects
 4. Motion to accept report by Tim Short, seconded by Jean Romback-Bartels, approved by all
3. Trail Expenses – how are they being tracked/paid
 1. If it's a vendor who accepts ACH payments, payment is made directly from the Trail Account
 2. If vendor does not accept ACH payments, cashier check is drawn on Trail account or a check is cut inhouse and sent to vendor
 3. Additional Items that will be paid via Trail Account
 - a. Signage
 - b. Garbage Cans for Trail
 - c. Dog Waste Cans/Bags dispensers for Trail
 - d. Eventually lighting, etc
4. Executive Director – Phil Ramlet
 - a. Kleinschmidt Study
 1. Update
 1. Final Report was accepted about 1 month ago
 2. Under DNR review
 - a. Meeting/Phone Call with scientist to discuss
 - i. September 28, 2022
 - ii. 9am-11am
 - iii. Location: DNR Office in Green Bay
 - iv. Will include a virtual option
 - v. Meeting notice will be sent to board members
 1. Mary Schmidt (Schmidt Communicates) requested to be included in notice
 - b. Kaukauna Locks Trail Ribbon Cutting Ceremony
 1. Update
 1. Positive feedback received
 2. Event was well attended
 3. Some members of the board didn't receive their invite
 - a. Constant Contact was used to send invites
 - b. Ron Van De Hey requested invite list from Mary Schmidt
 4. Trail rides given via golf cart for some attendees were enjoyed
 5. Fox Cities Convention & Visitors Bureau has the Kaukauna Trail listed on their site

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5. Capital Projects Committee – Tom Buchholz

1. Discuss for approval

1. Absolute Asphalt Invoice 22-73
2. Erickson & Associates Invoice 57865
 - a. Should be listed under “Treasurers Report” in the future, not a Capital Project invoice
3. NMR, LLC Invoice 22-0018 & 22-0019
4. Westwood Invoice 3220700074
 - a. Motioned to pay all of the above invoices by Tom Buchholz, seconded by Bruce Enke approved by all

6. Executive Committee – Jeff Feldt (Report by Ron Van De Hey)

1. Update-

- a. Committee restructuring
 - i. Needs to get done
 1. Outline
 - a. Get to Board of Directors members and Executive Committee members prior to meeting so there is time to review and react

7. Property Committee –

a. Update

1. Nothing to Report

8. DNR – Jean Romback-Bartels -

1. Update - ACOE Dry Dock –

1. ACOE has responded to DNR

- a. ACOE has the funds to clean up second ½ of dry dock
 - i. FRNSA wants to see cleanup all the way up sides of dry dock
 - ii. Remediation will be invasive
 1. Trees will need to be removed from far side of dry dock in tainted area
 - iii. Stacked stone wall will need to be SHPO approved to satisfy the SHPO requirements
- b. ACOE admitted fault by doing cleanup of first ½ of dry dock
 - i. Level of clean up was to Wisconsin standard
 1. Excavated
 2. Trucked out contaminated dirt
 3. Replaced with clean dirt

2. Spillway/Government Canal between Kaukauna 3 and 4

- a. ACOE doesn't have funds to clean up
- b. Additional sampling needs to be done
- c. FRNSA should not help, or pay for part, as it could be interpreted as claiming some responsibility for contamination
- d. Utilize US Congress to remind ACOE of priority to citizens
 - i. Clean water issues

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- ii. People are interested in bringing attention to events along the river
- 3. Remediation
 - a. No timeline to complete currently
- 4. Grants for cleanup
 - a. Infrastructure Grants available
 - b. ACOE's responsibility to check into grants
- 5. Once clean, ton of potential
- 9. Fundraising Committee – John Vette
 - 1. Presentation by Phil Ramlet and Mary Schmidt (Schmidt Communicates)
 - 1. Fox Locks Preservation Fund
 - a. Used for ongoing preservation and operation of locks
 - b. Kickoff “Friend Raising” January 2023
 - c. Public “Fund Raising” following 2023 Navigation Season
 - d. Anticipated initial campaign ending late 2024
 - i. \$2-\$3 million target goal
 - e. Extend with an annual appeal/donor recognition
 - i. Different projects elicit different donors
 - 1. Community Foundation will help with this
 - 2. What's on our “Wish” list
 - 2. Giving Levels
 - a. \$1,000 - \$10,000 (Other Gifts-Benches/Picnic Tables)
 - i. Recognized with plaque at FRNSA office
 - ii. Signage
 - 1. Locks
 - 2. Lock Tender Houses
 - 3. Website
 - 4. Social Media
 - b. \$25,000 - \$100,000 (Major gifts)
 - i. Recognized with plaque at FRNSA office
 - ii. Signage
 - 1. Locks
 - 2. Lock Tender Houses
 - 3. Website
 - 4. Social Media
 - c. \$250,000
 - i. Naming rights for a lock
 - 1. Menasha Lock already named
 - 2. DOA should not have a problem as other locks have been named
 - 3. How long would naming rights be in place?
 - a. Don't raise the question
 - d. \$500,000
 - i. Naming rights for De Pere lock
 - 1. De Pere Lock is already named
 - e. Season Pass
 - 1. “Donation” option on Community Foundation site
 - a. Branded landing page

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3. Community Foundation of the Fox River Valley (CFFRV)
 - a. Fiscal Agent for FRNSA
 - b. Donations
 - i. Tax deductible donations
 - ii. General use or specific projects
 - iii. Online via branded landing page on CFFRV website
 1. Credit card fee would be assessed
 - iv. Checks made payable to CFFRV with memo line of Fox Locks Preservation Fund
 - v. CFFRV to determine which donor funds would be appropriate
 1. Environmental
 2. Education
 3. Etc
 - c. Reporting
 - i. CFFRV will handle all reporting
 1. Donor name
 2. Amount of donation
 3. Note if donation is for a specific project
 4. Donor specific instructions
 5. Etc
 - ii. Donor Integrity
 1. FRNSA's responsibility
 2. Track incoming funds if for a specific project/item
 3. "Thank You" to donors
 - iii. CFFRV will handle data base/prospect list
 1. FRNSA to meet with CFFRV regularly to review process
 - d. Use of funds
 - i. Operational Support
 1. Staffing/Wages
 - ii. Special Projects
 1. Recreational/Historical/Cultural/Educational
 - a. Site Plans for Tours/Field Trips
 - i. (3) locks should be prepared to allow for tours/field trips
 - ii. De Pere
 - iii. Kaukauna 3
 - iv. Appleton 3 or 4
 - b. SHPO to approve safety improvements
 - c. Safety would need to be addressed
 - i. Possibly removable guarding
 - d. ADA Accessible
 2. Items not included in Preservation fund
 - a. Sediment Removal
 - b. Shore line improvements
 - i. Sink holes

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10. Rapide Croche Committee – Bruce Enke

1. Update –

- a. Area should be opened to public, even if locks cannot
- b. Access to river for everyone
- c. Portages
 - i. Signage to be very clear about “one-way” only
 1. Educate about invasive species transfer
 2. Fines for not following signage
 - a. Ordinances would need to be passed
 - b. Enforcement of ordinances
 - c. Similar to “No Wake” on lakes
 - i. Town ordinance
 - ii. Town enforcement
- d. Funds available from Federal Government
 - i. Phil Ramlet will put on winter task list
- e. Items needing immediate action
 - i. Meet with CFFRV, get process/pages set up
 - ii. Review donor contacts
 - iii. Develop key speaking points
 1. Prepare answers for standard questions that may arise
 - a. We need to all be saying the same thing
 - i. Why is Menasha not open?
 - ii. Why doesn't the state fund locks?
- f. Accept Fund Raising plan motioned by Tim Short, seconded by Bruce Enke, all approve
 - i. Board encouraged to review plan
 1. Ask questions
 2. Give feedback

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

12. Adjournment

- a. Motioned by Tim Short, seconded by Bruce Enke, approved by all