

**Fox River Navigational System Authority**

1008 Augustine St  
Kaukauna, WI 54130

Philip Ramlet, Executive Director

Telephone: 920-850-1677

Jeremy Cords, Operations Director

Telephone: 920-309-4501



**AGENDA**

**FRNSA Board of Directors Meeting**

**Tuesday, October 25, 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**

**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:**

Start: End:

**Agenda:**

1. Introductions
2. Review and approval of previous board meeting minutes
  - a. Discussion
3. Guest – Jason Kent with Kleinschmidt
  - a. Presentation
4. Review and approval of Treasurer's Report – Tim Short
  1. FRNSA Financial Statement
  2. Dashboard Report
5. Executive Director – Phil Ramlet
6. Capital Projects Committee – Tom Buchholz
  - a. Discuss for approval
7. Executive Committee – Jeff Feldt
  - a. Update
    - a. Audit Proposals
      - i. Discussion
    - b. Electrical Resistivity
      - i. Discussion
    - c. Community Foundation/Steller Blue
      - i. Discussion
        1. Final approval Requested
    - d. Bylaws
      - i. Discussion

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8. Property Committee - No update this month
  - a. Update
9. DNR – Jean Romback-Bartels -
  1. Update - ACOE Dry Dock –
10. Fundraising Committee – John Vette
  - a. Update
11. Rapide Croche Committee – Bruce Enke
  - a. Update
12. Closed Session Wis. Stat 19.85(1)(e)
13. Adjournment

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**AGENDA**

**FRNSA Board of Directors Minutes**

Tuesday, September 27, 2022 – Board Meeting **3:00PM PROMPTLY**

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

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

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**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, Jeff Feldt, Tim Short, Bruce Enke, John Vette, Jean Romback-Bartels, Tom Buccholz, Phil Ramlet, Beth Taubel and Dean Haen

**Virtual:** Daina Penkiunas, Mary Schmidt (Schmidt Communicates)

**Phone:** Anonymous Caller

Start: 3:00p End: 3:40p

**Agenda:**

1. Introductions
  - a. Introduce new board member, Dean Haen
    1. Dean works for the Green Bay Port Authority
    2. Dean and Phil have known each other for approximately 20-25 years
      1. Served on the Transportation Development Board together
2. Review and approval of previous board meeting minutes
  - a. Discussion
    1. Referencing Item 3, 1, 6, a: Insurance Cost
      1. Phil Ramlet states he will be meeting with Ansay to discuss
      2. Will follow up to see if FRNSA could potentially get insurance through the State
    2. Referencing Item 3, 3: Trail Expenses
      1. Verification of who will take care of garbage/dog waste disposal along trails
        - a. FRNSA will be taking care of disposal
          - i. May need a dumpster
          - ii. No talks with the city to dispose of items
    3. Motion to approve minutes made by Tim Short, seconded by Bruce Enke, all approved
3. Review and approval of Treasurer's Report – Tim Short
  1. FRNSA Financial Statement
    1. Unlock the Fox fund down in August

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2. 16.7 million to 16.2
3. No surprises – still “healthy”
2. Dashboard Report
  1. August Staffing Expenses have increased
    - a. Labor & Maintenance during season
    - b. Not significant increase
    - c. Expected to decrease after navigation season
  2. Administrative Expenses have increased
    - a. Marketing cost up
  3. Maintenance Costs Increased
    - a. Appleton Lock 3
      - i. Lock Doors
    - b. Little Chute Lock 2
      - i. Lock Valves
3. Motion to accept by Tim Short, seconded by Bruce Enke, all approved
4. Executive Director – Phil Ramlet
  - a. System Lockage Numbers
    1. Discussion
      1. Numbers not yet available for 2022 Season
      2. No quality numbers from previous years
        - a. Lock Tender Coordinator, Bill Vanevenhoven, has addressed the counting of lockage’s, boaters and boats with Lock Tenders for consistency
          - i. Based on current numbers, it comes to approximately one dollar per passenger
      3. Saved \$17,000.00 by utilizing online sales only
      4. Tablets being used by Lock Tenders to track numbers have been successful and Administrative Assistant, Amanda Peterson, is doing a good job compiling the data
    2. Phil will get final numbers to board, with an explanation, when available
    3. Special Lockage’s
      1. Currently \$50 for private motorized boats
      2. Currently \$150 for commercial vessels
      3. No charge for police/rescue/etc
      4. Will consider increasing special lockage fees for 2023 Navigation Season, \$250 is being considered
  - b. Kleinschmidt On -Call Contract
    1. Discussion
      1. Kleinschmidt is requesting extra funds
        - a. Time and Material
        - b. Not to exceed \$7,500
        - c. Phil Ramlet would approve all additional charges/invoices
      2. DNR will be discussing Goby update with Kleinschmidt tomorrow, September 28, 2022, at 9:00am
        - i. Clarify information
          1. No diagrams
          2. What is the sill? 1’ Barrier or more? Etc.



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- b. Location: 2984 Shawano Ave, Green Bay, WI
- c. A link will be available to join if any board members are available/interested in participating

5. Capital Projects Committee – Tom Buchholz

- 1. Discuss for approval
  - 1. Westwood Invoice 3220800039
  - 2. Schuh Landscape Contracting Invoice 4664 and 4665
- 2. Motion to pay by Tim Short, seconded by Jeff Feldt, all approved
- 3. Other charges to trail
  - 1. Westwood \$56K
  - 2. School Outfitters (tables/benches) 23K
  - 3. Absolute Asphalt \$63K
  - 4. Schuh Landscaping \$102K
- 4. Signage not included in charges as they are not yet complete
- 5. Nelson Grant was for \$300K
- 6. Tom Buchholz requested a copy of the 5-year Capital plan
  - 1. Phil Ramlet will send once available
  - 2. Anticipates revising in the next few weeks

6. Executive Committee – Jeff Feldt

- 1. Update- No September Meeting
  - a. No Update

7. Property Committee –

- a. Update
  - 1. Ahlstrom-Munksjo Lease
    - 1. Phil Ramlet has on his "to do" list to schedule an October meeting to discuss lease/back payment
  - 2. Kaukauna Trail/Locks Landscaping
    - 1. Phil Ramlet would like to meet with Tyler Howe of SHPO to discuss landscaping plan going forward
    - 2. What would be used for "period landscaping"
    - 3. Location to be determined: Madison or Kaukauna (site)
  - 3. Electrical Ground Resistivity Study
    - 1. Executive Committee to discuss in November
    - 2. 100-150K
    - 3. 5-year plan
      - a. Check Levee's
      - b. Any stretches where there may be a concern of failure
      - c. Ryan Pichler with the DNR would need to review proposal and sign-off

8. DNR – Jean Romback-Bartels -

- 1. Update - ACOE Dry Dock –
  - 1. ACOE has agreed to cleanup remainder of the dry dock. We are still waiting on a timeline for this project
  - 2. ACOE has the money available for this project
  - 3. May start as early as next year
  - 4. Duration could be couple of weeks to a month

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5. Once cleaned up, FRNSA should not put any water into the dock until all work is completed so as not to become a "responsible party" to any contamination
2. "Discharge Flume" Cleanup
  1. No resolution from ACOE to clean up the "discharge flume" and area in government canal
  2. Money has not been allocated or earmarked for this portion of the work
3. Congressional funds may be available for water quality projects/preservation
  1. This would be the responsibility of ACOE to pursue
4. Phil Ramlet will follow up with Congressman Mike Gallagher's office regarding available funding
5. ACOE Fall 2022 Lake Winnebago Regulation Meeting
  1. Jeremy Cords and Phil Ramlet will be attending
  2. Board is welcome to attend
  3. Tuesday, October 4, 2022, at 6pm
    - a. River management/water levels/etc.
9. Fundraising Committee – John Vette
  - a. Phil Ramlet and Mary Schmidt will meet with Community Foundation in October
    1. Work through the mechanics of setting up "Donation" link online
    2. John Vette notes expressed concern that the Menasha Lock needs to open for positive usage for Winnebago
      1. Opening the Menasha Lock is an on-going effort
10. Rapide Croche Committee – Bruce Enke
  1. Update –
    - a. Bruce Enke, Phil Ramlet and Jeremy Cords to have a meeting in October (date to be determined)
      - i. Put together a committee
        1. Brainstorm and feedback 2023 and future projects
        2. Kayak Portage – 2023 project
        3. Possible tour spot
        4. Nothing excluded for project discussion
        5. SHPO brought in once project(s) are determined
11. Closed Session Wis. Stat 19.85(1)(e)
12. Adjournment
  - a. Motion to adjourn by Tim Short, seconded by John Vette, all approved

**Fox River Navigational System Authority  
Monthly Financial Reporting - Board Summary  
For the Fiscal Year Ending June 30, 2022**

[illegible]



[illegible]



FUND: F RTP

**Unlock the Fox Funds - Board Statement**  
**Fiscal Year 2022-2023**

	6/30/2022	7/31/2022	8/31/2022	9/30/2022	Since Inception
Beginning Balance	\$ -	16,191,282.59	16,734,545.50	16,190,576.33	
Local Fundraising	2,386,451.54	-	-		2,386,451.54
Cash Disbursements-Capital	(2,580,000.00)	-	-		(2,580,000.00)
Cash Disbursements-Operations	(151,250.00)	-	-		(151,250.00)
Net Investment Activity	517,737.11	9,214.59	(5,050.24)	(12,185.38)	509,716.08
Total Local Funds	172,938.65				164,917.62
Federal Grants	19,837,000.00	-	-		19,837,000.00
Cash Disbursements-Capital	(17,076,955.96)	(92,000.00)			(17,168,955.96)
Cash Disbursements-Operations	(4,927,800.00)	(163,000.00)	(80,000.00)	(50,000.00)	(5,220,800.00)
Net Investment Activity	11,782,851.16	447,867.59	(271,928.05)	(650,612.37)	11,308,178.34
Total Federal Funds	9,615,095.20				8,755,422.38
State Grants	2,800,000.00	-	-		2,800,000.00
Net Investment Activity	3,603,248.73	341,180.73	(186,990.88)	(451,177.57)	3,306,261.01
Total State Funds	6,403,248.73				6,106,261.01
Other	-				-
Ending Balance	\$ 16,191,282.59	\$ 16,734,545.50	\$ 16,190,576.33	\$ 15,026,601.01	\$ 15,026,601.01
Match Eligible Funds	\$ -				
Monthly Rate of Return		5.07%	-2.68%	-6.95%	
Ytd Rate of Return		5.07%	2.25%	-4.85%	
Since Inception	6.25%	6.55%	6.33%	5.82%	
Cash (Includes accrued income)		291,646.55	244,409.94	429,368.83	
Fixed Income		4,628,976.70	4,549,311.55	4,260,700.46	
Equities		11,813,922.25	11,396,854.84	10,336,531.72	
		16,734,545.50	16,190,576.33	15,026,601.01	
Check		(0.00)	(0.00)	(0.00)	

**FY 2022-2023 To Date****Eligible cost share funds:**

Local contributions

Total investment income (loss)

<b>Grand total July 2022 - present</b>	<b>\$ (751,124.55)</b>	<b>\$ 807,732.18</b>	<b>\$ (454,350.50)</b>	<b>\$ (1,104,506.23)</b>
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Fox Valley fees

Green Bay fees

Oshkosh fees

**Community Foundation Fees****Associated Bank Fees****Total Fees**

<b>September Fund Summary:</b>	
Total Fund declined by:	-\$1,163,975.32
Market Value Decline:	(1,113,975.32)
Disbursement for Ops.:	(50,000.00)
Total Change in Sept:	(1,163,975.32)
Total Fees:	(9,469.08)

Fox River Navigational System Authority					
Monthly Fiscal Year-to-Date Totals - September 2022					
	Sep-22	Sep-21	Sep-20	Full Year Budget FY 22/23	22/23 Budget Per Mo
<b>Revenues</b>					
Miscellaneous Income	\$0	\$0	\$1	\$0	
Unlock the Fox Fund Income	-\$1,113,975	-\$517,569	-\$265,270	\$0	
Bridge Operation Reimbursement	\$0	\$0	\$0	\$0	
State Admin Request	\$0	\$0	\$0	\$0	
Federal Grants	\$0	\$0	\$0	\$0	
Lockage Fees	\$1,290	\$2,895	\$1,510	\$0	
Lease Income	\$0	\$575	\$300	\$0	
Fundraising/Donations	\$0	\$1,003	\$0	\$0	
Other	\$0	\$300,000	\$0	\$0	
<b>Total Revenues</b>	<b>-\$1,112,685</b>	<b>-\$213,096</b>	<b>-\$263,459</b>	<b>\$0</b>	
<b>Expenses</b>					
<b>Staffing Expense - Summary</b>	<b>\$55,642</b>	<b>\$52,528</b>	<b>\$45,844</b>	<b>\$740,820</b>	<b>\$61,735</b>
<b>Utility Expenses</b>					
Natural Gas	\$118	\$64	\$64	\$3,910	\$326
Water and Sewer	\$211	\$197	\$357	\$4,830	\$403
Phone	<b>\$1,058</b>	\$409	\$403	\$8,050	\$671
Electric - Summary of all charges	\$691	\$426	\$920	\$13,685	\$1,140
John St. Hydro	\$0	\$0	\$0	\$0	\$0
Utilities-Locks	\$809	\$533		\$7,939	\$662
Other	\$0	\$0	\$0	\$0	\$0
<b>Total - Utilities</b>	<b>\$2,887</b>	<b>\$1,629</b>	<b>\$1,744</b>	<b>\$38,414</b>	<b>\$3,201</b>
<b>Admin/Maintenance/Supplies</b>					
Admin Expense Summary	\$10,208	\$11,789	\$16,735	\$292,700	\$24,392
Office Supply Summary	\$751	\$630	\$2,302	\$12,000	\$1,000
Maintenance Expense Summary	\$2,371	\$3,277	\$4,252	\$36,500	\$3,042
Rental Expense Summary	\$0	\$0	\$289	\$4,000	\$333
Equipment and Fuel	\$2,521	\$3,908	\$427	\$7,000	\$583
Board Expenses	\$0	\$40	\$0	\$0	\$0
<b>Totals - Admin/Mtce/Supplies</b>	<b>\$15,851</b>	<b>\$19,644</b>	<b>\$24,005</b>	<b>\$352,200</b>	<b>\$29,350</b>
<b>Project Expenses (Capital)</b>					
UWGB AIS Studies	\$0	\$0	\$0	\$36,000	\$3,000
Kleinschmidt Goby Pilot Study	\$0	\$0	\$2,939	\$150,000	\$12,500
Kaukauna Trail Project	<b>\$105,346</b>	\$24,312		\$0	\$0
Intermediate Water Temp Study	\$0	\$0	\$0	\$0	\$0
Visitor Center Design Study	\$0	\$0	\$352	\$0	\$0
Office Renovation Design	\$0	\$0	\$0	\$0	\$0
Fundraising Expenses	\$0	\$0	\$0	\$5,000	\$417
Special Studies	\$0	\$0	\$0	\$250,000	\$20,833
<b>Total - Special Studies/Projects</b>	<b>\$105,346</b>	<b>\$24,312</b>	<b>\$3,291</b>	<b>\$441,000</b>	<b>\$36,750</b>

<b>Maintenance Expenses (Capital)</b>					
Machinery/Equipment Purchases	\$0	\$0	\$6,395	\$102,000	\$8,500
Owners Rep & Misc	\$1,215	\$0	\$5,379	\$60,000	\$5,000
Lock Emergency Repairs	\$0	\$0	\$817	\$0	\$0
Unplanned Lock Rehab & Maintenance	\$862	\$2,146	\$0	\$100,000	\$8,333
Property Inventory/Inspection	\$0	\$1,434	-\$3,864	\$0	\$0
Menasha Lock - Summary	\$0	\$0	\$0	\$0	\$0
Appleton 1 - Summary	\$473	\$905	\$263	\$0	\$0
Appleton 2 - Summary	\$0	\$0	\$0	\$0	\$0
Appleton 3 - Summary	\$0	\$284	\$0	\$0	\$0
Appleton 4 - Summary	\$266	\$0	\$6,830	\$0	\$0
Cedars Lock - Summary	\$266	\$6,685	\$0	\$0	\$0
Little Chute Guard Lock - Summary	\$0	\$0	\$0	\$0	\$0
Little Chute Lock 2 - Summary	\$5,384	\$254	\$3,034	\$0	\$0
Combined Locks - Summary	\$266	\$14,067	\$0	\$0	\$0
Kaukauna Guard Lock - Summary	\$0	\$0	\$0	\$0	\$0
Kaukauna Lock 1 - Summary	\$0	-\$4,105	\$0	\$0	\$0
Kaukauna Lock 2 - Summary	\$0	-\$1,089	\$0	\$0	\$0
Kaukauna Lock 3 - Summary	\$62	-\$1,202	\$0	\$0	\$0
Kaukauna Lock 3 Dry Dock - Summary	\$0	\$1,265	\$0	\$0	\$0
Kaukauna Lock 3 Office	\$0	\$0	\$0	\$0	\$0
Kaukauna Lock 4 - Summary	\$0	-\$1,202	\$1,600	\$0	\$0
Kaukauna Lock 5 - Summary	\$0	-\$1,202	\$660	\$0	\$0
Rapide Croche Lock - Summary	\$0	\$0	\$1,105	\$0	\$0
Little Kaukauna (Rapids) Lock - Summary	\$0	\$0	\$1,340	\$0	\$0
De Pere Lock - Summary	\$0	\$0	\$57	\$0	\$0
<b>Total - All Capital Maintenance Expenses</b>	<b>\$8,794</b>	<b>\$18,240</b>	<b>\$23,615</b>	<b>\$262,000</b>	<b>\$21,833</b>
<b>Summary</b>					
Total Revenue	-\$1,112,685	-\$213,096	-\$263,459	\$0	
Total Drawn from Unlock the Fox Fund	\$50,000	\$120,000	\$95,000		
Total Revenue and Cash Flow	-\$1,062,685	-\$93,096	-\$168,459	\$0	
Expenses	\$188,520	\$116,353	\$98,499	\$1,834,434	\$152,870
<b>Difference</b>	<b>-\$1,251,205</b>	<b>-\$209,449</b>	<b>-\$266,958</b>	<b>-\$1,834,434</b>	<b>-\$152,870</b>



Fox River Navigational System Authority					
2022/2023 Monthly Fiscal Year-to-Date Totals through September 2022					
	FY 22/23	FY 21/22	FY 20/21	Full Year Budget FY 22/23	22/23 Y-T-D Budget
<b>Revenues</b>					
Miscellaneous Income	\$0	\$0	\$1	\$0	\$0
Unlock the Fox Fund Income	-\$779,681	-\$188,953	\$727,809	\$0	\$0
Bridge Operation Reimbursement	\$0	\$0	\$0	\$0	\$0
State Admin Request	\$0	\$32	\$0	\$0	\$0
Federal Grants	\$0	\$0	\$0	\$0	\$0
Lockage Fees	\$6,250	\$11,385	\$11,400	\$0	\$0
Lease Income	\$775	\$1,475	\$2,218	\$0	\$0
Fundraising/Donations	\$45	\$1,003	\$0	\$0	\$0
Other	\$0	\$300,000	\$0	\$0	\$0
<b>Total Revenues</b>	<b>-\$772,611</b>	<b>\$124,942</b>	<b>\$741,427</b>	<b>\$0</b>	<b>\$0</b>
<b>Expenses</b>					
<b>Staffing Expense - Summary</b>	<b>\$229,330</b>	<b>\$188,980</b>	<b>\$178,267</b>	<b>\$740,820</b>	<b>\$123,470</b>
<b>Utility Expenses</b>					
Natural Gas	\$314	\$248	\$202	\$3,910	\$652
Water and Sewer	\$624	\$589	\$1,131	\$4,830	\$805
Phone	\$2,686	\$1,238	\$1,420	\$8,050	\$1,342
Electric - Summary of all charges	\$1,726	\$1,161	\$2,715	\$13,685	\$2,281
John St. Hydro	\$0	\$0	\$0	\$0	\$0
Utilities-Locks	\$2,140	\$2,176	\$0	\$7,939	\$1,323
Other	\$0	\$0	\$0	\$0	\$0
<b>Total - Utilities</b>	<b>\$7,490</b>	<b>\$5,412</b>	<b>\$5,468</b>	<b>\$38,414</b>	<b>\$6,402</b>
<b>Admin/Maintenance/Supplies</b>					
Admin Expense Summary	\$55,164	\$36,929	\$25,700	\$292,700	\$48,783
Office Supply Summary	\$1,766	\$2,574	\$7,858	\$12,000	\$2,000
Maintenance Expense Summary	\$9,314	\$10,878	\$11,363	\$36,500	\$6,083
Rental Expense Summary	\$0	\$0	\$525	\$4,000	\$667
Equipment and Fuel	<b>\$5,741</b>	\$9,777	\$1,781	\$7,000	\$1,167
Board Expenses	\$0	\$40	\$102	\$0	\$0
<b>Totals - Admin/Mtce/Supplies</b>	<b>\$71,985</b>	<b>\$60,198</b>	<b>\$47,329</b>	<b>\$352,200</b>	<b>\$58,700</b>
<b>Project Expenses (Capital)</b>					
UWGB AIS Studies	\$4,391	\$9,476	\$802	\$36,000	\$6,000
Kleinschmidt Goby Pilot Study	\$0	\$5,925	\$2,939	\$150,000	\$25,000
Kaukauna Trail Project	\$170,796	\$24,312	\$0	\$0	\$0
Intermediate Water Temp Study	\$0	\$0	\$0	\$0	\$0
Visitor Center Design Study	\$0	\$0	\$4,314	\$0	\$0
Office Renovation Design	\$0	\$0	\$0	\$0	\$0
Fundraising Expenses	\$0	\$0	\$0	\$5,000	\$833
Special Studies	\$0	\$0	\$0	\$250,000	\$41,667
<b>Total - Special Studies/Projects</b>	<b>\$175,187</b>	<b>\$39,713</b>	<b>\$8,054</b>	<b>\$441,000</b>	<b>\$73,500</b>

<b>Maintenance Expenses (Capital)</b>					
Machinery/Equipment Purchases	\$753	\$17,432	\$8,097	\$102,000	\$17,000
Owners Rep & Misc	\$3,645	\$0	\$10,309	\$60,000	\$10,000
Lock Emergency Repairs	\$0	\$0	\$2,027	\$0	\$0
Unplanned Lock Rehab & Maintenance	\$1,459	\$5,347	\$0	\$100,000	\$16,667
Property Inventory/Inspection	\$0	\$4,125	\$0	\$0	\$0
Menasha Lock - Summary	\$170	\$0	\$0	\$0	\$0
Appleton 1 - Summary	\$694	\$929	\$537	\$0	\$0
Appleton 2 - Summary	\$64	\$226	\$274	\$0	\$0
Appleton 3 - Summary	\$6,075	\$284	\$274	\$0	\$0
Appleton 4 - Summary	\$554	\$0	\$341,580	\$0	\$0
Cedars Lock - Summary	\$497	\$19,068	\$0	\$0	\$0
Little Chute Guard Lock - Summary	\$0	\$0	\$0	\$0	\$0
Little Chute Lock 2 - Summary	\$35,054	\$1,355	\$13,965	\$0	\$0
Combined Locks - Summary	\$497	\$19,078	\$0	\$0	\$0
Kaukauna Guard Lock - Summary	\$0	\$0	\$0	\$0	\$0
Kaukauna Lock 1 - Summary	\$0	\$0	\$0	\$0	\$0
Kaukauna Lock 2 - Summary	\$0	\$113	\$0	\$0	\$0
Kaukauna Lock 3 - Summary	\$62	\$4,162	\$0	\$0	\$0
Kaukauna Lock 3 Dry Dock - Summary	\$0	\$1,265	\$0	\$0	\$0
Kaukauna Lock 3 Office	\$0	\$20	\$0	\$0	\$0
Kaukauna Lock 4 - Summary	\$0	\$2,085	\$1,600	\$0	\$0
Kaukauna Lock 5 - Summary	\$0	\$2,571	\$660	\$0	\$0
Rapide Croche Lock - Summary	\$0	\$0	\$1,105	\$0	\$0
Little Kaukauna (Rapids) Lock - Summary	\$0	\$359	\$1,615	\$0	\$0
De Pere Lock - Summary	\$846	\$495	\$331	\$0	\$0
<b>Total - All Capital Maintenance Expenses</b>	<b>\$50,370</b>	<b>\$78,914</b>	<b>\$382,375</b>	<b>\$262,000</b>	<b>\$43,667</b>
<b>Summary</b>					
Total Revenue	-\$772,611	\$124,942	\$741,427	\$0	\$0
Total Drawn from Unlock the Fox Fund	\$130,000	\$470,000	\$653,000		\$0
Total Revenue and Cash Flow	-\$642,611	\$594,942	\$1,394,427	\$0	\$0
Expenses	\$534,362	\$373,217	\$621,494	\$1,834,434	\$305,739
<b>Difference</b>	<b>-\$1,176,973</b>	<b>\$221,725</b>	<b>\$772,933</b>	<b>-\$1,834,434</b>	<b>-\$305,739</b>





4455 W. Lawrence St.  
Appleton, WI 54914  
P 920.830.1290  
E info@cffoxvalley.org  
[cffoxvalley.org](http://cffoxvalley.org)

## ***Fox Locks Preservation Fund***

*A designated spend-down fund.*

The Fox River Navigational System Authority wishes to establish a charitable fund within the Community Foundation for the Fox Valley Region, Inc. (the "Foundation") and has provided for an irrevocable gift to establish this fund. This gift, together with any similarly directed gifts from any donor, shall be held and maintained as a component fund within the Foundation and administered as follows:

1. **Name of Fund.** This fund shall be known as the *Fox Locks Preservation Fund*.
2. **Fund Purpose.** This fund is established for the purpose of supporting the ongoing preservation and operation of the historic lock system of the Fox River Navigational System Authority.
3. **Recipients of Fund Distributions.** Distributions shall be made from this fund to Fox River Navigational System Authority, in Kaukauna, Wisconsin. In the event that Fox River Navigational System Authority, or any successor organizations, should cease to exist or to carry out a charitable purpose, distributions shall be made instead as directed by the Foundation's Board of Directors, in its sole discretion, to one or more organizations serving a charitable purpose similar to that of Fox River Navigational System Authority.
4. **Amounts Available for Distribution.** Distributions may be made in any amount, so long as a balance remains in the fund. This fund may be converted to a permanent endowment fund at any time, so long as the value of the fund assets at that time equals or exceeds the Foundation's then minimum endowment amount (currently \$10,000).
5. **Investment of Fund Assets.** The Foundation shall oversee the investment management of the fund assets. The Foundation's Board of Directors shall have all powers necessary or, in its sole discretion, desirable to fulfill this obligation, including but not limited to the power to retain, invest, and reinvest the fund assets and to commingle the fund assets with those of other funds for investment purposes.



6. **Obligation to Ensure Charitable Use of Fund.** As a component fund of the Foundation, this fund is subject to the applicable provisions of the Internal Revenue Code and related Federal laws and regulations, to the laws of the State of Wisconsin, and to the provisions of the Foundation's Articles of Incorporation and Bylaws. These authorities require that the Foundation's Board of Directors, acting in its sole discretion, shall have the power and the duty to modify any restriction or condition of this fund that has become unnecessary, incapable of fulfillment, or inconsistent with the Foundation's charitable purposes or the needs of the community served by the Foundation.

I hereby confirm that the provisions set forth above describe the Fox River Navigational System Authority's intent in establishing this fund.

\_\_\_\_\_  
Ron Van De Hey, Board Chair

\_\_\_\_\_  
Date

Accepted on behalf of the Community Foundation for the Fox Valley Region, Inc.

\_\_\_\_\_  
Curt S. Detjen, President/CEO

\_\_\_\_\_  
Date



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cffoxvalley.org

## ***Memorandum of Understanding***

In furtherance of its charitable purposes, the Community Foundation for the Fox Valley Region, Inc. (the "Foundation") will administer a charitable fund to receive tax-deductible charitable contributions from public donors for the benefit and use of the Fox River Navigational System Authority (the "Authority"). The Authority, with the administrative assistance of the Foundation, desires to use these assets to complete projects, as described in a separate executed fund agreement (attached).

The purpose of this Memorandum of Understanding is to document the operating procedures of the partnership between the Foundation and the Authority, specific to a newly created designated fund (the "Fund") to support this work.

- **Fundraising:** The Authority is solely responsible for soliciting charitable contributions for the Fund. All fundraising must comply with the Foundation's *Fundraising Policy* (attached). All materials, including fundraising and marketing materials, that mention the Foundation or the Fund must be approved in advance by the Foundation. The Authority acknowledges receipt of the Foundation's *Fundraising Policy*.
- **Grant Applications:** It is agreed that any and all applications for grant funding and receipt of grant proceeds will be conducted separately from the Fund by the Authority. Applications will not utilize the Foundation's Nonprofit Employer Identification Number or the Fund, unless otherwise approved by the Foundation. Such applications may acknowledge the existence of this Fund, however.

**Contributions:** Checks should be payable to the Community Foundation with the Fund name designated on the memo line and sent directly to the Foundation. The Foundation can accept gifts via check, online credit card donations, transfer of securities, and complex gifts. The Foundation is currently assessed a fee of 2.598% plus \$0.26 per transaction. This amount will be deducted from online gifts. Pledged commitments are not anticipated to be accepted or tracked, unless mutually agreed upon by the Foundation and Authority in advance.

Subject to the Foundation's variance power, amounts contributed to the Fund will be used only to support the organization or project.

- **Acknowledgement:** Charitable contributions and gifts that the Foundation receives for the Fund will be reported as contributions to the Foundation, as required by law. The Foundation agrees to acknowledge the receipt of any such charitable contributions or gifts in writing to the donors and to inform the donors that the contribution received will benefit the Fund's purpose.

- Tracking/Use of Funds: The Authority will provide the Foundation with the project descriptions and project names to use in recording donor designations for gifts. The Foundation will make note of any special designations made by donors, as applicable. The Authority will maintain records for each of its project(s). To ensure donor intentions are honored, the Authority also agrees to use any and all funds received for the specific purposes designated by donors. The Authority shall keep accurate and complete records with respect to its receipt and spending of the funds, and shall provide such reports to assist the Foundation in confirming application of donated funds, as requested. The Foundation handles the acknowledgements, donor records, fund accounting and distributions and prepare reports for the Authority, as requested.
- Distributions: Distributions from this Fund will be made to the Authority as grants through the Foundation's regular procedures. The Authority will appoint a representative to serve as the Fund Contact. The Fund Contact will be authorized to request distributions from the Fund in writing and to access fund activity online through the Foundation's Portal. Foundation staff can also provide additional details of fund activities.
- Stewardship: Donor stewardship (beyond contribution acknowledgement) and donor communication regarding use of contributions will be the sole responsibility of the Authority.
- Administrative Fee: The Fund shall be assessed an administrative fee of \$250 per month (\$3,000 annually) to cover the Foundation's administration for the Fund. This is a special fee arrangement. The administrative fee shall be reviewed annually to ensure alignment with the level of service, direct costs and staff time dedicated to administering the Fund. If deemed appropriate upon such review, the administrative fee may be amended by the Foundation in consultation with the Authority.

Accepted on behalf of the Fox River Navigational System Authority.

\_\_\_\_\_  
Ron Van De Hey, Board Chair

\_\_\_\_\_  
Date

Accepted on behalf of the Community Foundation for the Fox Valley Region.

\_\_\_\_\_  
Curt S. Detjen, President/CEO

\_\_\_\_\_  
Date