

**Fox River Navigational System Authority**

1008 Augustine St  
Kaukauna, WI 54130  
920-455-9174



**Minutes**

**Executive Committee Minutes**

Tuesday November 15, 2022, 8:00 AM (CDT)

**Location: 1008 Augustine Street, Kaukauna, WI 54130**

**<https://global.gotomeeting.com/join/781018437>**

United States: +1 (646) 749-3122 Access Code: 781-018-437

**Members:** Ron Van De Hey (Chair), Jeff Feldt (Vice Chair), Tim Short (Treasurer), (No Acting Secretary), Philip Ramlet

Attending: Ron Van De Hey, Jeff Feldt, Phil Ramlet, Beth Taubel

Absent: Tim Short

Start: 8:00a End: 8:50a

1. Review and approval of past meeting minutes
  - a. Discussion
    - i. Motion made by Ron Van De Hey to approve minutes, seconded by Jeff Feldt, all approve
2. Executive Director
  - a. Discussion – Updates
    - i. Electrical Ground Resistivity Study
      1. Proposal received from Terracon
        - a. \$110,000 bid
      2. Would like to present three bid packages to entire Board of Directors for 2023
        - a. Per Phil Ramlet's conversation with WI Legislative Auditor
          - i. Auditor needed input from Phil Ramlet
            1. Need a proposal process
      3. Jeremy Cords, Tim Bolwerk and Phil Ramlet met to discuss
        - a. Most critical pieces to take priority
          - i. Five levies
          - ii. Little Chute Turning Basin
          - iii. Cedars
        - b. Will spend approximately 50-60K this fiscal year
        - c. Timetable
          - i. Field work to be completed in 2022

- ii. Analysis to be completed through winter
    - iii. Report generated in Spring 2023 for scope of work
      - 1. Possibly two phases
    - iv. Work to commence in Summer 2023
  - 4. Jeremy Cords and Tim Bolwerk to meet this week (11/16/22)
    - a. Phil Ramlet will follow up with information and forward on to board
- ii. Employee Policies
  - 1. Need to develop
    - a. Bereavement Policy
    - b. Vesting Policy
    - c. PTO Policy
      - i. Developing
      - ii. Capture proper roll-over procedure
      - iii. Jean Romback-Bartels supplied DNR Manual 9136 (Paid Leave and Other Time Away from Work) as a reference and guide for FRNSA to utilize
    - d. Present policies to Board of Directors at December 13, 2022 meeting
- iii. Audit
  - 1. Two proposals received
    - a. Hawkins-Ash CPA's
      - i. Smaller organization
        - 1. Potentially more personal service
      - ii. Local
    - b. CliftonLarsonAllen LLP (CLA)
      - i. Auditors for Community Foundation
  - 2. Phil Ramlet to develop grading process
    - a. References
    - b. Timely results/billings
      - i. Accurate
      - ii. Easy to follow
  - 3. Quality product with either organization
  - 4. Service fees are similar
  - 5. Timetable
    - a. Interviews first and second week of December 2022
      - i. Phil Ramlet/Beth Taubel to meet with responsible partner and project manager
    - b. Request Board of Directors approval for the Executive Committee to make decision on which organization to proceed with for audits at Board of Directors at December 13, 2022 meeting
      - i. Executive Committee involvement for selection of auditor
        - 1. Tim Short, Ron Van De Hey, Jeff Feldt
    - c. Final decision made and communicated to either Hawkins-Ash CPA's or CLA by December 31, 2022

- d. Have auditing company start as of January 1, 2023
  - 6. Invoices received for services
    - a. Does not need Board of Directors approval for payment
      - i. Internal approval process
    - b. Additional work
      - i. Have auditor recommend “add-on” work as audit progresses
- iv. Bylaws
  - 1. Attorney, Andy Rossmeyssl, with Herrling-Clark Law Firm, was going to clean-up bylaws and get back to FRNSA
    - a. Would like Bylaws back by first week of December 2022
      - i. Phil Ramlet will follow up with Andy Rossmeyssl
    - b. Present for approval at Board of Directors December 13, 2022, meeting
- v. Fundraising
  - 1. Donation agreement with Community Foundation is in complete
  - 2. Community Foundation will have a landing page on their site by the first part of December 2022
  - 3. Phil Ramlet will be visiting Community Foundation of Winnebago and Community Foundation of Green Bay to start requesting money
  - 4. What happens to any remaining funds if FRNSA does not proceed after 2034
    - a. Would need to follow “abandonment” plan
    - b. Funds go back to state?
    - c. Absorbed by Community Foundations?
- vi. Financial Policies
  - 1. Utilize auditor to hone in on processes/policies and review
- vii. Menasha Lock
  - 1. Jason Kent with Kleinschmidt to revise proposal
    - a. Due prior to Board of Director meeting of December 13, 2022
    - b. Proposal to all Board members prior to meeting so they have time to review
    - c. Telecom with Jason Kent during Board of Directors meeting of December 13, 2022
    - d. Complete by March of 2023 once Board of Directors approve
      - i. Plan
      - ii. Operational Manual
      - iii. Cost
    - e. DNR Permitting
      - i. Not required if barrier is placed where existing government canal exaction

- ii. Determine limits of government canal and keep project within those parameters
  - iii. Have DNR review our information and be okay with it
- f. Phil Ramlet meeting with Representative Snodgrass' office on Monday, November 21, 2022, to discuss Menasha Lock
- g. Phil Ramlet and Ron Van De Hey to meet with Bill Ramsay with the Department of Administration

3. Adjournment:

- a. Motion made by Ron Van De Hey to adjourn, seconded by Jeff Feldt, all approve