

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



MINUTES

FRNSA Board of Directors Meeting

Tuesday, January 24, 2023 – 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, Jeff Feldt, Tim Short, Bruce Enke, John Vette, Jean Romback-Bartels, Tom Buchholz, Daina Penkiunas, Dean Haen, Phil Ramlet, Beth Taubel, Mary Schmidt (Schmidt Communicates), Steve Erb (Appleton Yacht Club), John Neumeier (City of Kaukauna), (1) anonymous caller

Start: 3:00p End: 5:05p

Agenda:

1. Introduction
 - a. Board of Directors introduced to visitors and guests
2. Review and approval of previous board meeting minutes
 - a. Discussion
 1. Items carried over from previous meeting for follow-up
 1. Phil Ramlet to reach out to Lee Snodgras' office regarding Kleinschmidt and their studies
 - a. Met with Lee Snodgras
 - i. Interested in assisting FRNSA with grants
 - ii. Will have a follow-up meeting on February 6, 2023, 11:00am
 1. All Board Members are invited to attend
 2. Request roster of attending politicians
 2. Phil Ramlet to present Employee Policies for final approval to Board of Directors
 - a. Refer to notes under Item 5, a, 1
 3. Jean Romback-Bartels to submit original and revised editions of Employee Handbook to all Board of Directors members for review/feedback
 - a. Refer to notes under Item 5, a, 1
 4. Phil Ramlet and Ron Van De Hey to visit Community Foundations to request donations/funds
 - a. Tim Short and Jeff Feldt also attended
 - b. Requested donations
 - i. Identify items for follow up
 2. Items carried over from November 2022 meeting that were not completed for December 2022 meeting

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1. Review Kleinschmidt proposal
 - a. Received day of meeting, no time for review
 - i. Distributed to Board of Directors members
 - ii. Routed to attorney, Andy Rosseissl, to review
2. Insurance letter to DOA showing FRNSA is not able to obtain insurance
 - a. Phil Ramlet and Ron Van De Hey visited DOA in December to request insurance coverage
 - i. DOA will investigate why FRNSA had started purchasing their own insurance
 - ii. Currently receiving \$125,000.00 per year from WI State Budget
 1. Must be requested through DOA
 2. Jeremy Cords requested funds in December 2022
 - a. Funds received
 - b. Amount has been static
 - i. Propose to use CPI going forward
 - ii. Lease expires in 2034
 - iii. Proposal to renew lease early
3. Request bid packages for Westwood for 2023 projects
 - a. Complete RFP report will be available to Board of Directors at March 28, 2023 meeting
 - b. Bid packages expected to be available from Westwood in March or April
4. Discuss virtual meeting requirements with attorney, Andy Rosseissl, from Herrling Clark to clarify:
 - a. Can a different agenda be posted publicly than what is sent to board members
 - i. Agenda can differ from what is submitted to public; however, it must be made available upon request in compliance with an Open Records Request
 1. Phil Ramlet will confirm this information with DOA
 2. Some board members have an understanding that there can only be one agenda for members and public
 3. Since FRNSA is considered a "quasi" state agency, some state regulations and requirements may or may not apply. At times, FRNSA needs to decide which items may apply or not, it isn't always clear what category FRNSA falls into.
 - b. Require public to be "in person" and not virtual even if it's an option for board members to attend virtually
 - i. Yes, FRNSA can require public to appear in person versus virtually, even if board members have a virtual option.
 1. Board members are concerned that people can virtually attend without identifying themselves
 - a. May be able to require callers to sign in and request link to maintain a roll call

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5. Jeff Feldt motioned to approve the December 13, 2022, meeting minutes, seconded by Jean Romback-Bartels, all approve

3. Kleinschmidt Proposal

a. Menasha Lock

1. 60% Design Proposal

1. Discussion

- a. Phil Ramlet and Jeremy Cords attended the Appleton Yacht Club for their Saturday, January 21, 2023 meeting
 - i. Interested in getting the Menasha Lock open
 - ii. Share common priorities
 - iii. Committed to river
 - iv. Collectively apply influence jointly to get things done
- b. Steve Erb with the Appleton Yacht Club (AYC) presents AYC's questions and concerns
 - i. Navigation below Appleton Lock 4
 - 1. Has caused boat damage
 - 2. Poor marking
 - a. Few Channel/Hazard Markers
 - 3. Hazards between Sunset Park and Appleton Lock 4
 - ii. Appleton Lock 1
 - 1. Would FRNSA consider having Appleton Lock 1 be opened on demand
 - a. Ad hock lockages
 - b. Access to downtown area
 - iii. Possible Thursday Lockages
 - 1. 1st Thursday of the month
 - 2. Trial time
 - iv. Appleton Lock 1 and 4
 - 1. Better signage
 - a. Hours
 - b. Phone numbers
 - c. Etc
 - v. Docking
 - 1. Locks to Wrightstown are not doable in one day
 - 2. Request to make overnight docking available between Appleton and Wrightstown
 - vi. Phil Ramlet will attend AYC quarterly meetings
- c. Round Goby
 - i. DNR trawling Lake Winnebago yearly with net
 - 1. Picks up every species
 - a. Count
 - b. Identify

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- c. Stomach contents of speared sturgeon examined
 - 2. Copy of schedule is available
 - ii. UWGB has sampled mouth of river and further into Lake Winnebago
 - 2. Round Goby reporting tool tracking
 - a. Phone calls
 - 3. Educational Campaign
 - a. Talking with boaters at docks, etc
 - 2. Have been looking for round Goby for eight years
 - 1. None have been found to date
 - b. 60% Design Proposal
 - 1. Reviewed with attorney, Andy Rossmeissl
 - 2. Attempting to get the proposed 15% markup for subconsultant services
 - 1. FRNSA proposes 5%
 - 2. Kleinschmidt proposes 10%
 - 3. Lump Sum or hourly – revise to “not to exceed”
 - a. Prior authorization necessary for any additional charges not covered in the contract
 - 4. Once a viable design is done
 - a. Address concerns
 - b. Consider moving forward or not
 - c. Parallel with any legal issues that may arise
 - 3. Tim Short motions to accept contract once gaps are closed, seconded by Bruce Enke, all approve. Jean Romback-Bartels abstains.
4. Review and approval of Treasurer’s Report – Tim Short
 - 1. Unlock the Fox Fund Summary
 - 2. Monthly Expenditure Summary for current fiscal year
 - 3. Fiscal year-to-date expense comparisons
 - 1. Accounts down ½ Million in December 2022
 - 2. Volatility expected over next few months
 - 3. Utilities up, but it’s not a large amount
 - 4. Spending is in line and below budget
 - 5. No concerns
 - 4. Tim Short motioned to approve Treasurer’s Report, seconded by Jean Romback-Bartels, all approve
5. Executive Director – Phil Ramlet
 - a. Employee Policies
 - 1. Present to Board for approval
 - 1. Jean Romback-Bartel has assembled a binder with information for use as an employee manual
 - a. Onboarding checklist
 - i. Onboarding currently uses the WI Dept of Employee Trust Funds form ET-2572

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- b. Exit Survey
 - c. Emergency contact
 - i. Onboarding currently has this form completed during onboarding, gets filed in employees electronic and hard files
 - d. Forms
 - i. Onboarding currently has forms required by the State of WI, Federal Government, and Insurance carriers, along with forms specific to FRNSA
 - e. Policies will be submitted to Board of Director members for review and feedback
 - i. Executive Committee will review information at February 14, 2023 meeting
- b. 2023 Meeting Schedule
 - 1. July 25, 2023 Annual Meeting
 - 1. Election of Officers
 - a. Follow Bylaws
 - 2. Will invite
 - a. Local politicians/Department Secretaries (DOA, DNR, DOT, SHPO)
 - b. DOA Representatives
 - c. Governor Evers office
 - i. Contact early for scheduling
 - 2. Executive Committee meetings
 - 1. Meetings will be held on the second Tuesday of each month at 8:00am at FRNSA offices, unless otherwise noted on the agenda
 - 3. Board of Directors meetings
 - 1. Meetings will be held on fourth Tuesday of each month at 3:00pm at FRNSA offices, unless otherwise noted on the agenda
 - 4. Off-site meeting locations
 - 1. Should have sufficient space
 - 2. Internet access
- c. Lawson Canal
 - 1. Discussion
 - 1. Canal leads to the Menasha Lock
 - 2. Would like to take out an underground infrastructure
 - a. Serving as a dam
 - b. Unable to inspect due to underground location
 - c. Currently no dam failure analysis
 - 3. Erect new dam that can be inspected
 - 4. Create whitewater water park
 - a. Canoes
 - b. Kayaks
- d. Kaukauna Seawall Project
 - 1. Discussion
 - 1. John Neumeier, with the City of Kaukauna requested a letter of support from FRNSA for docking seawall
 - a. Needed to make downtown Kaukauna a destination point available to boaters
 - i. Amenities for boaters (electric, water, etc)

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1. Not currently on plan
 - b. Would clean up area
 - c. Asset to the system
 - d. Concerns
 - i. City of Kaukauna doesn't own the property per 1872 deed
 1. Either FRNSA or DOA has ownership of property
 2. Previous Westwood findings
 - a. Property owned by State of Wisconsin, leased to FRNSA
 3. Would require SHPO approval
 - ii. Theme for corridor or will each project be looked at separately.
 1. Want consistent fixtures, railings, etc
 2. Don't want project to appear piecemealed together
 3. "Design" vocabulary-basic guidelines
 2. Jeff Feldt motions to issue a letter of support, dependent on all proper approvals and recognizing there are details to be discussed, seconded by Tim Short, all approve. Jean Romback-Bartels and Daina Penkiunas abstain
 - e. Heart of the Valley Metropolitan Sewerage District (HOVMSD)
 1. Update
 1. Work area would include area Little Chute to Combined Locks, through Kaukauna
 2. Need to include in contract
 - a. Will not shorten navigation season
 - b. Restoration
 - c. FRNSA listed as additional insured
 - d. Needs SHPO approval
 - e. What "damages" owed to FRNSA if any issues arise due to unforeseen issues that may arise (i.e. shorten navigation season, etc)
 - f. Two-year project
 3. Update Board of Directors as project progresses
 4. Attorney, Andy Rossmeyssl, to review all documents
6. Capital Projects Committee – Tom Buchholz
 - a. Discuss for approval
 1. Westwood Invoice
 2. Terracon Invoice
 - b. Tom Buchholz motions to approve payment, seconded by Bruce Enke, all approve
 7. Executive Committee – Jeff Feldt
 - a. Update
 1. Electrical Resistivity
 1. Discussion
 - a. Waiting for report
 8. Property Committee - No update this month

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a. Update

9. DNR – Jean Romback-Bartels -

1. Update - ACOE Dry Dock –

1. Anticipate conversation between DNR and ACOE in February

10. Fundraising Committee – John Vette

a. Update

1. Visits to Community Foundations were done in January
2. Feedback from Green Bay Community Foundation
 1. Requested pro forma information for next five years
 2. FRNSA needs to have a bigger presence in area
3. Phil Ramlet and Mary Schmidt (Schmidt Communicates) will start fund raising in February
 1. Will start with the Three Dam Guys from De Pere

11. Rapide Croche Committee – Bruce Enke

a. Update

1. Nothing to present to the board yet
2. Wisconsin has an \$8 Billion surplus
3. Directive spending from members of congress available
 1. Monies available outside of grants
 2. List of projects that funds are available for
 3. Follow up with Gallagher's office

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

a. Discussion

1. Employee PTO Policy
- b. Tim Short motions to go into closed session, Daina Penkiunas seconds, all approve.
- c. No Action Taken: No Votes/No decisions
- d. Tim Short motions to go into open session, Tom Buchholz seconds, all approve

13. Adjournment

- a. Tim Short motions to adjourn, Daina Penkiunas seconds, all approve