

Fox River Navigational System Authority

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



Minutes

Executive Committee Agenda

Tuesday February 14, 2023, 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: Jeff Feldt (Chair), Ron Van De Hey (Vice Chair), Tim Short (Treasurer), Jean Rombach-Bartels (Secretary)

Attending: Jeff Feldt, Ron Van De Hey, Tim Short, Phil Ramlet, Beth Taubel, (2) callers: Loren Dieck (Outagamie Parks Director) and Adam (last name unknown)

Not in Attendance: Jean Rombach-Bartels

Start: 8:00am End: 8:55am

1. Review and approval of past meeting minutes
 - a. Discussion
 - i. Items from previous meeting for follow-up
 1. RFP written for lock tender houses regarding hiring Property Management Company
 - a. Working with SHPO
 2. Formal meeting requested with SHPO to establish long-range plan for lock tender houses
 - a. Working with SHPO
 3. Re-engage with New York to work together and share information regarding round goby studies
 - a. Jean Rombach-Bartels has regular calls regarding this project
 4. Reach out and congratulate new representatives
 - a. Complete
 - i. Meeting with state representative, Lee Snodgrass
 1. Engaged in local politics
 5. Formal electronic calendar for Executive Committee and Board of Directors meetings established
 - a. Complete
 6. Followed up with Bill at Winnebago County for donations
 - a. Complete
2. Executive Director
 - a. Discussion – Updates
 - i. Menasha Update

1. Discussion

- a. Kickoff Meeting with Kleinschmidt Group agenda handed out to members
- b. Meeting to be held, virtually, on Wednesday, February 15, 2023 at 2:00pm
- c. Report
 - i. Design Documents from Kleinschmidt by July 19, 2023 in time for Board of Director members to review
 - ii. Revised 60% Design package available no less than two days prior to August Board of Directors meeting
- d. Project will be completed per Phil Ramlet
 - i. Kleinschmidt is familiar with site
 - ii. Final bid \$160-161K
 - iii. Previously spent approximately \$300K

2. UWGB Testing

- a. Latest testing has discovered spiny water flea
 - i. DNR was not immediately contacted
- b. Discussion needed to see if we want to continue testing
 - i. Should someone else be paying for testing?
 - ii. Rapide Croche not opening in near future
 - iii. Not mandated that we test
 - iv. Should DNR be doing testing
 - 1. Phil Ramlet will talk with Jean Romback-Bartels
 - v. Would prefer to do more testing for Goby in Lake Winnebago
- c. Why did we begin testing?
 - i. To get baseline information

ii. Employee Policies

1. Review status

- a. Contact ETF for information/clarification
 - i. Even though we are part of WRS, FRNSA doesn't necessarily need to follow state policies as long as we have policies that are reasonable for our staff size
- b. Check other handbooks, Curt with Community Foundation shared handbook with Tim Short
 - i. "Borrow" verbiage/language
 - ii. Consider additional policies (i.e. harassment, etc)
- c. Time frame unknown
 - i. Need to tweak policies prior to adopting

iii. Fundraising

1. Discussion

- a. Terrific news from the Community Foundation regarding kayak portages
 - b. Funding available through DNR to help with kayak portages, urban fishing, ADA docks
 - c. Grants due by mid-May
 - i. Will write grants internally
 - d. Portages will need SHPO approval
 - i. Reach out directly to Daina Penkiunas
 - ii. FRNSA would like a MOU for SHPO regarding standard maintenance items that need to be completed (i.e. painting, etc)
- 2. Selling benches/picnic tables along Kaukauna Locks Trail
 - a. Suggested selling price \$7,500
 - i. Would make a "profit" of \$5K per item
 - ii. Would like to sell (60) benches throughout the system
 - b. Kaukauna Trail Committee previously discussed a lower selling prices
 - i. Committee wanted benches/picnic tables to be available and affordable for families
 - ii. Corporations would have the opportunity to purchase more expensive items (i.e lighting, kiosks, etc)
 - c. Will have detailed numbers to present at March Executive meeting
- iv. Lock Tender Houses
 - 1. Discussion
 - a. Working with SHPO
- v. Friends of the Fox
 - 1. Dave Peck would like to present to BOD
 - a. Executive Committee has agreed that Dave Peck can present to the Board of Directors February meeting
 - i. Should have a time limit for discussion
 - 1. Buoy
 - a. Needed where there are none
 - i. In front of locks
 - ii. Adjacent to dam
 - b. Local units of government should be taking care of providing/placing buoys
 - i. Safety issue beyond FRNSA
 - b. Digital Map
 - i. Good idea
 - 1. Possibly give FOF a small stipend to do this map
 - 2. Any portage listed on map needs to be safe
 - 3. Preferred Kayak route

- 4. Portages
 - a. Jeremy Cords has been the liaison with Friends of the Fox
 - i. Schedule for year should include Kayak portages, etc
 - b. Currently 12 portages
 - i. Rapide Croche to eventually have a portage
 - ii. Would DNR have funding for portages/cleansing stations
 - c. Possibly give FOF a small stipend to do this map
- vi. WI Open Meeting Law Compliance Guide
 - 1. Discussion/Clarification
 - a. Guide distributed to committee members that were present as suggested by DOA
 - b. Very few reasons to go into closed session
 - c. Authorities aren't even mentioned in guide
 - d. Closed Session needs to be posted with the rest of the agenda with a description of what will be discussed, along with the correct statute
- vii. Dam Inspections
 - 1. Discussion
 - a. Jeremy Cords has worked with Tim Bolwerk to set up a 10-year dam inspection schedule
 - i. Presented it to Ryan Pichler (DNR)
- viii. 2024 Budget – Rough Draft
 - 1. Review
 - a. Will have by mid-March
 - b. Capital Improvement Program (CIP)
 - i. Exterior office building painted
 - 1. Get two bids
 - ii. Mowing
 - 1. Jeremy Cords is in discussion with local park and rec departments from Kaukauna and Appleton to mow large areas (Kauk 1-5, Kauk Trail, Appleton 1-4)
 - 2. Request an estimate
 - a. Possibly able to swap mowing for bridge operations
- ix. Audit Status
 - 1. All requested items have been uploaded or addressed with Hawkins Ash
 - a. Anticipate getting additional requests for information/clarification as the audit progresses

2. Will need guidance from auditors to determine best practice to correct some accounts that haven't been corrected in years past
 - a. Need to clean up so everything is correct going forward
3. Phil Ramlet will reach out to Harlan Kiesow to see if he knows where paperwork prior to 2015 is located
- x. Lock 3 Property
 1. Randy Stadtmueller is owner representative for owner, Jim Kaitlin
 2. Property was traded in anticipation of a Visitor Center
 3. FRNSA would like the land back
 - a. FRNSA would like to get this completed soon
 - b. Good piece of land
 - i. Downstream
 1. Fishing pier
 2. Portage
 3. Etc
 - c. Would like to have City of Appleton pave lot
 4. Contamination issues
 - a. DNR will be included in getting property cleaned up
- xi. Nelson Family Tour
 1. Will take place in June
 2. FRNSA will get enough golf carts so all attendees can ride
 3. FRNSA to sponsor lunch
3. Adjournment:
 - a. Ron Van De Hey motions to adjourn, Tim Short seconds, all approve