

Fox River Navigational System Authority

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



Minutes
Executive Committee Meeting

Revised Date: Thursday, March 23, 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: Ron Van De Hey, Jean Rombach-Bartels, Phil Ramlet, Beth Taubel, Tim Bolwerk (Westwood)

Attending Virtually: Tim Short, Fox 11, Mary Schmidt (Schmidt Communicates)

Not in Attendance: Jeff Feldt

Start: 8:00am End: 9:05am

1. Review and approval of past meeting minutes
 - a. Discussion
 - i. Items from previous meeting for follow-up
 1. Kickoff Meeting with Kleinschmidt Group (02/15/23)
 - a. Update
 - i. Additional phone call on 03/22/23
 1. SOW clarified
 2. Making adequate progress
 3. August completion date
 2. Virtual meeting with ETF for information/clarification on employee policies
 - a. Update
 - i. FRNSA employees are state employees
 3. MOU for SHPO regarding standard maintenance items
 - a. Update
 - i. Not completed
 4. Detailed numbers for cost of benches/picnic tables
 - a. Update
 - i. Not completed
 1. Will have price comparisons from other non-profits organizations for fundraising purposes at next Executive Committee meeting (04/11/23)

5. 2024 Budget - Rough Draft – due mid-March
 - a. Update
 - i. Not completed
 1. Pushed back to April Executive committee meeting (04/11/23)
 2. Jeremy Cords has been working on budget for past several weeks
6. Follow up with Harlan Kiesow for paperwork prior to 2015
 - a. Update
 - i. Not completed
7. Lock 3 Property – follow up with Randy Stadtmueller
 - a. Update
 - i. Not completed
 - ii. Jean Romback-Bartels motions to approve minutes, seconded by Tim Short, all approve
2. Executive Director
 - a. Discussion – Updates
 - i. Tim Bolwerk – Westwood
 1. Menasha Update
 - a. Discussion
 - i. Call with prime consultant from Kleinschmidt
 1. On track for an August completion date
 2. Conceptual Plan in progress
 3. Cost Plan in progress
 2. Electrical Ground Resistivity Study
 - a. Discuss
 - i. Tim Bolwerk presented overall information on study
 1. Subcontracted to Terracon
 - a. Phone call will be scheduled with Terracon
 - i. Explain what findings mean
 - ii. Recommendations for action
 - iii. Potential red flags
 - iv. Determine priorities
 2. Subsurface boring needed to verify findings
 - a. Need more detail on the upper 20' of soil
 3. No catastrophic failures to note
 - a. No imminent problems or high concerns
 4. Little Chute – potential concerns
 - a. Repairs
 - b. Design Work
 - c. Fix slopes

5. Menasha - Tim Bolwerk presented drawings of Menasha lock going 80' down
 - a. Red: very dense (bedrock, sand, gravel)
 - b. Green: gravel
 - c. Dark Blue: saturated soil
 - i. Potential seepage areas
 6. Previous studies have shown items that then became concerns
 - a. De Pere major repairs
 7. Final report available at the end of March 2023
 8. Incorporate into Capital Improvement Program
 - a. Future projects
- ii. Dry Dock – ACOE Email
1. Discussion
 - a. Email received from ACOE
 - i. Diagram sent showing where they would like to put fencing up
 1. Fencing would not be feasible as it will disrupt the existing Kaukauna Lock Trail
 2. Area to be fenced would include the dry dock
 - ii. FRNSA is unsure what purpose fencing would accomplish
 1. Doesn't encapsulate the entire contaminated areas
 2. No complete site examination
 3. Areas designated (TP28 and TP29) are less contaminated than other areas than other areas that are not proposed to be fenced
 4. Fencing posts will just add to the contamination and area would need to be remediated when removed
 5. Fencing will potentially delay ACOE clean up of dry dock
 6. Delays ability to use dry dock
 7. Discourages public usage
 8. Proposal has not yet been presented to the DNR
 9. No discussion, FRNSA just received an email
 - iii. Phil Ramlet will reach out to the ACOE director in Chicago to discuss face-to-face
 1. Will have update for next Executive committee meeting or shortly thereafter

- iv. Westwood to overlay ACOE map over trail to see what areas of the Kaukauna Lock Trail will be effected
 - 1. Westwood didn't grade area when preparing for trail, just blacktopped or "capped" it
 - b. ACOE staff continues to change, causing FRNSA to start over to get remediation done for dry dock
 - iii. Employee Policies
 - 1. Review status
 - a. Suggested a special meeting to review and put policies together
 - b. Meeting to be approximately two hours and will be held prior to next Executive committee meeting (4/11/23)
 - c. Present to the Board of Directors at their April meeting (04/25/23)
 - iv. Fundraising
 - 1. Discussion
 - a. Price breakdown detail
 - i. Cost including item, shipping, concrete pad, plague (\$300.00 was budgeted amount used for plague)
 - 1. Bench \$1,424.08 each
 - 2. Picnic Table \$1,448.08 each
 - 3. ADA Picnic Table \$1,438.00 each
 - b. Recommendation letter from Kaukauna Trail Committee
 - i. Recommend \$2,400.00 per item
 - 1. "Revenue" \$15,207.44
 - c. Will have price comparisons from other non-profit organizations for fundraising purposes at the next Executive Committee meeting (04/11/23)
 - i. Will have information available for the Fundraising Committee to help determine a price for items
 - d. Gift Levels and guidelines
 - i. Naming of Lock
 - ii. Sponsorship Levels
 - iii. Determine "sunset" date for donations
 - iv. Attorney agreement for donations
 - e. Implement a "Giving Tree" to recognize donors
 - i. Navarino Nature Center has a good example
 - 1. Phil Ramlet will go
 - v. 2024 Budget
 - 1. Review
 - a. Pushed back to April Executive committee meeting (04/11/23)
 - vi. US Flag

1. Responsibility of care
 - a. Replacement as needed
 - b. Raise/Lower as needed
 - c. Half-staff as needed
 - i. Beth Taubel and Amanda Peterson will both be notified when flag is to be flown at half-staff
 - ii. Maintenance (Amy Buettell) will be notified
 1. Will also replace, raise and lower as necessary
 - iii. Proper flag folding is taught at orientation

3. Adjournment:
 - a. Ron Van De Hey motions to adjourn, Jean Romback-Bartels seconds, all approve