

**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, March 28, 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 Rombach-Bartels (DNR), Tom Buchholz (DOT), Daina Penkiunas (SHPO), Phil Ramlet

**Attending:** Ron Van De Hey, Jeff Feldt, Bruce Enke, John Vette, Jean Rombach-Bartels, Tom Buchholz, Phil Ramlet, Beth Taubel, Mary Schmidt (Schmidt Communicates)

**Attending Virtually:** Daina Penkiunas, Tami Thomsen (SHPO)

**Attending Via Phone:** Patrick S

**Not Attending:** Tim Short

Start: 3:00pm      End: 4:00pm

**Agenda:**

1. Introduction
2. Review and approval of previous board meeting minutes
  - a. Discussion
    1. Items carried over from previous meeting for follow-up
      1. Research directive spending funds available from members of congress
        - a. Phil Ramlet and Ron Van De Hey met with Congressman Mike Gallagher's Chief of Staff
          - i. Suggested Phil go to Washington in May
            1. Coordinate with Tammy Baldwin, Ron Johnson, and Glenn Grothman
    2. Fox Cities Convention & Visitors Bureau (CVB)
      - a. Request funding for trail signs
        - i. Update
          1. Will complete once mockup of signs, cost estimates and SHPO approval is received
      - b. Contact Pam Seidl, Executive Director, CVB
        - i. Discuss goals
          1. Update

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2. Will complete once mockup of signs, cost estimates and SHPO approval is received
  3. Appleton Lock 3 Property
    - a. Proposal submitted to owner and owner representative
      - i. Update
        1. Will complete once Ron Van De Hey is feeling better
        2. Will find out who is in charge and contact directly
  4. Pro forma to Green Bay Community Foundation for the next five years
    - a. Update
      - i. Per Phil Ramlet (03/23/2023), this is something that will get worked on throughout the year
  5. Fundraising started in February with the Three Dam Guys from De Pere
    - a. Update
      - i. Not completed
      - ii. Met with Community First
      - iii. Will meet with Fox Communities Credit Union at end of the month
      - iv. Will eventually be meeting with Tom Burgess with "Three Dam Guys"
  6. Complete RFP report available to Board from Westwood for 2023 projects (per 01/24/23 meeting minutes)
    - a. Update
      - i. Per Phil (03/23/2023), this is not an actual report, projects will go to Westwood and go out for bidding in April 2023
        1. Submit to SHPO
        2. Meet with Ryan Pichler (DNR) first week of May
  7. Jean Romback-Bartels motions to approve February 28, 2023 minutes, Jeff Feldt seconds, all approve
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3. SHPO Maritime Staff – Tami Thomsen
    - a. Buoy Program
      1. Discussion
        1. Things to consider
          - a. Buoys
            - i. Based on depth
            - ii. What buoys are being used for
            - iii. Prices vary based on
              1. Size
              2. Light
              3. Radar
              4. Reflective tape
              5. Range from \$50-\$1000
        - b. Buoy anchors
          - i. Depends on sediment
            1. Pan anchor

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- a. Needs to be placed prior so sand can fill it
  - 2. Screw anchor
    - a. Diver needs to install
  - 3. Dormer anchor
    - a. Upside down pyramid
    - b. "Rocks" its way into sediment
    - c. Best, preferred anchor
  - ii. Chain is most expensive part
    - 1. Recommend galvanized
      - a. Lasts longer
      - b. Less effected by mussels
  - iii. Research where markers previously/historically placed
    - 1. Check with Appleton Yacht Club
    - 2. Dave Peck (Friends of the Fox)
    - 3. Coast Guard
      - a. Jean Romback-Bartels (DNR) will ask marine warden supervisor, Ryan Propson, to contact US Coast Guard
    - 4. Charts/Maps
  - iv. Jean Romback-Bartels (DNR) will get a recommendation for an attorney
  - v. FRNSA is in the navigation business
    - 1. Do we have an obligation/responsibility to provide buoys
    - 2. Buoy programs would be
      - a. Complicated
      - b. Expensive
      - c. Result in liability
  - vi. Conceptual plan and cost
    - 1. Buoys just outside of locks and government canals
    - 2. Buoys for entire system
      - a. Open water between canals
    - 3. Report to be completed and available in October 2023
    - 4. Approvals/permits needed through Recreation Warden Marcus Medina (DNR)
- 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. No update this month
- 5. Executive Director – Phil Ramlet
  - a. Employee Policies
    - 1. Update

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1. A special Executive Committee meeting will be held on April 6, 2023, from 1:00pm-3:00pm to discuss and write policies
  2. Finalize policies to submit for final approval at the April Board meeting
  - b. Annual Meeting Venue
    1. Discussion
      1. Annual meeting to be held July 25, 2023
        - a. Staff introductions
      2. Venue
        - a. Current options
          - i. Poplar Hall, Appleton
          - ii. The Marq, De Pere
        - b. Prefer a venue on the river
        - c. Mary Schmidt will look into Ennis Inn & Pub, De Pere, for hosting accommodations
      3. Invite secretaries of DNR, DOT and SHPO
      4. Daina Penkiunas requested a tour of lock system/resources on a different date, other than annual meeting
        - a. Members of SHPO staff who work with reviews/evaluations
        - b. Will coordinate a time with Phil Ramlet
        - c. Tyler Howe (SHPO) to bring architectural
        - d. Daina Penkiunas (SHPO) requests a tour
          - i. Phil Ramlet will coordinate
  - c. Kayak portages
    1. Phil Ramlet will submit grant request to the Community Foundation for the Fox Valley Region, due in June or July
    2. Need half million to improve all seventeen lock portages
  - d. Insight Magazine
    1. Phil Ramlet will be on the cover of the May issue
6. Capital Projects Committee – Tom Buchholz
  - a. Discuss for approval
    1. Kleinschmidt Assoc Inv 000202302149 \$3,255.83
    2. Terracon Inv TJ01260 \$4,120.00
    3. No Westwood invoicing received by date of this meeting
      1. Tom Buchholz motions to pay invoices, Jeff Feldt seconds, all approve
7. Executive Committee – Jeff Feldt
  - a. Update
    1. No update this month
8. Property Committee
  - a. Update
    1. No update this month
9. DNR – Jean Romback-Bartels -
  1. Update - ACOE Dry Dock –

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1. FRNSA received an email from ACOE stating they want to install fencing around contaminated soil
  - a. This would encompass the dry dock and would require fencing to go across/over Kaukauna Lock Trail
    - i. Trail "capped" contamination when trail was blacktopped
    - ii. Fence cannot go over/across trail
    - iii. DNR was not included in this discussion or notified by ACOE
      1. DNR was told by ACOE that cleanup would start this summer
        - a. FRNSA was not made aware of any cleanup plans by ACOE
      2. What is ACOE's intent with installing fence
        - a. Long term fix?
        - b. Need to cleanup contamination so FRNSA can use the dry dock intended
      3. ACOE cleaned approximately half of the site
        - a. 8-9 years ago
        - b. Phil Ramlet had told Bob Stark at that time, that if ACOE pulls off of the site prior to completion, they would not return/finish
          - i. ACOE hasn't been back since
        - c. FRNSA did additional testing beyond ACOE testing
        - d. No continuity with ACOE staff
      4. FRNSA needs to make congressional representatives aware of situation
      5. Phil Ramlet to reach out to ACOE directly to discuss

## 10. Fundraising Committee – John Vette

### a. Update

1. Mary Schmidt and Phil Ramlet had a meeting with Cathy Tierney with Community First Credit Union and Kathi Siefert, local volunteer
  1. Retelling FRNSA story
    - a. Brochure that mimics website
    - b. Make our message match our materials
    - c. Will have draft available next week
  2. One on one fundraising to start, not public
    - a. Prospect list
      - i. Elected officials
      - ii. Community leaders
      - iii. Season ticket holders
        1. Last two seasons data base
  3. Fundraising
    - a. Meet with Community Foundation to determine who would be best to reach out to and request donations
    - b. Grants from business foundations (i.e.: Festival Foods)
  4. Donation levels

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- a. Amount to sponsor a lock
- b. Names on shirts
- 5. Sample amounts to Phil Ramlet of comparable non-profit organizations
  - a. What is someone willing to spend
  - b. Not how much it costs FRNSA
  - c. Doesn't matter how much we ask if nobody will donate

11. Rapide Croche Committee – Bruce Enke

- a. Update
  - 1. No update this month

12. Adjournment

- a. Jeff Feldt motions to adjourn, Bruce Enke seconds, all approve