

**Fox River Navigational System Authority**

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



**Minutes**  
**Executive Committee Meeting**

Tuesday April 11, 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, Tim Short, Jean Rombach-Bartels, Phil Ramlet, Beth Taubel

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

1. Review and approval of past meeting minutes
  - a. Discussion
    - i. Items carried over from previous meeting for follow-up to verify completion of tasks:
      1. RFP written for lock tender houses regarding hiring Property Management Company (January/February)
        - a. Not completed
        - b. Rental of Little Chute Lock Tender House
          - i. ACOE member interested in renting
            1. Easier to maintain if house is occupied
            2. \$1,500.00 – \$2,000.00
              - a. On water
            3. Require 1<sup>st</sup> and last months rent
            4. SHPO approval would be required
      2. Formal meeting requested with SHPO to establish long-range plan for lock tender houses (January/February)
        - a. Committed to working with SHPO
        - b. Set up Madison meeting with Daina Penkiunas
          - i. Understand expectations
          - ii. Tyler Howe has been unresponsive
      3. Reach out to New York to engage about round goby studies (February)
        - a. Jean Rombach-Bartels expects a meeting in May
          - i. Will keep FRNSA updated
        - b. Phil Ramlet to Washington DC in May
          - i. Phil Ramlet to discuss with Gallagher's office
            1. FRNSA needs political power

- a. Combine with New York, possibly Vermont
  - b. Tourist impacted due to invasives
- 4. Phil Ramlet to discuss UWGB testing with Jean Rombach-Bartels to discuss if DNR should continuing testing (February)
  - a. FRNSA spends \$35K annually for UWGB testing
  - b. Recommend suspending testing program once contract is expired
    - i. Under contract for 2023
    - ii. Notify UWGB that FRNSA may not continue testing
    - iii. Not showing anything new
  - c. Little value to testing down stream
  - d. Testing right at lock is important to prove Goby not entering Lake Winnebago
  - e. Who is looking at testing
    - i. DNR posted on their site
  - f. Water flea located with testing
    - i. Fishermen would have eventually found
    - ii. Elevates interest in testing
    - iii. Who else would do the study?
  - g. Results have nothing to do with locks
    - i. Why is FRNSA paying for this study
- 5. Proposal sent to Randy Stadtmueller, owner representative, for Jim Kaitlin to swap back Appleton Lock 3 property (February)
  - a. Phil Ramlet and Ron Van De Hey will have a phone call with Randy Stadtmueller
    - i. Either 04/24/23 or 04/25/23
- 6. MOU to SHPO regarding standard maintenance items (March)
  - a. See notes in item 1, a, 2 above
- 7. Price comparisons from other non-profits for fundraising purposes (March)
  - a. Contacted a number of cities, villages, counties
    - i. Typical range \$1,800.00-\$2,000.00
      - 1. Not fundraising
  - b. Brown County Board Walk Fundraising
    - i. \$4,000.00 for a bench
    - ii. 7-8 years ago
  - c. Price reflected by demand
    - i. Kaukauna Trail Committee recommendation
      - 1. \$2,000.00 per bench/table
        - a. Price so local families, people on the river could afford for memorials, etc
        - b. Approximate revenue would be \$15,000.00

- 2. Large items (kiosks, lighting, etc) to be funded by companies/corporations
- ii. Phil Ramlet's recommendation
  - 1. \$7,500.00 per bench/table
    - a. Approximate revenue would be \$1.7 Million
    - b. Amount needed to raise money, not just have benches on trail
- iii. 5K has been recommended as a starting point
  - 1. Can always go lower, difficult to go higher
  - 2. Revisit in one year
- 8. Reached out to ACOE director in Chicago to schedule a face-to-face to discuss fencing (March)
  - a. Phil Ramlet will call to put a meeting together
    - i. What is ACOE's intent/schedule
    - ii. No barrier over trail
  - iii. When is it convenient for FRNSA to have work done, if any
    - 1. After Labor Day, off-season preferred
    - 2. Reroute trail
    - 3. Work with attorney, Andy Rossmeissl, to draft an agreement
  - iv. DNR has previously instructed ACOE
    - 1. ACOE needs to follow state law
    - 2. ACOE is out of compliance
    - 3. Testing is not complete for lead contamination perimeter
  - v. FRNSA is the lease holder
    - 1. State of Wisconsin is the land owner
  - vi. Phil Ramlet to discuss with legislators when in Washington DC
    - 1. Would like to plan to do something with dry dock
      - a. Appleton Yacht Club has requested overnight mooring
- 9. Map from Westwood showing overlay of Kaukauna Lock Trail and the proposed fencing areas (March)
  - a. Not done
  - b. See notes under 1, a, I, 8
- 10. Follow-up with Harlan Kiesow for paperwork prior to 2015 (February/March)
  - a. Phil Ramlet spoke with Harlan Kiesow
    - i. Everything he had was in filing cabinets
      - 1. When Jeremy Cords came on board he facilitated electronic library (scanning) and organized filing system
      - 2. Boxed items label appropriately and stored properly

3. Jeremy Cords advised Beth Taubel of additional file boxes located in the safe room
  4. What we have is what we have, no way to capture items that were not at FRNSA office
  - ii. Phil Ramlet will contact Bill Ramsay with the Department of Administration (DOA) regarding records retention requirements
11. Tim Short motions to accept previous meeting minutes, seconded by Jean Rombach-Bartels, all approve
2. Executive Director
  - a. Discussion – Updates
    - i. Menasha Barrier
      1. Update
        - a. Phil Ramlet had a phone call with Smith-Root on 04/10/23
          - i. On track for July draft
          - ii. Final report in August
            1. Updated 50% plans
            2. Cost estimate
            3. Operations Manual
              - a. Need design done to know how to operate
        - b. Phil Ramlet will be traveling to Washington DC
          - i. 05/15/23-05/19/23
          - ii. Meetings to be scheduled with the following people or their Chief of Staff
            1. Mike Gallagher
            2. Ron Johnson
            3. Tammy Baldwin
          - iii. Discuss funding for Menasha barrier
            1. 8 Million project
          - iv. Go ahead with funding, depending on study results
      - ii. Electrical Ground Resistivity Study
        1. Update
          - a. No surprises
          - b. Budgeted \$150K
          - c. Cost approximately 100K
          - d. Have we accomplished anything?
      - iii. Employee Policies
        1. Update
          - a. Ron Van De Hey has hard copy
          - b. Will meet and finalize policies at a special meeting
          - c. Jean Rombach-Bartels will put information together
          - d. Will present at the May Board of Directors meeting for final approval

- i. Include in material packet for May Board of Directors meeting
    - e. Documents are working/living documents
  - 2. Financial policies
    - a. Needs to be done
      - i. Internal controls
      - ii. Division of duties
        - 1. Small office
      - iii. Will work with Hawkins Ash CPA's to establish policies and procedures
        - 1. Draft Audit has been received
          - a. Phil Ramlet has not yet reviewed
            - i. Beth Taubel will send to board members, following today's meeting, for review
- iv. Fundraising
  - 1. Update
    - a. Phil Ramlet and Mary Schmidt (Schmidt Communicates) are close to completing and distributing fundraising contacts to Executive Committee
    - b. Mary Schmidt will draft a "pitch", along with talking points for Phil Ramlet
      - i. Phil Ramlet will start contacting people on list
        - 1. One to two people per week
        - 2. Duration: one to two years
      - ii. Helping with fundraising and donor list
        - 1. Cathy Tierney, Community First
        - 2. Kathy Harvath, Fox Community CU
- v. 2024 Budget (pushed back to April 11, 2023 meeting per March meeting)
  - 1. Update
    - a. Pushed back to May 9, 2023 Executive Committee meeting
      - i. Full-time staffing not changing
      - ii. Approximately 30 maintenance/lock tender personnel
        - 1. More employees than 2022 season
          - a. Less maintenance personnel
          - b. Less hours than 2022 season
        - 2. City of Kaukauna Park & Recreation
          - a. Will be mowing lawn along the locks
          - b. Approximately 9 acres
        - 3. Paint outside of office building
        - 4. Plan for large projects
          - a. Sediment removal

- i. Heart of the Valley  
Metropolitan Sewerage  
District (HOVMSD)
- ii. HOVMSD needs to  
remove sediment from  
their facility
- iii. Possibly “piggy back”  
sediment removal on locks  
in conjunction with  
HOVMSD

vi. UWGB Testing

1. Update

- a. See comments 1, a, I, 4

3. Adjournment:

- a. Ron Van De Hey motions to adjourn, seconded by Jean Romback-Bartels,  
all approve

**\*No attachments per Phil 04/06/23\***