

Fox River Navigational System Authority

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



Minutes

Executive Committee Meeting

Tuesday May 9, 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, Jean Rombach-Bartels, Phil Ramlet, Beth Taubel, Tim Bolwerk (Westwood)

Start: 8:00am End: 9:55am

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. Outreach to Randy Stadtmueller, owner representative, for Jim Kaitlin, to swap back Appleton 3 Lock property
 - a. Phil Ramlet and Ron Van De Hey scheduled phone call with Randy Stadtmueller to discuss on 04/24/23 or 04/25/23
 - i. Update
 1. Jim Kaitlin has passed away
 2. Waiting to hear back from Randy Stadtmueller on a date to discuss
 2. Phil Ramlet was going to schedule a face-to-face meeting with ACOE's Chicago office to discuss fencing
 - a. Update
 - i. Virtual meeting took place
 - ii. Waiting to hear back from ACOE for a meeting time
 1. FRNSA is unable to use dry dock
 2. Stalling tactic
 3. Phil Ramlet was going to contact Bill Ramsay with the Department of Administration (DOA) regarding records retention requirements
 - a. Update
 - i. Not completed

1. When Phil Ramlet does reach out to DOA he has other topics to discuss as well
 - a. Ahlstrom Lease
 - b. City of Kaukauna received grant
 - i. Develop a boat tie up facility below Wisconsin Avenue
 - ii. Review and approve Special Meeting Minutes from 04/06/23 meeting
 - iii. Motion to accept previous meeting minutes, along with Special Meeting Minutes Meeting by Ron Van De Hey, seconded by Tim Short, all approve
2. Executive Director
 - a. Discussion – Updates
 - i. Employee Policies
 1. Update
 - a. Jean Romback-Bartels will be finish up the policies this week
 - i. Beth Taubel will mail hard copies via USPS to all board members
 - ii. Will present at the May, 23 2023 Board of Directors meeting for final approval
 - ii. Fundraising
 1. Draft agreement from attorney, Andy Rossmeissl, for fundraising items (benches/tables/etc)
 - a. Concern that it may sound like donor would also have to pay extra for a plaque
 - b. Phil Ramlet will submit to attorney, Andy Rossmeissl, to update verbiage to clarify
 - c. Duration of donation will be ten years
 - d. Benches and tables will be put out along the Kaukauna Locks Trail
 - i. Signage will be put out with benches and tables by June 1, 2023 with information regarding donations/sponsorships
 2. Fundraising Contact List
 - a. Changes have been suggested to the list
 - b. Tim Short is advised to meet with Mary Schmidt with Schmidt Communicates to update list
 - c. Modifications will be requested to include status of donors (contacted/etc)
 - d. Phil Ramlet will contact one to two people on the list each week
 - iii. Draft 2024 Budget distributed to Executive Committee via email on 05/01/23
 1. What value is the budget to FRNSA

2. Possibly refer to as a “Spending forecast” or “Operating Plan” instead of budget
 - a. 40-45% is labor
 - b. Operating/Utility Expenses
 - c. Projects
 - i. Capital
 - ii. Maintenance
 - d. Tie in with Capital Improvements Projects
3. Suggested that Tim Short sit down with Jeremy Cords, Riley (Endries & Assoc) and Phil Ramlet to determine where disconnect may be taking place
 - a. Those three have been collaborating on the budget
 - b. Some formula errors
 - c. Comments don’t match numbers
 - d. Clean up budget spreadsheet by last week of May
 - i. May need Riley to put in more hours weekly
4. Auditors have expressed concerns over Financial Policy vs actual processes
 - a. No emergency repair exception
 - b. No specialized exception
5. Painting of outside of FRNSA office
 - a. Contact commercial painters
 - i. Not in budget
 - ii. Request bids
 1. Should be kept simple for specs
- iv. Bid Opening to take place Thursday, 05/04/23
 1. Contract 23-01-Earthwork
 - a. Discuss – Tim Bolwerk (Westwood) presented
 - i. Lots of interest, only (2) bids received
 1. Vinton Construction \$329,467.98
 2. Calnin & Goss \$445,000.00
 - ii. (4) Projects-Locations
 1. Little Chute Lock
 - a. High priority due to dam
 - b. Bentonite Pad installation needed
 - c. Additional fill needed
 - d. Will stay in close contact with the DNR and SHPO
 2. Kaukauna Lock 5
 3. Cedars Lock
 - a. Seepage potential
 - b. Getting damp each year
 - c. Dig cut off trench
 - i. Fill with clay
 4. Appleton 1 Lock
 - a. Not a high priority
 - b. Wait to complete for 1-2 years

- i. Other projects more pressing
 - ii. Additional sinkholes at Kaukauna Lock 3 & De Pere Lock
 - iii. Fix area by water wheel
 - iv. Appleton Lock 4, gears to be fixed, difficulty with valves staying open-needed done prior to 2023 Navigational Season
 - v. Appleton Lock 4 pin out, potential of more damage or loss of door if not immediately addressed
 - b. Jeff Feldt proposes motion to accept and present to Board of Directors Vinton Construction bid for approval, seconded by Tim Short, all approve
 - i. Phil Ramlet will prepare contracts and send to attorney, Andy Rossmeyssl, for review
 - ii. Get order to proceed
 - iii. Get tentative schedule for Board of Directors
- 2. Contract 23-02-Tuckpointing
 - a. Discuss - Tim Bolwerk (Westwood) presented
 - i. (4) bids received
 - 1. Bergland Construction \$895,000.00
 - 2. Lunda Construction \$519,215.00
 - 3. McMullen & Pitz \$356,800.00
 - 4. TNT Tuckpointing \$390,677.00
 - 5. Bids came in higher than expected
 - a. Westwood would recommend rejecting the bids and rebid next year
 - i. Reevaluate, a better plan is needed
 - b. Mobilization is the issue
 - i. Barge vs scaffolding
 - ii. Tuckpointing to be completed at
 - 1. Cedars Lock
 - 2. Combined Locks
 - 3. Kaukauna Lock 2
 - 4. Kaukauna Lock 4
 - 5. Take out bad mortar and replace with good mortar
 - 6. Match color
 - b. Alternative, use reinforced concrete walls vs tuckpointing
 - i. Would cost millions of dollars

- ii. Long-term fix
 - iii. Tim Bolwerk suggested that if McMullen & Pitz are working in the lock system already, try to schedule jobs together
 - 1. Would save on mobilization
 - iv. Jeff Feldt suggested coordinating with Eric Murphy at Kaukauna Utilities to combine FRNSA tuckpointing project with utility tuckpointing project by Cedars Lock
 - c. Attempt to “piggyback” with other companies/utilities doing similar projects
 - i. HOV sediment removal, try to coordinate to do sediment removal for FRNSA
 - d. Tim Short makes a motion to reject all bids and put tuckpointing project on hold, seconded by Ron Van De Hey, all approve
 - i. Tim Bolwerk will contact all bidders
 - ii. Reevaluate project in one year
- v. Annual Meeting, July 25, 2023
 - 1. Discuss
 - a. July 25, 2023
 - b. Pullman’s Restaurant
 - i. Internal employee available for menu assistance
 - ii. FRNSA will do the rest in house
 - c. Invite
 - i. Maintenance crew and guests
 - ii. Lock tenders and guests
 - iii. Board of Director members and guests
 - iv. Department Secretaries (DOA, DNR, DOT, SHPO)
 - 1. Not politicians
 - v. Chairmen of Community Foundations and guests
- vi. Department of Safety & Professional Service (DSPS)
 - 1. Discuss
 - a. Timothy Condon with DSPS, along with a trainee, Richard, stopped at the FRNSA office on 05/01/23 for a discussion and inspection
 - i. Present for the meeting were Phil Ramlet, Jeremy Cords, Ron Van De Hey, Beth Taubel, and FRNSA legal representative, Gabe, with Herrling Clark
 - 1. Meeting lasted approximately 2-2.5 hours
 - 2. Jeremy Cords then took DSPS on a tour of the shop and locks, lasted approximately 6-7 hours

- ii. DSPS received an anonymous complaint about safety – this is a normal course of action when a complaint is received
 - 1. Internal safety items addressed
 - a. Chainsaw certification
 - i. Jean Romback-Bartels suggested that we have an “in-house” trainer to be able to train due to the seasonal employment utilized
 - b. Testing/monitoring of noise level when operating equipment
 - c. Storage/disposal of materials
 - d. Labeling of any chemicals
 - 2. Locks and Lock buildings
 - a. Uneven railings, etc at locks and lock buildings
 - i. Asked DSPS to contact SHPO directly
 - ii. These items are overseen by SHPO due to their historical value
 - iii. FRNSA doesn’t have the authority to change railings, steps, etc without SHPO approval
 - iv. DOA would need to approve changes as well, State of WI owns the property, not FRNSA
 - v. FRNSA to contact Daina Penkiunas (SHPO) to make her aware of this development
 - 3. DSPS will return for a follow up inspection/discussion

vii. Ahlstrom Lease

1. Update

- a. Phil Ramlet and Jeremy Cords met with Mark Kjorlie and Laura Vander Heyden with Ahlstrom on April 24, 2023
 - i. Ahlstrom is proposing an amount due to FRNSA as \$15,254.00
 - ii. Actual amount due to FRNSA based on 18 years of rent at 5K per year = 90K
 - iii. FRNSA asked for \$50-60K

- iv. FRNSA would settle for 40K
 - v. No inflation factored in amount owed to FRNSA
 - vi. Need to agree on an amount by the end of June 2023 as Mark Kjorlie will be retiring
 - b. Suggested that a Phase II be completed on the property
 - i. Compare finding with ACOE from FRNSA's side of property
 - ii. Any "new" findings would be the responsibility of Ahlstrom to clean up
 - c. FRNSA would write up a new lease and have it agreed upon by DOA
 - i. Make sure to include "contamination" verbiage
- viii. Menasha Lock
 - 1. Kleinschmidt Associates Meeting/Smith-Root Meeting
 - a. Update
 - i. Kleinschmidt Associates has hit a snag downstream of the lock with their electrical barrier simulation
 - 1. Stray voltage
 - ii. Kleinschmidt Associates has requested more funds from FRNSA to look into this development
 - iii. This was not included in the conceptual plans and had never been mentioned before
 - 1. Kleinschmidt Associates would have evaluated other electrical barriers and should have been aware of this possibility
 - iv. FRNSA doesn't condone any voltage outside of the barrier – it is unacceptable
 - 1. Okay for boats, but Kayaks would not be able to utilize lock
 - 2. No water flow – a person could get stuck in the "shock" zone
 - v. Schedule has been pushed back from end of August 2023 to end of September 2023
 - 2. FRNSA has requested a Scope of Work (SOW) revision to present to the Board of Directors
 - ix. Reappointments to Board of Directors
 - 1. Discuss
 - a. John Vette was reappointed July 15, 2022 and his term will expire on July 1, 2025
 - 2. Dean Haen appointment status
 - a. Update
 - i. Phil Ramet has contacted representative, Lee Snodgrass' office

1. Stated Dean Haens' appointment is getting worked through
 2. Can FRNSA do a temporary appointment?
 3. What do our bylaws state?
3. Adjournment:
 - a. Tim Short motions to adjourn, Ron Van De Hey seconds, all approve.