

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, May 23, 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 Romback-Bartels (DNR), Tom Buchholz (DOT), Daina Penkiunas (SHPO)

Attending: Ron Van De Hey, Jeff Feldt, Tim Short, Bruce Enke, John Vette, Tom Buchholz, Daina Penkiunas, Phil Ramlet, Beth Taubel, Dean Haen

Attending Virtually: (1) Anonymous caller, Patrick S

Not Attending: Jean Romback-Bartels

Start: 3:00PM End: 4:25PM

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. Phil Ramlet to meet with Cathy Harvath with Fox Communities Credit Union-Fundraising
 - a. Update
 - i. Phil Ramlet met with Cathy Harvath for lunch to discuss fundraising
 1. Fox Communities Credit Union sponsors “Bike to the Beat”
 - a. Event will take place second week of August
 - i. FRNSA may be able to have a booth to present donation/fundraising options
2. Follow up with ACOE-Fencing/Timeline
 - a. Update
 - i. Approximately ten years ago, ACOE cleaned contamination in ½ of the effected area
 - ii. Lead contamination is still present
 1. ACOE would like to fence off the area due to the contamination

- iii. Phil Ramlet and Jean Romback-Bartels phoned ACOE to discuss having ACOE finish cleanup of area
 1. FRNSA would like to be able to utilize the dry dock
 2. FRNSA still waiting for a return call
3. Evaluate De Pere Lock Sinkhole
 - a. Update
 - i. FRNSA Working with Jean Romback-Bartels office (DNR) and the City of De Pere
 - ii. Will add a change order to the earthwork contract 23-01 to have vendor complete repair
4. Follow up with Appleton Yacht Club (AYC) regarding concerns Steve Erb presented at the January 24, 2023, meeting
 - a. Update
 - i. Jeremy Cords contacted the AYC to discuss navigation season
 1. AYC concerned about the times the locks will be operating
 - a. Opening one hour later than last year
 - i. FRNSA data shows lack of use
 - ii. FRNSA doesn't have the resources to open earlier and increase staffing for under used times
 - iii. If more boats use during 2023 navigational season, will revisit operating hours for next season
 2. AYC concerned about buoys and markers not placed in river
 - a. Damage to boats due to not having proper buoys and markers
 - b. AYC would like to work with FRNSA to get this done
 - c. FRNSA will be discussing internally
 - i. Phil Ramlet will have a comprehensive report to the Board of Directors in September
 - ii. System analysis
 - iii. Cost analysis
 5. Bruce Enke motioned to approve previous meeting minutes, seconded by Jeff Feldt, all approve
 3. Review and approval of Treasurer's Report – Tim Short (April)
 1. Unlock the Fox Fund Summary
 1. Funds are up \$44K
 2. \$100,000.00 taken in draws

2. Monthly Expenditure Summary for current fiscal year
 1. No significant issues
 2. \$458.00 spent on lock maintenance
 3. \$7,200.00 spent on Kaukauna Lock Trail
 - a. Sign base welding
 - b. Kiosk's
 - c. Nelson signage
3. Fiscal year-to-date expense comparisons
 1. Large amount of Invoices to be approved
 - a. Approximately 96K
4. Tim Short motions to accept treasurer's report, Bruce Enke seconds, all approve

4. Executive Director – Phil Ramlet

a. Employee Policies

1. Present to Board for final approval

1. Executive Committee approved at May 9, 2023 meeting
2. Some forms in the Employee Handbook are for board member reference only and won't be included in Employee Handbook that will be provided to employees
3. Any reference to "sabbatical" should be disregarded, will be removed from Employee Handbook
4. Add "Revision 1" and the date to each page
5. Employee Trust Fund (ETF) was contacted directly to answer questions/clarification prior to writing policies
6. Executive Committee spent the majority of their time on the PTO policy and Performance Review information
7. How will raises be determined?
 - a. FRNSA employees received what is perceived as very generous raises
8. Need position descriptions
 - a. Executive Director
 - b. Director of Operations
9. Thank you to Jean Rombach-Bartels who took on the work of getting policies defined and getting everything put together
10. Jeff Feldt motions to approve employee policies, Tim Short seconds, all approve

b. Annual Meeting Venue-July 25, 2023

1. Update

1. Board Meeting will be held at Pullman's Restaurant, Appleton, WI
2. Invitees
 - a. Maintenance/Lock Tender Crews and guests
 - b. Department Secretaries (SHPO, DOT, DNR, DOA) and guests
 - c. Federal legislators and guests
 - d. Board members and guests
3. Structure of meeting

- a. Budget highlights
- b. Operations plan for 2024-2025 Season
- c. Vote on officers
- d. Introduce board member/staff
- e. Ron Van De Hey to address attendees and recognize employees
- 4. Amada Peterson, Administrative Assistant, will be taking care of invites
- c. Washington, D.C. Trip
 - 1. Update
 - 1. Phil Ramlet was in Washington, D.C. last week
 - a. Met with Congressman Mike Gallagher and Congressman Glenn Grothman
 - b. Met with staff of Senator Tammy Baldwin and Senator Ron Johnson
 - i. Staffer of Senator Ron Johnson is from New York
 - 1. Aware of the round goby problem
 - 2. Funds earmarked
 - a. Senator Ron Johnson wouldn't author a bill, but wouldn't stop it
 - c. FRNSA need help in certain areas
 - i. Shoreline improvements
 - ii. Menasha electric barrier (\$8M)
 - iii. ACOE
 - 1. Cleaning up contamination
 - iv. When the budget cycle comes up, FRNSA will be on the radar for funds
 - d. Other parts of great lake states having issues with invasives
 - i. Michigan is currently not doing anything to stop the movement of invasives
 - ii. Minnesota to New York is all connected
 - 1. Need to work together
- d. Kleinschmidt Associates
 - 1. Update
 - 1. Issue of stray voltage down stream of Menasha Lock
 - a. Kleinschmidt Associates should have been aware of this concern
 - i. They seem to be nonchalant about the stray voltage issue
 - ii. We will not be able to have a kayak launch, kayakers would have to take their boat out of the water
 - 1. If someone should fall in the water, they may become immobilized
 - a. Unacceptable to FRNSA
 - 2. FRNSA would need to address concerns/protocol
 - a. Menasha first responders
 - b. Local hospitals/medical professionals
 - iii. Pushes project out another month
 - 1. DNR will need to review
 - a. 60 days to review

2. No choice, but to proceed
3. Change order of \$22K
- iv. John Vette has asked to speak to Kleinschmidt Associates to contribute his knowledge on stray voltage and ways to prevent it
 1. Phil Ramlet will arrange a call for John Vette with Kleinschmidt Associates
- e. Menasha Lock
 1. Update
 1. See notes under 4, d
- f. SHPO visit to FRNSA on May 12, 2023
 1. Update
 1. Long Range Plan
 - a. Discuss
 - i. To include all structures
 - ii. Talked with Tyler Howe about making a template to develop a plan
 - iii. FRNSA doesn't want to piece things together, want consistency
 - iv. Collect all reports that have already been completed
 1. UW Stevens Point
 - a. Tourism
 2. UW Oshkosh
 - a. Economic study
 3. Asbestos, lead and mold reports
 - v. Would be a tool for fundraising
 1. Prioritize what needs to be done
 2. Memorandum of Understanding
 - a. Discuss
 - i. For reoccurring maintenance items
 - ii. Wouldn't need to submit a form for work that wouldn't need consultation
 1. i.e. Sink holes
 3. Lock Tender houses
 - a. Consider new uses
 - i. Rehabilitation
 - ii. See what features are important
 1. Keep to keep historic character
 - a. Kaukauna Library is a good example
 - iii. Options
 1. Office space
 2. Museum
 - a. Kaukauna house could be tied in with Grignon Mansion field trips
 3. Long term leases
 - a. Resident would invest in property

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- i. Full time residents
 - ii. Summer homes
 - b. 20-25 year lease
 - c. Would be responsible for bringing up to code
 - d. Would be responsible for rehabilitation
 - e. Would need to be a very detailed lease
 - f. Would be bound by SHPO review
 - iv. Landlords
 - 1. Can we do this as a state agency
 - 2. Does FRNSA even want to be landlord
 - 3. Use a contract rental representative possibly
 - 4. Little Chute house now sits empty-now what
 - 5. De Pere agreement has not been beneficial to FRNSA
 - a. Want to avoid these situations in the future
- g. Ahlstrom Lease
 - 1. Update
 - 1. Phil Ramlet met with Mark Kjorlie from Ahlstrom
 - 2. FRNSA requested the \$90K owed
 - a. 18 years at \$5K per year
 - 3. Ahlstrom offered \$18K to settle
 - a. Wants to only pay for portion of property it uses
 - i. Approximately 3 acres
 - ii. Phone conversations with former CEO, Harlan Kiesow previously where they discussed this
 - iii. Fighting contamination responsibility
 - 1. States ACOE is responsible for contamination
 - 2. A Phase II study would get very expensive
 - 3. Who initiates Phase II
 - iv. Ahlstrom has gone through two new owner transitions since 2005
 - 4. FRNSA would like to meet in the middle at \$40-50K
 - a. Suggestion to have FRNSA legal representation contact Ahlstrom
- h. Bid Opening
 - 1. Contract 23-01 Earthwork
 - 1. Discuss
 - a. Two bids received
 - i. Vinton Construction
 - 1. Recommend base bid, less Appleton 1
 - 2. \$295,277.00
 - 3. FRNSA will initiate a change order to have De Pere sink hold fixed
 - ii. Calnin & Goss
 - 1. Base bid \$445K

- b. Jeff Feldt motioned to approve accepting the Vinton Construction contract, Tom Buchholz seconded, all agreed
 - 2. Contract 23-02 Tuckpointing
 - 1. Discuss
 - a. Four bids received
 - i. 2-3 times more than was estimated
 - 1. Mobilization played a huge role in bid amounts
 - ii. Contractors notified that FRNSA will not be proceeding with this contract due to funding
 - b. Subcommittee to be formed to review and discuss a better way to fix the walls
 - i. Phil Ramlet will head committee
 - ii. Bruce Enke and Tom Buchholz have volunteered to be on committee
 - c. Jeff Feldt motioned to reject all tuckpointing bids, Tim Short seconded, all approved
 - d. Rock Church Construction in Livingston, Wisconsin has been suggested as a contractor for tuckpointing if it should go out for bid in the future
 - i. Experienced in historic stone work
 - i. Department of Safety & Professional Services (DSPS)
 - 1. Discuss
 - 1. Similar to OSHA, but for the public sector
 - 2. Anonymous complaint made by a former employee
 - a. Not specified what the safety concern was or location
 - 3. DSPS representatives were at FRNSA for most of a day
 - a. Jeremy Cords spent hours walking facilities
 - i. Concerned with the different railing heights at locks
 - 1. Listed on National Register of Historic Places
 - a. Different codes apply
 - 4. FRNSA doesn't own the property
 - a. Owned by the State of Wisconsin
 - b. FRNSA will receive a report from DSPS when it's completed
 - c. FRNSA will route report to DOA
 - d. FRNSA will route report to SHPO
 - i. FRNSA will partner with SHPO to make sure historical facilities follow required SHPO guidelines
5. Capital Projects Committee – Tom Buchholz
 - a. Discuss for approval
 - 1. Kleinschmidt Assoc Inv 000202303319
 - 1. Professional services from 02/25/23 to 03/31/23
 - 2. Menasha Round Goby barrier
 - 3. \$9,945.68
 - 2. Kleinschmidt Assoc Inv 002020304215

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1. Professional services from 04/01/23 to 04/28/23
 2. \$12,529.90
 3. Menasha Round Goby barrier
 3. NMR, LLC Inv 23-0013
 1. Combined Locks sink hole repair
 2. \$22,500.00
 4. NMR, LLC Inv 23-0015
 1. Appleton Lock 1 pin failure-emergency repair
 2. \$14,680.00
 5. Westwood Inv 1230402096
 1. Professional services through 04/01/23
 2. \$1,545.24
 6. Westwood Inv 1230402181
 1. Professional services from 02/26/23 to 04/01/23
 2. \$27,463.13
 7. Westwood Inv 3230300059
 1. Professional services through 02/25/23
 2. \$3,933.50
 8. Tom Buchholz motions to approve payments, Daina Penkiunas seconds, all approve
6. Executive Committee – Jeff Feldt
- a. Update
 1. Budget
 1. Will be distributed to Executive Committee at June 13, 2023 meeting
 2. Will be distributed to Board of Directors in June 27, 2023 meeting
 2. Appointments to the Board of Directors
 1. Dean Haen appointment is pending
 - a. Ron Van De Hey and Phil Ramlet called to follow up on status
 - b. Phil Ramlet will reach out to Senator Robert Cowles office
7. DNR – Jean Romback-Bartels -
1. Update - ACOE Dry Dock –
 1. No update this month
8. Fundraising Committee – John Vette
- a. Bench/Table Agreement
 1. Discuss
 1. Agreement needs to clarify who orders plaque
 - a. FRNSA should order plaque to keep consistent
 - b. Donor would have to submit verbiage to FRNSA for approval
 2. Agreement needs to clarify that plaque is included with donation
 3. Phil Ramlet will route back to attorney, Andy Rossmeisl, to revise
9. Rapide Croche Committee – Bruce Enke

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a. Update

1. No update this month

10. Dean Haen advises that Wisconsin Commercial Ports Association (WCPA) will be holding an event in August

- a. Date to be determined once Packer schedule is available
- b. Phil Ramlet will give a 20 minute presentation

11. Adjournment

- a. Tim Short motions to adjourn, Jeff Feldt seconds, all approve