

**Fox River Navigational System Authority**

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



**Minutes**

**Executive Committee Meeting**

Tuesday June 13, 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, Jean Rombach-Bartels, Phil Ramlet, Beth Taubel, Mary Schmidt

Attending Virtually: Tim Short, Patrick S

Start: 8:00a End: 9:10a

1. Review and approval of past meeting minutes
  - a. Discussion
    - i. Items carried over from previous meeting for follow-up and 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. Phil Ramlet and Ron Van De Hey had a meeting with Randy Stadtmueller week of June 5, 2023
            2. Randy Stadtmueller has a project developed for the property
              - a. Phil Ramlet and Ron Van De Hey are skeptical of this
                - i. No site plan
                - ii. No site plan review
              - b. FRNSA controls part of land
                - i. Randy Stadtmueller stated he does not need use of any FRNSA property
            3. Phil Ramlet and Ron Van De Hey will follow up with Randy Stadtmueller in one year

4. Phil Ramlet will reach out to the DNR regarding environmental issues on lot
5. Phil Ramlet and Ron Van De Hey recommended Randy Stadtmueller donate the property to the Community Foundation for the Fox Valley Region (CFFV) which would then donate property to FRNSA
  - a. FRNSA would accept all liability of property, pending Board of Director approval
    - i. Randy Stadtmueller was not interested in this proposal
2. Contacted ACOE's Chicago office to discuss fencing, waiting for call back
  - a. Update
    - i. No communication from ACOE
    - ii. ACOE owes FRNSA and DNR information
3. Phil Ramlet was going to contact Bill Ramsay with the Department of Administration (DOA) regarding
  - a. records retention requirements
    - i. Phil Ramlet talked to Bill Ramsay and an appointment is scheduled for end of June to discuss
  - b. Ahlstrom Lease
    - i. Ahlstrom has agreed to pay approximately \$41,000.00 for back lease payments owed
    - ii. FRNSA recommends a Phase II Environmental Site Assessment
      1. Mark Kjorlie with Ahlstrom states all contamination that may be found with a Phase II Environmental Site Assessment would be the responsibility of the ACOE
        - a. Spill reports on property since Ahlstrom has taken possession
    - iii. If DNR moves forward with a Phase II Environmental Site Assessment
      1. Ahlstrom would lose all control for consultations, timelines, etc
      2. Clean up would be the responsibility of the responsible party
      3. DNR would follow up with court proceedings if necessary
    - iv. What does FRNSA expect to recover from a Phase II Environmental Site Assessment
      1. Throw money at it

- 2. Development of property is minimal
  - v. Phil Ramlet will discuss Ahlstrom lease and Phase II Environmental Site Assessment with Bill Ramsay at the June appointment
  - c. City of Kaukauna grant
    - i. Update
      - 1. There are a number of leases to discuss
        - a. City of Kaukauna
        - b. ATC Lease
        - c. Kathy Curren – client lease
          - i. North Dakota Transmission project
      - 2. Phil Ramlet will discuss with Bill Ramsay as the June appointment
  - d. FRNSA's lease with DOA
    - i. FRNSA should discuss the renewal of our lease with DOA
    - ii. Not too early to discuss future
    - iii. DOA's expectations for FRNSA property (before/after lease)
    - iv. Phil Ramlet to discuss with Bill Ramsay at the June appointment
4. Revised draft agreement from attorney, Andy Rossmessl
  - a. Update
    - i. Revised draft agreement received for bench/tables
      - 1. Not yet reviewed
    - ii. Bench to honor Ron Van De Hey
5. Menasha Lock
  - a. Request Scope of Work (SOW) revision to review and present to Board of Directors
    - i. Stray voltage
      - 1. Discussion
        - a. Kleinschmidt Associates SOW received and reviewed with the Board of Directors
        - b. Engineering employee of John Vette's included in phone call regarding stray voltage
        - c. Will participate in follow up call when Kleinschmidt Associates are ready
6. Tim Short motions to accept past meeting minutes, seconded by Jean Romback-Bartels, all approve

- 2. Executive Director
  - a. Discussion – Updates
    - i. Fundraising

1. Discussion

- a. List of potential donors
  - i. Talked with CFFV to look over list and discuss who is best to make contact
- b. FRNSA team to talk to key contacts
  - i. Goals
  - ii. Timeline
- c. Start working donor list and Board of Directors contacts
  - i. Jeff Feldt
  - ii. John Vette
  - iii. Tim Short
  - iv. Ron Van De Hey
  - v. Meeting every two months to see where FRNSA is at with the donor list
  - vi. 40-50 businesses and individuals
    - 1. Need Board of Directors help to build list to raise the 3 Million +
  - vii. Tap business in our area
    - 1. Jeff Feldt to talk to Bill Bassett with Bassett Mechanical
  - viii. Start now
  - ix. Anticipate about two years to raise funds
  - x. Board of Directors will meet in small groups to make donor lists based on area member has ties to and contacts
  - xi. Phil Ramlet has contacted some of FRNSA's trusted advisers to request donations
    - 1. Westwood
      - a. Pay over multiple years if necessary
    - 2. Associated Bank
    - 3. Endries Otto
- d. Other Capital and Fundraising Campaigns currently going on
  - i. Appleton Library
  - ii. Children's Museum
  - iii. Feeding America
  - iv. Boys and Girls Club
- e. What set FRNSA apart
  - i. Environmental
  - ii. Tourism
- f. Get donor lists from the following, if possible
  - i. 1000 Islands Environmental Center
  - ii. Gordon Bubolz Nature Preserve
  - iii. Grignon Mansion
  - iv. Fox Cities Performing Arts Center (PAC)
    - 1. Not all lists are published

- ii. 2024 Budget
  - 1. Discussion
    - a. Administrative
      - i. No changes
    - b. Capital Improvement Projects (CIP)
      - i. Lots of projects
        - 1. Blue Shed
        - 2. Studies
          - a. Condition of Rapid Croche Lock
            - i. Deteriorating
            - ii. Shore up
      - ii. Urgency will dictate what gets done
        - 1. No emergency repair funds listed
          - a. Funds listed may be spent differently based on emergency repairs and urgency of maintenance
        - 2. Market driven on what project maintenance can be completed
    - c. Sediment removal will be done in conjunction with Heart of the Valley Metro Sewage District (HOVMSD)
      - i. Cuts FRNSA's cost in half
    - d. Will track labor more closely
      - i. Labor is 45% of budget
      - ii. Tracked bi-weekly, with payroll
      - iii. If labor is getting close to budget number
        - 1. Adjust maintenance hours
        - 2. Discontinue maintenance earlier in the fall
    - e. Jean Romback-Bartels motions to send the budget on to the Board of Directors for approval at their June 27, 2023 meeting, seconded by Tim Short, all approve
- iii. Annual Meeting, July 25, 2023
  - 1. Agenda/program
    - a. Discussion
      - i. Invites to go out next week
        - 1. The following will be invited, along with spouses/significant other – no families
          - a. Board of Directors
          - b. FRNSA employees
          - c. Federal Legislators
          - d. Department Secretaries
            - i. DNR
            - ii. DOT
            - iii. SHPO
        - 2. Election of officers per statute
        - 3. Phil Ramlet presentation on

- a. Accomplishments
    - b. Future
  - 4. Ron Van De Hey to speak
- iv. Department of Safety & Professional Service (DSPS)
  - 1. Follow up visit was on 05/25/23
    - a. Discuss
      - i. Jeremy Cords spent the day with inspector going to locks
      - ii. Report due in a couple of weeks
        - 1. Nothing received yet
        - 2. Once received will be sent to
          - a. SHPO
          - b. DOA
            - i. Coordination will need to discussed before anything can/will be done
- v. Ahlstrom Lease
  - 1. Need an agreement by end of June
    - a. Update
      - i. See notes 1, 3, b
- vi. Reappointments to Board of Directors
  - 1. Discussion
    - a. Jeff Feldt and Bruce Enke are up for reappointment
      - i. Jeff Feldt has received notification
    - b. No response on Dean Haen's appointment
      - i. Phil Ramlet will call Robert Cowles' office
- vii. Hawkins Ash Audit
  - 1. Discussion
    - a. Chuck Krueger will discuss at the June 27, 2023 Board of Directors meeting
      - i. Requested Chuck Krueger keep comments to 5-7 minutes
      - ii. Followed by questions from board members
      - iii. Hawkins Ash did a good job
      - iv. Good idea to go with someone other than Erickson & Associates
      - v. Management Advisory Comment (Page 7 of Independent Auditors' Report)
        - 1. Implement Fixed Asset Capitalization Policy
        - 2. Implement Fund Balance Policy
        - 3. Fund Balance Descriptions
          - a. System abandonment
          - b. 8-9 Million set aside if necessary to close system
          - c. Not updated or re-evaluated
            - i. Not an urgent matter

- d. If system ever needs to shut down, Phil Ramlet suggests all gates be opened and facilities left to run as a river

viii. Financial Policies

1. Discussion

- a. Tim Short not capable of doing it all
  - i. Will start with the 2014 Financial Policies and update amounts
  - ii. Add policies recommended by Hawkins Ash audit
    - 1. Fixed asset capitalization policy
    - 2. Fund balance policy
- b. What do we want to accomplish
  - i. Make more comprehensive
- c. Once processes are completed
  - i. Send to Hawkins Ash to review
- d. Finish financial policies by August or September to present to Board of Directors for final approval

ix. Boat Traffic

1. Discussion

- a. 2022 Navigation Numbers
- b. 2023 Navigation Numbers
  - i. Numbers up over last year
    - 1. Warmer weather, no rain
    - 2. Lower water
  - ii. Sixteen weeks in navigation season
    - 1. 25% complete after next week
  - iii. Ron Van De Hey concerned over low boat counts and how boats are being counted
    - 1. FRNSA isn't a business and can't be operated like one
    - 2. FRNSA has a greater purpose
      - a. Stewards for the locks
      - b. Rehabilitation, restoration of locks
    - 3. Each boat that goes through a lockage is counted because lock is being operated

3. Adjournment:

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

