

**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, June 27, 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, Jean Romback-Bartels, Tom Buchholz, Phil Ramlet Beth Taubel, Chuck Krueger (Hawkins Ash), Mary Schmidt (Schmidt Communicates)

**Virtual Attendance:** Daina Penkiunas, Steve Erb (Appleton Yacht Club), (1) anonymous caller, Patrick S

Start: 3p      End: 4:30p

**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. Follow up with Army Corps of Engineering (ACOE)-Fencing/Timeline
        - a. Update (was waiting for a call back from ACOE)
          - i. Call scheduled for Wednesday morning, June 28, 2023
            1. Include DNR
            2. Advise ACOE that a fence is not acceptable
              - a. Dry Dock has commercial value
                - i. Possible development
            3. Original cleanup took ACOE 7-8 years
            4. Use Washington DC contacts to get resolution
    2. Ahlstrom
      - a. Update
        - i. Phil Ramlet has a meeting scheduled with Department of Administration (DOA) on June 29, 2023 to discuss

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1. Ahlstrom agrees to pay approximately \$41K in back rent
    - a. Less than half of what is owed
    - b. Contingent on Board of Directors and DOA approval
  2. Ahlstrom not interested in a lease if FRNSA does a Phase II Environmental Site Assessment
    - a. Ahlstrom doesn't take any responsibility for any contamination
    - b. Ahlstrom feels that any contamination found was not caused by them
  3. FRNSA needs access through Ahlstrom to reach some of our property
  3. Bench/table donor agreement
    - a. Revision
      - i. Update/review
        1. Signs on trail with QR codes to route to donation process
        2. Contribute through Community Foundation of the Fox Valley (CFFV)
          - a. 501(c)(3) utilized when donations taken through CFFV
  4. Board Appointments
    - a. Contact Senator Robert Cowles' office for status on Dean Haen's appointment
      - i. Update
        1. Phil Ramlet and Ron Van De Hey both contacted Senator Robert Cowles' office
        2. Neither has received a response
      - ii. Bruce Enke and Jeff Feldt have both been reappointed
  5. Tim Short motions to accept previous meeting minutes, seconded by John Vette, all approve
- 
3. Chuck Krueger with Hawkins Ash to discuss audit
    - a. Discuss
      1. Auditors Report
      2. Financial Statement
        1. First audit completed by Hawkins Ash
        2. Audit will be completed earlier next year
        3. Audit was very well done

4. FRNSA office personnel were helpful in providing material/information
  5. Synopsis of year activities
    - a. Fixed assets not easily converted to cash
    - b. WRS currently funded at 106.02% for every dollar paid
    - c. Reviewed investments and fund balance
  6. Tim Short motioned to accept audit, seconded by Jeff Feldt, all accept
- 
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. May expenses up significantly versus April
        - a. Lot of invoices have recently been approved
        - b. 6K in liability insurance
        - c. Audit expenses
        - d. April was unusually low
    4. Tim Short motions to accept Treasurer's Report, seconded by Bruce Enke, all approve
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5. Executive Director – Phil Ramlet
    - a. 2023-2024 Fiscal Year Budget
      1. Discussion
        1. 36K for UWGB Studies
          - a. Keep in budget for now – easy to take out
        2. Labor
          - a. Accounts for 45% of budget
            - i. No raises currently included for full-time, benefit eligible employees
              1. Will need to revisit those numbers at some point
        3. Bigger project to approve prior to bidding
          - a. Vinton Construction
            - i. Little Chute levy work
              1. \$295K contract approved
              2. Additional levy work for De Pere
                - a. \$30-50K change order
            - b. Sediment removal
              - i. FRNSA will not be able to combine with Heart of the Valley Metro Sewage District (HOVMSD)
            - c. Track small projects internally
          4. Capital Improvement Projects (CIP)
            - a. RFP for building maintenance (houses/structures)
              - i. Late summer/early fall timeline of 2023
            - b. Rapide Croche

- i. Two-year timeline
      - ii. Top of list to be completed
      - iii. Need to maintain integrity of lock
        - 1. FRNSA is responsible for safety of lock
        - 2. Study to be done in Fall/Winter 2023
        - 3. Hire Westwood as consultant
        - 4. Where will funding come from
        - 5. Historic condition
          - a. Assess without damage to lock
          - b. Recommendations to be sent to Executive Committee
  - 5. Painting of outside of FRNSA office building
  - 6. Blue Timber Shed
    - a. RFP to be completed
    - b. Project proposal will be needed to send to SHPO
  - 7. Executive Committee will start working on financial policies
    - a. Some recommendations to include:
      - i. Threshold amount for assigning an asset number (\$500.00?)
      - ii. Emergency repair costs process
        - 1. How to approve
        - 2. Payments
      - iii. "Fund Balance Policy" recommended by Hawkins Ash
    - b. Tom Buchholz motions to accept Budget, seconded by Jeff Feldt, all approve
- b. Department of Safety & Professional Services (DSPS)
  - 1. Second visit 05/25/23
    - 1. Jeremy Cords spent the day with investigator
      - a. Visit locks
    - 2. Update on status of inspection
      - a. Anticipate a list of recommendations in July or August
    - 3. Shop combustibles have already been separated in FRNSA shop
- c. Menasha Lock
  - 1. Update
    - 1. Kleinschmidt continues to work on report
      - a. Expect late August
      - b. Route to DNR to review
    - 2. Stray Voltage
      - a. John Vette's employee, Ben Blohm, spoke with Kleinschmidt to review design information
      - b. Kleinschmidt will continue to contact Ben Blohm regarding product and report
- d. Annual Meeting
  - 1. Discussion
    - 1. Agenda

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- a. Start at 4:00pm sharp
    - b. Staff appreciation will start once the annual meeting is done
  2. Program Outline
    - a. Discussion
      - i. Budget Highlights
      - ii. Vote on Officers
      - iii. Introduce Board/Staff
        1. Will take place during staff appreciation portion
      - iv. Ron Van De Hey to address board/staff/public
        1. Will take place during staff appreciation portion
    - e. Donation to Carol Van Boxel
      1. Printing of her book
        1. "Locks, Dams and Canals Tame Kaukauna's Lion of the Fox"
          - a. Book to be available late summer
          - b. Copies to Board Members at that time
          - c. Ron Van De Hey, Jeff Feldt, and Jeremy Cords all reviewed for Carol Van Boxel
          - d. "Sample" book will be available at FRNSA office
            - i. No sales at FRNSA office
            - ii. Buyers will be directed to the Kaukauna Library
        2. \$2,500.00 donation
          - a. Donation offered to defray costs by Ron Van De Hey
          - b. Thank you letter received
  6. Capital Projects Committee – Tom Buchholz
    - a. Discuss for approval
      1. Donald Hietpas & Sons, Inc. Invoice
      2. Kleinschmidt Inv 000202305182
        1. Jean Romback-Bartels abstains
      3. NMR, LLC Inv 23-0022
      4. Outagamie County Inv 1020005
      5. Outagamie County Inv 1020051
      6. Westwood Inv 1230501690
        1. Tom Buchholz motions to pay invoices, seconded by Jeff Feldt, all approve
        2. Jean Romback-Bartels abstains voting on Kleinschmidt invoice as noted above
  7. Executive Committee – Jeff Feldt
    - a. Update
      1. Phil Ramlet and Ron Van De Hey met with Randy Stadtmueller, owner representative for Jim Kaitlin, regarding Appleton Lock 3 for an update on property
      2. Randy Stadtmueller states he that a major project is imminent

1. No site approval
  2. Jim Kaitlin has passed
3. FRNSA recommended that Randy donate the property to FRNSA
  1. FRNSA would take on all liability of property
  2. Pending state approval
  3. Potential development opportunities for FRNSA
4. Since visitor center is no longer going forward
  1. Need to start “unbundling” the land deal
5. DNR
  1. Monitor property for encroachment.
  2. Make periodic inspections
  3. Phil Ramlet walks the Newberry Trail once a month and keep an eye on property
6. Michels Materials
  1. On our property
  2. Ask for donation
  3. Make sure property is restored
7. Next step
  1. Locate any heirs, estate, etc of Jim Kaitlin
8. Property Committee - No update this month
  - a. Update
9. DNR – Jean Romback-Bartels -
  1. Update - ACOE Dry Dock –
    1. No Update
  2. Round goby
    1. Reporting tool updated
      - a. Notification of Round goby
        - i. All sightings were in confirmed known locations
10. Fundraising Committee – John Vette
  - a. Update
    1. Bench/picnic tables acknowledgements
      1. Need to be consistent
    2. Possible opportunities to name a lock or a lock house?
    3. Request list of donors from all Community Foundation locations
    4. Mary Schmidt, Schmidt Communicates, will get an updated donor list to review
      1. Needs contact information for some of the companies
      2. Needs feedback
      3. Needs more prospects
      4. Members to start making individual contact with donors
      5. Once donor list is completed

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- a. Route to the Community Foundation of the Fox Valley (CFFV) to review
  - b. CFFV may want to contact some donors directly
5. Kayak launch grant
  1. Haven't heard back from CFFV
11. Rapide Croche Committee – Bruce Enke
  - a. Update
    1. Bruce Enke and Phil Ramlet to get together and get a plan to the Executive Committee
12. Adjournment
  - a. Jean Romback-Bartels motions to adjourn, seconded by Tim Short, all approve