

**Fox River Navigational System Authority**

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



**Executive Committee Minutes**

Tuesday September 12, 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, Phil Ramlet, Beth Taubel

Attending virtually: Jean Rombach-Bartels

Start: 8:00a End: 9:15a

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. City of Kaukauna Lease
          - a. Update
            - i. Lease from, Attorney, Andy Rossmeissl
              1. Information received from City of Kaukauna on 08/07/23 regarding property along Kaukauna Lock 1
                - a. FRNSA needs additional information from City of Kaukauna to proceed
                - b. Will review again in October
                - c. Attorney, Andy Rossmeissl, will work with City of Kaukauna to draft agreement
                  - i. Agreement will be sent to DOA for review and approval
  2. Review and approval of past meeting minutes
    - a. Correct two grammatical errors before posting
    - b. Ron Van De Hey motions for approval, with amendments, seconded by Tim Short, all approve
2. Executive Director
  - i. Fundraising
    1. Discuss and motion to approve the Community Foundation grant for kayak portages

- a. Phil Ramlet spoke with the Community Foundation for the Fox Valley Region (CFFV) regarding portage grant
    - i. FRNSA only needs to build as many portages as funds allow
      - 1. FRNSA will not be required to complete all portages
    - ii. CFFV will wait until after FRNSA's September Board of Directors meeting for approval of portage grant
  - b. Work with the following to get matching funds for portage grant and other projects
    - i. Fox Cities Convention and Visitors Bureau (FCCVB)
      - 1. Also good source of funding for buoys
    - ii. Fox Cities Greenways, Inc (FCGI)
    - iii. Department of Natural Resources (DNR)
  - c. No motion made to approve the CFFV grant
- 2. United Way newsletter lists donors and amounts, it is public information
  - a. Submit this list to Mary Schmidt (Schmidt Communicates) to utilize information for fundraising
- 3. Phil Ramlet will be meeting with Mark Otto of Endries Otto CPA to ask for a donation
  - a. Phil Ramlet will also advise Mark Otto that if invoicing is not received in a timely manner, FRNSA will not pay invoices
- ii. Joint Legislative Audit Committee
  - 1. Discussion
    - a. See information under 2, v, 1
- iii. Menasha Update
  - 1. Discussion
    - a. Cost estimate due by end of week from Kleinschmidt
    - b. Request an executive summary to delineate what has changed from 2019 to 2023
    - c. Concerns expressed regarding over spending additional money over the 300K that FRNSA has already spent
    - d. FRNSA doesn't want any "technical" surprises if we decide to go forward
      - i. Phil Ramlet will discuss stray voltage issue with John Vette's recommended employee
    - e. FRNSA needs a plan on how to "package" to public, interest groups, representatives, etc
      - i. Phil Ramlet and Mary Schmidt will work on this and have ready for Board of Directors input at September meeting

1. Should be talking to the public now
2. Meetings should include politicians, opposition groups, public, property owners that abut project-combined in to one meeting
  - a. Want public feedback
  - b. Subject/project is going to be highly political
  - c. FRNSA needs to get the “temperature” of politicians
    - i. State/Federal representatives need to be on board
  - d. FRNSA should be getting the 60% design out to public
- ii. Phil Ramlet and Mary Schmidt will have a list of talking points
  1. Should have talking points available now
  2. Put on website
  3. FRNSA may want a temporary sub-committee to give Mary Schmidt direction
    - a. Mary Schmidt may get overwhelmed
  4. Reach out to media in October
    - a. Ron Van De Hey states that, “media is your friend”
- iii. Reach out to federal and state legislators
  1. Meet with them, not their staffers
  2. Have a one-page document to leave with them
  3. Have a Q&A sheet to leave as well
    - a. This could also go on FRNSA website
  4. FRNSA won’t be able to go ahead without funding
2. DNR input on 60% design (Kleinschmidt)
  - a. DNR cannot confirm until 100% design is available
  - b. Will verify the science has been incorporated properly
  - c. Permit triggering process
    - i. Only once 100% design is available can this be addressed
      1. Possibly a waterway permit
  - d. Jean Rombeck-Bartels (DNR) will review 60% design with staff

- i. Will submit comments, questions, concerns, etc. at October Board of Directors meeting
  - 3. Formal agreement from Board of Directors is needed to proceed
  - 4. UWGB representative will be invited to Board of Directors September 2023 meeting
    - a. Review report
    - b. Decide if FRNSA will continue to go forward with testing in at Board of Directors October 2023 meeting
  - 5. All public phone calls regarding the Menasha project concerns are to be routed to Ron Van De Hey
- iv. Need for LTE office position
  - 1. Discussion
    - a. Request for part-time, summer help for the office
    - b. FRNSA office staff will discuss internally a job description and duties
      - i. Will do this in the Fall of 2023
    - c. Will submit to the Board of Directors in late 2023 or early 2024
  - 2. Maintenance crew will be done week of November 1, 2023
- v. Draft DOA Operating Agreement
  - 1. Discussion
    - a. Regarding item 1 “Lease Approval”, section b, on page 1 of the Draft Operating Agreement states, in part, “DFTS Administrator, or designee, will consider the Authority’s mission”; however, committee members are unsure if FRNSA has a formerly written or shared mission statement.
      - i. A mission statement should be articulated
        - 1. Possibly put on FRNSA website
    - b. Draft is very concise
    - c. Additional information/verbiage needed in agreement
      - i. No dollar limits set for need for approval referred to in agreement
      - ii. No emergency repair projects referred to in agreement
      - iii. Difference in how maintenance items and projects will be determined
    - d. Jean Romback-Bartels has previously worked with Sanjay Olson, Administrator Division of Facilities and Transportation Services with the DOA
      - i. Suggests that Phil Ramlet meet with Sanjay Olson
      - ii. Bring Sanjay Olson up to speed with the authority
      - iii. Jean Romback-Bartels will assist Phil Ramlet with this introduction and meeting

1. Phil Ramlet will follow up with DOA in October
  2. Phil Ramlet currently meets with DOA in person twice a year
    - a. Will add a couple of phone call per year as well
2. Once audit letter was received, Phil Ramlet sent down the Earthwork and Drainage project, that is to be done in 2023, to DOA for approval
  - a. 6-8 weeks approval time
  - b. Get approval in writing
3. Tim Short still bothered by audit concerns
  - a. Ron Van De Hey states that the board ran loose
    - i. Unsure of responsibilities
- vi. Ahlstrom Lease
  1. Discussion
    - a. Phil Ramlet and Jeremy Cords met with Ahlstrom representatives
    - b. Attorney, Andy Rossmeissl, is working on a mutual access agreement
      - i. Ahlstrom can access their rail line
      - ii. FRNSA can access our property via Ahlstrom property
      - iii. Ahlstrom would maintain /mowing
    - c. Unsure if DOA will draft agreement or if FRNSA has to write agreement and submit for approval
    - d. No contamination agreement
      - i. DOA states it is a DNR responsibility
      - ii. FRNSA would pay if a Phase II Environmental Site Assessment was done
        1. FRNSA would then have control over testing
        2. Ahlstrom is responsible for contamination
          - a. Will be a fight to get Ahlstrom to pay for cleanup
            - i. Phil Ramlet states, Ahlstrom will pay
          - b. FRNSA would cap and monitor the site
    - e. FRNSA will receive 40K once agreement is complete and agreed upon
    - f. Ahlstrom has until July 2024 to be off property
      - i. No rent/proceeds will be charged for the time Ahlstrom continues to utilize FRNSA property
- vii. Financial Policies
  1. Discussion

- a. Request that Beth Taubel send out 2014 Financial Procedure manual to all Executive Committee members so that all are looking at the same document
  - b. Phil Ramlet recommended that 2014 Financial Procedure manual be submitted to Hawkins Ash for feedback
- 3. Closed Session per Wis. Stat. 19.85(1)(c)
  - a. Performance evaluation and compensation for Executive Director
    - i. Ron Van De Hey motions to go into closed session, seconded by Tim Short
    - ii. Ron Van De Hey motions to go into open session, seconded by Tim Short
      - 1. Jeff Feldt motioned to recommend to the FRNSA Board of Directors to increase the Executive Director, Phil Ramlet's, compensation to \$108K, annually. Effective January 1, 2024
        - a. Motion passed unanimously
- 4. Adjournment:
  - a. Ron Van De Hey motioned to adjourn, seconded by Tim Short

