

Fox River Navigational System Authority

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



Executive Committee Minutes

Tuesday October 10, 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

Attending Virtually: Tim Short, Jonathan Krause (WHBY Radio)

Start: 8:00am End: 9:05am

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. Verify complete
 - i. Review and discuss
 1. Lease from, Attorney, Andy Rossmeissl
 - a. Regarding property along Kaukauna Lock 1
 - b. Update
 - i. Phil Ramlet has received lease from Andy Rossmeissl
 - ii. Not yet sent onto Executive Committee for review
 - iii. Phil Ramlet will get a copy to Beth Taubel (not included in material packet)
 2. Department of Administration (DOA)
 - a. Phil Ramlet will be meeting with Marcel Maul, DOA Deputy

Administrator, on Thursday,
October 14, 2023

- i. Will discuss process for review and approval of leases
- 2. Meeting with Mark Otto of Endries Otto
 - a. Update and discuss
 - i. Donation
 - 1. Mark Otto stated that they would consider a donation to FRNSA
 - ii. Timely billings
 - 1. Phil Ramlet told Mark Otto that the late billings were unacceptable
 - a. Mark Otto made no comment
 - b. Made Mark Otto aware that we are very satisfied with Riley Webster's (Endries Otto) performance
- 3. Menasha cost estimate from Kleinschmidt
 - a. Review and discuss
 - i. Kleinschmidt submitted their "Basis of Estimate" document to Board of Director members (not included in material packet)
 - 1. Round goby deterrent at Menasha lock
 - 2. Estimated to be approximately \$6M project
 - 3. Jeremy Cords and Phil Ramlet determined that, when in operation, Menasha lock should include:
 - a. (1) Full-time employee with an electrical background
 - i. Approximate work schedule would be April 15th-September 15th
 - ii. \$75K or so
 - b. (3) Part-time lock tenders
 - i. (2) on duty at a time
 - c. Bridge operator
 - d. Expected cost for season would be \$125K-\$150K
 - e. If possible, Phil Ramlet will have an estimate of annual cost maintenance cost of barrier for October 2023 Board of Directors meeting
 - i. \$250K-\$300K per year

- ii. Includes the \$150K as listed above
- 4. Executive Summary from Kleinschmidt to delineate changes from 2019 vs 2023
 - a. Verify complete
 - i. Review and discuss
 - 1. Distributed to Executive Committee members prior to meeting (09/13/2023)
 - a. No review/discussion took place at this meeting
 - b. Phil Ramlet will get a copy to Beth Taubel (not included in material packet)
- 5. UWGB representative invited for September Board of Directors meeting
 - a. Follow up
 - i. Not completed
 - 1. Invite to October Board of Directors meeting?
 - a. Yes, FRNSA paid for the work that was done, should hear about findings
 - b. Discuss 2024 expectations, if any
 - c. Board of Directors will discuss at the October 2024 meeting to discuss if FRNSA wants to continue with testing
- 6. Phil Ramlet and Mary Schmidt put a plan together on how to “package” Menasha project to public
 - a. Verify Complete
 - i. Present at September Board of Directors meeting for input
 - 1. Not completed
 - ii. List of talking points drafted
 - 1. Not completed
 - iii. Reach out to media in October
 - 1. Interview took place with TV-11
 - a. Phil Ramlet was interviewed
 - b. Jason Kent with Kleinschmidt was interviewed
 - i. Phil Ramlet stated that Jason Kent did a good job in the interview
 - iv. Reach out to federal/state legislators
 - 1. Verify complete
 - a. Schedule meetings with them, not staffers

- b. Phil Ramlet met with State Representative, Lee Snodgrass last week to discuss funding
 - c. Will be tough to get funds from state
 - d. Lee Snodgrass stated that the federal government will have to pay more than half, about 60-70%
 - e. State would have to pay 20-30%
 - f. Last 10% would need to be raised locally
 - 2. Phil Ramlet and Ron Van De Hey will meet with Congressman Mike Gallagher or his staff
 - a. Communicate that FRNSA would need significant help to complete this project
 - b. Their comments will drive FRNSA's decision
 - 3. Staging/decision process
 - a. Go with Mary Schmidt (Schmidt Communicates)
 - i. Explanation of project and funding aspect owed to the public
 - b. No pressure for Board of Directors to make a decision in October
 - i. Come up with a plan for 2024
 - v. Kleinschmidt report submitted to DNR for review
 - 1. Jean Romback-Bartels stated that she has had several one-on-one discussions with various experts
 - 2. DNR group will get together again before feedback is complete
 - 3. Jean Romback-Bartels will get writing information/report/feedback to Board of Directors prior to their October 2023 meeting
7. Ahlstrom Lease
- a. Review and discuss
 - i. Verify complete
 - 1. Mutual access agreement from attorney, Andy Rossmeissl

- a. Received, not included in material packet
 - b. See information under 1, a, i, 1
 - 8. 2014 Financial Procedure manual to Hawkins-Ash
 - a. Verify complete
 - i. Completed
 - 1. Phil Ramlet completed September 13, 2023
 - 9. Beth Taubel to submit 2014 Financial Procedure manual to all Executive Committee members
 - a. Verify complete
 - i. Beth Taubel completed September 12, 2023
 - 10. Ron Van De Hey motions to accept and approve previous minutes, seconded by Jean Rombach-Bartels, all approve
 - 2. Executive Director
 - i. Fundraising
 - 1. Discussion
 - a. Meeting with community foundations will take place at the end of October
 - i. FRNSA will update community foundations with where we're at in the fundraising process
 - b. Currently not a large appetite for historical projects
 - i. Basic needs have been taking priority
 - ii. Phil Ramlet reached out to Associated Bank
 - 1. Phil Ramlet will inquire about FDIC funds, that give money to local causes, when he follows up with Associated Bank
 - iii. Mary Schmidt has followed up with US Oil Foundation
 - 1. They are also concentrating on basic needs giving
 - c. Kayak grant request to be submitted to DNR
 - d. Fox Cities Greenways are interested in donating to the Kayak portages
 - e. Phil Ramlet will talk about a donation from Ahlstrom to enhance settlement FRNSA made with Ahlstrom
 - f. Go Fund Me page suggested
 - g. Unlock the Fox fund in down approximately \$1M
 - ii. Menasha Update
 - 1. Discussion
 - a. See notes under item 1, 3, a, i
 - iii. Ahlstrom Lease
 - 1. Discussion
 - a. Negotiated deal for proposed mixed use agreement
 - b. Lingering liability questions/concerns
 - i. Phase II Environmental Site Assessment

- ii. Approximate cost would be \$75K
 - iii. DOA will deal with liability concerns once payment is received from Ahlstrom
- 2. DNR will be responsible to contact Ahlstrom regarding clean-up with letters and conversations
 - a. Phil Ramlet has been walking property during the summer and believes long-term solution is going to be capping contamination
- 3. DOA
 - a. If DOA approves agreement, FRNSA will “close out” current lease (no signed lease on file)
 - b. Get payment from Ahlstrom
- iv. Financial Policies
 - 1. Discussion
 - 2. See notes under item 1, a, 8
- v. Payroll Error
 - 1. Discussion
 - a. Amanda Peterson brought an overpayment error to Beth Taubel’s attention.
 - i. Beth Taubel verified the correct numbers
 - 1. Beth Taubel wrote a letter to the Board of Directors members to explain the error, how it happened and what can be done going forward to avoid a repeat
 - a. Phil Ramlet had Beth Taubel change the letter to a memo to him, which was presented to the Executive Committee members
 - b. Beth Taubel doesn’t believe this error would have been caught during an audit
 - i. Speaks to the kind of honest employee that Amanda Peterson is and her character
 - 2. Our “checks and balances” for payroll failed
 - a. Beth Taubel physically does the payroll
 - i. Same spreadsheet is typically used throughout the year for salaried employees
 - b. Payroll is then passed on to Phil Ramlet for review and approval
 - i. Phil Ramlet states that he only looks at the hours of

- the part-time employees
and doesn't review
salaried employees payroll
 - c. This matter will move forward to
the Board of Directors at the
October 2023 meeting
 - i. Beth Taubel
recommended cutting the
amount overpaid by 2/3 as
Beth Taubel has 1/3 of the
responsibility, Phil Ramlet
has 1/3 of the of the
responsibility, and
Amanda Peterson has 1/3
of the responsibility to
review payroll stub for
accuracy
 - ii. Ron Van De Hei
recommended cutting the
amount in 1/2
 - iii. Beth Taubel recommends
a payback period of a
minimum of eighteen
months
 - iv. If Amanda Peterson
should leave the employ of
FRNSA, amount due at
that time would be
considered and action, if
needed, would be decided
at that time for any
balance.
 - v. Executive Committee
proposes a 50/50 split to
put forward to the Board of
Directors
 - d. Compensation discussion for
staff will take place in a closed
session meeting at the November
2023 meeting
 - i. Raises to take effect
January 1, 2024
 - vi. Fall Project
 - 1. Update
 - a. Cedars Lock project
 - i. Plans and specifications submitted to DNR

- ii. Project discussed with Jeremy Cords, Tim Bolwerk (Westwood) and Ryan Pichler (DNR)
 - iii. Regrade area
 - iv. Will not use a cut off trench due to
 - 1. Too close to bedrock
 - v. Change order submitted to Vinton Construction
 - b. Kaukauna Drainage System
 - i. Needs to cross drainage channel
 - ii. Permitting changes may take place
 - iii. Change order submitted to Vinton Construction
 - iv. Project to be completed by Fall 2023 or Spring 2024
 - c. Amounts submitted to Board of Director members Tom Buchholz and Bruce Enke who make up the Capital Project Committee
 - vii. Westwood Proposal
 - 1. Discuss
 - a. Proposal is for 2023 Inspection, Operation and Maintenance Plan (IOMP) and FRNSA's Emergency Action Plan (EAP)
 - b. Westwood anticipates project to be completed by December 31, 2023
 - c. Proposed amount is \$23,500.00
 - d. Jeremy Cords will continue to do inspections
 - e. Letter from DNR, dated August 12, 2022 regarding FRNSA's IOMP
 - i. Letter is very comprehensive
 - 2. Ron Van De Hey motions to approve the Westwood contract, seconded by Tim Short, all approve
3. Adjournment:
 - a. Ron Van De Hey motions to adjourn, seconded by Jean Romback-Bartels, all approve

