

Executive Committee Minutes

Tuesday, November 12, 2024, 8am (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), Bruce Enke (Secretary)

Attending: Jeff Feldt, Ron Van De Hey, Tim Short (virtually), Bruce Enke, Phil Ramlet, Beth Taubel

Start: 8:03a End: 9:01a

Agenda:

- I. Review and approval of past meeting minutes
 - A. Discussion
 1. Items carried over from previous meeting for follow-up and to verify completion of tasks:
 - i. None
 - a. Phil Ramlet was to submit updated “boat” numbers to committee, he will do today
 - B. **Ron Van De Hey motions to approve past meeting minutes, seconded by Bruce Enke, all approve**
- II. Executive Director
 - A. Strategic Planning (including Financial Procedures)
 1. Discuss
 - i. In the future, Strategic Planning and Financial Procedures will be split out into two separate discussions for clarity
 - ii. Tim Short, Ashley Dooley, and Phil Ramlet had a phone call to discuss modifications to the Financial Procedure document
 - iii. Modifications were sent to Board members for review for possible approval at today’s Board meeting
 - iv. Once this is complete, Phil Ramlet will submit a letter to the Legislative Audit Bureau via USPS
 - v. Strategic Planning work plan for CY2025 will include the following
 - a. Records retention
 - i. Will be time consuming and require time to train and implement
 - ii. Periodic updates to Board
 - iii. State Historical Preservation Offices (SHPO) will need to go through historical documents to determine whether to save/discard

Fox River Navigational System Authority

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Kaukauna, WI 54130

Philip Ramlet, Executive Director
Telephone: 920-850-1677
Jeremy Cords, Operations Director
Telephone: 920-309-4501



1. SHPO will most likely take the items to keep to Madison for storage
 - a. Local library was also suggested as a place to store historical documents
 - b. Department of Natural Resources (DNR) also has documents that should be submitted to SHPO for review
 2. Beth Taubel will check with Scott Thompson, FRNSA Historian, to see if he has personal documents in FRNSA archives that he would like returned
 - iv. Records Retainage Training
 1. Andy Rossmeissl, Herrling Clark, will train staff in the first quarter of CY2025
 - a. Phil Ramlet stated that Records Retention will be put "on hold" during the navigation season
 - b. Beth Taubel suggested that it may be more work to go back and retrieve record retention documents vs continuing the process throughout the navigation season
 - B. Kayak Portages
 1. Phil Ramlet will present a request for approval to transfer the required matching funds of \$75K from FRNSA funds into the Kayak Portage bank account to qualify for the remaining \$75K grant amount from the Community Foundation
 - C. Grant Opportunities
 1. Mary Schmidt (Schmidt Communicates) will discuss
 - i. Grants that she has gone after on FRNSA's behalf
 - ii. Grants that are in progress
 - iii. Availability of local grants
 - D. Upcoming Board Meeting
 1. Discuss
 - i. Need to discuss the verbiage in the Wisconsin Legislature: Chapter 237 which uses "Chief Executive Officer" and FRNSA currently uses "Executive Director" for that role
 - ii. December Board meeting tentatively scheduled for December 10, 2024
- III. Closed Session: Under Wisconsin State Statute 19.85(1)9g) "conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved"
- A. Discuss with Andrew Micheletti, Herrling Clark

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1. Andrew Micheletti not in attendance, Phil Ramlet updated the Board members of his discussion with Andrew Micheletti
 - B. **Ron Van De Hey motions to go into closed session, seconded by Tim Short, all approve**
 - C. **Ron Van De Hey motions to go back into open session, seconded by Tim Short, all approve**
 - D. **Ron Van De Hey motioned to approve the OrgPix settlement, seconded by Tim Short, all approve**
- IV. Closed Session: Under Wisconsin State Statute 19.84(1)(f) "Consideration of Financial, medical, social or personal information
Statute 19.85(1)(f) "Consideration of Financial, medical, social or personal information.
- A. Discuss with Attorney Jim Macy, von Briesen and Roper
 1. Jim Macy not in attendance, Phil Ramlet updated the Board members of his discussion with Jim Macy
 - B. **Bruce Enke motions to go into closed session, seconded by Ron Van De Hey, all approve**
 - C. **Bruce Enke motions to go into open session, seconded by Tim Short, all approve**
 - D. **No action taken**
- V. Adjournment
- A. **Bruce Enke made a motion to adjourn, seconded by Ron Van De Hey, all approve**