

**Fox River Navigational System Authority**

1008 Augustine St  
Kaukauna, WI 54130

Philip Ramlet, Executive Director  
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**MINUTES**

**FRNSA Board of Directors Meeting**

Tuesday, January 28, 2025 – Board Meeting **3:00PM PROMPTLY**

**Meeting Location: 1008 Augustine Street, Kaukauna, WI 54130**

**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), Bruce Enke, John Vette, Tom Buchholz (DOT), Daina Penkiunas (WHS), Dean Haen, Ashley Dooley (DNR)

**Attending:** Ron Van De Hey (Chair), Jeff Feldt (VP), Tim Short (T), Bruce Enke, John Vette, Tom Buchholz (DOT), Daina Penkiunas (WHS), Dean Haen, Ashley Dooley-via phone (DNR), Phil Ramlet, Beth Taubel, Mary Schmidt (Schmidt Communicates), Steve Erb (Appleton Yacht Club), Chuck Krueger (Hawkins Ash), Unknown Caller, Shawn Puzen (Mead & Hunt), Mike Pedersen (Mead & Hunt)

**Not in Attendance:** Tim Short, John Vette

Start: 3:00pm      End: 4:45pm

**Agenda:**

- I. Introduction
  - A. All in attendance introduced themselves
- II. Review and approval of previous board meeting minutes
  - A. Discuss
  - B. **Tom Buchholz motioned to approve previous board meeting minutes, seconded by Daina Penkiunas, all approve**
- III. Items carried over from previous meeting for follow-up
  - A. None
- IV. Review and approval of Treasurer's Report – Tim Short
  - A. Financial Summary
  - B. Unlock the Fox monthly summary from Associated Bank
  - C. Monthly expense details
  - D. **Jeff Feldt motions to approve Treasurer's Report, seconded by Dean Haen, all approve**
  - E. Audit Review, Hawkins-Ash
    1. Discuss
      - a. Review and approve

- b. Unmodified opinion
  - c. Standards for auditing followed
  - d. Management responsible for submitting numbers
  - e. Risks-segregation of duties
    - i. Using an outside accountant - shows good control
  - f. Questions if FRNSA should be referred to as a “state agency”; would “statutory agency” be more accurate, possibly “quasi state agency”
    - i. Chuck Krueger will review statute and will revise if/as needed
    - ii. Once reference is clarified, Phil Ramlet will submit audit to Department of Administration (DOA)
2. **Jeff Feldt motions to approve audit, seconded by Bruce Enke, all approve**

V. Executive Director – Phil Ramlet

A. Mead and Hunt Historical Projects

a. Discussion

i. Review and approve

- 1. Shawn Puzen and Mike Pedersen with Mead & Hunt presented an overview of what is needed to protect the historical integrity of the following:

- a. Rapide Croche Lock Tender Shack
- b. Timber Shed (aka Blue Building), located behind main office building
- c. Little Rapids Lock Tender House Brick Foundation Wall

- 2. Mead & Hunt will come up with a proposal

b. **Bruce Enke motions to approve going forward with a proposal, seconded by Jeff Feldt, all approve**

B. Fox Cities Convention & Visitors Bureau (FCCVB) Grant

a. Discussion

- i. FCCVB has tentatively awarded FRNSA with a \$50K grant that can go towards the Community Foundation for the Fox Valley (CFFV) kayak portage matching grant

- 1. Phil Ramlet will have an attorney, Andy Rossmeissl, with Herrling Clark Law Firm, review
- 2. Submit to board for review and approval at the February 2025 Board of Directors meeting

C. Contracts Update

a. Discussion

- i. Phil Ramlet shared FRNSA's list of active contracts
- ii. Will present contract spreadsheet to board every six months

**D. 2025 Season**

- a. Proposed fee increases
- b. Proposed schedule
  - i. Board members were supplied a copy of the fee increases and the schedule for the 2025 Navigational Season – information only

**E. Storm damage work by Outagamie County**

- a. Discussion
- b. Review and approval
  - i. Outagamie County will clean up storm damage for approximately \$17.5K
- c. **Bruce Enke approves of Outagamie County cleaning up storm damage, seconded by Dean Haen, all approve**

**VI. Capital Projects Committee – Tom Buchholz**

- A. Motion to approve to pay the following invoices
  - 1. No invoices this month

**VII. Executive Committee – Jeff Feldt**

- A. Update
  - 1. Items discussed at Tuesday, January 16, 2025, Executive Committee meeting
    - a. Hawkins Ash audit
    - b. 2025 Navigational schedule/fees
    - c. Outreach
    - d. Ahlstrom
    - e. DOA has cancelled a meeting with FRNSA, currently unable to get a response regarding concerns

**VIII. Fundraising Committee – John Vette**

- A. Update
  - 1. Mary Schmidt shared a spreadsheet with board members listing grants and status of grants

**IX. Rapide Croche Committee – Bruce Enke**

- A. Discuss
  - 1. No Update

**X. Adjourn**

- A. **Bruce Enke motions to adjourn, seconded by Tom Buchholz, all approve**