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## **FOX RIVER NAVIGATIONAL SYSTEM AUTHORITY**

### **Summary of Proceedings**

Fox River Navigational System Authority Meeting  
3:00 P.M. Tuesday, January 24, 2017  
FRNSA Office  
1008 Augustine Street, Kaukauna, WI 54130

#### **Authority Members in Attendance:**

Tim Rose, Outagamie County  
John Vette, Winnebago County  
Bill Raaths, Winnebago County  
Bruce Enke, Brown County  
Jeff Feldt, Outagamie County  
Jean Rombach-Bartels, Wisconsin DNR  
Will Dorsey, Wisconsin Department of Transportation  
Kathryn Curren, Brown County  
Daina Penkiunas, Wisconsin Historical Society

#### **Authority Members Absent:**

#### **Guests and Staff in Attendance:**

Robert Stark, FRNSA CEO  
Jessica Akstulewicz, FRNSA Administrative Assistant  
Phil Ramlet, OMNNI Associates  
Mary Schmidt, Schmidt Communications  
Jim Fletcher, FRNSA Property Committee  
Bill Kloiber, Senator Roger Roth Office

Chairman Tim Rose called the meeting to order at 3:02 P.M.

#### **1. Introductions**

Chairman Tim Rose asked everyone attending to introduce themselves to the meeting.

#### **2. Review Tablet Operation**

Robert Stark reviewed with the Board the tablet operations and use going forward at the monthly board meetings.

#### **3. Approval of Minutes of the December 2016 Authority Meeting**

Chairman Tim Rose asked if there were any additions or corrections to the Minutes of the December 6, 2016, Board Meeting.

Jeff Feldt made a motion to accept the December 6, 2016, Minutes. Kathy Curren seconded the motion. Motion passed unanimously.

**4. Review and Accept Planning/Visioning Meeting Report**

Postponed

**5. Financial Status Reports, *J. Vette***

**a. Operational Budget**

John Vette reviewed the Operations Budget with the Board.

**b. Capital Budget**

John Vette reviewed the Capital Budget with the Board.

**c. Unlock the Fox Fund**

John Vette reviewed the Unlock the Fox Fund managed by the Community Foundations and Associated Bank.

John Vette made a motion to approve the Financial Reports. Bruce Enke seconded the motion. Motion passed unanimously.

**6. Capital Projects Committee Report, *W. Dorsey***

**a. Approve Lunda Appleton Locks Repairs Invoice #2**

Will Dorsey reported on the Appleton Locks Repairs invoice. Phil Ramlet recommends full payment of \$ 27,258.83 to be made.

Will Dorsey made a motion to approve the Lunda Appleton Locks Repairs Invoice. Motion seconded by John Vette. Motion approved unanimously.

**b. Approve Cleaning and Transfer Station Design/Build RFP**

Will Dorsey reported on the Rapide Croche cleaning and transfer station design/build RFP and the dates of the process and completion. Robert Stark will finish the RFP cleaning and transfer station design/build. Dates listed under 9a below.

Will Dorsey made a motion to approve the dates for the cleaning and transfers station design/build RFP. Daina Penkiunas seconded the motion. Motion passed unanimously.

**7. Property Committee Report, *K. Curren*.**

**a. FOF Augustine Street Land Transfer to FRNSA Status**

Kathy Curren addressed where we are at on the FOF Augustine Street Land Transfer. Kathy updated us on the documents needed per attorney Steve Krause in order to move forward. They are Phase I Environmental assessment, Title Insurance Policy that Steve will obtain, and follow-up with Phase II provider Robert E. Lee and verify why a Title II but not a Title I.

Kathy Curren made a motion to approve for Steve Krause to move forward with the FOF Augustine Street Land Transfer Phase I and obtain Title Insurance. Jean Romback-Bartels seconded the motion. Motion passed unanimously.

**b. Approve Eagle Flats Parking Lot Construction**

Kathy Curren stated Randy Stadtmueller appeared at the property committee meeting to give more input. Discussion topics included the sheet wall and the height, no lime stone/brick, design completed and drawings forwarded to Chip Brown by Robert Stark. Robert Stark also wrote and sent out letter. Approval Letter to Randy Stadtmueller approved. Discussion was also had regarding private vs public parking, parking spaces, easements, annual fees and lease approval of flood plains. Robert Stark and Randy Stadtmueller to meet with regards to adjusting the fees as provided in the lease.

Kathy Curren made a motion to approve the construction to begin on the Eagle Flats Parking Lot. John Vette seconded the motion. Motion passed unanimously.

**c. Approve UWSP Land Use Feasibility Study Proposal**

Kathy Curren reported on the UWSP Land Use Feasibility Study. Kathy stated this request came about due to various Kayakers and groups wanting to camp on our properties. UWSP will look at all properties and give us feedback on how to handle these requests and consider amenities, allowing this type of camping and general development recommendations. It is a long term project. It is a free study that has no cost to FRNSA, although we did offer expense and mileage reimbursement to them.

Kathy Curren made a motion to move forward with the free UWSP Land Use Feasibility Study and to notify UWSP to begin work on the project. Daina Penkiunas seconded the motion. Motion passed unanimously.

**d. Approve Little Chute ADA Kayak Launch Draft Easement**

Kathy Curren reported on the Little Chute ADA Kayak Launch Draft Easement stating the property committee discussed where and what the approval and easement was. It was approved at the property committee and now the lease needs to be processed and sent on to the DOA.

Kathy Curren made a motion to approve and process the ADA Kayak Lease and send to DOA. Jean Rombach-Bartels seconded the motion. Motion passed unanimously.

**8. Visitor Center Sub-Committee Report, T. Rose**

Informational and Ongoing.  
Meeting to be held with Randy, Phil, Tim and Jeff at Omni.

**9. Rapide Croche Boat Transfer Sub-Committee Report, B. Enke**

**a. Accept DNR Approval Letter**

The DNR approval letter has been received and is on file.

Bruce Enke reported on the Rapide Croche Plan to be presented to DOA, he stated the dates approved in committee are: RFP mandatory walkthrough at Rapide Croche 1PM February 21, 2017, Proposals due from contractors 4PM April 3, 2017 at the FRNSA office, Proposals scheduled for review by FRNSA April 12, 2017, Interview contractors (if needed) scheduled for week of April 17, 2017, Committee and Board Select contractor March 25, 2017, Sign contract March 25, 2017, and Project completion May 11, 2018.

**b. Menasha Lock Boat Haul-Over Design Status**

Bruce Enke asked for Robert Stark to report on the Menasha Lock Boat Haul-Over Design Options. Robert stated that they continue to look at the inside the lock Option 1 design concept per the straw vote taken at the December meeting by Chair Rose which indicated unanimous preference for the Option 1 design concept and has nothing further to report on at this time. Next steps will be determined to further assess the process for moving forward with Option 1.

Robert stated he has been meeting regularly with Jean Romback-Bartels and the DNR fisheries monitoring group and there will be ongoing DNR monitoring efforts in Lake Winnebago this coming season; Lawrence University and Dr. Bart DeStasio team will make a proposal for continuing monitoring by Lawrence University as well.

**10. Operations Report, S. Vanevenhoven**

**a. Operations**

Robert Stark stated staff accomplishments for the past season were evaluated according to the workplan and that earned staff bonuses based on performance exceeding expectations have been paid. We are currently in winter maintenance status and have started moving into our upcoming 2017 planning phase of hiring, staff orientation, operations and schedules, etc.

**b. Approve 2017 Lock Procedures Policy Statement**

Robert Stark presented the 2017 Lock Procedures Policy and Procedures Statement to the board for approval. Staff recommends including a requirement that a life jacket (PFD) is required to be worn by Paddle Boarders.

Bill Raaths made a motion to approve the 2017 Lock Procedures Policy and Procedures Statement and to include the Paddle Board life jacket (PFD) requirement. Daina Penkiunas seconded the motion. Motion passed unanimously.

**11. Communications**

**a. Federal –**  
No report.

**b. State –**  
No report.

**c. Local – Buoy Committee Task Force Project Report, T. Rose**

Informational Purposes Only and Ongoing. Tim Rose updated the board on the Buoy project and stated another meeting is to be held early next month which will give FRNSA a better report on how FRNSA will be a part of the process.

**Local - Fundraising Committee, T Rose.**

Tim Rose updated the board and has asked for approval to put together a fundraising committee. The goal is to establish a fundraising committee to help establish and work on fundraising goals and efforts to assist with the future Visitor Center and possibly the Menasha Locks. Tim also stated he has approached Jeff Feldt, Kathy Curren and John Vette with being a part of the committee if approved to move forward. Tim stated before going any further he would like to have board approval to develop such a committee.

Will Dorsey made a motion to approve a Fundraising committee to be established by Tim Rose. Jean Romback-Bartels seconded the motion. Motion passed unanimously.

**12. Other**

**FWHP Candice Mortara Letter Request for Little Chute House Lease Sub Lease**

Robert Stark stated that the board was presented with a letter from Candice Mortara, FWHP, regarding a request to sub lease the Little Chute Lock tender house. The request needs to go through the Property Committee first, therefore the request letter will be brought back to the board at a later date with Property Committee recommendations.

**Kayak Meeting**

Robert Stark stated Tim Rose and he were invited by the City of Appleton to an informational meeting with officials of the Fox River Kayaking Company on 1/23/17 with regards to offering the community safe opportunities to enjoy our local water ways throughout the Fox River Valley starting this coming summer 2017. Key points during the meeting were safety, and coordinating lock fee payments summer 2017. Robert stated it was a good informational meeting and they look forward to working more with the Fox River Kayaking Company in the future.

Chairman Tim Rose asked for a motion to adjourn the board meeting. Jeff Feldt made the motion to adjourn. Motion was seconded by Will Dorsey. Motion passed unanimously. Meeting adjourned at 3:56 p.m.

Will Dorsey made a motion to go to closed session. Bruce Enke seconded the motion. Roll Call vote was unanimous to approve. Chairman Tim Rose closed open board meeting.

**Closed Session ss19.85 Chair announces Closed Session and Unanimous Roll Call Vote**

- a. Deliberate the Purchase of Property ss19.85(e)**
- b. Considering employment, promotion, compensation or performance ss19.85(c)**

Closed Session adjourned 5:01PM by Chairman Tim Rose.

**Chair Rose adjourned the meeting.**