

**Fox River Navigational System Authority**  
1008 Augustine St  
Kaukauna, WI 54130

Timothy Rose, Chairman  
Jeremy Cords, CEO  
Telephone: 920-759-9833  
Fax: 920-759-9834



[www.Foxlocks.org](http://www.Foxlocks.org)

## Meeting Notice

Tuesday March 27, 2018 - Board Meeting 3:00pm  
Oshkosh Public Museum 1331 Algoma Blvd Oshkosh, WI 54901

**Members:** Tim Rose (Chair), Jeffery Feldt (VC), John Vette (T), Kathryn Curren (S), Bruce Enke (Rapid Croche), Tim Short, Jean Romback-Bartels (DNR), William Dorsey (DOT), Daina Penkiunas (SHPO), Jeremy Cords

**Unavailable:** Bruce Enke, John Vette, Will Dorsey

**Conference Line:** 234-203-2766 Participant Access Code: 606-329-597#

### Agenda:

1. Introductions
2. Review and approve meeting minutes from last Board Meeting
3. Needs Action - Jeremy
  - Omni and Associates (FYI) - \$7,905.95
4. Reports from Officers, Members, Committees
  - a. Tim Rose
    - i. Updates
      1. Menasha Lock
        - a. Smith and Root
      2. Visitor Center
        - a. Joint Finance Committee
      3. eDNA
      4. Bridges
    - ii. Executive Committee Report
  - b. John Vette (unable to attend)
    - i. Financial Status Reports
      1. Unlock the Fox Fund
      2. Modified Cash Flow Statement
  - c. Daina Penkiunas
    - i.
  - d. Kathryn Curren
    - i. Property Committee Report
  - e. Bruce Enke – (Unable to attend)
    - i.

- f. Jean Romback-Bartels
    - i. UW Stevens Point Recreational Class – site visit
  - g. Will Dorsey (Unable to attend)
    - i. Bridges (Kaukauna, Little Chute)
5. Unfinished Business and General Orders
- a.
6. New Business
- a.
7. Closed Session in accordance with Ss.19.85
- a. None
8. Adjournment
- a. Tour Museum
    - i. Board meeting in lower level lecture room
    - ii. \$40 rental fee plus \$8 admission per person, payable by CC upon arrival
    - iii. Museum Tour at 4:00 PM with Brad Larson (if Brad is not available, another staff member will be assigned to give the tour)

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## **Summary of Proceedings Minutes**

Fox River Navigational System Authority

- Board Meeting, 3:00 P.M.  
Tuesday, February 27, 2018  
FRNSA Office

1008 Augustine Street, Kaukauna, WI 54130

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

Tim Rose, Outagamie County  
Jean Romback-Bartels Wisconsin DNR  
Daina Penkiunas, Wisconsin Historical Society  
Kathryn Curren, Brown County  
Jeff Feldt, Outagamie County  
Tim Short, Winnebago County/Dynamic Insights

### **Authority Members Absent:**

John Vette, Winnebago County  
Bruce Enke, Brown County  
Will Dorsey, Wisconsin Department of Transportation

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

Jessica Akstulewicz, FRNSA Administrative Assistant  
Mary Schmidt, Schmidt Communications  
Phil Ramlet, OMNNI Associates

Chairman Tim Rose called the meeting to order at 3:00 P.M.

CEO Jeremy Cords was excused from the monthly meeting of the board due to personal reasons.

1. Introductions
2. Review and approve meeting minutes from last Board Meeting

Chairman Tim Rose asked if there were any additions or corrections to the Minutes of the February 27, 2018, Board Meeting.

Kathy Curren made a motion to accept the February 27, 2018, Minutes. Daina Penkiunas seconded the motion. Motion passed unanimously.

### 3. Needs Action - Jeremy

- Omni and Associates (FYI) - \$7,905.95

#### Review for Informational Purposes Only

### 4. Reports from Officers, Members, Committees

#### i. Updates

##### 1. Menasha Lock

###### a. Smith and Root

Tim Rose explained that DNR provided a list of outstanding issues/concerns that need to be addressed regarding the effectiveness of the electric barrier on larval gobies. The list was forwarded to USGS in Michigan and Smith-Root. Two Telephone conversations were held with USGS and Smith-Root. FRNSA requested that the two entities send a proposal to conduct the requested study. Rose further stated once proposals will be brought to the April, 24, 2018 board meeting.

##### 2. Visitor Center

###### a. Joint Finance Committee

Tim Rose stated multiple meetings were held with regards to the plans and building itself for the Visitor Center. Gone through 3 iterations with Omni on the development. Rose handed out a plan layout that Omni developed to all board members to review. Rose explained the layout and the various areas like the, entrances for condos vs visitor center, receptionist area showing on the plan layout. The layout was further reviewed by the board and discussion was held. Tim Rose further discussed difficulty was being held with the aa specifications because of the contour of the land and how to get people up to our level so ramping will have to be made and that discussion on the different ways to do that was held but way was not settled yet. The idea was to allow the opportunity to have people stand on the branda aka porch at the first floor and be able to see the locks and up and down the river which the issue with that is the lot a 35ft area from the water's edge into the lot that belongs to the State. State owns the shoreline, then the property Randy Stadtmueller will own and then situate the whole building on that piece of property. A meeting is scheduled for Thursday, March 29, 2018 with the city to discuss if we can infact crowd the building to the south a little bit and bump right up on the New Berry Trail. 2 options with the trail are to continue to run down New Berry St and the other is run it up the incline which will take pedestrians up to our visitor center area, another concern would is the safety of the pedestrians while walking. Additional areas on the plan layout are Green is the Visitor Center, Blue is FRNSA Office, Red is the shop/possible Starbucks. Most recent floorplan to date but is still in the early stages and not all things are shown. Additional details of the visitor center were discussed like considering a guided path on the floor and a possible anamantronic, which FRNSA will work with Split Rock to reorganize the displays at some point down the road. Mary Schmidt will work with someone on making a video for everyone to view at the museum. The board was asked to tour the Oshkosh Public Museum to get further insight and details to help in the development of the Visitor Center. Further discussion of the details for the visitor center was held.

Tim Rose further discussed the property and stated the Brownsfield has come across and the deeds are in process of being recorded by the DOA with Outagamie County. The sale to Randy has gone through the State Building Commission we are waiting for the Joint Finance Committee to meet. Waiting for 7 items to be approved and ok. We are a 1330 project. A letter was sent by Tim Rose stating all paperwork was submitted and at Joint Finance. No other obligations. Once Finance approves, attorney Steve Krause will review the deeds. Then it moves on to the next steps required like rezone, surveys redefine the floor, DOA approval, etc. Tim Rose also mentioned he spoke with the bank and also fundraising will need to be done and further discussion was held with the board on those items. The total out lay will be approximately \$2.3mm.

### 3. eDNA

Tim Rose notified the board that studies will be redone with a more specific ASSAY study and back to FRNSA over the next 2 weeks. Ongoing.

### 4. Bridges

Tim Rose stated at least two meetings were held. Will Dorsey with the City on the first meeting and FRNSA with legislatures, core of engineers, coast guard VIA telephone, leadership in Kaukauna and Phil Ramlet attended the second meeting. The board discussed the bridge issue further and what was discussed in those meetings. Main issue is the additional money needed for the bridge repair and no one wanting to take ownership in giving the additional money for the repairs. Tim Rose stated he drafted a letter to send to the Coast Guard explaining FRNSA's position on the issue. Tim Rose also detailed in the letter to the coast guard a timeline and details of what FRNSA is and where FRNSA is at currently with the projects and getting the locks fully operational. Before sending, Tim Rose asked the board to look over the letter and hand in any suggestions or corrections to him.

#### ii. Executive Committee Report

Nothing to report-No meeting

#### a. John Vette (unable to attend)

##### i. Financial Status Reports

1. Unlock the Fox Fund
2. Modified Cash Flow Statement

Tim Rose reviewed the Unlock the Fox Fund managed by the Community Foundations and Associated Bank and Modified Cash Flow Statement. Tim Rose stated the statements have been restyled by Jeremy Cords showing a better approach at giving information to the board on a monthly basis. Tim Rose further stated the current statements don't show month to month bills and if FRNSA would like to see a month to month statement/list. Rose suggests at least maybe the treasure should receive a month to month statement/list of our bills. Rose further states it would help to see where the money is being spent, otherwise very similar to the past. Rose did question some particular items when reviewing the statements like leased income and computer maintenance and equipment repair being slightly over budget, etc. and has asked Jessica Akstulewicz and Jeremy Cords to look at those items and report back to Tim

Rose. Jessica Akstulewicz offered to print out the categories with details questioned for the board to review at an upcoming meeting. Rose also made a comment that Jeremy has been working at updates and upgrades that may also be a factor to some categories being slightly over budget with his transition and that Jeremy Cords will be working on the 2018-2019 budget over the next few months. Over all Tim Rose stated we are staying within budget well.

Jeff Feldt made a motion to approve the Financial Reports. Jean Romback-Bartels seconded the motion. Motion passed unanimously

Tim Rose made the board aware that they continue to work on the MOA and 2 meetings have been held with the Foundations at this time. Further discussion was held. It is ongoing and Rose will keep the board informed on the subject at future meetings.

- b. Daina Penkiunas
  - i. Nothing to Report
- c. Kathryn Curren
  - i. Property Committee Report

Kathy Curren updated the board on the property committee meeting and the discussion items that were held:

They discussed the posting of the Request for Proposals. Daina is reviewing the RFP. The RFP will then be posted locally and it will be sent to WHS list of approved vendors.

UW-Stevens Point students continue their work on the amenities project for four lock sites. One group of students travelled to Kaukauna lock 5 and Combined Locks to inspect the area and gain first-hand knowledge of the sites. CEO Jeremy Cords provided an overview of the system and led the group tours at the two locks. Lock tender Luke was also on hand to answer questions. The remaining two student groups may visit other sites yet this spring. Potential dates May 8 and 10, 2018.

Broad Street house, Menasha. Kathy made an offer in 2017 to the homeowners of \$115,000. That offer was turned down. Kathy spoke with the homeowners recently and was told they need \$125,000, six months to find a new home, 50% closing costs paid, and no shovel grid test may be conducted prior to sale. Tim said several buildings along Water St were recently demolished. There was discussion on whether to offer \$125,000 with the stipulations listed above or to pay \$130,000 and just be done with it (no closing costs and no six-month tenancy). Tim asked OMNNI to review the deeds for Menasha and Lot 5 in Kaukauna. Tim Rose tabled this topic asking Kathryn Curren to further research some issues the board discussed and report back to the board at the next meeting.

- d. Bruce Enke – (Unable to attend)

Nothing to Report

- e. Jean Romback-Bartels

- i. UW Stevens Point Recreational Class – site visit

Discussed under Property Committee

- f. Will Dorsey (Unable to attend)

- i. Bridges (Kaukauna, Little Chute)

Discussed under Bridges

5. Unfinished Business and General Orders

- a. Mary Schmidt updated the board on the media communications stating a newsletter will be drafted and sent out to our mailing lists and connections making the public aware of our new schedule and fees. A proposal has been drafted for Jeremy Cords, Tim Rose and the rest of the FRNSA board to review and do a state of the state report to the media about what is going on with the locks. Time frame to do the media report is still to be determined at this time but Mary Schmidt suggests before our Season Opens for the year.

6. New Business

- a. Tim Rose made the board aware the he was notified by phone from someone with the DOA in Madison about people parking on Appleton Lock 3 without permission. Tim Rose went to Appleton Lock 3 and found a unidentified smaller size trailer. Tim Rose made the Appleton Police aware and has posted it with a 48 hour hold if still on property after 48hrs it will be towed.

7. Closed Session in accordance with Ss.19.85

Nothing to Report-No closed session

8. Adjournment

- a. Tour Museum

- Board meeting in lower level lecture room
- \$40 rental fee plus \$8 admission per person, payable by CC upon arrival
- Museum Tour at 4:00 PM with Brad Larson (if Brad is not available, another staff member will be assigned to give the tour)

Chairman Tim Rose asked for a motion to adjourn the meeting and tour the Museum. Jeff Feldt made the motion to adjourn the meeting. The motion was seconded by Jean Romback-Bartels. Motion carried.

Open session meeting was adjourned at 4:05 PM by Chairman Tim Rose.

Tim Rose reminded the board the tour is for us to review and see the exhibit Split Rock has done for them.

Tour session adjourned at 4:35 PM.