

Fox River Navigational System Authority

1008 Augustine St
Kaukauna, WI 54130

Timothy Rose, Chairman
Jeremy Cords, CEO
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Meeting Minutes

Tuesday July 23, 2019 - Board Meeting 3:00pm
FRNSA Office Boardroom

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

Missing: Daina Penkiunas (SHPO)

Guests: Phil Ramlet & Jason McCarty, OMNNI & Associates, Mary Schmidt, Schmidt Communicates

Agenda:

Introductions

Phil Ramlet introduced Jason McCarty and announced OMNNI was acquired by Westward Professional Services.

Review and approval of meeting minutes from last Board Meeting. Motion to approve the minutes made by Jeff Feldt, second by Jean Romback-Bartels, approved unanimously.

Reports from Officers, Members, Committees

Review and approve Treasurer Report -Tim Short

Unlock the Fox Fund Board Statement: Tim reported that the fund bounced back nicely due to market conditions. Tim Rose, Tim Short and Jeremy met with the three community foundations and Associated Bankers to review fund performance, long term spending plan and incremental spending plan and will continue to do so.

FRNSA Financial Statement: Reviewing operational budget, in general spending was under budget and there were no surprises.

- Motion to approve treasurer's report made by Jeff Feldt, second by Will Dorsey, approved unanimously

Operations - Jeremy

Review and approve – 2019/2020 FY Budget: Jeremy passed out the updated budget for board review. Jeremy went through an extensive review of forecasting repairs and maintenance needed at each lock, developing a projected schedule for repairs, explained the use of a contingency fund for emergency repairs, explained additional staffing, and went through highlights of the budget.

- Discussion ensued about increased maintenance spending than what we spent last year and discussion about if we can physically do all of this work. Jeremy indicated he will prioritize projects and there is a possibility that only a portion of the work could be done in the next fiscal year. Tim Short indicated that if the market is favorable, it might make sense to accelerate some of the expenditures.
- Bruce Enke commented that the costs of labor and repairs is escalating and for the DOT, estimates are being adjusted accordingly.

Motion to approve the budget made by Jeff Feldt second by Jean Romback-Bartels, approved unanimously

Project(s) statuses

- Menasha Lock Barrier: Awaiting the return of consultant comments and DNR review comments. Smith & Root had discussion with a third party reviewer and they are finalizing comments for board review.
- Appleton Visitor Center:
 - Environmental concerns and cleanup-- Jean Romback-Bartels gave a brief status relating to site and Bureau for Remediation and Redevelopment Tracking System (BRRTS). Jean opened it for comments on the discovery of contamination and the need for soil testing at the site. The DNR is working with Stadtmueller and associates to identify/remediate the chemicals on the property. Phil indicated it is not a complicated site, just something we will work through and there will be a need for additional soil sampling to determine the type of contaminants. The question was raised if the previous owners have liability and Randy indicated they do not because it's difficult to determine who used the site. Both he and Jean Romback-Bartels indicated it is pollution without a defined source.
 - Meetings with Developer occurring regarding Site plan, Scope of budget for FRNSA's building space
- Compliance with SHPO review in progress: This process is ongoing and we are refining the numbers.

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- Randy Stadtmueller commented that due to environmental testing, we are looking at construction techniques and minimizing cost of construction to make housing closer to market demand. The environmental work will continue until September, then 8 weeks for building design. Randy is still working through financing.
- The Community Foundation will announce the recipients of the Nelson fund grants. We will notify our key stakeholders via email that we received a \$300,000 grant prior to the announcement.
- Appleton Lock 4: Wall repair is being evaluated and SHPO preliminary notification. Phil and OMNNI are reviewing SHPO questions and we'll have to get designs approved by SHPO
- Little Chute and Combined Locks: Inspection of possible repairs complete and evaluation of repairs to be proposed at later date
- Kaukauna Bridge repair: Jeremy updated the board that there is grant funding available for bridge repair that would reimburse the city 90/10.
- Kaukauna Lock 3: Hinge repair completed and we're going to water the lock this week, then adjust the doors accordingly.
- Little Chute Guard Lock - Hinge repair pending, Little Chute lock should be repaired soon.
- De Pere Lock: Water easement at lock tender house was approved by the DePere city council, wall repair is being evaluated and SHPO will get preliminary notification
- Fox Lock App: Proposed release date Friday August 2, lock tenders have been trained. Mary reported on a promotional schedule for the release.
- Jeremy reported on storm damage at locks and lock tenders homes, staff is looking into insurance coverage

Capital Projects Committee - William Dorsey

Discuss for approval

- Capital Budget
- Omni and Associates – monthly billing Motion to approve made by Will Dorsey, second by John Vette, approved unanimously
- Smith Root – completed billing of 60% design Motion to approve made by Will Dorsey, second by Jeff Feldt, approved unanimously
- Conrad Lumber – Visitor Center Interpretive display lock doors Motion to approve made by Will Dorsey, second by Kathy Curren, approved unanimously
- MNMR Metal Work for pins on lock doors Motion to approve made by Will Dorsey, second by Jeff Feldt, approved unanimously
- Stone Masons—working on tuckpointing on Kaukauna locks 2-3, Motion to approve made by Will Dorsey, second by Bruce Enke, approved unanimously

Committee Reports

Executive Committee – Tim Rose reported the main issue discussed was public notice of meetings. Jeremy and our attorney reviewed the rules and it will be a slight procedural change to how we operate and make decisions to comply with the open meeting guidelines.

Property Committee - Kathryn Curren

- Evaluate the need for Lock Property Surveys in relation to property inventory – including easements, dimensions and structures. OMNNI reported to the committee on the different types of surveys and recommended a property survey. Committee recommended spending up to \$30,000 to survey Kaukauna locks. Eventually committee would propose surveying all the locks. Discussion ensued about the tasks involved in surveying the grounds.
 - Kathy made a motion for FRNSA to pay up to \$30,000 to have OMNNI prepare surveys for Kaukauna locks 1-5. Second by Jeff Feldt, approved unanimously
- Discussed flagpoles for locks, selected a vendor for review. Discussion about lighting the flag and determining the historic location of the flagpole.

Fundraising Committee - John Vette

- Lists are being evaluated and refined, we still need a final cost for FRNSA's portion of the Visitor Center
- Chair Rose reported on discussions with Randy Stadtmueller regarding final construction costs
- Letter of thank you Nelson Family Fund Grant

Rapide Croche Committee - Bruce Enke: No report

New Business

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Chair Rose informed the board that an individual requested the Menasha electronic barrier document presented to the DNR and DNR's response. Tim indicated that some of the information we have in the report is proprietary to Smith & Root and we need to identify what we can release legally and still protect private information. Tim will contact the Army Corps of Engineers for input, the DOJ in Madison for an opinion, and Jeremy will notify the person who requested information in a timely manner.

Identification of items/matters for future meetings

Adjournment

Motion to adjourn made by Tim Short, second made by Jeff Feldt, approved unanimously

Meeting adjourned at 4:48pm