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**FOX RIVER NAVIGATIONAL
SYSTEM AUTHORITY**

Summary of Proceedings

Fox River Navigational System Authority Meeting
3:00 P.M. Tuesday, September 27, 2016
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
Scott Vanevenhoven, FRNSA Assistant COO
Jim Fletcher
Bill Wyman, Oshkosh Area Community Foundation

Chairman Tim Rose called the meeting to order at 2:56 P.M.

1. Introductions

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

2. Approval of Minutes of the August 2016 Authority Meeting

Chairman Tim Rose asked if there were any additions or corrections to the Minutes of the August 23, 2016, Board Meeting.

John Vette made a motion to accept the August 23, 2016, Minutes. Bruce Enke seconded the motion. Motion passed unanimously.

3. 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. Jean Romback-Bartels seconded the motion. Motion passed unanimously.

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

a. Approve Appleton Locks Repairs Draft RFP

Will Dorsey reported on the proposed Appleton Locks Repairs and Draft RFP, he stated the repair work needs to be done this year.

Will Dorsey made a motion to approve the Appleton Locks Repairs Draft RFP. Jeff Feldt seconded the motion. Motion passed unanimously.

b. Approve Little Chute Repairs Estimate

Informational purposes only, already approved through the budget at previous meeting under maintenance with a \$5k limit, no board action needed at this time. Move forward with repairs.

c. Rapid Croche Design Plan Status

Omni updating preliminary design plan to make recommendations for final design/build plan. Committees to meet and discuss and then make recommendation at next board meeting.

d. Kaukauna Locks 1, 2, 3, Dry Dock Restoration Status

Restoration nearing completion. Final water testing and removal of stop logs in coming weeks.

e. Kaukauna Lock 5 Restoration Status

Restoration and water testing is complete. Removal of coffer dam and site clean-up in coming weeks is final step.

f. Kaukauna Lock 5 Stop Log Slot Project Status

Installation of stop log slots is complete.

g. De Pere Lock Maintenance Schedule

The first phase of the project to repair upper gates and valves was completed this spring. Second phase of project to make repairs to lower gates and valves is scheduled to begin 2nd week of November. McMullen & Pitz is the contractor.

h. Approve NEA Kaukauna Office Parking Lot Resurfacing Invoice

Will Dorsey made a motion to pay the \$42,456 invoice for NEA resurfacing of FRNSA Kaukauna office parking lot. Motion was seconded by Jean Romback-Bartels. Motion passed unanimously.

5. Property Committee Report, K. Curren.

a. Approve Jennifer Sunstrom Recognition Certificate

Kathy Curren reported on the nice gesture from FRNSA for Jennifer Sunstrom Recognition of service from 2014-2016 certificate. No board approval needed. Informational Purposes Only.

b. Approve Jim Fletcher Committee Appointment

Kathy Curren made a motion to remove Jennifer Sunstrom from the property committee and adding Jim Fletcher. Motion was seconded by Jean Romback-Bartels. Motion passed unanimously.

c. Approve KU Fishing Pier Proposal Concept, S. Puzen

Kathy Curren made a motion to approve the KU Fishing Pier Proposal in concept to allow it to be further developed. Motion was seconded by Jean Romback-Bartels. Motion passed unanimously.

d. Approve FOF Augustine Street Land Transfer to FRNSA Intent, R. Stark

Robert Stark stated that he asked for and is waiting for a letter of intent from the Friends of the Fox requesting the FRNSA to accept the land transfer from the FOF. Bill Raaths had a question of why? Robert Stark stated it allows development opportunities like recreational park/grounds for FRNSA and user/stakeholders. Eventually FRNSA will partner with Kaukauna like FRNSA has done with other cities for maintenance, also to develop kayak/canoe launch and camping possibilities as required by the stewardship grant used to help pay for the land..

John Vette made a motion to accept the land transfer from the Friends of the Fox. Motion was seconded by Jean Romback-Bartels. Motion passed unanimously.

e. Review DOA Attorney Doug Lovejoy Eagle Flats Easement Opinion, R. Stark

No State Building Commission review of the proposal for construction of a parking lot is required because the expansion is covered under the existing lease. Robert Stark stated that he is working with Randy and Chip from SHPO.

f. Eagle Flats/FRNSA Parking Lot and SHPO Covenant Status, R. Stadtmueller

Part of e

g. Kaukauna Street Easement Status, R. Stark

Lease has been reviewed by DOA and is scheduled for Building Commission action later this year.

h. TDS Appleton Lock #1 Underground Fiber Optics Easement Status, R. Stark

Lease is under review by DOA.

i. Real Estate Attorney Recommendation Approval, R. Stark

Tim Rose, Robert Stark and Jeff Feldt met with some attorneys. Robert Stark stated that Krause-Metz law firm meets FRNSAs needs and will be retained as previously approved by board motion that Robert Stark hire an attorney to review and advise on real estate issues.

j. Appleton Lock #3 Property Transfer Status, T. Rose

Tim Rose stated this is ongoing and informational only. Leadership changes making it a slow and difficult process with the Corps of Engineers Detroit office but discussions are ongoing. Tim further stated a meeting for next week is anticipated to discuss what is happening and more answers on land issues expected to come.

k. Little Chute ADA Kayak Dock Mitigation Status, R. Stark

Robert Stark stated this is ongoing and informational only. Mitigation paper work has been filed with SHPO. Little Chute is in the process of getting estimates for completing the project. The next step is to develop a lease for the property in the coming months.

l. Old Issues- Camping- Encroachment, R. Stark

Jean Romback-Bartels supplied the property committee with a huge amount of information on this issue. Property committee will meet next month to work on these issues. Kathy Curren recommended considering hiring a firm to help with this issue. Will bring recommendations to a future board meeting.

6. Visitor Center Sub-Committee Report, T. Rose

Informational and ongoing. Tim Rose reported we will request an extension on the Convention and Visitor Bureau Grant deadline and that Split Rock Studios price quote to build the displays is good for a year so by May we will need to approve that quote.

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

a. Intermediate Hot Water Study Status R. Stark

Robert Stark stated this was wrapping up and we are hitting our targets/temperatures. Full report to come soon, once results are in need to send to DNR for approval.

b. Rapid Croche Boat Cleaning and Transfer Station Status, R. Stark

Robert Stark stated Omni Associates is doing final design plan and that we will follow up at a future board meeting.

Tim Rose asked Jean Romback-Bartels to give us an update on where we are at with Menasha Locks and the Goby situation. Jean stated the DNR had a meeting today. They will continue to check on reports coming in. Jean also stated she will continue to work with Bob and Mary on communicating with the public with regards to this matter. The goal is to make signs in English, Spanish and Hmong and post them everywhere and more often around the water/lock areas making the public aware about what and how to handle the Gobies to better assist the DNR.

8. Operations Report, S. Vanevenhoven

a. Operations

Robert Stark stated the numbers were up! Pretty consistent. A lock tour scheduled in September went well. Had great feedback on it.

b. Marketing Update, M. Schmidt

Robert Stark reported on the Free fall lockage day coming up October 22 and shared with the board a poster for promoting it. The fall colors are a must see.

9. Communications

a. Federal – Corps of Engineers, Lake Winnebago Meeting
Informational Purposes Only

b. State –
No report.

c. Local – Buoy Committee Task Force Project Report, T. Rose
Informational Purposes Only and Ongoing.

10. Other

a. Planning Meeting

Robert Stark asked by Chairman Rose to set up a Board planning meeting for November.

Chairman Tim Rose asked for a motion to adjourn the board meeting. Will Dorsey made the motion to adjourn. Motion was seconded by Bruce Enke. Motion passed unanimously. Meeting adjourned at 4:39 p.m.