**Meeting Minutes**

Tuesday June 25, 2019 - Board Meeting 3:00pm

FRNSA Office Boardroom

**Attending:** 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

**Missing:** no one

**Guests**: Phil Ramlet, Randy Stadtmueller, Mary Schmidt, Gary Harold (sp?)

**Agenda:**

1. Introductions

Review and approve meeting minutes from last Board Meeting

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

1. Reports from Officers, Members, Committees

Treasurer Report -Tim Short

* + Unlock the Fox Fund Board Statement: Short reported the market was down, thus the fund was down. In addition there was a large cash disbursement for operations. However, Short reported the market is performing well as of today and the fund should recover the market change that was lost
	+ FRNSA Financial Statement: Short reviewed that staffing expenses are over budget, but less than previous years, in general operations are below budget for the year.
	+ Motion to accept treasurer’s report made by Daina Penkiunas, second by Will Dorsey, approved unanimously.

Operations - Jeremy

* 2019/2020 FY Budget: board members received a budget packet and Jeremy asked for feedback before next month’s meeting.
* Fox Locks App update: Dan Nichken is ready to train staff to explain the app, it will be available on iOS and Android platforms.
* Flag Pole quotes: Jeremy presented quotes for flags at several of the locks, board reviewed quotes. Board asked Jeremy to prepare a recommendation for next month’s meeting.
* Little Chute and Combined Locks: Jeremy reported these two locks need the most work on the system. At Little Chute, the wall that supports the tripod is shifting, rip rap is needed to protect embankment, a sinkhole needs to be addressed, and the lock walls need tuck-pointing. At Combined Locks, valve repairs are needed, the lock door seal needs repair, the seal on the bulkhead on the upriver gate needs attention. All of these issues are itemized in next year’s budget.
* Lease-Easements-agreements: Phil Ramlet contacted a surveyor to review types of surveys and their uses with individual organizations and municipalities. Board discussed the surveys that would be best for FRNSA, Chair asked Phil to make a recommendation for surveying properties for board.
* De Pere: City Council of De Pere reviewing water meter approval providing water line for the master gardeners.
* Appleton and Little Chute Bridge Agreements: There is a question between our insurance company and FRNSA about how coverage should be drawn up for the bridges. We will rely on the municipalities to pay for this coverage, and will put a cost into the next agreement with each municipality.
* Oneida St Bridge: Bridge is not opening, city is repairing it but will not predict when it will be open.
* Canal Walls: Jeremy reported that emergency repairs are needed on the walls for Kaukauna lock 3, but the pins are popped out on the canal doors. In order to fix, we need Lunda to bring in a crane—this is a vital repair that needs to get done now due to USGS experiment. If the lock door actually tips it would cost more to repair. He reported that Lunda is available to make immediate repairs and asked for board approval
	+ Motion to make repairs in the amount of $45,000 made by Will Dorsey, second by John Vette, approved unanimously
	+ Appleton 4, De Pere, Little Chute: All these locks are having issues with the walls, and we need to create a plan that addresses ongoing repair work. Discussion ensued that most issues are attributed to the original foundations of the locks. Diana Penkiunas asked Jeremy to submit these projects to SHPO. Chair Rose asked Jeremy to create a recommendation for the next board meeting.

**Capital Projects Committee - William Dorsey**

Bills – Capital Budget

* Omnni and Associates – monthly billing for services
* Motion to approve made by Will Dorsey, second by Jeff Feldt, approved unanimously
* Stone Masons – Kaukauna Lock 3 wall repair
* Motion to approve made by Will Dorsey, second by Bruce Enke, approved unanimously
* Security Lubeke Roofing – De Pere public bathroom
* Motion to approve up to $1500 made by Will Dorsey, second by Bruce Enke, approved unanimously

**Chairman’s Report - Tim Rose**

Menasha Lock barrier plan: DNR came back w/questions on the report. We are having an independent 3rd party read the report to provide expert commentary on the plan. Jason Kent from Smith Root suggested Jim Reynolds, professor emeritus from University of Alaska who is an expert on electronic barriers—he will do so pro bono and deliver an answer by end of month. These will be forwarded to the DNR.

* + SHPO requested a formal submittal on the Menasha lock. There is a known archeological site on the property, and the state has recommended we do an archeological survey on the entire parcel to avoid future issues. Chair asked Phil Ramlet to submit pricing on hiring an archeologist for a survey.
	+ Menasha Lock Barrier meetings: Presentation regarding the Menasha lock barrier will be July 20 and Chair Rose already presented to Friends of the Fox Meeting

Visitor Center:

* + Randy Stadtmueller indicated that he will continue on the project despite his recent medical adventure.
	+ Testing and soil samples uncovered some environmental issues, Environmental engineers have recommended additional soil testing and Randy indicated this will not affect the schedule. Soil management plan may affect the design of the building, but the look/feel of the building will not change. Tim mentioned that the contaminated soil is on state property and we may want to consult with the Army Corps of Engineers.
	+ SHPO has questions about the proposal for stone use when it transitions from the lock tender house to the new structure. Diana indicated they need a full site plan with elevations so SHPO can comment on the plan.
	+ Chair Rose reported that Don Conrad is building lock doors for the Visitor Center display using the original stop logs from the locks
	+ Storm Water Run Off Permitting at Appleton Lock 3: Jeremy discussed types of storm water permits needed with a DNR representative.
	+ Dry Dock and DNR: Conversations continue between the DOA and ACOE attorneys to determine how to handle remediation of the site.
	+ Letter of Support to Gov. Evers: The legislature put Kaukauna Memorial Bridge repair funding into the budget. FRNSA chair Rose wrote a letter of support to Gov.
	+ City of Menasha: Redevelopment plan includes some presumptions on state property. No easements exist currently. Discussion needed w/Mayor and City Planner regarding future plans.

Executive Committee – Tim Rose

Reviewing contract for professional services with Omnni and Associates

Property Committee - Kathryn Curren

Meeting called 7.23 and items for discussion will be surveys, easements, leases, property inventory.

Fundraising - John Vette

We are at a point where we need a final cost for the building, this process has been sidetracked due to Randy’s health issues.

Rapide Croche Committee - Bruce Enke

At this point nothing has been reported regarding trespassing on lock property at this location

Jean Romback Bartels - DNR

* + Jean updated the status of DNR response regarding Menasha barrier
	+ She reported there are new contacts for dry dock work
	+ Discussion was held regarding process for notifying public of open meetings and posting minutes of our meetings. She pointed out that our website needs updated board members on it.

Unfinished Business and General Orders: none reported

New Business: none reported

Motion to move into Closed Session made by Kathy Curran, second by Tim Short, in accordance with Ss.19.85.

Staffing

Motion passed unanimously.

Motion to return to open session made by Will Dorsey, second by Bruce Enke, motion passed unanimously.

Adjournment 4:50 pm