

# 1000 ISLANDS ENVIRONMENTAL CENTER

## ADMIN-FINANCE SUB-COMMITTEE

City of Kaukauna  
Nature Center Building  
1000 Beaulieu Court, Kaukauna



Thursday, June 19, 2025, at 5:30 PM

### MINUTES

#### In-Person

#### 1. Call to Order

Members Present: Manion, Van Berkel, White, Breitzman, and Pautz

Also Present: Garrity, Kohls

Van Berkel called the meeting to order at 5:40 PM

#### 2. Reading and Approval Minutes

- a. None approved

#### 3. Golden Investment Account at the Bank of Kaukauna

Van Berkel recommended transferring the remaining balance of the Golden Investment account (approximately \$13,000) to the 1000 Islands Restricted Fund and closing the Golden Investment account once the transfer is complete. A motion to approve this recommendation was made by Pautz and seconded by White. The motion carried.

#### 4. Camp Winnecomac

The Sub-committee discussed the 50-year deed for Camp Winnecomac. Garrity noted that the City has expressed interest in purchasing the property. Van Berkel emphasized the importance of maintaining Conservancy Zoning to ensure the land remains designated solely for conservation purposes. Kohls will provide a copy of the deed for the sub-committee to review at the next meeting.

#### 5. Property Management

Van Berkel expressed concern that hiring a consultant to conduct a full inventory of the property might be an unnecessary expense. Garrity clarified that the consultant's role would be focused on identifying specific timber for a selective tree cut, particularly along the boundaries of

the Conservancy Zone. He also noted that the Conservancy Zone's Master Plan, adopted in 1981, included a tree species inventory at that time. An updated inventory would be valuable in understanding how the forest composition has changed over the years.

The Sub-committee requested that the City Attorney prepare a letter to a property owner whose tree stand is encroaching on 1000 Islands Conservancy Zone land. Manion recommended obtaining an independent certified survey to accurately determine the property lines. Van Berkel suggested exploring the option of sharing the cost of the survey with the landowner.

## 6. Trails

The Sub-committee discussed the process for snow removal on the Boardwalk. Garrity explained that the Site Manager would be responsible for clearing snow from the area.

## 7. Bridges

Garrity reported that staff expect to receive the results of the grant application to address erosion issues on the Hoersch property in July. In addition, small footbridges on the property will be evaluated to determine which ones require maintenance.

## 8. Signage

Van Berkel suggested that simple trail signage would be sufficient. However, Garrity noted that the current signage is inadequate – visitors often struggle to navigate the trails, and existing trail maps do not accurately reflect the layout. Additionally, the signage is not consistent with the City's standard design. Once the erosion control project is completed, the trails on the Hoersch property will need to be clearly delineated. Garrity expressed interest in creating a new GPS-based trail map, potentially with assistance from Kaukauna Utilities.

Garrity also recommended renaming the trail and installing emergency location markers at key points. Interpretive signage could be added at a later stage. In response to Manion's question about the estimated \$50,000 cost for new signage, Garrity explained that the figure was based on a preliminary estimate from the Bureau of Correctional Enterprises (BCE) and could be adjusted as needed. Garrity added that grant funding and community fundraising could help support the project.

## 9. Account Reconciliation - Capital Reconstruction Boardwalk Project

Van Berkel inquired about any unexpended funds remaining for the boardwalk project. Kohls will prepare and provide an itemized summary of all expenses incurred to date.

#### 10. Building Improvements: Windows and Roof

Former Naturalist/Director Nowak had previously developed a window replacement schedule. Garrity noted that most of the windows in the building—excluding those in the office and conservation room—are in need of replacement. Manion recommended replacing all the windows at once for efficiency. Pautz suggested obtaining a quote from Windows of Wisconsin, which offers a mid-range pricing option.

Regarding the Nature Center roof, a quote was received from Security Luebke; however, the cost appeared to be high. Staff will seek a second opinion to obtain a more objective assessment.

#### 11. People Plan

Garrity suggested that the Site Manager position could be considered for inclusion in the City's People Plan as a full-time role. This proposal could be aligned with the potential acquisition of Camp Winnecomac. Further discussion will be needed to define the responsibilities and structure of the Site Manager position.

#### 12. Adjourn

With no further business to discuss, Manion made a motion to adjourn. Seconded by White. Meeting adjourned at 6:30 pm.