

## **Minutes for 1000 Islands Environmental Center Committee Meeting on Thursday, July 21, 2022**

**Members Present:** Breitzman, Eggleston, Gertz, Hietpas, Jakel, Manion, Pautz, Van Berkel and White

**Not Present:** Carlson

**Also Present:** Maureen Feldt and Debra Nowak

Chair, Manion called the June Committee Meeting to order at 6:30 PM. A quorum is present.

### **June 16, 2022 Committee Meeting Minutes**

Clarification on that the Grant will cover some of the cost to purchase and install a Level 2 EV Charging station and that 1000 Islands will be responsible for the remaining costs.

Gertz made a motion to waive the reading of the minutes and approve the June 16, 2022 Committee Meeting minutes. Seconded by Hietpas. Motion carried.

**Public Appearances:** None

### **June Financial Report**

Pautz made a motion to approve June's Financial Report. Seconded by Jakel. Motion carried.

### **Correspondence**

We received fishing rods and reels from Lee Levknecht and beaver mounts and an opossum family mount from Mary Van Handel. A memorial donation was received for Kathleen Depies and one for Mary Lou Peters. Eagle Graphics donated all proceeds from the May online goat merchandise sale and the Kaukauna Lioness Club donated \$25 for use of our building for their upcoming annual president's picnic.

### **Friends of 1000 Islands Report**

The Friends met in June and July. The main discussion at the meetings has been on the tasks associated with planning of the Art Fair and if there is enough people power to host the event next year. Discussion also on the membership list and the efforts needed to get it updated. The Friends organization is looking for ways to improve and engage the membership for overall help.

### **Naturalist's Report**

Deb working on the 2023 non-personnel budget to submit to the Finance Director. She is going more in-depth to account for expenses appropriately. HR and Personnel are also working on a People Plan to help determine personnel needs in each department. The City is also conducting a compensation evaluation and an employee survey. A new evaluation process is being put in place to ensure all City employees have an annual performance evaluation. The Committee agreed that it is their intent to continue conducting an annual evaluation of the Director as they always have in the past.

Jakel made a motion to accept June's Naturalist Report and place it on file. Seconded by Breitzman. Motion carried.

### **Admin and Finance Sub-Committee**

Van Berkel made a motion to receive and put on file the December 1, 2021 Admin and Finance Sub-Committee meeting minutes. Seconded by Eggleston. Motion carried.

### **Education Sub-Committee**

A new fall family-focused event called "Focus on the Fox" will be held on Saturday, September 24<sup>th</sup> from 10:00 AM – 3:30 PM. Deb is contacting City Departments, local organizations and clubs to participate.

Gertz made a motion to receive and put on file the March 30, 2022 Education Sub-Committee meeting minutes. Seconded by Pautz. Motion carried.

### **Buildings and Grounds Sub-Committee**

Nothing to report

### **Old Business**

Strategic Planning: The strategic planning sub-committee gathered all of the information from the various recent strategic planning meetings held and selected four high priority goals. They also selected secondary goals to be achieved. Discussion on how to proceed with listing and prioritizing all of the goals within the Strategic Planning document. A motion was made by Eggleston to have the Director move forward and proceed with creating and completing the Strategic Plan by highlighting the top four high priority goals with the remaining secondary goals stated in the appendix. Seconded by Jakel. Motion carried.

### **New Business**

Maintenance of HVAC within the Building: We have a refrigerant leak in the AC unit located in the west end of the building (Director's closet). The tech from Bassett did not recommend trying to fix it, thus a new furnace and HVAC is needed. We will be contacting three contractors to get estimates to properly address the needs within the building, specifically the west end of the building (live animal area, offices and conservation room.)

### **Good for the Center**

July has been a very busy month in the Nature Center building and there have been many first time visitors to 1000 Islands. We are receiving a lot of positive feedback on 1000 Islands and the Conservancy Zone.

### **Next Committee Meeting**

Next Committee Meeting will be on Thursday, August 18, 2022 at 6:30 PM.

### **Adjournment**

There being no further business, Hietpas moved to adjourn the meeting at 8:09 PM. Seconded by Van Berkel. Motion carried.

Maureen Feldt,  
Acting Secretary