

## **Minutes for 1000 Islands Environmental Center Committee Meeting on Thursday, April 18, 2024**

**Members Present** Breitzman, Manion, Hintz, Jakel, Van Berkel, Pautz, and West

**Not Present** Eggleston, Hietpas, and White

**Also Present** Nathaniel Blood and Cassandra Kohls

Pautz called the April Committee Meeting to order at 6:31 PM. A quorum was present.

### **March 21, 2024, Committee Meeting Minutes**

Manion made a motion to approve the March 21, 2024, Committee Meeting minutes with corrections to list Jakel, Pautz and Van Berkel as absent and to correct the spelling of Hietpas. Seconded by Jakel. Motion carried.

### **Financial Reports**

March Financial Report was reviewed by the Committee. Pautz questioned the temporary payroll line item. Blood explained it was for summer help. Pautz inquired about the anticipated school district revenue. Van Berkel made a motion to approve the March Financial Report. Seconded by Manion. Motion carried.

**Public Appearances** None.

### **Correspondence**

The Committee spoke in favor of the March Donation Report. Van Berkel questioned the source of the Boardwalk Project Funds. Kohls explained the City Finance office received funding through the Community Foundation of the Fox Valley for the capital Boardwalk Project from two donors. The Admin/Finance sub-committee will meet to discuss the restricted donation funds.

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

Manion made a motion to go out of order and move the Friends of 1000 Islands Report to the end of the agenda due to the absence of Hietpas. Seconded by Jakel. Motion carried.

### **Naturalist's Report**

Blood summarized the closing of an endowment CD and release of funds which were transferred into the 1000 Islands endowment fund. All CDs have been updated to remove the former Naturalist, Deb Nowak, and Administrative Assistant, Maureen Feldt. The City of Kaukauna Finance Director/Treasurer, William Van Rossum has been added as a signor for the CDs.

Site Manager, Garrity, is doing restoration work and will be assisting with educational programs. His role will be overseeing projects and delegating duties to the Street Department employee who will be working at 1000 Islands. The grounds did not sustain much damage during a recent snowstorm. One small tree fell over the goat fence. Volunteer, Kevin Hietpas, installed outlets and ballasts at the nature center and will be continuing to assist with electrical projects.

River View Middle School requested a geology focused program for 6<sup>th</sup> graders. Staff developed a new geology program which was attended by 9 classes over the course of 3 days. Staff are evaluating the exhibits and the Nature Center to determine what needs repairs, replacement, or additions. A visitor evaluation form will assist with the data collection process. Blood has contacted Kaukauna School District's Superintendent to work out a partnership.

Manion asked about siding. Blood indicated the building residing project will be completed this year. The Street Department will be providing the labor and staff will be obtaining quotes for materials. Manion asked about the plan for the current siding. Blood will find ways to reuse the materials. Jakel raised a motion to place the Naturalist's Report on file. Seconded by Breitzman. Motion carried.

#### **1<sup>st</sup> Quarter Usage Report**

Pautz recommend a more effective way to track attendance at events.

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

No report. Van Berkel will schedule a meeting.

#### **Education Sub-Committee**

No report.

#### **Building and Grounds Sub-Committee**

No report. The Committee recommended scheduling a meeting.

#### **Old Business**

*Policy Binder Updates.* Kohls reported Hietpas, Breitzman, and Manion returned their policy binders with items flagged for updates. Other committee members are encouraged to review their policy binders and return them to Kohls to make any necessary revisions.

#### **New Business**

None

#### **Good of the Center**

*Volunteer Updates* – Kevin Hietpas performed electrical updates inside the Nature Center building and pavilion. Richard Langel cataloged books for the Nature Center's resource library and worked on general cleaning tasks. Ross continues to work on buckthorn removal and identification of spring ephemerals. Staff visited Jane LaPlante and presented her a gift to recognize her dedication and service to the Nature Center.

#### **Friends Report**

In Hietpas's absence, Blood provided a report. Friends of 1000 Islands Committee members are working on logistics for the upcoming art fair. A volunteer sign-up sheet will be created. Pautz expressed interest in volunteering. All 50 art fair vendor spots have filled. A special event application has been completed with the City of Kaukauna. The raffle license renewal was submitted to the State. River View Middle School students will have artwork on display inside the Nature Center during the art fair.

#### **Next Committee Meeting**

The next Committee Meeting will be on Thursday, May 16, 2024, at 6:30 PM in the Nature Center building.

#### **Adjournment**

There being no further business, Manion moved to adjourn the April 18, 2024, Committee Meeting at 7:32 PM. Seconded by Breitzman. Motion carried.

Cassie Kohls, Acting Secretary