

**Minutes for 1000 Islands Environmental Center
Committee Meeting on Thursday, January 20, 2022**

Members Present: Breitzman, Carlson, Gertz, Hietpas, Jakel, Manion, Pautz, and Van Berkel

Not Present: Eggleston and White

Also Present: Debra Nowak

Chair, Manion called the January Committee Meeting to order at 6:31 PM. A quorum is present.

November 2021 Committee Meeting Minutes

Van Berkel made a motion to amend the November Meeting Minutes under Next Committee Meeting to state that the January meeting is being held on January 20, not 18. Seconded by Jakel. Motion carried.

Pautz made a motion to waive the reading of the minutes and approve the November 18, 2021 Committee Meeting minutes with one amendment reflecting the next meeting date of January 20, not January 18. Seconded by Jakel. Motion carried.

Public Appearances: None

November Financial Report

Gertz made a motion to approve the November 2021 Financial Report. Seconded by Carlson. Motion carried.

December Financial Report

Nowak informed the group that there may be some changes to the year-end financial as the City finalizes numbers. Gertz made a motion to approve the December 2021 Financial Report. Seconded by Jakel. Motion carried.

Correspondence

1000 Islands received memorial donations in memory of Isie Winius, Bill Vander Loop, Dick & Betty Eiting, and Dick Bender. Memorial funds were also received from the Ramona Welhouse Trust. Financial donations were received from the Kaukauna Sportsmen's Club, Jim School, John Tetzlaff, and two anonymous donors. Financial donations restricted for Sugar Shack improvements were received from Richard's Diamonds and Gems as well as an anonymous donor.

Hietpas inquired on the cost for a memorial bench. Nowak explained the current donation amount for a bench is set at \$600. Van Berkel informed the group that there are some regulatory statutes regarding memorials that we may need to be aware of moving forward.

Friends of 1000 Islands Report

Eric Hietpas updated the Committee on the Annual Meeting that was held on Sunday, January 16. Bruce Danz, area photographer gave a presentation on his photography after the business portion of the meeting. Attendance was low. Pautz suggested that the Friends set up a table at the art fair to encourage new members. Jakel suggested partnering the Friends group with the Kaukauna High School Environmental Activism Club. Nowak will discuss the idea with the Club.

Hietpas gave an update on Sugar Shack improvements. He is still trying to improve the look of the windows. Manion offered to look at the project to see if he can help.

Nowak informed the group that the City of Kaukauna Service Organization Dinner is coming up on February 9th. The Friends of 1000 Islands is one of the hosting organizations and Diana Driessen will be posthumously awarded the lifetime achievement award.

Naturalist's Report

Jakel made a motion to accept the November/December Naturalist report and place it on file. Seconded by Gertz. Motion carried.

4th Quarter Usage

Gertz made a motion to receive the 4th Quarter Usage report and place it on file. Seconded by Jakel. Motion carried.

2021 Year in Review

No comments

2021 Endowment Summary

Van Berkel made a motion to receive the 2021 Endowment Summary and place it on file. Seconded by Jakel. Motion carried.

2021 Building & Pavilion Rental Summary

Nowak informed the Committee of continued issues with party rentals. Some groups are not very respectful of the building or do not follow the guidelines listed in the Building Rental Agreement. After some discussion, it was agreed to continue allowing party rentals for 2022, but security deposits will be withheld if renters do not comply with the Building Rental Agreement.

Admin and Finance Sub-Committee

Jakel made a motion to receive the Administrative/Finance Sub-Committee Minutes of September 2, 2021 and place them on file. Seconded by Gertz. Motion carried.

Van Berkel led the review of the revised policies 2.029 through 2.0299

Gertz made a motion to adopt Policy 2.029, Use of the 1000 Islands Environmental Center Building and Grounds as presented. Van Berkel seconded. Motion carried.

Gertz made a motion to adopt Policy 2.0291, User Fee Schedule as presented. Pautz seconded. Motion carried.

Jakel made a motion to adopt Policy 2.0292, Use of Building & Grounds Operational Policy – Use of Copy Machine, Laminator and Other Office Machines as presented. Pautz seconded. Motion carried.

Pautz made a motion to adopt Policy 2.0293, Field Trip Request Form as presented. Breitzman seconded. Motion carried.

Carlson made a motion to adopt Policy 2.0294, Program/Field Trip Reservation Form as presented. Van Berkel seconded. Motion carried.

Carlson made a motion to adopt Policy 2.0295, Application for Rental of 1000 Islands Environmental Center Building and/or Pavilion as presented. Van Berkel seconded. Motion carried. After discussion on where to place a sentence referring to the building being under video surveillance, Van Berkel made a motion to reconsider the adoption of Policy 2.0295. Pautz seconded. Motion carried. Gertz made a motion to adopt Policy 2.0295, Application for Rental of 1000 Islands Environmental Center Building and/or Pavilion with the amendment to add the sentence "This property is under video surveillance." after "...Closing-Up Checklist." Carlson seconded. Motion carried.

Carlson made a motion to adopt Policy 2.0296, Building Use Agreement as presented. Pautz seconded. Motion carried.

Carlson made a motion to adopt Policy 2.0297, Pavilion Use Agreement with two amendments: adding the letter t to the word Environmental in the first paragraph and deleting the quotation marks around the word renter in the final paragraph. Breitzman seconded. Motion carried.

Gertz made a motion to adopt Policy 2.0298, Building Rental Closing-Up Checklist as presented. Carlson seconded. Motion carried.

Jakel made a motion to adopt Policy 2.0299, Application for Fee Exemption as presented. Pautz seconded. Motion carried.

Education Sub-Committee

Gertz made a motion to receive the Education Sub-Committee Minutes of March 11, 2021 and place them on file. Carlson seconded. Motion carried.

Nowak gave an overview of the Eagle Days event to be held on Saturday, January 22. Volunteers are still needed to help with the event.

Buildings and Grounds Sub-Committee

Van Berkel made a motion to receive the Building & Grounds Sub-Committee Minutes of September 15, 2021 and place them on file. Breitzman seconded. Motion carried.

Nowak gave an overview of the proposed replacement of stairs that lead into the Upper Woods near the Nelson Overlook as recommended by the Building & Grounds Sub-Committee. Funding for the project will come from a restricted donation as recommended by the Administrative/Finance Sub-Committee. Hietpas made a motion to approve of the project and work with City Engineer Neumeier to proceed as a public works project. Breitzman seconded. Motion carried.

Old Business

No items discussed

New Business

Van Berkel opened the discussion of the 1000 Islands Environmental Center Charter Draft as presented by Planning Director Stephenson. After some discussion, the following edits were suggested:

(2) Composition

Change the sentence that begins with "The President, or designee..." to read "The President of the Friends of 1000 Islands, or designee, and alderperson..."

(3) Appointments

In item a, delete the phrase "so long as they are president." Change the wording to "The President of the Friends of 1000 Islands, or designee, shall be..."

In item b, there was discussion over how to word the staggered appointment of citizen members. Van Berkel made a motion to have Nowak consult with City Attorney Davidson about a suggested edit. Jakel seconded. Motion carried.

(5) Powers and Duties

In item c, add the word "may" to read "The Committee may make recommendations..."

No action was taken on this agenda item until Nowak can share feedback from City Attorney Davidson.

Good for the Center

No items discussed

Next Committee Meeting

Next Committee Meeting will be on Thursday, February 17, 2022 at 6:30 PM in-person.

Adjournment

There being no further business, Pautz made a motion to adjourn the meeting at 7:56 PM. Seconded by Heitpas. Motion carried.

Debra Nowak,
Acting Secretary