

## **Minutes for 1000 Islands Environmental Center Committee Meeting on Thursday, March 21, 2024**

**Members Present** Breitzman, Eggleston, Manion, Hietpas, Hintz, and White

**Not Present** Jakel, Van Berkel, Pautz, and West

**Also Present** Kevin Hietpas

White called the March Committee Meeting to order at 6:30 PM. A quorum is present.

### **February 15, 2024, Committee Meeting Minutes**

Manion made a motion to approve the February 15, 2024, Committee Meeting minutes. Seconded by Breitzman. Motion carried.

### **Financial Reports**

January Financial Report was reviewed by the Committee. Eggleston made a motion to approve the January Financial Report. Seconded by Breitzman. Motion carried.

February Financial Report was reviewed by the Committee. Breitzman made a motion to approve the February Financial Report. Seconded by Hietpas. Motion carried.

**Public Appearances** Kevin Hietpas, a volunteer, introduced himself to the Committee. He gave an overview of the electrical work he performed to upgrade the pavilion receptacles and light fixtures inside the Nature Center. The Committee thanked him.

### **Correspondence**

No report.

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

Hietpas reported the Pancake & Porkie event was a success with over 300 people served; 100 more than last year. Profits this year were \$2,800; up \$800 from last year. The weather was good, and the event was well marketed. There was a shortage of plates and applesauce. Fresh maple syrup was provided for the meal. A maple syrup cooking demonstration was provided using water. There may not be a surplus of syrup next year due to the unseasonably warm weather which shortened the maple syrup season.

### **Naturalist's Report**

The Assistant Naturalist will be resigning in mid-April. The transition plan was discussed. In lieu of filling the Assistant Naturalist position and hiring an AmeriCorps position, the interim plan will increase the Site Manager's hours from 20 hours per week to 29 hours per week. This will allow the Site Manager to assist with education programs. The Street Department will provide a limited term position (20 hours per week) to assist with building and grounds work through 2025. Hietpas spoke in favor of a full-time buildings and grounds position to maintain the trails and green space. Eggleston stated a full-time building and grounds position could assist at other natural areas within the City. Manion indicated an organized volunteer day could accomplish

many projects.

Gravel has been placed on the trail going up the hill. Split rail fencing has been installed. Hietpas would like to repurpose the boardwalk materials to extend the trail beyond the blacktop trail.

The Street Department will be replacing the siding on the Nature Center. Funds are not available to replace the windows. The interim fix is to add insulation around the windows.

The Committee requested a status report for the planned updates to the Nature Center restrooms. Previous discussion involved updating the electrical/plumbing, countertop, and installing an ADA compliant sink.

The Committee weighed the pros and cons of purchasing either a new electric truck or a used, low mileage truck from the Street Department.

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

White stated Pautz found the Park School program was reported twice. The overall total will be amended to reduce the total by 48. In addition to the reported usage, Blood led three Geology Hikes at River View.

### **Changing Authorized Signors for CDs**

1000 Islands CDs will need updated signing authority designations due to staffing changes. Two authorized signors are required to conduct transactions for the business account. Sally Kenney, City Clerk, is currently listed as an authorized signor. Another authorized signor will need to be designated. Manion made a motion to remove Deb Nowak and Maureen Feldt as authorized signors and to designate the City of Kaukauna Finance Director/Treasurer, William VanRossum, as an authorized signor for the CDs held at East Wisconsin Savings Bank. Seconded by Breitzman. Motion carried.

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

Eggleston raised a motion to approve the meeting minutes of November 29, 2023. Breitzman seconded. Motion carried.

### **Education Sub-Committee**

Blood reported February programs were well attended. Hietpas raised a motion to approve the meeting minutes of March 12, 2024. Breitzman seconded. Motion carried.

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

The boardwalk project will be completed in two phases. The first section of boardwalk to be replaced will be along the river, followed by replacing the boardwalk in the wooded areas. Hietpas raised a motion to approve the meeting minutes of November 29, 2023. Seconded by Hintz. Motion carried.

### **Old Business**

*Pancake & Porkie:* A meeting is planned to be held on Tuesday, March 26, 2024, at 4:00 p.m. at the Nature Center to discuss improvements and successes. Breitzman commended the National

Honor Society for serving the meal.

### **New Business**

*Spring Art Fair:* The Friends of 1000 Islands Art Fair will be held Sunday, May 19, 2024. Friends of 1000 Islands is seeking volunteers and sponsors. The event will include a raffle, food stand, and bake sale. Music will be provided.

*Policy Binder Updates:* Committee members will review their policy binders and advise staff if updates are needed.

### **Good of the Center**

Staff contacted a wildlife rehabber to assist with removing Jabber from his cage to attend his vet appointment. X-rays and labs were performed, and his prescription has been renewed. Jabber's medical condition is stable. He has an enlarged heart. Jabber's vet visits expenses are \$300 every 6 months. Eggleston commented that Jabber is staple at the Nature Center and would be great for marketing.

### **Next Committee Meeting**

The next Committee Meeting will be on Thursday, April 18, 2024, at 6:30 PM in the Nature Center building.

### **Adjournment**

There being no further business, Eggleston moved to adjourn the March 21, 2024, Committee Meeting at 7:32 PM. Seconded by Breitzman. Motion carried.

Cassie Kohls, Acting Secretary