

Minutes for 1000 Islands Environmental Center Committee Meeting Held on Thursday, July 19, 2018

Members Present: Driessen, Gertz, Hietpas, McGinnis, McGregor, McSorley, Pautz, VanBerkel

Absent/Excused: Kalupa

Also Present: Nowak and Feldt

The meeting was called to order by Chairman, McSorley at 6:31 p.m. McSorley introduced and welcomed new Committee member Penni Pautz.

Driessen made a motion to accept the June minutes. Second by Gertz. Motion carried.

Financial Report

Nowak presented the May financial report. VanBerkel questioned the phone costs. They seemed high and out of line. Nowak to check with the City's accounting dept. to obtain more details.

McGinnis made a motion to approve the May financial report. Driessen second. Motion carried.

Correspondence

Maureen Feldt shared a letter from the estate of Carol Williams that 1000 Islands will be receiving \$15,000.

Report from the Friends of 1000 Islands

Discussed the 2018 Art Fair and new possibilities for the 2019. Keep same music in 2019. An apparel order will be forthcoming. Contract for copy machine has been revised and will save approximately \$400. The soda machine in the front entrance to be removed. The soda is too expensive to purchase & it expires before being used. Potential to put a small refrigerator in office area, but will wait for a while to see if a lot of requests for soda/bottled water are received.

Naturalist's Report

Nowak presented the Naturalist's report. We would like to have a rummage sale on the same day of the City Wide sale in September. Discussion of what items are for sale and that we contact local schools to see if they are in need of any items prior to the sale.

Admin/Finance

It is time to start the budget process for 2019 and complete a two – four year outlook. The City should have our last six month summary available this week to start the process. Discussion regarding how the 2019 budget may change with the Site Manger vs. City crews doing

maintenance work, etc. Possible increased capital expenditures if there is a need to purchase a lawn mower, etc. Finance sub-committee will schedule to meet to start the budget process.

McSorley mentioned he has been paying the web hosting fee for 1000 Islands which is through Bluehost. Cost is \$150 for 3 years and 1000 Islands is paid up for one more year. Going forward he would like the Friends group or someone to pay for web hosting. Domain registration is \$6.00/year. The website is owned by 1000 Islands and he will train anyone on how to update the site.

Education

Field Trips are still going strong this summer. Fall program schedule will be out next week. Naturalist, David Langner will present “Wisconsin Edible Plants” on September 22nd. Once Stephanie is on-board, we may add a few more programs.

McSorley let the committee aware of a possibility to have a BEEcosystem (Modular Honeybee Habitats). It would be educational and help with pollination. Cost is minimal.

Buildings & Grounds

Discussion on installing a rodent barrier to permanently rid the building of an ongoing rat issue. Burrowing has been going on for quite some time on the older part of the building only. Options are to put poison down or rat proof the foundation. Estimates obtained from two excavators to complete the work and the material to install were presented to the Committee. Additional discussion regarding proper insurance coverage for the excavator, if the mesh material is proven to work, do we still know if there is a rat problem—any recent sightings, do we have a foundation problem and could it be patched and cost of the project. Site Manager, Gadow to work with the Building & Grounds committee and to make final decision on material and excavator. Would like to have issue resolved before winter.

Driessen made a motion to proceed on the contingency that the excavating contractor has proper insurance coverage and that the expenses are not to exceed \$6,400.00. Pautz seconded. Motion carried.

New Business

Authorized Signatures on Passbook Account, CDs, East Wisconsin Savings Bank and Bank of Kaukauna Accounts. Permission needed to remove the name of Sally Kenny, Business Manager of 1000 Islands of the stated accounts and replace with Deb Nowak and Maureen Feldt’s name. McGinnis made a motion and seconded by Gertz. Discussion by Van Berkel to ensure we have two signatures. CDs will need the City Clerk/Treasurer’s as well as Feldt’s and Nowak’s. McGinnis amended the motion to include the two signatures. Gertz seconded. Motion passed.

Tobacco use on property. Cigarette butts are being found around the building and on trails. Can signs be put up to inform visitors that no smoking is allowed on the property. VanBerkel informed committee that smoking policy P2.030 dated 1991 exists and this will need to be amended. Pautz make a motion to bring before the Admin/Finance committee to review and amend the smoking policy before any signs be put up. Driessen seconded. Motion passed.

Eligibility for new employees to be included in City Cell Phone Policy. The City offers three options for employees that use a cell phone for work. Nowak felt the Site Manager and Assistant Naturalist will utilize a cell phone for work and would like to offer them these options. After discussion VanBerkel made a motion for the Site Manager and Assistant Naturalist be eligible to receive a \$25/month reimbursement for utilizing their personal cell phone for business use. Driessen seconded. Motion carried.

Good for the Center

Nothing to report.

There being no further business, VanBerkel moved to adjourn the meeting. Seconded by Hietpas. Motion carried. The meeting adjourned at 7:47 p.m.