

1000 ISLANDS ENVIRONMENTAL CENTER COMMITTEE

City of Kaukauna

Nature Center Building

1000 Beaulieu Court, Kaukauna



Thursday, January 20, 2022 at 6:30 PM

AGENDA

In-Person

1. Call to Order
2. Roll Call - Verification of a quorum
3. Public Appearances
4. Reading and Approval Minutes
 - a. [1000 Islands Environmental Center Committee Minutes of November 18, 2021](#)
5. Financial Report
 - a. [November Financial Report](#)
 - b. [December Financial Report](#)
6. Correspondence
7. The Friends of 1000 Islands Report
8. Naturalist Report
 - a. [November/December Naturalist Report](#)
 - b. [4th Quarter Usage Report](#)
 - c. [2021 Year in Review](#)
 - d. [2021 Endowment Summary](#)
 - e. [2021 Building & Pavilion Rental Summary](#)
9. Committee Reports
 - a. Administrative/Finance Committee Reports
 - i. [Administrative/Finance Sub-Committee Minutes of September 2, 2021](#)
 - ii. [Approve revised policies 2.029 through 2.0299](#)
 - b. Education Committee Report
 - i. [Education Sub-Committee Minutes of March 11, 2021](#)
 - ii. [Update on Eagle Days event January 22, 2022](#)
 - c. Building & Grounds Committee Reports
 - i. [Building & Grounds Sub-Committee Minutes of September 15, 2021](#)
 - ii. [Approval to replace stairs to the Upper Woods as a public works project](#)
10. Old Business

11. New Business
 - a. Approval of 1000 Islands Environmental Center Committee Charter
12. Good of the Center
13. Next Meeting - Thursday, February, 17, 2022
14. Adjournment

NOTICES

THIS MEETING IS ACCESSIBLE TO THE HANDICAPPED. IF REQUESTED THREE (3) DAYS PRIOR TO THE MEETING, A SIGN LANGUAGE INTERPRETER WILL BE MADE AVAILABLE AT NO CHARGE.

WE ARE FOLLOWING CDC GUIDELINES REGARDING MASK-WEARING IN CITY FACILITIES.

1000 Islands Environmental Center Mission Statement: To provide children, adults and families the knowledge and skills needed to build a sustainable balance among the environment, economy and community through education, conservation and recreation.

Minutes for 1000 Islands Environmental Center Committee Meeting on Thursday, November 18, 2021

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

Not Present: Gertz

Also Present: Debra Nowak and Maureen Feldt

Chair, Manion called the November Committee Meeting to order at 6:34 PM. A quorum is present. A warm welcome to our new Committee member, Kathy Breitzman.

October 2021 Committee Meeting Minutes

Carlson made a motion to amend the October Meeting Minutes under Correspondence to state whom the donations/memorials are from. "1000 Islands received monetary donations from Verhagen, Eagle Graphics and the Bass Club. The Girl Scout Troup 2206 from Kimberly donated bat houses." Seconded by Jakel. Motion carried.

Van Berkel made a motion to waive the reading of the minutes and approve the amended October 21, 2021 Committee Meeting minutes. Seconded by Eggleston. Motion carried.

Public Appearances: None

October Financial Report

Discussion on why Building Rentals are showing a negative balance and Nowak explained that this reflects the deposit refunds to the renters. Eggleston made a motion to approve the October 2021 Financial Report. Seconded by Jakel. Motion carried.

Correspondence

1000 Islands received a Wood Coot Decoy from Steve Gosha. We also received memorial donations from the De Bruin's, Verhagen's and the Welhouse Trust in memory of Ramona Welhouse. 1000 Islands is currently having a Bird Seed Sale that is sponsored by Kaukauna Utilities.

Friends of 1000 Islands Report

Eric Hietpas updated the Committee on the Sugar Shack improvements, which include a cement pad behind the building and the purchase of a stainless-steel holding tank for sap. Chimney repairs were made to make it more efficient and electrical work still needs to be completed for the holding tank.

Naturalist's Report

The 2022 proposed City budget was recently presented to the City Council and all 1000 Islands budget numbers were approved. Nowak had several discussions with Will Van Rossum and other Council members regarding the removal of \$70,000 out of our 201 account due to tax revenue issues. Nowak asked Van Rossum to get future proposed budgets PRIOR to Council approval to have adequate time for review. Van Berkel made a motion to accept and approved the 1000 Islands 2022 proposed budget. Seconded by Jakel. Motion carried.

Nowak is working with the Planning Director to update the City Ordinance (Sec. 1.47) to accept non-City residents to fill open 1000 Islands Committee positions. The proposed Ordinance will be on the January City Council meeting agenda for approval.

Pautz made a motion to accept October's Naturalist report and place it on file. Seconded by Carlson. Motion carried.

Admin and Finance Sub-Committee

Van Berkel – Received Nowak's performance evaluations from the Committee members and will discuss them in the closed session tonight.

Education Sub-Committee

Pautz – The sub-committee met prior to the Committee Meeting tonight. Discussion was on if we should continue having goats on-site for browsing sessions. The Goat Committee is looking for input on whether to continue with goat browsing or put it on hold. The goats have cleared the initial fenced in areas and a new buckthorn infested area needs to be identified and the fencing moved.

Eagle Days – Plans are under way for hosting Eagle Days on Saturday, January 22. The National Eagle Center will be here to provide three live presentations again.

Buildings and Grounds Sub-Committee

Hietpas will be the new Sub-Committee Chair.

Old Business

Playground Update – Some Committee members feel that if we do a playground that it should have an educational aspect/component to it. Could the area where the goats cleared the buckthorn be a potential location for a playground and is there a concern of having a playground near the river?

New Business

The 2022 Sub-Committees members have been set. Admin & Finance: Van Berkel, Manion, Gertz, Hietpas and Eggleston; Education: Pautz, Jakel, Manion, Carlson and White; Building & Grounds: Hietpas, Breitzman, Manion, Carlson and White.

Closed Session for Personnel Matters: Jakel moved to adjourn the Committee Meeting at 7:50 PM and go into closed session pursuant to State Statute 19.85(1)(c) for the purpose of personnel matters. Seconded by Pautz. Motion carried. Carlson made a motion to conclude the closed session at 8:15 PM and return to open session. Seconded by Manion. Motion carried.

Good for the Center

Electric City Christmas parade. 1000 Islands has committed to participate in the upcoming Christmas parade. Kym Carlson will work with 1000 Islands staff to decorate the truck, etc.

Next Committee Meeting

Next Committee Meeting will be on Thursday, January 18, 2022 at 6:30 PM in-person.

Adjournment

There being no further business, Jakel moved to adjourn the meeting at 8:23 PM. Seconded by Carlson. Motion carried.

Maureen Feldt,
Acting Secretary

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	General Ledger - 1000 Islands Environmental Center															
2	November 2021 Budget Analysis															
3																
4	Period:		November Financials													
5																
6																
7																
8	Account			Description			November Actuals		Year to Date Actual				% Var		2021 Budget	
9	REVENUE															
10	201-41110-4100			R/E & P/P Taxes			0.00		192,503.00				0.00		192,503.03	
11	201-43790-4391			Kaukauna School Dist Aids			0.00		15,000.00				0.00		15,000.00	
12	201-43790-4392			Outagamie County Aids			0.00		10,000.00				0.00		10,000.00	
13	201-46100-4605			General Government			0.00		0.00				0.00		0.00	
14	201-46820-4695*			Env Center Chgs For Service			891.42		14,461.84				-20.52		12,000.00	
15	201-46740-4694			Building Rental (Taxable)			199.95		2,155.63						0.00	
16	201-46740-4695			Building Rental (Non-Taxable)			0.00		2,000.00						0.00	
17	201-46740-4696			Programing Fees			509.00		4,618.00						0.00	
18	201-46750-4716			Gift Shop Sales			182.47		5,688.21						0.00	
19	201-48100-4810			Interest Income			0.00		0.00				0.00		0.00	
20	201-48110-4810			Interest Income			0.00		0.00				100.00		4,000.00	
21	201-48440-4800			Insurance Claims			0.00		0.00				0.00		0.00	
22	201-48500-4913			Memorial Purchases			0.00		6,800.00				0.00		0.00	
23	201-48500-4914			Education			0.00		1,000.00				0.00		0.00	
24	201-48500-4915			Building & Grounds Donation			1,000.00		1,175.00				0.00		0.00	
25	201-48500-4911			Fundraising Sales			714.00		4,569.35				0.00		0.00	
26	201-48500-4910			Env Center Restricted Donate			7.21		65,154.38				0.00		0.00	
27	201-48500-4912			Env Center - Donations			8,451.00		12,237.05				38.81		20,000.00	
28																
29				REVENUE TOTALS:			\$11,063.63		\$322,900.62						\$253,503.03	
30																
31	*Env Center Chrgs for Service amount is total for Building Rental (tax & non-tax), Programming Fees and Gift Shop sales.															



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
34	Account			Description			November Actuals		Year to Date Actual				% Var		2021 Budget	
35	Expenses															
36	201-56900-5258			Expendable Supplies			99.33		548.91				78.04		2,500.00	
37	201-56900-5260			Animal & Bird Care			313.87		1,253.56				37.32		2,000.00	
38	201-56900-5264			Programs			27.37		1,324.01				49.08		2,600.00	
39	201-56900-5276			Conservancy Zone Maint			1,899.22		4,883.84				24.86		6,500.00	
40	201-56900-5801			Land & Buildings			0.00		0.00				0.00		0.00	
41	201-56900-5807			Mach Tools & Instruments			0.00		0.00				0.00		0.00	
42	201-56900-5897			Restricted Equipment			0.00		0.00				0.00		0.00	
43	201-56900-5898			Restricted Funds			0.00		34,755.25				0.00		0.00	
44	201-56900-5101			Regular Payroll			9,139.04		105,414.62				27.67		145,739.00	
45	201-56900-5104			Temporary Payroll			0.00		7,890.32				-37.46		5,740.00	
46	201-56900-5119			Longevity Pay			318.55		323.85				7.56		350.35	
47	201-56900-5151			Retirement Plan			547.24		6,863.40				15.38		8,111.00	
48	201-56900-5152			Residency			486.43		5,096.92				29.31		7,210.00	
49	201-56900-5154			Social Security			618.33		7,634.97				20.17		9,564.00	
50	201-56900-5157			Group Health Insurance			1,936.21		22,098.31				15.40		26,121.68	
51	201-56900-5160			Group Life Insurance			21.23		252.83				9.70		280.00	
52	201-56900-5163			Workers Compensation			266.37		3,514.91				19.88		4,387.00	
53	201-56900-5208			Travel Expense			0.00		39.76				86.75		300.00	
54	201-56900-5211			Education & Memberships			0.00		430.00				85.67		3,000.00	
55	201-56900-5303			Communications			75.00		525.00				-75.00		300.00	
56	201-56900-5306			Heating Fuels			51.89		2,121.79				15.13		2,500.00	
57	201-56900-5309			Water Sewer & Electric			535.73		7,151.33				34.99		11,000.00	
58	201-56900-5312			Maintenance - Buildings			3,758.34		14,546.27				-81.83		8,000.00	
59	201-56900-5318			Maintenance - Automotive			389.38		542.79				-8.56		500.00	
60	201-56900-5322			Maintenance - Roads & Walks			0.00		0.00				0.00		0.00	
61	201-56900-5325			Contractual Services			1,274.45		6,498.71				18.77		8,000.00	
62	201-56900-5401			Office Supplies			65.98		399.92				73.34		1,500.00	
63	201-56900-5431			Postage			0.00		18.54				81.46		100.00	
64	201-56900-5499			Miscellaneous			89.22		2,031.30				49.22		4,000.00	
65	201-59200-5710			Trans to Intrnl Service Fund			0.00		0.00				0.00		0.00	
66	201-59200-5725			Transfer to Capital Projects			0.00		0.00				0.00		0.00	
67																
68				EXPENSE TOTALS:			\$21,913.18		\$236,161.11							\$260,303.03

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	General Ledger - 1000 Islands Environmental Center															
2	December 2021 Budget Analysis															
3																
4	Period:		December Financials													
5																
6																
7																
8	Account			Description			December Actuals		Year to Date Actual				% Var		2021 Budget	
9	REVENUE															
10	201-41110-4100			R/E & P/P Taxes			0.00		192,503.00				0.00		192,503.03	
11	201-43790-4391			Kaukauna School Dist Aids			0.00		15,000.00				0.00		15,000.00	
12	201-43790-4392			Outagamie County Aids			0.00		10,000.00				0.00		10,000.00	
13	201-46100-4605			General Government			0.00		0.00				0.00		0.00	
14	201-46820-4695*			Env Center Chgs For Service			-667.00		13,794.84				-14.98		12,000.00	
15	201-46740-4694			Building Rental (Taxable)			-75.00		2,080.63						0.00	
16	201-46740-4695			Building Rental (Non-Taxable)			-1,400.00		600.00						0.00	
17	201-46740-4696			Programing Fees			504.00		5,122.00						0.00	
18	201-46750-4716			Gift Shop Sales			304.00		5,992.21						0.00	
19	201-48100-4810			Interest Income			0.00		0.00				0.00		0.00	
20	201-48110-4810			Interest Income			0.00		0.00				100.00		4,000.00	
21	201-48440-4800			Insurance Claims			0.00		0.00				0.00		0.00	
22	201-48500-4913			Memorial Purchases			0.00		6,800.00				0.00		0.00	
23	201-48500-4914			Education			1,000.00		2,000.00				0.00		0.00	
24	201-48500-4915			Building & Grounds Donation			500.00		1,675.00				0.00		0.00	
25	201-48500-4911			Fundraising Sales			826.00		5,395.35				0.00		0.00	
26	201-48500-4910			Env Center Restricted Donate			5.32		65,159.70				0.00		0.00	
27	201-48500-4912			Env Center - Donations			1,680.00		13,917.05				30.41		20,000.00	
28																
29				REVENUE TOTALS:			\$3,344.32		\$326,244.94						\$253,503.03	
30																
31	*Env Center Chrgs for Service amount is total for Building Rental (tax & non-tax), Programming Fees and Gift Shop sales.															



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	
33	Account			Description			December Actuals		Year to Date Actual				% Var			2021 Budget	
34	Expenses																
35	201-56900-5258			Expendable Supplies			198.54		747.45				70.10		2,500.00		
36	201-56900-5260			Animal & Bird Care			72.20		1,325.76				33.71		2,000.00		
37	201-56900-5264			Programs			1,598.27		2,922.28				-12.40		2,600.00		
38	201-56900-5276			Conservancy Zone Maint			1,347.14		6,230.98				4.14		6,500.00		
39	201-56900-5801			Land & Buildings			0.00		0.00				0.00		0.00		
40	201-56900-5807			Mach Tools & Instruments			0.00		0.00				0.00		0.00		
41	201-56900-5897			Restricted Equipment			0.00		0.00				0.00		0.00		
42	201-56900-5898			Restricted Funds			3,504.13		38,259.38				0.00		0.00		
43	201-56900-5101			Regular Payroll			10,900.59		116,315.21				20.19		145,739.00		
44	201-56900-5104			Temporary Payroll			0.00		7,890.32				-37.46		5,740.00		
45	201-56900-5119			Longevity Pay			0.00		323.85				7.56		350.35		
46	201-56900-5151			Retirement Plan			492.48		7,355.88				9.31		8,111.00		
47	201-56900-5152			Residency			437.75		5,534.67				23.24		7,210.00		
48	201-56900-5154			Social Security			692.68		8,327.65				12.93		9,564.00		
49	201-56900-5157			Group Health Insurance			1,883.43		23,981.74				8.19		26,121.68		
50	201-56900-5160			Group Life Insurance			21.23		274.06				2.12		280.00		
51	201-56900-5163			Workers Compensation			-54.06		3,460.85				21.11		4,387.00		
52	201-56900-5208			Travel Expense			0.00		39.76				86.75		300.00		
53	201-56900-5211			Education & Memberships			95.00		525.00				82.50		3,000.00		
54	201-56900-5303			Communications			75.00		600.00				-100.00		300.00		
55	201-56900-5306			Heating Fuels			485.14		2,606.93				-4.28		2,500.00		
56	201-56900-5309			Water Sewer & Electric			749.88		7,901.21				28.17		11,000.00		
57	201-56900-5312			Maintenance - Buildings			15.27		14,561.54				-82.02		8,000.00		
58	201-56900-5318			Maintenance - Automotive			64.11		606.90				-21.38		500.00		
59	201-56900-5322			Maintenance - Roads & Walks			0.00		0.00				0.00		0.00		
60	201-56900-5325			Contractual Services			789.26		7,287.97				8.90		8,000.00		
61	201-56900-5401			Office Supplies			50.55		450.47				69.97		1,500.00		
62	201-56900-5431			Postage			0.00		18.54				81.46		100.00		
63	201-56900-5499			Miscellaneous			377.69		2,408.99				39.78		4,000.00		
64	201-59200-5710			Trans to Intrnl Service Fund			0.00		0.00				0.00		0.00		
65	201-59200-5725			Transfer to Capital Projects			0.00		0.00				0.00		0.00		
66																	
67				EXPENSE TOTALS:			\$23,796.28				\$259,957.39					\$260,303.03	

Naturalist Report

November/December 2021

Admin/Finance

- Sarah Ironside started as our Assistant Naturalist on Tuesday, November 16th. She quickly started facilitating programs, designing new programs and creating lesson plans for existing programs.

Education

- Our spring field trip season is filling quickly. We only have a few openings left from the middle of April through the first week in June.
- We partnered with the Kaukauna Public Library to apply for a grant which will support native plant programs and projects for the summer of 2022. The grant program is encouraging native plantings to support our native bee populations. If the grant is awarded, it will include programs where participants will receive native seed packets, have a chance to build a planter box, be able to participate in citizen science programs and more. The initiative is connected to a PBS documentary released this past fall titled My Garden of a Thousand Bees. <https://www.pbs.org/video/my-garden-of-a-thousand-bees-trjhzt/>
- Our first public bird seed sale was successful. In total, we sold 1985 pounds of bird seed, raising \$1802, including \$265 in donations. Thanks go to Kaukauna Utilities for sponsoring this sale as well as Maureen Feldt for organizing the fundraiser.

Building & Grounds

- The prairie garden located at the far end of the parking was seeded before a snow fall in an effort to improve the quality of the planting for the next growing season.
- The majority of the trails in the Upper Woods have been marked with reflective markers to make wayfinding easier for visitors. Trails have been marked so that they don't go onto the Girl Scout Property.
- Four memorial benches have been installed in the Overlook area. We still have a number of benches that are waiting for installation. Installations will continue when the ground thaws.

4th QUARTER 2021

Group Category

Date	Attendance	Group Name	Purpose	Group Category										
				Kauk School	Other School	District Code	Kauk Group	Other Group	Kauk Scouts	Other Scouts	Kauk Res	Other Res		
10/1/21	21	Martin Luther Oshkosh - 3rd & 4th	Bald Eagle Ecology/Creek		21	P							K	
10/2/21	8	Public Program	Goat Project Presentation							4	4	A		
10/5/21	20	Lifelong Learning Institute	Goat Project Presentation				20					B		
10/6/21	20	Lifelong Learning Institute	Goat Project Presentation				20					C		
10/6/21	28	Foster Elementary - K	Hike/Inside	28	A							CR		
10/9/21	8	Cub Scouts Pack 3135	Creek						8			D		
10/10/21	30	Lori McSorley	Building Use							30		DP		
10/12/21	20	Kaukauna High School	Post Browsing Vegetation Survey	20								F		
10/14/21	30	Clear Approach Optometry	Building Use			30						GB		
10/19/21	50	Freedom Elementary - 1st	Outdoor Scav Hunt/Very Best Bed	50	F							H		
10/20/21	28	St Mary's School - 3rd	Lifecycles/Adaptations Hike	28	P							HA		
10/22/21	50	St Margaret Mary - 3rd & 4th	Lifecycles/Adaptations/Hike/Inside	50	P							HS		
10/24/21	30	Brandon Riehl	Building Use				30					L		
10/26/21	50	Freedom Elementary - 1st	Outdoor Scav Hunt/Very Best Bed	50	F							M		
10/29/21	100	Public Program	Storybook Walk - Little Owl's Night							50	50	N		
10/29/21	10	Public Program	Creatures of the Night							5	5	NH		
11/2/21	48	Park Elementary - 2nd	Changes over Time	48								O		
11/3/21	10	River Valley Outdoorsmen	Building Use			10						OC		
11/10/21	36	Park Elementary - 4K	Hibernation/Migration	36								OS		
11/13/21	30	Girl Scout Clinic	Eco-Learner Badge				15	15				P		
11/13/21	30	Girl Scout Clinic	Hiker Badge				15	15				R		
11/14/21	30	Ann Sanders	Building Use							30		RI		
11/17/21	38	Jansen Elementary - 3rd	Plant & Animal Adaptations	38	K							S		
11/18/21	45	Jefferson Elementary - 3rd	Habitats/Natural Selection/Adaptations	45	A							W		
11/19/21	100	Public Program	Storybook Walk - Fry Bread							50	50	WR		
11/23/22	42	Park School - 3rd	Native American Hike/Dear Deer F	42										
11/28/21	24	Joyce Schmoeker	Building Use							24				
11/30/21	10	River Valley Outdoorsmen	Building Use			10								
12/4/21	30	Lisa Sawlsville	Building Use							30				
12/6/21	20	Girl Scouts Troop 2284	Building Use				20							
12/10/21	100	Public Program	Storybook Walk - Over and Under the Snow							50	50			
12/10/21	40	Public Program	DIY Holiday Gifts							20	20			
12/12/21	30	Dan Bartels	Building Use							30				
12/15/21	10	Fox Valley Bass Club	Building Use			10								
12/26/21	30	Donna Allen	Building Use							30				
12/31/22	30	Summer Syring	Building Use							30				
TOTALS	1236			146	310	4	60	40	80	38	383	179		

KIMBERLY
 APPLETON
 BRILLION
 CLINTONVILLE
 CRIVITZ
 DAY CARE/PRESCH
 DEPERE
 FREEDOM
 GREEN BAY
 HORTONVILLE
 HOMESCHOOL ASSOCIATION
 HOWARD-SUAMICO
 LITTLE CHUTE
 MENASHA
 NEENAH
 NEW HOLSTEIN
 OSHKOSH
 OCONTO FALLS
 ONLINE PUBLIC SCHOOL
 PAROCHIAL/PRIVATE
 REEDSVILLE
 RIPON
 SEYMOUR
 WRIGHTSTOWN
 WISCONSIN RAPIDS

2021 Year in Review

Administrative/Finance

- Purchased a new Certificate of Deposit in the amount of \$3700.
- Our total interest income in 2021 was \$7,255.29. This includes interest generated from the endowment fund, Golden Passbook Savings as well as interest generated from restricted funds.
- A new Site Manager and Assistant Naturalist was hired, bringing us to fully staffed for the first time since the fall of 2020.
- A Strategic Planning Process was started in 2021 with a Strategic Planning Workshop with hopes to complete the process in 2022.
- The Building & Grounds use policy was updated.
- An online donation button was created for our website allowing people to easily donate via credit or debit card. The ability to make a donation to our endowment was also added.
- Kaukauna Utilities continued their support of our annual tree seedling sale to raise funds for education projects. They also sponsored a new bird seed sale. These two sponsorships helped to raise over \$6500 including more than \$600 in donations
- A new work station was purchased for the Administrative Assistant through the CARES Act

Education

- Three new aquariums and steel stands were purchased and installed to replace the old aquariums that were scratched and the old stands that were deteriorating.
- Two new interactive panels were designed, built and installed in the Fox River room by Eagle Scout candidate, Cole Sathoff.
- 1000 Islands staff began coordinating a Fox Valley area Bald Eagle Nest Watch program with the Madison Audubon. 20 bald eagle nests were monitored and had a 100% success rate for fledging young eagles.
- The occurrence of 4 eaglets and 3 adults in the bald eagle nest within the Conservancy Zone generated a lot of national interest.
- Two honey bee hives located on the property and maintained by Kaukauna resident, Brian Jacobs, produced 60 pounds of honey. 30 pounds of honey was jarred and given to 1000 Islands to sell in the gift shop.
- Goats browsed on the property for two 12-day sessions in 2021. The project continues to be great for education and community involvement, but the impact on the invasive plants seems to be lessening. The project will continue into 2022 with new browsing areas.

Building & Grounds

- The Neslon Overlook project was fully completed in August. This project included a three-sided kiosk with information on the Nelson family, bald eagles, and a property map.
- The fishing pier located near the nature center and boardwalk approach was refurbished by Eagle Scout candidate Brody Riehl. The costs for this project came from Brody's fundraising.
- Several updates were made to the Sugar Shack and maple syrup process including a new reverse osmosis unit to remove excess water from the sap, new LED lights, and a large capacity sap holding tank.
- Volunteer, Ross Schuh, donated funds to purchase and install native plants around the nature center and buckthorn removal.
- A "Legacy Wall" display was installed to acknowledge donations to the 1000 Islands Endowment Fund.
- Light fixtures in the front entryway and live animal area were upgraded to LED fixtures for better efficiency.
- Four new memorial benches were installed in the Nelson Overlook area. Five more benches have been purchased and are awaiting installation in the spring.
- New tables and chairs were purchased for the North American room through the City's Capital Improvement Plan.
- Trail markers have been installed in the Upper Woods to help visitors navigate the trails. The markers have been placed to create new trail connections that do not go onto the Girl Scout property.
- New door mechanisms were installed on the east end of the building to prevent the doors from being left unlocked.
- The old air handler was dismantled and hauled away. This piece of equipment was not in operational order and was determined to not be necessary for the building.
- Two new low-e window panes were installed to replace ones that were less efficient and had a broken seal.
- Old drinking fountains near the restrooms were determined to be leaking. These were removed and replaced with a water bottle filling station.

Environmental Center Investment Balance

Acct #	Bal 12/31/20	Interest	In	Out	Current Bal	%	# of Days	Accrual	Interest Paid
**758-5	\$33,219.04	\$886.37		(\$886.37)	\$33,219.04	2.67%	1119	\$2,716.74	12/14/21 *posted qtrly -ck sent to 1000ls
**040-4	\$43,650.66	\$781.34		(\$781.34)	\$43,650.66	1.79%	669	\$1,432.11	7/19/21 *posted qtrly -ck sent to 1000ls
**459-7	\$64,561.72	\$1,026.53		(\$1,026.53)	\$64,561.72	1.59%	396	\$1,113.72	12/14/21 *posted qtrly -ck sent to 1000ls
**130-2	\$28,763.46	\$514.87		(\$514.87)	\$28,763.46	1.79%	274	\$386.50	7/16/21 *posted qtrly -ck sent to 1000ls
**0493	\$21,594.18	\$692.70		(\$692.70)	\$21,594.18	3.21%	1005	\$1,908.60	7/2/21 *posted qtrly -ck sent to 1000ls
**191	\$18,169.97	\$308.89		(\$308.89)	\$18,169.97	1.70%	183	\$154.87	12/14/21 *posted semi-annually - tsfr to golden passbook
**081	\$11,254.38	\$267.88		(\$267.88)	\$11,254.38	0.75%	365	\$84.41	8/21/21 *posted semi-annually - tsfr to golden passbook
**2028	\$63,749.12	\$1,469.90		(\$1,469.90)	\$63,749.12	1.00%	579	\$1,011.25	6/12/21 *posted qtrly -ck sent to 1000ls
**5757	\$65,411.79	\$1,138.16		(\$1,138.16)	\$65,411.79	1.74%	1310	\$4,084.92	6/19/21 *posted qtrly -ck sent to 1000ls
**717	\$3,700.00	\$14.84		(\$14.84)	\$3,700.00	0.80%	183	\$14.84	10/6/21 *posted semi-annually - tsfr to golden passbook
**800	\$7.13	\$0.00		(\$7.13)	\$0.00				Closed
**816	\$8,290.74	\$18.33	\$16,050.79	(\$8,783.24)	\$15,576.62				
TOTALS	\$362,372.19	\$7,119.81	\$16,050.79	(\$15,891.85)	\$369,650.94			\$12,907.96	
				Adjustment					

2021 Building & Pavilion Rental Summary

Total Building Rentals: 15 (13-Residential; 2-Non-Residential) \$1,275.00

Total Pavilion Rentals: 17 (12-Residential; 5-Non-Residential) \$550.00

Reserved, then cancelled rental: Building – 11; Pavilion – 1

Free Building Rentals:

Lions Club

J&R Aquatics (2 times)

Boy Scout Troup 77 for Brody

Girl Scout Troup

**Minutes of the Administrative & Finance Sub-Committee Meeting
September 2, 2021**

Members Present: Gertz, Van Berkel, Heitpas, Eggleston

Also Present: Nowak

VanBerkel called mtg to order @ 5:05 PM

Gertz moved to waive the reading and approve the minutes of the August 26, 2021. Hieptas second. Motion passed

Nowak presented the proposed 2022 non-personnel budget that was presented to the Finance Department. The sub-committee is comfortable with the budget as presented.

There was a discussion on the \$65,000 donation made by Diane Groth. The Building & Grounds sub-committee will meet and present expenditure ideas at a future date.

A discussion over the 2.029 policy continued from the previous meeting. More revisions are needed before recommending the changes to the full committee.

Eggleston moved to adjourn. Hietpas second. Adjourned at 5:53 PM

Debra Nowak
Acting Secretary

2.029 – USE OF THE 1000 ISLANDS ENVIRONMENTAL CENTER BUILDING AND GROUNDS.

Date Approved: March 21, 1991

Revision Approved: 05/18/06, 9/20/07, 5/15/08, 11/19/09, 5/20/10, 2/16/12, 1/17/2019, 9/17/20

The 1000 Islands Environmental Center Committee establishes this USAGE POLICY which is intended to cover usage of all 1000 Islands Buildings and Grounds.

A. The primary use of the buildings **and pavilion** will be for 1000 Islands' environmental educational programs. When not reserved for such use, they will be available for use by other individuals, groups and organizations, as approved by the 1000 Islands Environmental Center Committee and/or Director/Naturalist.

1. In accordance with Kaukauna Fire Department regulations, group sizes are limited to 150 (one hundred fifty) persons occupancy for the building. Groups requesting use of 1000 Islands for numbers over these limits must request special permission be granted by the Kaukauna Fire Department.

2. In the event of severe weather (severe thunderstorms, high winds, tornado warnings, or any other weather related situations) SECURE AREAS are designated as follows:

The kitchen area. (Be sure serving counter window curtain is down)

The bathroom areas and inner bathroom hallway.

3. The Kaukauna Area School District (all public and parochial schools) has priority scheduling of its students if done by authorized school personnel 12 months in advance and are exempt from any fees. Other schools and groups/organizations may schedule up to 11 months in advance.

4. Scheduling for building and pavilion rentals is done through the 1000 Islands office. Rental of the building does not include use of the pavilion. Rental of the pavilion does not include use of the Environmental Center building, ball diamonds, or other park amenities which remain open to the public. Policies 2.0296, 2.0297, and 2.0298 states the Building **and Pavilion** Use Agreement **and Closing-up Checklist** which outlines all information and guidelines regarding facility rentals.

5. When a group/organization has reserved 1000 Islands facilities or property the reservation will not be displaced because of a later request by either the Committee or staff.

6. The 1000 Islands Environmental Center or its properties will not be used for any purpose which, in the opinion of the 1000 Islands Committee, will interfere with the normal operation of 1000 Islands, or is inconsistent with the public supported character of the 1000 Islands Environmental Center. Request for use of the facility by any group **or person** that has abused the facilities or **violated** policies in an earlier use may be denied.

7. Activities on the premises which will be excluded are:

- a. Programs involving the sale, advertising or promotion of commercial services or products.

- b. Promotion or fundraising for any candidates for elected office, unless opposing points of view are represented on the same program; i.e., forum-type program.

8. Rent of 1000 Islands Building(s) must be on a preapproved basis. The building(s) and properties are open – Tuesday through Friday from 8:00 a.m. to 4:00 p.m. and Saturday from 10:00 a.m. to 3:30 p.m. After scheduled open hours, rentals are also available according to 1000 Islands' approved policies. No groups can request the parkland and 1000 Islands trails for private use. The 1000 Islands buildings and all other properties are for general use except for private or closed use which can only be approved by the 1000 Islands Environmental Center Committee.

9. Application Procedure: Application for use of the 1000 Islands building, pavilion or properties by non-1000 Islands groups, must be made on the Application Form 2.0294, by an authorized representative of the applying group or individual. The application shall include name of group or individual, date requested and nature of meeting, along with the name of the person responsible for the conduct of the group and for monetary charges that may result from the use. If use of the facility is approved, facility use rules are provided to the renter. (See 2.0296, 2.0297, 2.0298)

10. User Fee: Groups utilizing the 1000 Islands building and properties will be subject to User Fee(s) as established by this 1000 Islands Environmental Center Policy. (See 2.0291 – User Fee Schedule).

11. No User Fees are required for general public use of the wooded areas, trails and other 1000 Islands parkland. These areas are open on a daily basis under the same time period as all Kaukauna City parks.

B. This policy includes all walking, hiking, areas of the 1000 Islands Environmental Center. Use by the public follows general policies maintained by 1000 Islands, the City of Kaukauna and the Wisconsin DNR.

1. The parkland and trail system are open until 11:00 p.m. daily. All visitors must vacate the premises by this time. No overnight camping is allowed.
2. No personal animals (pets) are permitted on 1000 Islands properties at any time. **Dogs licensed as service animals** are acceptable.
3. With the exception of the Valley Bike Trail and mobility disability devices, all pedal powered bikes, skates or skateboards or any type of motorized vehicles are strictly prohibited **unless authorized by staff**.
4. Fishing is allowed along the Fox River at any point and subject to all Wisconsin Department of Natural Resources fishing regulations. Arrows must not be knocked while traveling on the property.
5. Hunting **or trapping** is not permitted within the 1000 Islands Conservancy Zone. The 1000 Islands Committee, with approval from the City of Kaukauna, may create special hunts for the purpose of wildlife management.

6. The Fox River abuts the 1000 Islands property. While the river is public water, basic water rules and common sense should always prevail when being by the water or using the surrounding water in any way. Water levels are controlled by the Army Corps of Engineers and these levels are subject to dramatic change due to water use and conditions.

7. The Department of Natural Resources provides rules and recommendations for use of motor crafts and avoiding disturbing water fowl, animals, or birds. Also, the U.S. Fish and Wildlife Service and the Wisconsin State Wildlife Agency provide procedures to follow in using the river and these land areas.

Misuse of any of 1000 Islands properties could be subject to restricted use of 1000 Islands areas or arrest or fines.

DRAFT

2.0291

USER FEE SCHEDULE 1000 ISLANDS ENVIRONMENTAL CENTER

On-Site Programs

Kaukauna Schools	No Charge
Other Schools or Groups	\$2.00 per Student for 1/2 day, \$30 Minimum Fee \$3.00 per Student for full day*, \$45 Minimum Fee

*Programs that require the involvement of 1000 Islands staff both before and after a lunch break will be considered a full day program.

Programs off Premises

Kaukauna Schools	No Charge
Other Schools or Groups	\$25.00 per Program

Achievement Based Scout Clinics

\$8.00 per Scout or Sibling
(No charge for Leaders or Chaperones)

Custom Program for Specific Group

\$78 per Program

Snowshoe Rentals

All Schools (paid in school fee)	NO CHARGE
General Public:	
ADULT	\$2.50/PAIR
CHILDREN	\$1.50/PAIR
Weekend or Weekday Rental	
OFF PROPERTY	\$5.00/PAIR
Friends of 1000 Islands members	NO CHARGE

1000 Islands Building Rental

Kaukauna Schools	No Charge
City Residents or Groups	\$75.00
Non-Residents or Groups	\$150.00

Security Deposit – Applies to all Building Rentals

Kaukauna Schools	No Charge
All other Rentals	\$200.00

1000 Islands Pavilion Rental

Kaukauna Schools	No Charge
City Residents or Groups	\$25.00
Non-Residents or Groups	\$50.00

2.0291 Cont.

Miscellaneous Fees and Security Deposit Deductions

Security deposits shall be returned at the discretion of 1000 Islands based on the facility's cleanliness and physical condition following a rental. It is the Renter's responsibility to report damage to 1000 Islands

The following minimum fees may also be deducted from security deposits or billed as necessary if Renter has not complied with the rules.

Range/Oven Cleaning	\$25.00
Microwave Cleaning	\$25.00
Refrigerator Cleaning	\$25.00
Dishwasher Cleaning	\$25.00
Unremoved Decorations	\$25.00
Wall/Ceiling Damage from Decorations	\$25.00
Garbage/Recycling Removal	\$25.00
Key(s)/Fob(s) Not Returned	Full Security Deposit Charge
Facility Cleaning	Time and Materials Charge

Not for Profit groups requesting an exemption from the normal fee schedule will be required to submit an application for fee exemption.

NOTE: All fees become part of the Environmental Center Revenues and are included in Center's Operating Budget.

2.0292 USE OF BUILDING & GROUNDS OPERATIONAL POLICY – USE OF
COPY MACHINE, LAMINATOR AND OTHER OFFICE MACHINES

DATE APPROVED: May 21, 2009

REVISED: 4/16/20

To provide and maintain public/private use of non-1000 Islands work on the above mentioned office machines, the 1000 Islands Environmental Center Committee establishes this policy.

This policy will apply to all 1000 Islands staff, which includes Friends of the 1000 Islands members, volunteer workers and the public. The primary use of these machines is for the convenience of the paid office staff and Friends' business for 1000 Islands. However, other public/private use is allowed upon staff approval for \$0.10 per side of each copy and \$1.00 per laminating sheet.

~~When using the copy machine, we recommend back-to-back printing of more than one sheet of information. While this will save paper, it will however, double the cost of single sheet printing.~~

1000 Islands reserves the right to deny the use of any of these listed machines if, in staff's opinion, the material to be copied is not consistent with the public character of 1000 Islands and its properties.

Fees collected from the use of these listed machines become part of the 1000 Islands' annual revenues and will be included in the 1000 Islands' operating budget for the current year.



1000 Islands Environmental Center Field Trip Request Form

School/Daycare Name: _____

Address: _____ City, State & Zip: _____

Teacher's Name: _____

Phone: _____ Email Address: _____

Student Grade Level(s): _____ Number of Students: _____

Number of Teachers & Chaperones:* _____

Any special student accommodation requests:

Date of Field Trip (*Please select a Tuesday – Friday*)

First Choice: _____ Second Choice: _____ Third Choice: _____

Estimated Arrival Time: _____ Estimated Departure Time: _____

Desired Program(s):

1. _____
2. _____
3. _____
4. _____

Please send registration form to: thousandisland@kaukauna-wi.org Registration is not complete until reviewed by a Naturalist and confirmed via email.

If you have questions, please call the Environmental Center at 920-766-4733 or email thousandisland@kaukauna-wi.org

*We encourage to have a least one teacher/chaperone per 10 (8 for preschool) students. Chaperones are asked to dress appropriately for the weather and be attentive to the students' needs so they can get the most out of the program. Chaperones are asked to refrain from use of their cell phone unless there is an emergency.

1000 Islands Environmental Center Naturalist Led Programs

Program/Field Trip Reservation Form

Date of Visit	Date of Contact	Confirmation Sent
Group Name/Affiliation:		
Grade Level/Age:		Number in Group:
Number of Classrooms:		Approx. #Chaperones/Other:
Special Needs/Concerns:		
Mailing Address:		
Contact Person:		Email:
Telephone: Daytime ()		
Cell ()		

Field Trip Details

On-Site at 1000 Islands: _____ **Off-Site Program at School/Day Care Ctr:** _____

A.M. Only_____ **P.M. Only**_____ **All Day**_____

Arrival Time:_____ **Departure Time:**_____ **Lunch Time From:**_____ **To:**_____

Program Notes: Topics and Other Info 	Post Program Suggestions
Fee Quotes: Anticipated Payment: Payment Day of _____ Invoice Day of _____ Invoice ahead _____	Number of Naturalists Needed: _____ _____ _____ _____



APPLICATION FOR RENTAL OF 1000 ISLANDS ENVIRONMENTAL CENTER BUILDING AND/OR PAVILION

Name of Organization/Group/Renter: _____

Address/City/State/ZIP: _____

Email Address: _____

Nature/Type of Activity/Meeting: _____

Date of Activity/Meeting: _____

Rental Time: From _____ To _____ Group Size: _____

___ 1000 Islands Building* – City Resident (\$75) ___ 1000 Islands Building* – Non-Resident (\$150)

___ 1000 Islands Pavilion – City Resident (\$25) ___ 1000 Islands Pavilion – Non-Resident (\$50)

*Building rental also requires a \$200 security deposit.

Amount Paid _____

Date Paid _____

Key Fob # _____

Date Returned _____

_____ (Print Renter's Name) assumes responsibility for use of the building and/or properties of the 1000 Islands Environmental Center during the time specified and for any damages to the building, grounds or equipment. Responsibility is also assumed for the cost of cleaning the building's room(s) other than normal cleaning, resulting from the meeting or activity.

All meetings/activities must conclude by the specified stated time to assure that all participants will have left the 1000 Islands Environmental Center by normal closing time or by the agreed upon time.

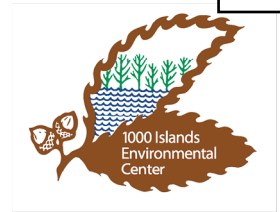
Renter acknowledges receipt of and agrees to the 1000 Islands' Building and/or Pavilion Use Agreements and Closing-up Checklist.

Renter's Signature

Phone Number of Renter

Office Use Only

Approved By _____ Date _____ Security Deposit _____ Cash _____ Check _____ Credit Card _____



1000 Islands Environmental Center Building Use Agreement

Rules and Provisions

The **Renter** of the 1000 Islands Environmental Center building must be at least 18 years old and on the premises during the entire event.

No admission fee, donation, contribution or other charges shall be **accepted**, collected or be permitted to be collected by the **Renter** when intoxicating liquor or fermented malt beverages are consumed unless prior approval has been secured from the City **Health and Recreation Committee**. **Renter** shall not permit intoxicating liquor or fermented malt beverages to be **possessed or** consumed on the rented premises by any person(s) who have not reached the legal Wisconsin drinking age, **as prohibited by Wisconsin statutes**. If alcohol is being served, an alcohol permit must be obtained from the Kaukauna Police Department.

The building rental bookings must be made prior to the event and no earlier than one (1) year in advance. Building rental fees are subject to change at any time.

Smoking, vaping or any tobacco use is prohibited in the building or on the grounds and trails of 1000 Islands Environmental Center. Pets are not allowed in the building or on the grounds unless **licensed as** a service dog.

No bands, stereos or any other amplifying devices are allowed unless permission has been given from the City Health and Recreation Committee.

Glitter and confetti are prohibited inside the building. The use of staples, nails, tacks, glue and any other damaging items to secure decorations is prohibited.

The 1000 Island Environmental Center building must be closed by 11:00 PM.

The **Renter** agrees to clean and restore the building within the specified rental period. The room arrangement (tables & chairs) must be put back into the same order as entry. The **Renter** must clean (wipe down) all tables and counters and sweep and/or vacuum floors. The **Renter** agrees to promptly pay the cost of any extraordinary clean-up or repair of damage to the building as a result of usage under this agreement as billed by 1000 Islands Environmental Center.

All garbage must be taken out to the dumpster located to the West of the building. Please follow Outagamie Co. recycling policy and utilize the bins in the building and outside for recyclables. Please no plastic bags, food or beverages in the recycling bins. Turn all lights off, lock all doors and windows and activate the alarm when leaving.

Violations of this agreement/excessive damage to the facility may be cause for future denial of building rental.

Kitchen Guidelines

All appliances, materials and other items including food and paper products are the property of 1000 Islands. Visitors using the kitchen must bring their own equipment. Coffee pots are to be used for coffee only. No other liquids, such as hot cocoa, are to be placed in them.

The kitchen is to be used for kitchen purposes only. The janitor's room must be used for all cleaning and other such purposes.

All appliances, except the refrigerator, must be turned off when leaving. No food is to be left in the kitchen area.

The kitchen is a convenience for 1000 Islands staff, Friends of 1000 Islands and visitors who have rented it. The kitchen is off limits to all other persons visiting 1000 Islands.

The kitchen must be left in a clean, usable condition with everything returned to its proper place.

We reserve the right to refuse use of the building to a group, which has previously rented it and has left the kitchen in an unclean, unusable condition.

In Case of an Emergency

For all emergencies, call 911. Also depending on the emergency, call the Kaukauna Police Dept. at 920-766-6333, Kaukauna Fire Dept. and/or Ambulance (Medics) at 920-766-6320.

In case of a weather emergency situation go to the secure areas of the building which are the bathrooms and kitchen (with window closed).

1000 Island Center Staff contact for emergency or questions for the rental:

Deb Nowak – Cell 920-419-1573

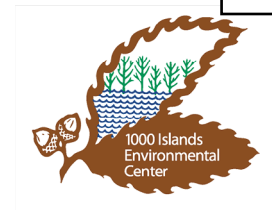
Maureen Feldt – Cell 920-419-249

Brad Garrity – Cell 920-277-6980

The **Renter** agrees to indemnify and hold harmless the City of Kaukauna, its employees, officers, agents from all loss, damages, liability or claims arising out of rental of the premises, except to the extent some are caused by negligence or misconduct of the City of Kaukauna. The **Renter** agrees to handle, respond to, investigate and defend, at its sole expense, any claim or alleged claim made against the City of Kaukauna, its employees, officers or agents, arising out of the rental use of the premises. The **Renter** shall bear all other costs and expenses related thereto. The City of Kaukauna shall have the right to approve any legal counsel selected to defend the City of Kaukauna in such claim or alleged claim. It is understood by the **Renter** that he/she is held personally liable and responsible for their group and attendees for complying with the Rules and Provisions of this Rental Agreement.

2.0297

1000 Islands Environmental Center Pavilion Use Agreement



Rules and Provisions

The Renter of the 1000 Islands Environmental Center pavilion must be at least 18 years old and on the premises during the entire event.

No admission fee, donation, contribution or other charges shall be accepted, collected or be permitted to be collected by the Renter when intoxicating liquor or fermented malt beverages are consumed unless prior approval has been secured from the City Health and Recreation Committee. Renter shall not permit intoxicating liquor or fermented malt beverages to be possessed or consumed on the rented premises by any person or persons who have not reached the legal Wisconsin drinking age, as prohibited by Wisconsin statutes. If alcohol is being served, an alcohol permit must be obtained from the Kaukauna Police Department.

Smoking, vaping or any tobacco use is prohibited in the building or on the grounds and trails of 1000 Islands Environmental Center. Pets are not allowed in the building or on the grounds unless licensed as a service dog.

No bands, stereos or any other amplifying devices are allowed in City parks unless prior approval has been granted by the City Health and Recreation Committee.

Glitter and confetti are prohibited. The use of staples, nails, tacks, glue and any other damaging items to secure decorations is prohibited.

City parks close and must be completely vacated by 11:00 p.m.

Any non-mobility disability motorized vehicles are not allowed to be parked or driven on the grass in City parks.

Staples MUST BE removed from picnic tables if they are used to secure tablecloths.

The Renter agrees to clean and restore the above-mentioned facility within the specified rental period. The Renter also agrees to promptly pay the costs as billed by 1000 Islands Environmental Center for any extraordinary clean up or repair of damage to the park or facility because of usage under this agreement.

General Information

There is a limit as to the amount of available electric current at each shelter. Do not split outlets, as you will overload the circuits.

Rental of park shelter does not include the ball diamonds or other park amenities, which remain open to the public.

2.0297 Cont.**In Case of an Emergency**

For all emergencies, call 911. Also depending on the emergency, call the Kaukauna Police Dept. at 920-766-6333, Kaukauna Fire Dept. and/or Ambulance (Medics) at 920-766-6320.

In case of a weather emergency situation, if the 1000 Islands building is open, go to the secure areas of the building which are the bathrooms and kitchen (with window closed). If no access to the Nature Center building use the park bathrooms as shelter.

Nature Center staff contact for emergency or questions for the rental:

Deb Nowak – Cell 920-419-1573

Maureen Feldt – Cell 920-419-2491

Brad Garrity – Cell 920-277-6980

The **Renter** agrees to indemnify and hold harmless the City of Kaukauna, its employees, officers, agents from all loss, damages, liability or claims arising out of rental of the premises, except to the extent same are caused by negligence or misconduct of the City of Kaukauna. The **Renter** agrees to handle, respond to, investigate and defend, at its sole expense, any claim or alleged claim made against the City of Kaukauna, its employees, officers or agents, arising out of the rental use of the premises. The **Renter** shall bear all other costs and expenses related thereto. The City of Kaukauna shall have the right to approve any legal counsel selected to defend the City of Kaukauna in such claim or alleged claim. It is understood by the "**Renter**" that he/she is held personally liable and responsible for their group and attendees for complying with the Rules and Regulations of this Rental Agreement.



1000 Islands Environmental Center Building Rental Closing-up Checklist

Please help us to continue providing building rental opportunities by following this clean-up checklist. **Note: The building must be closed by 11:00 P.M.**

Kitchen

- ☐ Remove ALL of your items from the refrigerator and freezer
- ☐ Turn oven & burners off and wiped down; please wipe up over-bakes/overspills in oven.
- ☐ Wipe out microwave
- ☐ Unplug coffee pot
- ☐ Sweep floor
- ☐ Wipe down counters and clean-up any spills
- ☐ Turn off faucets securely

Building

- ☐ Put all tables and chairs back to original order (Two rows of four tables each with 10 chairs at each table.)
- ☐ Remove all decorations including tape
- ☐ Wipe down tables and chairs
- ☐ Vacuum
- ☐ Check bathrooms for cleanliness and clean up any mess **incurred by guests**
- ☐ Turn lights off in ramp hallway, bathroom hallway, kitchen hallway & main entry area
- ☐ Remove garbage and put in dumpster on West end of parking lot; replace garbage bag
- ☐ Make sure **ALL DOORS** (6 total) are locked (Even if you think you did not open them, one of your guests may have propped a door open.)
- ☐ Alarm the building with remote and put building key in drop box

Recycling: We are an Environmental Center and take recycling very seriously. Please follow Outagamie County's recycling guidelines and put recyclables in the proper containers. If unsure, please check the guideline sheet posted. **Please, no food or liquids in the recycling containers!**

No-Smoking Policy: There is **no smoking/vaping** inside the building or outside on the benches or deck by the building entrances, picnic area and pavilion or on the Conservancy Zone and trails.

Thank you for your cooperation.

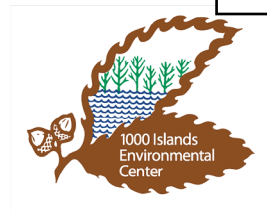
1000 Island Center Staff contact for emergency or questions for the rental:

Deb Nowak – Cell 920-419-1573

Maureen Feldt – Cell 920-419-2491

Brad Garrity – Cell 920-277-6980

APPLICATION FOR FEE EXEMPTION 1000 ISLANDS ENVIRONMENTAL CENTER RENTAL



Name of Organization: _____

Organization Representative: _____ Position Title _____

Address/City/State/ZIP: _____

Nature/Type of Activity/Meeting: _____

Date(s) of Activity/Meeting: _____

Rental Time: From _____ To _____

Estimated Group Size: _____

Facility Requested: ☐ Building Rental ☐ Pavilion Rental

1000 Islands Environmental Center relies on rental fees to support their annual budget. In lieu of the standard fee to use the requested facilities, we would like to offer the following donation in order to help support the mission to provide children, adults and families the knowledge and skills needed to build a sustainable balance between the environment, economy and community through education, conservation and recreation.

☐ Monetary Donation ☐ Tangible Donation ☐ Service Donation

Please provide detail on your suggested donation.

I understand that if approved, this exemption will be valid only for the date(s) listed above or for **the remainder of the current calendar year** for recurring rentals. A new Application for Fee Exemption will need to be submitted for any future requests.

Renter's Signature

Email of Renter

Phone Number of Renter

Date

Office Use Only

Actual Fee _____

Approved _____

Denied _____

Date _____

Education Sub-Committee Meeting**March 11, 2021**

Members Present: Carlson, Jakel, Manion, Gertz, Pautz

Also Present: Nowak, Feuerstein

Called to order by Carlson at 9:28 AM

Jakel moved to approve minutes of the August 20, 2020 meeting. Manion second.
Motion passed.

Nowak discussed the issue with the aquariums and the cost to replace. There is ample funds in the restricted account to cover the expenses. Carlson moved to recommend the approval of the purchase of new aquariums from Custom Aquariums. Jakel second.
Motion passed.

Feuerstein gave an update on the virtual program kits. She is looking for increased usage to get feedback and adjust the kits as necessary. Feuerstein will focus more on promotion of the kit once the second one is done. The Bald Eagle Nest Watch program has taken up some time and delayed the completion of the river kit. Feuerstein will focus on kit completion in the next couple of weeks. Nowak will work on creating the distribution list for marketing the kits and work with the education committee for help on sending emails.

Pautz gave an update on the scope of the Goat Project Manager position utilizing the remaining funds from the Community Foundation.

Summer programming is set similar as other summers. Despite COVID still affecting the area, programs will largely be held as they have in the past, but emphasis will be placed on programming outside and wearing masks.

With no further discussion, Carlson made a motion to adjourn. Manion second. Meeting adjourned at 10:19 am.

Debra Nowak
Acting Secretary

**Building & Grounds Sub-Committee Meeting
September 15, 2021**

Members Present: Manion, Hietpas, Carlson

Also Present: Nowak

Manion called meeting to order at 6:36 PM

Carlson moved to approve minutes of the August 16, 2021 sub-committee meeting minutes. Second by Hietpas. Motion passed

Nowak shared a quote from Lappen Security on new locking mechanisms for three exterior doors for the amount of \$3,358.81. Carlson moved to make the recommendation to approve the expenditure. Hietpas second. Motion passed.

Carlson explained her idea on a natural playground from Bears Playgrounds for installation in the picnic area based on feedback from the Strategic Planning community survey. Manion mentioned the possibility of increased installation costs due to the shallow bedrock. Nowak mentioned the increased maintenance requirements for this type of equipment compared to traditional metal/plastic playground equipment. After discussion, it was decided that Carlson will present these ideas at the full committee for a decision.

Hietpas shared ideas for an improvement to the sugar shack. The improvements would include purchasing a holding tank for raw sap collected. Sap would be stored in this holding tank until it is time to process through the reverse osmosis system and go to the evaporator pan. Manion suggested pricing out both poly and stainless steel tanks options. Carlson moved to recommend approval of a concrete slab and holding tank for the back of the sugar shack to the full committee. Manion second. Motion passed.

Nowak mentioned idea of new entryway. The Building & Grounds Sub-Committee is open to exploring ideas for new entryway. Manion suggested higher ceilings, more light.

Manion moved to adjourn, second by Carlson. Meeting adjourned at 7:26 PM.

Debra Nowak
Acting Secretary

BOARDS AND COMMISSION

Sec. 1.47. – 1000 Island Environmental Center Committee

- (1) **Mission.** The 1000 Islands Environmental Center Committee is charged with providing the citizens of Kaukauna the knowledge and skills needed to build a sustainable balance among the environment, economy, and community through education, conservation and recreation.
- (2) **Composition.** The 1000 Islands Environmental Center Committee shall consist of eleven (11) members. The President, or designee, of the Friends of 1000 Islands, an alderperson, a school board representative, and eight (8) citizen members shall constitute the eleven (11) members of the 1000 Islands Environmental Committee.
- (3) **Appointments.**
 - a. The President, or designee, of Friends of 1000 Islands shall be an ex-officio member that serves, so long as they are president.
 - b. The citizen members shall be appointed by the Mayor of Kaukauna, subject to confirmation by the Kaukauna Common Council, annually for a three-year term.
 - c. The school board representative and alderperson shall be appointed by their respective governing bodies to a one (1) year term.
 - d. Members shall be persons of recognized experience and qualifications.
 - e. Residency within Kaukauna's municipal borders shall not be a factor for membership.
- (4) **Organization.** The members of the committee shall annually organize by the election of a Chair and a Vice-Chair, who shall serve a one (1) year term. All members shall serve without compensation.
- (5) **Powers and Duties.**
 - a. The Committee shall determine the policies, programs, and regulations governing the 1000 Islands Environmental Center, and the surrounding 1000 Islands Conservancy Zone.
 - b. The Committee shall recommend a budget to the Kaukauna Common Council.
 - c. The Committee make recommendations on policy, regulations, ordinances, and other measures concerning sustainability, conservation, or other environmental issues that may affect the 1000 Islands Environmental Center, the 1000 Islands Conservancy Zone, or the City of Kaukauna as a whole.