

1000 ISLANDS ENVIRONMENTAL CENTER COMMITTEE

City of Kaukauna

Nature Center Building

1000 Beaulieu Court, Kaukauna



Thursday, January 19, 2023 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 17, 2022
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.](#) 2022 Year in Review
9. Committee Reports
 - a. Administrative/Finance Committee Reports
 - [i.](#) Receive and Place on File Minutes of October 20, 2022 Administrative/Finance Sub-Committee Meeting
 - [ii.](#) Approve revised Policy 2.0012 - Administrative Assistant Position Description and New Work Schedule
 - [iii.](#) Approve Revised Policy 2.029 Use of the 1000 Islands Environmental Center Building & Grounds, Eliminating Party Rentals
 - [iv.](#) Approve New Policy 2.0031 Inclement Weather Policy
 - b. Education Committee Report
 - [i.](#) Receive and Place on File Minutes of November 1, 2022 Education Sub-Committee Meeting
 - [ii.](#) Approve Snowshoe Replacement Plan including an expenditure of up to \$6000.00 to purchase new Tubbs snowshoes.
 - c. Building & Grounds Committee Reports

10. Old Business
11. New Business
12. Good of the Center
13. Next Meeting - Thursday, February 16, 2023
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.

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 17, 2022

Members Present: Breitzman, Carlson, Eggleston, Gertz (left at 7:10 PM), Jakel, Pautz, Van Berkel and White

Not Present: Hietpas and Manion

Also Present: Debra Nowak and Maureen Feldt

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

October 20, 2022 Committee Meeting Minutes

Van Berkel noted two amendments to be made. Van Berkel then made a motion to waive the reading of the minutes and approve the amended October 20, 2022 Committee Meeting minutes. Seconded by Eggleston. Motion carried.

Public Appearances: None

October Financial Report

Gertz made a motion to approve October's Financial Report. Seconded by Jakel. Motion carried.

Correspondence

We received a \$25 gift card from Fleet Farm to put towards the purchase of snowshoes. Marvin Braun donated birdhouses. We received monetary donations from D. Peterson, Kaukauna Sportsmen's Club, Verhagen family and an anonymous donor.

Friends of 1000 Islands Report

Nothing new to report from last month. The Art Fair is on Sunday, May 21st.

Naturalist's Report

Nowak continues to work with the Director of Finance to finalize the 2023 budget and to adjust for and issue with our restricted fund that the auditors recommended which were discovered to be incorrect.

Gertz made a motion to accept October's Naturalist Report and place it on file. Seconded by Breitzman. Motion carried.

Admin and Finance Sub-Committee

Van Berkel made a motion to accept and put on file the August 4, 2022 Administrative and Finance Sub-Committee meeting minutes. Seconded by Carlson. Motion carried.

Education Sub-Committee

Gertz made a motion to accept and put on file the August 5, 2022 Education Sub-Committee meeting minutes. Seconded by White. Motion carried.

The Education Sub-Committee met in early November and reviewed Focus on the Fox. The goats will be back at 1000 Islands in June 2023.

Buildings and Grounds Sub-Committee

Discussion on new flooring options and associated costs for the Nature Center building. The Building and Grounds Sub-Committee reviewed three cost estimates from area flooring companies and recommended H. J. Martin for the project. The Sub-Committee reviewed the material and labor costs for completing the Conservation Room, North American Room and the live animal area/entry way, but the Sub-Committee requested Nowak to obtain an additional cost estimate to complete the two office areas with new flooring as well. Nowak shared the updated costs with the Committee and reviewed the pros and cons of including the two office areas as part of the flooring project.

Carlson made a motion to approve the purchase of new LVP flooring for the Conservation Room, North American Room, live animal/gift shop area along with the two offices for \$17,241.00 from H.J. Martin and Sons and to present this cost estimate to the Board of Public Works for approval. Seconded by Jakel. Motion carried.

Eggleston made a motion to approve the labor cost to install new LVP flooring for the Conservation Room, North American Room, live animal/gift shop area along with the two offices for \$12,271.00 from H.J. Martin and Sons and to present this cost estimate to the Board of Public Works for approval. Seconded by White. Motion carried.

Old Business

Nothing to report.

New Business

New Sub-Committee appointments for 2023 are as follows: Admin and Finance Sub-Committee Members: Van Berkel, Pautz, Eggleston, Gertz, and Manion; Building and Grounds Sub-Committee Members: Hietpas, Breitzman, Manion, Carlson and Pautz; Education Sub-Committee Members: Pautz, Carlson, Jakel Breitzman and White.

Jakel made a motion to adjourn to closed session at 7:27 PM pursuant to State Statute 19.85(1) (c) to consider employment, promotion, compensation or performance evaluation of any public employee. Seconded by Carlson. Motion carried.

Breitzman made a motion to conclude the closed session at 8:06 PM and return to open session. Seconded by Jakel. Motion carried.

Good for the Center

Carlson mention that the City's Christmas Parade is on December 6th. We will be participating and will decorate the truck the morning of the 6th. Nowak let everyone know of our Christmas Open House on December 7th from 3:00 – 5:00 PM. Invitations went out to our 2022 volunteers.


Next Committee Meeting


Next Committee Meeting will be on Thursday, January 19, 2023 at 6:30 PM.

Adjournment

There being no further business, Jakel moved to adjourn the meeting at 8:07 PM. Seconded by Breitzman. Motion carried.

Maureen Feldt,
Acting Secretary

	A	B	D	E	F	G	H	I	J	K	L	M	N	O	P
1															
2															
3															
4	General Ledger - 1000 Islands Environmental Center														
5	November 2022 Budget Analysis														
6															
7															
8	Account		Description			Nov. Actuals		Year to Date			% Var		2022 Budget		
9	Revenue														
10	201-41110-4100		R/E & P/P Taxes			0.00		120,000.00			0.00		120,000.00		
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		15,000.00			0.00		15,000.00		
13	201-46100-4605		General Government			0.00		0.00			0.00		0.00		
14	201-46820-4695*		Env Center Chgs For Service			1,045.25		16,459.47			8.60		18,000.00		
15	201-46740-4694		Building Rental (Taxable)			225.00		1,754.45					0.00		
16	201-46740-4695		Building Rental (Non-Taxable)			75.00		2,375.00					0.00		
17	201-46740-4696		Programing Fees			359.00		7,084.10					0.00		
18	201-46750-4716		Gift Shop Sales			386.25		5,245.92					0.00		
19	201-48100-4810		Interest Income			0.00		7,119.81			-19.00		6,000.00		
20	201-48440-4800		Insurance Claims			0.00		0.00			0.00		0.00		
21	201-48500-4913		Memorial Purchases			0.00		800.00			0.00		0.00		
22	201-48500-4914		Education			6,000.00		13,240.00			0.00		0.00		
23	201-48500-4915		Building & Grounds Donation			0.00		0.00			0.00		0.00		
24	201-48500-4911		Fundraising Sales			0.00		5,973.47			0.00		0.00		
25	201-48500-4910		Env Center Restricted Donate			220.46		1,030.42			0.00		0.00		
26	201-48500-4912		Env Center - Donations			1,230.00		15,502.45			30.00		22,000.00		
27															
28			REVENUE TOTALS:			\$8,495.71		\$210,125.62					\$196,000.00		
29															
30	*Env Center Chrgs for Service amount is total for Building Rental (tax & non-tax), Programming Fees and Gift Shop sales.														
31															
32															
33			Description			Nov. Actuals		Year to Date			% Var		2022 Budget		
34	Expenses														
35	201-56900-5258		Expendable Supplies			106.46		1,176.51			53.00		2,500.00		
36	201-56900-5260		Animal & Bird Care			103.54		1,298.15			35.00		2,000.00		
37	201-56900-5264		Programs			37.89		2,892.49			-11.20		2,600.00		
38	201-56900-5276		Conservancy Zone Maint			16.15		6,463.52			14.00		7,500.00		
39	201-56900-5801		Land & Buildings			0		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			84.51		50,538.64			0.00		0.00		
43	201-56900-5101		Regular Payroll			11,450.65		131,092.23			13.00		150,809.00		
44	201-56900-5104		Temporary Payroll			0.00		5,844.00			-1.80		5,740.00		
45	201-56900-5119		Longevity Pay			331.80		331.80			9.00		364.00		
46	201-56900-5151		Retirement Plan			516.94		5,694.40			31.00		8,201.00		
47	201-56900-5152		Residency			477.17		5,258.17			11.00		5,918.00		
48	201-56900-5154		Social Security			633.16		8,102.56			30.30		11,620.00		
49	201-56900-5157		Group Health Insurance			1,883.43		21,517.73			8.00		23,401.00		
50	201-56900-5160		Group Life Insurance			23.08		244.63			24.00		322.00		
51	201-56900-5163		Workers Compensation			337.75		4,114.23			10.00		4,555.00		
52	201-56900-5208		Travel Expense			0.00		488.52			-63.00		300.00		
53	201-56900-5211		Education & Memberships			105.00		830.00			72.00		3,000.00		
54	201-56900-5303		Communications			75.00		825.00			8.30		900.00		
55	201-56900-5306		Heating Fuels			84.49		1,436.99			59.00		3,500.00		
56	201-56900-5309		Water Sewer & Electric			0.00		6,561.81			40.00		11,000.00		
57	201-56900-5312		Maintenance - Buildings			1,250.63		28,657.21			-258.00		8,000.00		
58	201-56900-5318		Maintenance - Automotive			0.00		221.66			56.00		500.00		
59	201-56900-5325		Contractual Services			1,209.68		9,482.50			-19.00		8,000.00		
60	201-56900-5401		Office Supplies			34.92		408.93			73.00		1,500.00		
61	201-56900-5431		Postage			60.00		118.00			-18.00		100.00		
62	201-56900-5499		Miscellaneous			37.04		3,770.39			5.70		4,000.00		
63	201-59200-5710		Trans to Intrnl Service Fund			0.00		0.00			0.00		0.00		
64	201-59200-5725		Transfer to Capital Projects			0.00		0.00			0.00		0.00		
65															
66			EXPENSE TOTALS:			\$18,859.29		\$297,370.07					\$266,330.00		

	A	B	D	E	F	G	H	I	J	K	L	M	N	O	P				
1																			
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4	General Ledger - 1000 Islands Environmental Center																		
5	December 2022 Budget Analysis																		
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7																			
8	Account		Description			Dec. Actuals		Year to Date			% Var		2022 Budget						
9	Revenue																		
10	201-41110-4100		R/E & P/P Taxes			0.00		120,000.00			0.00		120,000.00						
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		15,000.00			0.00		15,000.00						
13	201-46100-4605		General Government			0.00		0.00			0.00		0.00						
14	201-46820-4695*		Env Center Chgs For Service			-803.00		15,656.47			13.00		18,000.00						
15	201-46740-4694		Building Rental (Taxable)			150.00		1,904.45					0.00						
16	201-46740-4695		Building Rental (Non-Taxable)			-1,400.00		975.00					0.00						
17	201-46740-4696		Programing Fees			100.00		7,194.10					0.00						
18	201-46750-4716		Gift Shop Sales			337.00		5,582.92					0.00						
19	201-48100-4810		Interest Income			0.00		7,119.81			-19.00		6,000.00						
20	201-48440-4800		Insurance Claims			0.00		0.00			0.00		0.00						
21	201-48500-4913		Memorial Purchases			0.00		800.00			0.00		0.00						
22	201-48500-4914		Education			802.37		14,042.37			0.00		0.00						
23	201-48500-4915		Building & Grounds Donation			0.00		0.00			0.00		0.00						
24	201-48500-4911		Fundraising Sales			0.00		5,973.47			0.00		0.00						
25	201-48500-4910		Env Center Restricted Donate			13.47		1,043.89			0.00		0.00						
26	201-48500-4912		Env Center - Donations			660.00		16,162.45			27.00		22,000.00						
27																			
28			REVENUE TOTALS:			\$672.84		\$210,798.46					\$196,000.00						
29																			
30	*Env Center Chrgs for Service amount is total for Building Rental (tax & non-tax), Programming Fees and Gift Shop sales.																		
31																			
32																			
33			Description			Dec. Actuals		Year to Date			% Var		2022 Budget						
34	Expenses																		
35	201-56900-5258		Expendable Supplies			132.60		1,309.11			48.00		2,500.00						
36	201-56900-5260		Animal & Bird Care			187.95		1,486.10			26.00		2,000.00						
37	201-56900-5264		Programs			263.24		3,155.73			-21.00		2,600.00						
38	201-56900-5276		Conservancy Zone Maint			323.67		6,787.19			9.50		7,500.00						
39	201-56900-5801		Land & Buildings			0		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			1,065.86		51,604.50			0.00		0.00						
43	201-56900-5101		Regular Payroll			11,453.43		142,545.66			5.50		150,809.00						
44	201-56900-5104		Temporary Payroll			0.00		5,844.00			-1.80		5,740.00						
45	201-56900-5119		Longevity Pay			0.00		331.80			9.00		364.00						
46	201-56900-5151		Retirement Plan			498.37		6,192.77			24.00		8,201.00						
47	201-56900-5152		Residency			460.02		5,718.19			3.40		5,918.00						
48	201-56900-5154		Social Security			607.22		8,709.78			25.00		11,620.00						
49	201-56900-5157		Group Health Insurance			1,796.04		23,313.77			0.37		23,401.00						
50	201-56900-5160		Group Life Insurance			21.32		265.95			17.00		322.00						
51	201-56900-5163		Workers Compensation			325.79		4,440.02			2.50		4,555.00						
52	201-56900-5208		Travel Expense			0.00		488.52			-63.00		300.00						
53	201-56900-5211		Education & Memberships			10.30		840.30			72.00		3,000.00						
54	201-56900-5303		Communications			75.00		900.00			0.00		900.00						
55	201-56900-5306		Heating Fuels			255.74		1,692.73			52.00		3,500.00						
56	201-56900-5309		Water Sewer & Electric			618.56		7,180.37			35.00		11,000.00						
57	201-56900-5312		Maintenance - Buildings			2,291.09		30,948.30			-287.00		8,000.00						
58	201-56900-5318		Maintenance - Automotive			0.00		221.66			56.00		500.00						
59	201-56900-5325		Contractual Services			2,601.25		12,083.75			-51.00		8,000.00						
60	201-56900-5401		Office Supplies			0.00		408.93			73.00		1,500.00						
61	201-56900-5431		Postage			0.00		118.00			-18.00		100.00						
62	201-56900-5499		Miscellaneous			183.75		3,954.14			1.15		4,000.00						
63	201-59200-5710		Trans to Intrnl Service Fund			0.00		0.00			0.00		0.00						
64	201-59200-5725		Transfer to Capital Projects			0.00		0.00			0.00		0.00						
65																			
66			EXPENSE TOTALS:			\$23,171.20		\$320,541.27					\$266,330.00						

Naturalist Report

November/December 2022

Admin/Finance

- We will be finalizing receipts and invoices for 2022. With the movement of our accounts into the 101 general fund, many changes will be made for coding expenses and revenue. We have already been working with the Finance Department to hopefully make the transition as smooth as possible.
- Quinney Elementary held a “penny war” to raise funds for purchasing new snowshoes. Their efforts raised over \$300! I have offered to bring snowshoes to the school one day this winter as a Thank You for their donation.

Education

- Eagle Days plans are coming together. The event will be on January 28 from 7 AM until 5 PM. Feel free to reach out if you would like to help. There are both indoor and outdoor volunteer opportunities.
- A new program evaluation form has been create as a Google form. A link to the form will be sent out to program groups starting in 2023.
- A flyer with specific summer program options has been put together. This give summer day care and camp groups program options that will keep children better engaged and hopefully end with a more positive overall experience while on a field trip in the summer. The programs selected for the summer months are those that are more interactive, include more movement and have shown to be more popular with school age groups.

Building & Grounds

- Quotes have been signed and returned to H.J. Martin & Son for new flooring in the Nature Center. I will be working with H.J. Martin and Concrete Cutters to establish a timeline for the floor prep and installation. Once we know the timing of the project we will be looking for volunteers to help with moving furniture before, during and after the installation. We also will need to close the Nature Center for approximately one week to complete the project.

Date	Attendance	Group Name	Purpose	Kauk School	Other School	District Code	Kauk Group	Other Group	Kauk Scouts	Other Scouts	Kauk Res	Other Res
10/3/22	7	Public Program	Qi Gong - Three Treasures							3	4	K
10/4/22	45	Clayton Elementary - 5th	Fox River Ecology		45	N						A
10/5/22	40	Neenah Lutheran School - 3rd & 4th	Creek/Landforms/Orienteering/Bugs		40	P						B
10/5/22	13	River Valley Outdoorsmen	Building Use				13					C
10/7/22	20	Outagamie County Land Conservation	Pavilion Rental					20				CR
10/10/22	8	Public Program	Qi Gong - Three Treasures							4	4	D
10/11/22	43	Quinney Elementary - 3rd	Nature Games/Nature Hike	43								DM
10/13/22	30	Fox Valley Sierra Group	Building Use					30				DP
10/14/22	40	Foster Elementary - K	Nature Hike/Inside Scavenger Hunt		40	A						F
10/14/22	9	Public Program	1000 Little Wonders - Squirrels							4	5	GB
10/14/22	50	Rebecca Zielinski	Building Use							50		H
10/18/22	43	Quinney Elementary - 3rd	Nature Games/Nature Hike	43								HA
10/18/22	32	Public Program	Fall Leaf Hike & Craft w/ Library							16	16	HS
10/19/22	55	Woodland Elementary	Very Best Bed/Bugs/Hike		55	K						L
10/19/22	13	Fox Valley Bass Club	Building Use				13					M
10/20/22	37	Woodland Elementary	Very Best Bed/Bugs/Hike		37	K						N
10/23/22	40	Diane Wallace	Building Use								40	NH
10/25/22	30	City of Kaukauna	Building Use					30				O
10/26/22	43	Quinney Elementary - 3rd	Nature Games/Nature Hike	43								OC
10/27/22	21	St John School - K	Bugs/Where do they go in winter/What am		21	P						OS
10/28/22	150	Public Program	Storybook Walk - Hedgehugs							75	75	P
10/30/22	50	Brenda Schisel	Building Use							50		R
11/2/22	32	St. Gabriel & St. Mary - 3rd	Adaptations/Life Cycle/Hike		32	P						RI
11/2/22	13	River Valley Outdoorsmen	Building Use				13					S
11/5/22	80	Janet Leon	Building Use							80		W
11/8/22	50	Park Community Charter School - 4K	Hibernation/Migration	50								WR
11/10/22	5	Public Program	Worm Farm Clinic							2	3	
11/11/22	35	Jefferson Elementary - 3rd	Natural Selection/Adaptations/Hike		35	A						
11/13/22	35	Ann Sanders	Building Use							35		
11/13/22	25	River View Middle School - 7th	Career Presentation	25								
11/16/22	13	Fox Valley Bass Club	Building Use				13					
11/17/22	48	St. John School - 1st & 2nd	What Am A?/WI Mammals/Hike		48	P						
11/18/22	100	Public Program	Storybook Walk - Be Kind							50	50	
11/18/22	12	Public Program	1000 Little Wonders - Owls							6	6	
11/24/22	20	Debra Nowak	Building Use							20		
11/26/22	40	Frank Vander Wyst	Building Use							40		

KIMBERLY
 APPLETON
 BRILLION
 CLINTONVILL
 CRIVITZ
 DAY CARE/PI
 DENMARK
 DEPERE
 FREEDOM
 GREEN BAY
 HORTONVILL
 HOMESCHOC
 HOWARD-SU.
 LITTLE CHUT
 MENASHA
 NEENAH
 NEW HOLSTE
 OSHKOSH
 OCONTO FAI
 ONLINE PUB
 PAROCHIAL/I
 REEDSVILLE
 RIPON
 SEYMOUR
 WRIGHTSTOI
 WISCONSIN I

12/1/22	40	Amie Fischer	Building Use								40	
12/3/22	30	Rebecca Zielinski	Building Use								30	
12/5/22	40	Neenah Public Library	Offsite - Bald Eagle Ecology					40				
12/6/22	20	River Valley Outdoorsmen	Building Use				20					
12/8/22	46	Park Community Charter School - 1st	Sun, Moon & Stars	46								
12/8/22	4	Mary Helbick Homeschool Group	Survival Skills		4	HO						
12/9/22	100	Public Program	Storybook Walk - Bird Count								50	50
12/9/22	8	Public Program	1000 Little Wonders - Bears								4	4
12/12/22	50	Lincoln's Foster Closet	Building Use				50					
12/11/22	30	Michelle Witman	Building Use								30	
12/16/22	25	Concordia University	Career Presentation/Hike					25				
12/17/22	50	Jack Knack Sr	Building Use								50	
12/19/22	20	Boy Scouts Troop 104/31	Building Use				20					
12/21/22	13	Fox Valley Bass Club	Building Use				13					
12/22/22	44	Alliance Charer School	Where Do They Go in Winter?/Hike		44	N						
12/23/22	50	Doug Devalk	Building Use								50	
12/25/22	35	Bruce Vanderloop	Building Use								35	
12/26/22	30	Ashley Hartjes	Building Use								30	
TOTALS	1962			250	401	5	155	145	0	0	754	257

2022 Year in Review

Administrative/Finance

- \$8,086.94 was added to the endowment from new contributions made over the past year.
- A strategic planning process was completed highlighting priorities and goals for the next 5 years.

Education

- The Fox Valley Bald Eagle Nest Watch program was coordinated by staff again for the second year. We helped to monitor 26 nests with 91 volunteers.
- Another year of our Tree Seedling Sale was sponsored by Kaukauna Utilities. We sold over 4500 tree seedlings for a total of \$6395 and \$210 in additional donations.
- The Pancake & Porkie Breakfast returned after a couple of years off. 175 people took part in the breakfast and the Kaukauna Kiwanis raised \$1000 for 1000 Islands.
- 1000 Islands was chosen as a site for a Motus Receiver which will collect data on migrating birds. The costs for this are covered by a grant received by the Western Great Lakes Bird and Bat Observatory. The receiver will be installed in the next year or two.
- Focus on the Fox, a new public event was held in September to great success. Many other organizations participated to provide a lot of different learning experiences focused on the Fox River. This event will become an annual event.
- A documentary titled "The Power of the River" premiered which focused on 1000 Islands and the eagle populations.
- Goat browsing sessions occurred in both spring and fall again this year. The project continues to make impacts on our invasive plants but also generates a lot of visitor traffic, donations and gift shop sales.
- Donations from Quinney Elementary, Scheels Sporting Goods and Eagle Scout, James Furhman have been made to start replacing old snowshoes with new modern equipment

Building & Grounds

- New tables and chairs were purchased for the North American Room. Old tables and chairs were sold and proceeds added as donations.
- Over 20 ash trees were removed from the picnic area thanks to help from the City Street Department and Kaukauna Utilities and stumps were ground out. Two new trees were planted.
- Steps between the river trail and the Upper Woods were replaced with new concrete steps thanks to donated funds.
- Rock the Block helped to organize volunteer help to complete many different tasks around the property. Highlights include replacing boards on our picnic tables, spreading woodchips and preparing goat browsing enclosures.

- \$200,000 was secured through the American Rescue Plan Act for replacing the boardwalk trails. Work is expected to be completed within the next few years.
- Countless hours and donated funds were spent on removing buckthorn and planting native plant species throughout the year.
- Two new furnaces and air conditioning units were installed; one replacing existing equipment and an additional furnace and air conditioning unit were installed to better control the temperature in the Conservation Room.
- A large crack in the foundation was cut and removed from the front entry area. New concrete was poured by the Street Department. New flooring will be installed early in 2023.

1000 ISLANDS ENVIRONMENTAL CENTER

ADMINISTRATIVE/FINANCE SUB-COMMITTEE

City of Kaukauna
Nature Center Building
 1000 Beaulieu Court, Kaukauna



Thursday, October 20, 2022 at 5:30 PM

MINUTES

1. Call to Order

Members Present: Van Berkel, Hietpas, Manion

Also Present: Nowak

Called to order at 5:35 pm by Van Berkel

2. Reading and Approval Minutes

- a. 1000 Islands Administrative/Finance Sub-Committee Minutes of August 4, 2022
 Manion made a motion to waive the reading and approve the minutes from the August 4, 2022 Administrative/Finance Sub-Committee meeting. Seconded by Hietpas. Motion carried.

3. Old Business

Van Berkel mentioned that he and Manion attended a training session with HR Director Swaney regarding the new City performance review process. Van Berkel is looking to the full committee to share their input on the performance review of Nowak as the Director/Naturalist. After the full committee review, Van Berkel and Manion will then have a smaller group meeting with the Nowak to go over the performance review. Nowak will provide the review forms at the October Committee meeting.

4. New Business

- a. Discuss merging the 1000 Islands Revenues and Expenditures into the City General Fund
 Van Berkel shared some of his concerns with moving the 1000 Islands operating budget from the 201 fund to the City's general fund. He reached out to Finance Director Van Rossum regarding these concerns and shared the response with the group.
 Van Berkel feels that the outside appropriations should remain in the 201 fund as these funds are given specifically for support of 1000 Islands and should not be at risk of being absorbed by the general fund or used for any other purpose. The rest of the sub-committee members agreed. Nowak will follow-up with Van Rossum regarding these concerns.

5. Other Sub-Committee Items

6. Adjournment

With no further business to discuss, Manion made a motion to adjourn. Seconded by Hietpas. Meeting adjourned at 6:07 PM.

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.

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.

2.0012 - Position Description ADMINISTRATIVE ASSISTANT - Pay Grade 8

Formerly policy 2.002

DATE APPROVED: 10/22/91

REVISED: 6/16/94, 10/16/97, 9/20/08, 4/19/18, 4/16/20

FUNCTION:

The employee will manage the office environment to meet the needs and challenges of the Nature Center. Provide administrative assistance to the Director/Naturalist, 1000 Islands Environmental Center Committee, Friends of 1000 Islands Board Members, and other staff. Files all receipts, invoices and all other monies with the City finance department. The position requires the ability to work with and assist all other positions as necessary. The work schedule requires flexible hours, some evenings and weekends as needed. This is a part-time position working a maximum of 29 hours per week.

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DESIRED QUALIFICATIONS:

Associate Degree or higher education with 2-3 years of general office experience, or a combination of education and experience that provides equivalent knowledge skills, and abilities.

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REPORTS TO: DIRECTOR/NATURALIST

RESPONSIBILITIES AND DUTIES:

1. Assist in general operation of the Nature Center during regular and after-hours operations as needed.
2. Performs administrative duties for Director/Naturalist and other staff including composing general correspondence, reports, forms, computer operation and general office duties.
3. In cooperation with Director/Naturalist, prepares all documentation for Committee and sub-committee meetings of the Environmental Center Committee. Acts as a secretary for all Committee meetings and posts approved minutes on MuniCode.
4. Receives and receipts all monies coming into 1000 Islands, including endowment funds and prepares the weekly deposit. Records all bills and statements and processes all invoices.
5. Maintains mailing and other contact lists for 1000 Islands including City, Friends, memorials, schools, and any other lists.
6. Keeps 1000 Islands calendar and records scheduling and reservations for all the 1000 Islands events including scheduled programs, public programs, building and pavilion rentals and other miscellaneous events, Posts 1000 Islands related programs and events to the City and other community calendars.

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7. Sends confirmations out to scheduled program groups ahead of their program with their schedule, programs fees, and expectations.
8. Responsible for the gift shop operations including sales, ordering, pricing and managing inventory, maintaining sales records and balancing cash drawer.
9. Maintains the 1000 Islands website as well as the 1000 Islands content on City website.
10. Maintains social media accounts including posting content as well as monitoring and responding to post interactions and messages. Works with City Communications Coordinator, and the City Attorney when necessary, regarding best practices.
11. Records and receipts all monies and finances for the Friends of the 1000 Islands including fund raising and donations. Provides all necessary reports and corresponding financial information to Friends.
12. Prepares and assists in Friends' fund raising and other projects and programs including preparatory typing, mailings and any records keeping necessary. Includes working days of projects/programs as needed.
13. Prepares all materials for Friend's monthly meetings and types meeting minutes.
14. All other work responsibilities as assigned by the 1000 Islands Committee.

SKILLS NEEDED:

Strong written and verbal communication skills

Well-rounded computer skills including Microsoft Office and accounting software. Working knowledge of WordPress and social media platforms is desired.

Math and financial skills with a good understanding of accounting principles.

An interest and knowledge in local flora and fauna. sustainability or other environmental topics is desired.

SUPERVISORY RESPONSIBILITIES:

Direct supervisory responsibilities associated with this position include supervision of volunteers.

Deleted: <#>Maintains 1000 Islands files and updates on a scheduled basis. This includes the 1000 Islands Environmental Center general policy manual. Updates and inserts new policies and deletes obsolete or out of date policies as directed by the 1000 Islands Environmental Center Committee.¶
Coordinates recruiting and scheduling of volunteer workers. Includes receiving and processing applications, maintaining training log and training volunteers in office responsibilities.¶

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Prepares material for submission to the Center's Cat-Tales and coordinates all mailings and other necessary work.

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2023 Proposed Schedule – Administrative Assistant

29 Hours per week

Standard Schedule:

9:00 AM – 12:00 PM Monday

9:00 AM – 4:00 PM Tuesday through Friday (with a 30 min lunch)

Every 4 weeks the schedule will change to accommodate working on Saturday:

Saturday: 9:00 AM – 3:30 PM

Sunday: Off

Monday: Off

Tuesday: 9:00 AM -12:00 PM

Wednesday through Friday : 9:00 AM - 4:00 PM (with a 30 min lunch)



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, 1/20/22

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 groups and organizations, as approved by the 1000 Islands Environmental Center Committee and/or Director/Naturalist. In order to protect the building, exhibits and live animals, the Nature Center building is available to established groups for meetings, workshops or other structured events; party rentals will not be approved. The 1000 Islands pavilion is available to rent for all activities/events.

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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 state 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:

2.029 Cont

- 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.

2.029 Cont

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.

2.0031 – INCLEMENT WEATHER POLICY

DATE APPROVED:

REVISED:

1000 Islands will follow the operating status of City Hall and the Kaukauna Area School District during inclement weather.

When the Kaukauna Area School District announces that a weather related closure is in effect, the 1000 Islands Nature Center building will be closed to the public and any programs or rentals canceled. In that event, full-time staff will have the option to:

1. Report to work as scheduled when it is safe to do so
2. Work from home
3. Use vacation time to cover the time missed

In addition to these options, part-time staff will also have the ability to adjust their schedule to make-up the missed hours within the same time period with Director/Naturalist approval. All employees who are unable to report to work as scheduled should contact the Director/Naturalist prior to their scheduled shift.

Following the City of Kaukauna's Personnel Policies, if it is announced that City Hall will be closed, or will close early, due to inclement weather, the 1000 Islands Nature Center building will also close and any programs or rentals will be canceled. All full-time employees will be paid for such time off. Part-time employees will be paid if normally scheduled to work that day and only for those hours which the employee would normally work.

Any other weather related closures will be at the discretion of the Director/Naturalist.

1000 ISLANDS ENVIRONMENTAL CENTER

EDUCATION SUB-COMMITTEE

City of Kaukauna
Nature Center Building
 1000 Beaulieu Court, Kaukauna



Tuesday, November 01, 2022 at 9:00 AM

MINUTES

1. Call to Order

Pautz called the meeting to order at 9:02 AM. A quorum is present.

Present: Pautz, Carlson, White

Also Present: Breitzman, Garrity, Ironside, Nowak, Kelly Reyer - Fox Wolf Watershed Alliance

2. Reading and Approval Minutes

- a. 1000 Islands Education Sub-Committee Minutes of August 5, 2022
 Carlson moved to waive the reading and approve the minutes from the August 5, 2022 Education Sub-Committee Meeting. Seconded by White. Motion carried.

3. Old Business

- a. Discuss 2022 Focus on the Fox Event and Suggested Changes for 2023
 Discussion was held regarding what went well for the first year of the event. The group felt it was a successful event all around. Ideas on additions and changes for next year were shared. There is hope to include additional organizations such as expanded presence from the Fox-Wolf Watershed Alliance, SaltWise, and Fox Locks. There is interest in creating a small planning group/committee to help staff in the planning and preparation efforts. Several additional activities to include in future years was discussed. This includes a Native American component, tree climbing experiences, or art focused activities. Funding for the 2022 came from a memorial donation. Additional donations and/or sponsorships will be sought out to cover the costs for future events.
- b. Discuss Fall Goat Browsing and Plans for 2023
 A review of the fall goat browsing season was shared. The season went well, despite a few minor issues. Suggestions were made on how to improve communication and education for the goat watcher volunteers. Nowak will make some changes to the volunteer training and information available in the supply bucket.
 The browsing areas for spring were discussed. It was agreed that we will utilize the same areas as were used in 2022. The idea of preparing an additional area was discussed. The need will be evaluated in early spring. An additional area likely can be created between the existing browsing sections and the parking lot.
 White inquired about the status of the goat book. Nowak informed the group that the artwork is complete, but the information section for the back of the book is not. The content was worked on over the summer, but Nowak and Ironside will work on finalizing it so that a new file can be submitted to printers for cost estimates. It is still believed that a

KELF grant can cover printing costs. Nowak suggested creating an offsite program focused on the book and the goat project for the area elementary schools to strengthen the possibility of receiving the grant.

4. New Business

a. Discuss Plans for 2023 Eagle Days Event

Nowak shared plans for the 2023 Eagle Days to be held on Saturday, January 28. The event will run similar to pre-pandemic years. Free refreshments will not be available in an effort to encourage more revenue for a food stand which will be run by the Friends group. The National Eagle Center is confirmed for 2023. A memorial donation is covering the cost of the live eagle programs.

The Kaukauna Public Library will be included as an event location again for 2023. They will host a presentation inside the library and a storybook walk along the river to encourage additional eagle viewing.

5. Other Sub-Committee Items

Pautz inquired about the status of a program evaluation process and new summer field trip offerings.

Nowak informed the group that the easiest way to get evaluations up and running is to put together a google form that can be shared with teachers and chaperones, similar to the evaluation form for the virtual program kits. Pautz offered to help with creating a list of questions for the evaluation form.

The new list of program options for the summer field trip season have not been created yet. Nowak and Ironside will be to scale back the programs to those that will work best for our summer audience. Summer field trip requests typically start coming in after the first of the year, so a new brochure/listing will be completed by the end of 2022.

Nowak gave an update on the possibility of purchasing new storybook walk stands. Sarah will be working with the library to submit a grant request through the Community Foundation to purchase the stands.

6. Adjournment

With no further business to discuss, Carlson moved to adjourn. Second by White. Meeting adjourned at 10:27 AM.



Snowshoe Replacement Plan

Ideal Equipment – Tubbs Snowshoes to match existing equipment

Tubbs Storm 17"	40-90 lbs	23 pair (We currently have these)
Tubbs Xplore 21"	80-150 lbs	20 pair (We have 3 pair)
Tubbs Xplore 25"	120-200 lbs	20 pair
Tubbs Xplore 30"	170-250 lbs	20 pair
MSRP - \$150.00 per pair		

Donation Requests

Fleet Farm – received \$25 gift card & coupons, they only carry Field & Forest brand, will save gift card for other needs

Scheels of Appleton – received \$350 gift card, used along with \$99.85 of restricted funds to purchase 3 pair

REI Co-op – Had already fulfilled 2022 equipment donations, will request donation again in 2023

Tubbs Corporate – No donation offered, but will sell at wholesale price, \$93.00 per pair plus freight (estimate \$8-\$10/pair for freight)

Total Snowshoe Cost

57 pair @ \$103/pair = \$5,871

Funding Sources

\$308.00	Donation from James Furhman
\$1000.00	Donation from Kaukauna Sportmen's Club
\$802.37	Donation from Electa Quinney Elementary – Penny Wars Fundraiser
\$2,110.37	Donation total
-\$99.85	Already spent
\$2,010.52	Remaining – restricted to snowshoe purchase

\$3,869.48 Balance of snowshoe cost paid from Seedling Sale proceeds which are restricted for education

Old Snowshoes

We would sell the old wooden snowshoes “as is” and deposit the funds into restricted for future snowshoe replacement

Adult Sizes - \$50/pair

Youth Sizes - \$25/pair

X-Small Sizes - \$15/pair