



## **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 March 21, 2024](#)
5. Financial Report
  - a. [March Financial Report](#)
6. Correspondence
  - a. [March Donation Report](#)
7. The Friends of 1000 Islands Report
8. Naturalist Report
  - a. [March Naturalist Report](#)
  - b. [1st Quarter Usage Report](#)
9. Committee Reports
  - a. Administrative/Finance Committee Reports
  - b. Education Committee Report
  - c. Building & Grounds Committee Reports
10. Old Business
  - a. [Policy Binder Updates](#)
11. New Business
12. Good of the Center
  - a. [Volunteer Updates](#)
13. Next Meeting - Thursday, May 16, 2024
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, March 21, 2024**

**Members Present** Breitzman, Eggleston, Jakel, Manion, Pautz, Van Berkel, Heitpas, Hintz, and White.

**Not Present** Jakel, VanBerkel, Pautz, and West

**Also Present** Kevin Heitpas

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

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

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

### **Financial Reports**

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

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

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

### **Correspondence**

No report.

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

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

### **Naturalist's Report**

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

natural areas within the City. Manion indicated an organized volunteer day could accomplish many projects.

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

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

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

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

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

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

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

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

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

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

### **Education Sub-Committee**

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

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

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

### **Old Business**

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

Honor Society for serving the meal.

### **New Business**

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

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

### **Good of the Center**

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

### **Next Committee Meeting**

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

### **Adjournment**

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

Cassie Kohls, Acting Secretary

**City of Kaukauna**  
**1000 Islands Environmental Center**  
**Budget vs. Actual**  
**From January to March 2024**

Account	March Actuals	YTD Amount	Budget Amount	Amount Over Budget	% of Budget
<b>Income</b>					
<b>4391 - Kaukauna School Dist Aids</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$15,000.00</b>	<b>(\$15,000.00)</b>	<b>0.00%</b>
<b>4392 - Outagamie County Aids</b>	<b>\$0.00</b>	<b>\$10,000.00</b>	<b>\$10,000.00</b>	<b>\$0.00</b>	<b>100.00%</b>
4694 - Facilities/Building Rental (Taxable)	(\$3.87)	\$71.13	\$1,500.00	(\$1,428.87)	4.74%
4695 - Facilities/Building Rental (Non-Taxable)	\$0.00	\$325.00	\$500.00	(\$175.00)	65.00%
4696 - Programing Fees	\$287.00	\$337.00	\$7,000.00	(\$6,663.00)	4.81%
4716 - Gift Shop Sales	\$283.14	\$1,155.97	\$6,000.00	(\$4,844.03)	19.27%
<b>4802 - Donations &amp; Contributions</b>	<b>\$813.71</b>	<b>\$2,695.67</b>	<b>\$15,000.00</b>	<b>(\$12,304.33)</b>	<b>17.97%</b>
4810 - Interest Income	\$822.42	\$822.42	\$7,500.00	(\$6,677.58)	10.97%
<b>4910 - Env Center Restricted Donate</b>	<b>\$387.22</b>	<b>\$1,155.74</b>	<b>\$0.00</b>	<b>\$1,155.74</b>	<b>0.00%</b>
<b>4914 - Education</b>	<b>\$10.00</b>	<b>\$142.00</b>	<b>\$0.00</b>	<b>\$142.00</b>	<b>0.00%</b>
<b>Total - Income</b>	<b>\$2,599.62</b>	<b>\$16,704.93</b>	<b>\$62,500.00</b>	<b>(\$45,795.07)</b>	<b>26.73%</b>
<b>Expense</b>					
5101 - Regular Payroll	\$11,887.72	\$31,274.08	\$175,587.00	(\$144,312.92)	17.81%
5104 - Temporary Payroll	\$0.00	\$0.00	\$6,425.00	(\$6,425.00)	0.00%
5107 - Overtime Pay	\$0.00	\$593.83	\$0.00	\$593.83	0.00%
5119 - Longevity Pay	\$0.00	\$0.00	\$460.00	(\$460.00)	0.00%
5151 - Retirement Plan	\$528.30	\$1,149.45	\$8,162.00	(\$7,012.55)	14.08%
5152 - Residency	\$125.52	\$643.99	\$8,816.00	(\$8,172.01)	7.30%
5154 - Social Security	\$582.68	\$1,613.91	\$9,973.00	(\$8,359.09)	16.18%
5157 - Group Health Insurance	\$2,407.61	\$2,407.61	\$26,573.00	(\$24,165.39)	9.06%
5160 - Group Life Insurance	\$6.76	\$22.06	\$297.00	(\$274.94)	7.43%
5163 - Workers Compensation	\$274.16	\$703.72	\$4,213.00	(\$3,509.28)	16.70%
5205 - Seminar Expenses	\$0.00	\$0.00	\$2,500.00	(\$2,500.00)	0.00%
5211 - Education & Memberships	\$0.00	\$175.00	\$500.00	(\$325.00)	35.00%
5260 - Animal & Bird Care	\$28.17	\$223.50	\$2,000.00	(\$1,776.50)	11.18%
5264 - Programs	\$0.00	\$2.69	\$6,800.00	(\$6,797.31)	0.04%
5276 - Conservancy Zone Maint	\$0.00	\$0.00	\$2,000.00	(\$2,000.00)	0.00%
5303 - Communications	\$75.00	\$175.00	\$900.00	(\$725.00)	19.44%
5306 - Heating Fuels	\$0.00	\$608.76	\$3,000.00	(\$2,391.24)	20.29%
5309 - Water Sewer & Electric	\$783.63	\$1,576.32	\$10,000.00	(\$8,423.68)	15.76%
5312 - Maintenance - Buildings	\$1,961.05	\$3,725.05	\$20,000.00	(\$16,274.95)	18.63%
5315 - Maintenance - Office Equipment	\$111.20	\$358.54	\$1,500.00	(\$1,141.46)	23.90%
5318 - Maintenance - Automotive	\$0.00	\$34.30	\$500.00	(\$465.70)	6.86%
5325 - Contractual Services	\$243.03	\$1,590.38	\$23,400.00	(\$21,809.62)	6.80%
5334 - Printing Expense	\$0.00	\$0.00	\$400.00	(\$400.00)	0.00%
5401 - Office Supplies	\$203.32	\$203.32	\$600.00	(\$396.68)	33.89%
5404 - Clothing Expense	\$0.00	\$0.00	\$700.00	(\$700.00)	0.00%
5407 - Automotive Supplies	\$0.00	\$0.00	\$300.00	(\$300.00)	0.00%
5410 - General Supplies	\$0.00	\$367.42	\$1,500.00	(\$1,132.58)	24.49%
5416 - Custodial Supplies	\$0.00	\$241.96	\$1,000.00	(\$758.04)	24.20%
5431 - Postage	\$0.00	\$0.00	\$100.00	(\$100.00)	0.00%
5440 - Concession Product	\$0.00	\$200.75	\$3,700.00	(\$3,499.25)	5.43%
5499 - Miscellaneous	\$0.00	\$50.00	\$1,500.00	(\$1,450.00)	3.33%
5804 - Equipment (including Office)	\$0.00	\$0.00	\$2,300.00	(\$2,300.00)	0.00%
<b>5898 - Restricted Funds</b>	<b>\$98.07</b>	<b>\$633.82</b>	<b>\$0.00</b>	<b>\$633.82</b>	<b>0.00%</b>
<b>Total - Expense</b>	<b>\$19,316.22</b>	<b>\$48,575.46</b>	<b>\$325,706.00</b>	<b>(\$277,130.54)</b>	<b>14.91%</b>
<b>Net Income</b>	<b>(\$16,716.60)</b>	<b>(\$31,870.53)</b>	<b>(\$263,206.00)</b>	<b>\$231,335.47</b>	<b>12.11%</b>

Lines bolded in red are 201 accounts

# 1000 Islands Donation Report

Donations Received: March 1, 2024 - March 31, 2024

Date	Name	Memo	Amount
3/6/2024	Jim and Marion Kobussen Family Fund within the Community Foundation for the Fox Valley	Boardwalk Project (Capital)	\$ 1,000.00
3/6/2024	Vickie VanderBloomer	18 quart jars	
3/15/2024	Susan Bergeron	Donation	\$ 1,000.00
3/21/2024	Andrew Oettinger	Memorial for Judith Oettinger	\$ 350.00
3/22/2024	James R. Reichel Charitable Fund within the Community Foundation for the Fox Valley	Boardwalk Project (Capital)	\$ 1,765.30
		<b>Total:</b>	\$ 4,115.30

## March 2024 Naturalist Report

### Admin/Finance

- Staff was informed that a CD held at East Wisconsin Savings Bank totaling \$21,594.53 reached maturity. The CD was closed, and funds were released to 1000 Islands. A request was sent to the City's Accounts Payable staff to transfer the funds to the Community Foundation for the Fox Valley – 1000 Islands Endowment Fund.
- All CDs held at East Wisconsin Savings Bank have now been updated to remove Maureen Feldt and Deb Nowak as signors and William VanRossum has been added as a signor.

### Building/Grounds

- With the warm weather, Brad Garrity is looking forward to spending more time out on the property doing restoration and invasive species work.
- Thankfully, there was no damage on the property with recent snowstorms. Only a couple of small trees fell, and they didn't damage the boardwalks or trails.
- Ballasts, outlets, and electrical equipment totaling \$306.38 were purchased for the nature center, pavilion, and sugar shack and installed by volunteer Kevin Hietpas. This work saved a significant amount of money for the nature center.

### Education

- 3<sup>rd</sup> grade students and parents from Park Community School attended an open house tour of the facility and trails to learn about our partnership. Despite a snowy afternoon, 22 showed up.
- Sarah and Nathaniel led Riverview Middle School students on a new geology-focused hike. Around 219 students came out over the course of three separate days for a 45-minute program. It was well-received by both teachers.
- I have started to put together some ideas to evaluate the exhibits in the nature center. As we start to think about adding new exhibits or repairing existing ones, it's important to know how the existing space is currently viewed and used by visitors.
- I'm in the process of setting up a meeting with Mike Slowinski to figure out what our partnership might look like in terms of programming, barriers, etc.



1000 Islands Dashboard  
1st Quarter 2024

Item 8.b.

Date	Attendance	Group Name	Purpose											District Codes		
				Kauk School	Other School	District Code	Kauk Group	Other Group	Kauk Scouts	Other Scouts	Kauk Res	Other Res	Outagamie Co			
1/3/24	10	River Valley Outdoorsmen	Building Use Monthly Meeting				10							10	A	APPLETON
1/4/24	34	Park School	Off-site Program - Polar Animals/Penguins	34										34	B	BRILLION
1/6/24	19	Public Program	Who's Been There? Hike								10	9	10	C	CLINTONVILLE	
1/8/24	0	Boy Scout Troop 104/31	Did not show												CO	Coleman
1/11/24	105	Tanner Early Learning Ctr	Where they go in Winter & Winter Animal Tracks	105										105	CR	CRIVITZ
1/12/24	0	Public Program	1000 Little Wonders - Sandhill Cranes (Cancelled due to Snow)												D	DAY CARE/PRESCH
1/14/24	0	Friends of 1000 Islands	Building Use - Annual Meeting (Cancelled due to Snow)												DM	Denmark
1/15/24	6	Boy Scout Troop 104/31	Building Use - Troop Meeting				6							6	DP	De Pere
1/17/24	4	Fox Valley Bass Club	Building Use - Monthly Meeting				4							4	F	Freedom
1/18/24	100	Tanner Early Learning Ctr	Where they go in Winter & Winter Animal Tracks	100										100	GB	Green Bay
1/22/24	5	Boy Scout Troop 104/31	Building Use - Troop Meeting				5							5	H	Hortonville
1/27/24	1750	Public Program	Eagle Days								200	1550	1500	HA	Home School Association	
1/29/24	9	Boy Scout Troop 104/31	Building Use - Troop Meeting				9							9	HI	Hilbert
2/3/24	8	Public Program	Exploring Nature with your Senses								4	4	4	HS	Howard-Suamico	
2/3/23	10	Public Program with Library	Survival Series - Orienteering								5	5	5	K	Kimberly	
2/5/24	7	Boy Scout Troop 104/31	Building Use - Troop Meeting				7							7	L	Little Chute
2/7/24	10	River Valley Outdoorsmen	Building Use - Monthly Meeting				10							10	M	Menasha
2/9/24	7	Public Program	1000 Little Wonders - Badgers								4	3	4	N	Neenah	
2/10/24	30	Girl Scout Troop 2409	Fire Building/Orienteering				30							30	NH	New Holstein
2/12/24	0	Boy Scout Troop 104/31	Building Use - Troop Meeting (Met at another location)				0							0	OS	Oshkosh
2/19/24	8	Boy Scout Troop 104/31	Building Use - Troop Meeting				8							8	OC	Oconto Falls
2/21/24	4	Fox Valley Bass Club	Building Use - Monthly Meeting				4							4	OP	Online Public School
2/23/24	105	Public Program with Library	Storybook Walk - "Night Owl Night"								55	50	55	P	PAROCHIAL/PRIVATE	
2/23/24	90	Public Program with Library	Moonlight Hike & Campfire								45	45	45	R	REEDSVILLE	
2/26/24	6	Boy Scout Troop 104/31	Building Use - Troop Meeting				6							6	RI	RIPON
2/27/24	0	Park School	Off-site Program: Weather (Rescheduled 3/6/24)												S	SEYMOUR
3/2/24	42	Public Program with Library	Survival Culmination Event								21	21	21	W	WRIGHTSTOWN	
3/4/24	9	Boy Scout Troop 104/31	Building Use - Troop Meeting				9							9	WR	WISCONSIN RAPIDS
3/5/24	10	River Valley Outdoorsmen	Building Use - Monthly Meeting				10							10		
3/6/24	48	Park School	Off-site Program: Weather	48										48		
3/8/24	10	Public Program	1000 Little Wonders - Kingfisher								5	5	10			
3/9/24	20	River Valley Outdoorsman	Building Use - Annual Banquet				20							20		
3/16/24	300	Friends of 1000 Islands	Pancake & Porkie Breakfast								150	150	300			
3/18/24	23	Kaukauna Sportsmens Club	Building Use - Hunter Safety Class				23							23		
3/19/24	23	Kaukauna Sportsmens Club	Building Use - Hunter Safety Class				23							23		
3/20/24	44	Roosevelt Elementary	Field Experience - Weather & Climate	44	OS											
3/20/24	4	Fox Valley Bass Club	Building Use - Monthly Meeting				4							4		
3/22/24	22	City of Kaukauna	Parks Event - Open House & Facility Tour				22							22		
3/25/24	23	Kaukauna Sportsmens Club	Building Use - Hunter Safety Class				23							23		
3/27/24	24	Riverview Middle School	Landforms Hike	24										24		
3/28/24	72	Riverview Middle School	Landforms Hike	72										72		
3/28/24	18	Kaukauna Sportsmens Club	Building Use - Hunter Safety Class								10	8	18			
3/29/24	200	Public Program with Library	Storybook Walk - "A Seed is Sleepy"								100	100	200			
3/30/24	13	Girls Scouts	Brownie Clinic - Outdoor Art Creator											13		
3/30/24	0	Public Program	Famous Women in Natural Resources													
<b>TOTALS</b>	<b>3169</b>			<b>349</b>	<b>44</b>	<b>3</b>	<b>223</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>599</b>	<b>1941</b>	<b>2747</b>			