

# 1000 ISLANDS ENVIRONMENTAL CENTER COMMITTEE

City of Kaukauna

**Nature Center Building**

1000 Beaulieu Court, Kaukauna

Thursday, February 17, 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 January 20, 2022](#)
5. Financial Report
  - a. [January Financial Report](#)
6. Correspondence
7. The Friends of 1000 Islands Report
8. Naturalist Report
  - a. [January Naturalist Report](#)
  - b. [2022 Eagle Days Summary](#)
9. Committee Reports
  - a. Administrative/Finance Committee Reports
  - b. Education Committee Report
    - i. Update on 2022 Goat Project
  - c. Building & Grounds Committee Reports
10. Old Business
  - a. [Approval of 1000 Islands Environmental Center Charter](#)
11. New Business
12. Good of the Center
13. Next Meeting - Thursday, March 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, January 20, 2022**

**Members Present:** Breitzman, Carlson, Gertz, Hietpas, Jakel, Manion, Pautz, and Van Berkel

**Not Present:** Eggleston and White

**Also Present:** Debra Nowak

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

**November 2021 Committee Meeting Minutes**

Van Berkel made a motion to amend the November Meeting Minutes under Next Committee Meeting to state that the January meeting is being held on January 20, not 18. Seconded by Jakel. Motion carried.

Pautz made a motion to waive the reading of the minutes and approve the November 18, 2021 Committee Meeting minutes with one amendment reflecting the next meeting date of January 20, not January 18. Seconded by Jakel. Motion carried.

**Public Appearances:** None

**November Financial Report**

Gertz made a motion to approve the November 2021 Financial Report. Seconded by Carlson. Motion carried.

**December Financial Report**

Nowak informed the group that there may be some changes to the year-end financial as the City finalizes numbers. Gertz made a motion to approve the December 2021 Financial Report. Seconded by Jakel. Motion carried.

**Correspondence**

1000 Islands received memorial donations in memory of Isie Winus, Bill Vander Loop, Dick & Betty Eiting, and Dick Bender. Memorial funds were also received from the Ramona Welhouse Trust. Financial donations were received from the Kaukauna Sportsmen's Club, Jim School, John Tetzlaff, and two anonymous donors. Financial donations restricted for Sugar Shack improvements were received from Richard's Diamonds and Gems as well as an anonymous donor.

Hietpas inquired on the cost for a memorial bench. Nowak explained the current donation amount for a bench is set at \$600. Van Berkel informed the group that there are some regulatory statutes regarding memorials that we may need to be aware of moving forward.

**Friends of 1000 Islands Report**

Eric Hietpas updated the Committee on the Annual Meeting that was held on Sunday, January 16. Bruce Danz, area photographer gave a presentation on his photography after the business portion of the meeting. Attendance was low. Pautz suggested that the Friends set up a table at the art fair to encourage new members. Jakel suggested partnering the Friends group with the Environmental Activism Club. Nowak will discuss the idea with the Club.

Hietpas gave an update on Sugar Shack improvements. He is still trying to improve the look of the windows. Manion offered to look at the project to see if he can help.

Nowak informed the group that the City of Kaukauna Service Organization Dinner is coming up on February 9<sup>th</sup>. The Friends of 1000 Islands is one of the hosting organizations and Diana Driessen will be posthumously awarded the lifetime achievement award.

### **Naturalist's Report**

Jakel made a motion to accept the November/December Naturalist report and place it on file. Seconded by Gertz. Motion carried.

### **4<sup>th</sup> Quarter Usage**

Gertz made a motion to receive the 4<sup>th</sup> Quarter Usage report and place it on file. Seconded by Jakel. Motion carried.

### **2021 Year in Review**

No comments

### **2021 Endowment Summary**

Van Berkel made a motion to receive the 2021 Endowment Summary and place it on file. Seconded by Jakel. Motion carried.

### **2021 Building & Pavilion Rental Summary**

Nowak informed the Committee of continued issues with party rentals. Some groups are not very respectful of the building or do not follow the guidelines listed in the Building Rental Agreement. After some discussion, it was agreed to continue allowing party rentals for 2022, but security deposits will be withheld if renters do not comply with the Building Rental Agreement.

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

Jakel made a motion to receive the Administrative/Finance Sub-Committee Minutes of September 2, 2021 and place them on file. Seconded by Gertz. Motion carried.

Van Berkel led the review of the revised policies 2.029 through 2.0299

Gertz made a motion to adopt Policy 2.029, Use of the 1000 Islands Environmental Center Building and Grounds as presented. Van Berkel seconded. Motion carried.

Gertz made a motion to adopt Policy 2.0291, User Fee Schedule as presented. Pautz seconded. Motion carried.

Jakel made a motion to adopt Policy 2.0292, Use of Building & Grounds Operational Policy – Use of Copy Machine, Laminator and Other Office Machines as presented. Pautz seconded. Motion carried.

Pautz made a motion to adopt Policy 2.0293, Field Trip Request Form as presented. Breitzman seconded. Motion carried.

Carlson made a motion to adopt Policy 2.0294, Program/Field Trip Reservation Form as presented. Van Berkel seconded. Motion carried.

Carlson made a motion to adopt Policy 2.0295, Application for Rental of 1000 Islands Environmental Center Building and/or Pavilion as presented. Van Berkel seconded. Motion carried. After discussion on where to place a sentence referring to the building being under video surveillance, Van Berkel made a motion to reconsider the adoption of Policy 2.0295. Pautz seconded. Motion carried. Gertz made a motion to adopt Policy 2.0295, Application for Rental of 1000 Islands Environmental Center Building and/or Pavilion with the amendment to add the sentence "This property is under video surveillance." after "...Closing-Up Checklist." Carlson seconded. Motion carried.

Carlson made a motion to adopt Policy 2.0296, Building Use Agreement as presented. Pautz seconded. Motion carried.

Carlson made a motion to adopt Policy 2.0297, Pavilion Use Agreement with two amendments: adding the letter t to the word Environmental in the first paragraph and deleting the quotation marks around the word renter in the final paragraph. Breitzman seconded. Motion carried.

Gertz made a motion to adopt Policy 2.0298, Building Rental Closing-Up Checklist as presented. Carlson seconded. Motion carried.

Jakel made a motion to adopt Policy 2.0299, Application for Fee Exemption as presented. Pautz seconded. Motion carried.

### **Education Sub-Committee**

Gertz made a motion to receive the Education Sub-Committee Minutes of March 11, 2021 and place them on file. Carlson seconded. Motion carried.

Nowak gave an overview of the Eagle Days event to be held on Saturday, January 22. Volunteers are still needed to help with the event.

### **Buildings and Grounds Sub-Committee**

Van Berkel made a motion to receive the Building & Grounds Sub-Committee Minutes of September 15, 2021 and place them on file. Breitzman seconded. Motion carried.

Nowak gave an overview of the proposed replacement of stairs that lead into the Upper Woods near the Nelson Overlook as recommended by the Building & Grounds Sub-Committee. Funding for the project will come from a restricted donation as recommended by the Administrative/Finance Sub-Committee. Hietpas made a motion to approve of the project and work with City Engineer Neumeier to proceed as a public works project. Breitzman seconded. Motion carried.

### **Old Business**

No items discussed

### **New Business**

Van Berkel opened the discussion of the 1000 Islands Environmental Center Charter Draft as presented by Planning Director Stephenson. After some discussion, the following edits were suggested:

#### **(2) Composition**

Change the sentence that begins with "The President, or designee..." to read "The President of the Friends of 1000 Islands, or designee, and alderperson..."

#### **(3) Appointments**

In item a, delete the phrase "so long as they are president." Change the wording to "The President of the Friends of 1000 Islands, or designee, shall be..."

In item b, there was discussion over how to word the staggered appointment of citizen members. Van Berkel made a motion to have Nowak consult with City Attorney Davidson about a suggested edit. Jakel seconded. Motion carried.

#### **(5) Powers and Duties**

In item c, add the word "may" to read "The Committee may make recommendations..."

No action was taken on this agenda item until Nowak can share feedback from City Attorney Davidson.

### **Good for the Center**

No items discussed

**Next Committee Meeting**

Next Committee Meeting will be on Thursday, February 17, 2022 at 6:30 PM in-person.

**Adjournment**

There being no further business, Pautz made a motion to adjourn the meeting at 7:56 PM. Seconded by Heitpas. Motion carried.

Debra Nowak,  
Acting Secretary

DRAFT

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	General Ledger - 1000 Islands Environmental Center															
2	January 2022 Budget Analysis															
3																
4	Period:		January Financials													
5																
6																
7																
8	Account			Description			January Actuals		Year to Date Actual				% Var		2022 Budget	
9	REVENUE															
10	201-41110-4100			R/E & P/P Taxes			0.00		0.00				100.00		120,000.00	
11	201-43790-4391			Kaukauna School Dist Aids			0.00		0.00				100.00		15,000.00	
12	201-43790-4392			Outagamie County Aids			5,000.00		5,000.00				67.00		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			759.50		759.50				96.00		18,000.00	
15	201-46740-4694			Building Rental (Taxable)			150.00		150.00						0.00	
16	201-46740-4695			Building Rental (Non-Taxable)			400.00		400.00						0.00	
17	201-46740-4696			Programing Fees			25.00		25.00						0.00	
18	201-46750-4716			Gift Shop Sales			184.50		184.50						0.00	
19	201-48100-4810			Interest Income			7,119.81		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		0.00				0.00		0.00	
22	201-48500-4914			Education			0.00		0.00				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		0.00				0.00		0.00	
25	201-48500-4910			Env Center Restricted Donate			0.00		0.00				0.00		0.00	
26	201-48500-4912			Env Center - Donations			669.00		669.00				97.00		22,000.00	
27																
28				REVENUE TOTALS:			\$13,528.31		\$13,548.31						\$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.															



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
31	<b>1000 Islands Environmental Center</b>															
32	<b>Account</b>			<b>Description</b>			<b>January Actuals</b>		<b>Year to Date Actual</b>				<b>% Var</b>		<b>2022 Budget</b>	
33	<b>Expenses</b>															
34	201-56900-5258			Expendable Supplies			0.00		0.00				100.00		2,500.00	
35	201-56900-5260			Animal & Bird Care			0.00		0.00				100.00		2,000.00	
36	201-56900-5264			Programs			0.00		0.00				100.00		2,600.00	
37	201-56900-5276			Conservancy Zone Maint			114.00		114.00				98.00		7,500.00	
38	201-56900-5801			Land & Buildings			0.00		0.00				0.00		0.00	
39	201-56900-5807			Mach Tools & Instruments			0.00		0.00				0.00		0.00	
40	201-56900-5897			Restricted Equipment			0.00		0.00				0.00		0.00	
41	201-56900-5898			Restricted Funds			0.00		0.00				0.00		0.00	
42	201-56900-5101			Regular Payroll			11,087.07		11,087.07				89.00		150,809.00	
43	201-56900-5104			Temporary Payroll			0.00		0.00				100.00		5,740.00	
44	201-56900-5119			Longevity Pay			0.00		0.00				100.00		364.00	
45	201-56900-5151			Retirement Plan			480.94		480.94				91.00		8,201.00	
46	201-56900-5152			Residency			443.94		443.94				89.00		5,918.00	
47	201-56900-5154			Social Security			702.34		702.34				91.00		11,620.00	
48	201-56900-5157			Group Health Insurance			2,683.43		2,683.43				80.00		23,401.00	
49	201-56900-5160			Group Life Insurance			21.23		21.23				87.00		322.00	
50	201-56900-5163			Workers Compensation			319.25		319.25				89.00		4,555.00	
51	201-56900-5208			Travel Expense			0.00		0.00				100.00		300.00	
52	201-56900-5211			Education & Memberships			0.00		0.00				100.00		3,000.00	
53	201-56900-5303			Communications			75.00		75.00				92.00		900.00	
54	201-56900-5306			Heating Fuels			0.00		0.00				100.00		3,500.00	
55	201-56900-5309			Water Sewer & Electric			0.00		0.00				100.00		11,000.00	
56	201-56900-5312			Maintenance - Buildings			0.00		0.00				100.00		8,000.00	
57	201-56900-5318			Maintenance - Automotive			0.00		0.00				100.00		500.00	
58	201-56900-5325			Contractual Services			728.26		728.26				91.00		8,000.00	
59	201-56900-5401			Office Supplies			0.00		0.00				100.00		1,500.00	
60	201-56900-5431			Postage			0.00		0.00				100.00		100.00	
61	201-56900-5499			Miscellaneous			0.00		0.00				100.00		4,000.00	
62	201-59200-5710			Trans to Intrnl Service Fund			0.00		0.00				0.00		0.00	
63	201-59200-5725			Transfer to Capital Projects			0.00		0.00				0.00		0.00	
64																
65				<b>EXPENSE TOTALS:</b>			<b>\$16,655.46</b>		<b>\$16,655.46</b>							<b>\$266,330.00</b>



## Naturalist Report

### January 2022

#### Admin/Finance

- The opening for our 2022 Summer Naturalist Intern has been posted. The position will close on March 11, 2022.

#### Education

- Kaukauna Utilities has once again generously sponsored a Tree Seedling Sale. We are currently accepting orders for seedlings while supplies last. April 29 and 30 have been designated for order pick-up.
- The 2022 Summer Public Program schedule has been set. We will once again offer a mixture of free and paid programs. New for 2022 is a focus on adult education programs held in the evenings or on weekends.
- Eagle Days was slow this year, but successful. See the Eagle Days summary for details.
- Two new programs have been designed by request from Park Community Charter School. One program is based on weather and the other program is on recycling. Both programs are geared towards Kindergarten standards.
- The Bald Eagle Nest Watch program is set to begin with most of the volunteer recruitment, placement and training taking place in January. The citizen science program officially starts on February 14 and will continue through the beginning of July.

#### Building & Grounds

- The City street crew was able to start removing ash trees from the picnic area. 10 trees have been removed so far. There are still quite a few trees that are planned for removal, but will require the use of a bucket truck to take out.
- New tables and chairs have been set-up in North American Room. Old tables and chairs are available for sale on Facebook Marketplace. Will look into adding them to the municipal auction site if they do not sell.
- Several small maintenance projects around the building, trail clearing, trail marking, and buckthorn removal continue on a weekly basis.

# 2022 Eagle Days Summary

## 2022 Eagle Days Expenditures

Item	Cost	Source
National Eagle Center Programming	\$1551.08	Seedling Sale Proceeds
Hot Chocolate	\$56.96	Seedling Sale Proceeds
Refreshments for Volunteers	\$27.84	Misc – Volunteer & Staff Support
ASL Interpreter (unanticipated expense)	\$320.80	Contracted Services
	\$1956.68	<b>TOTAL</b>

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## Expenditures

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## Revenue

Donations	\$ 68.50
Gift Shop	\$172.75
<b>Total</b>	<b>\$241.25</b>

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## Participation

<b>TOTAL ATTENDANCE (ESTIMATION)</b>	<b>150</b>
<b>PROGRAMS (REGISTRATION LIMITED TO 30 ATTENDEES)</b>	
Live Eagle Presentation 10:00 - National Eagle Center	30
Live Eagle Presentation 1:00 - National Eagle Center	32
<u>Live Eagle Presentation 3:00 - National Eagle Center</u>	<u>36</u>
<b>Total</b>	<b>98</b>
<b>VIEWING SITES</b>	
Fishing Pier	59
Nelson Overlook	99
<u>Ahlstrom Munksjo</u>	<u>43</u>
<b>Total</b>	<b>201</b>
<b>OTHER</b>	
Eagle Days Bags	34
Coloring Contest Sheets Submitted	2
<b>VOLUNTEER HOURS</b>	<b>42.25</b>

## 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 of Friends of the 1000 Islands, or designee, 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 of Friends of the 1000 Islands, or designee, shall be an ex-officio member that serves.
  - b. The citizen members shall be appointed by the Mayor of Kaukauna, subject to confirmation by the Kaukauna Common Council for a three-year term. These terms shall be staggered so that no more than three (3) citizen members' terms shall expire each year.
  - 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 may 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.

**Alternate (3)b. Options**

The citizen members shall be appointed by the Mayor of Kaukauna, subject to confirmation by the Kaukauna Common Council for a three-year terms.

The citizen members shall be appointed by the Mayor of Kaukauna, subject to confirmation by the Kaukauna Common Council for a three-year term. These members' terms shall expire each year, pursuant to the following rotation of appointments as follows: there shall be two citizen member appointments in the year following adoption of this ordinance (2023), and there shall be three citizen member appointments in each of the following two years (2024 and 2025), with said rotation of two appointments, followed by three appointments, followed by three appointments. repeating in subsequent years thereafter. <Suggetion from City Attorney Davidson>