

1000 ISLANDS ENVIRONMENTAL CENTER COMMITTEE

City of Kaukauna

Nature Center Building

1000 Beaulieu Court, Kaukauna

Thursday, May 18, 2023 at 6:30 PM



AGENDA

In-Person and Remote Teleconference via Zoom

1. Call to Order
2. Roll Call - Verification of a quorum
3. Public Appearances
4. Reading and Approval Minutes
 - [a.](#) 1000 Islands Environmental Center Center Committee Minutes of April 20, 2023
5. Financial Report
 - [a.](#) April Financial Report
6. Correspondence
7. The Friends of 1000 Islands Report
8. Naturalist Report
 - [a.](#) April Naturalist Report
9. Committee Reports
 - a. Administrative/Finance Committee Reports
 - [i.](#) Receive and Place on File Minutes of January 4, 2023 Administrative/Finance Sub-Committee Meeting
 - [ii.](#) Approve Revised Policy 2.0291 User Fee Schedule
 - b. Education Committee Report
 - c. Building & Grounds Committee Reports
10. Old Business
11. New Business
12. Good of the Center
13. Next Meeting - Thursday, June 15, 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.

1000 ISLANDS ENVIRONMENTAL CENTER COMMITTEE

City of Kaukauna

Nature Center Building

1000 Beaulieu Court, Kaukauna



Thursday, April 20, 2023 at 6:30 PM

MINUTES

In-Person

I. Call to Order

Pautz called meeting to order at 6:30 PM

II. Roll Call - Verification of a quorum

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

Also Present: Nowak

A quorum is present

III. Public Appearances

None

IV. Reading and Approval Minutes

a. 1000 Islands Environmental Center Minutes of March 16, 2023

Van Berkel made a motion to waive the reading of the minutes and approve the March 16, 2023 Committee Meeting minutes. Seconded by Breitzman. Motion carried.

V. Financial Report

a. February Financial Report

Van Berkel inquired about the contractual services budget and why the February actual was more than the year to date total. Nowak explained it was due to a refund. Van Berkel also inquired about revenue accounts that combine to make up the \$20,000 in donations for 2023. Nowak explained that only unrestricted donations and the annual budget contribution from the Friends of 1000 Islands contributes towards the \$20,000. Manion made a motion to approve the February 2023 Financial Report. Seconded by Jakel. Motion carried.

b. March Financial Report

Van Berkel made a motion to approve the March 2023 Financial Report. Seconded by Carlson. Motion carried. Pautz inquired about the negative amount in the Building Rental (Non-Taxable) account. Nowak informed the group that this is a rental deposit that was returned.

VI. Correspondence

Nowak read a Thank You note from Bob and Deb Jakel for the sympathy card and Ronald McDonald House donation for Deb Jakel's mom who recently passed.

Nowak shared donations that were received the from Kaukauna Lions Club and Fox Valley Bass Club for use of the Nature Center building.

Memorial donations were made on behalf of Dave Willer, Raymond Driessen Jr, Dave Egan and Paula Zwicker.

VII. The Friends of 1000 Islands Report

Carlson provided an update on the upcoming Art Fair. They are still looking for baked goods for the bake sale. At their last meeting, the Friends agreed to support the purchase of new office furniture for the Administrative Assistant office and is giving \$500 towards publishing costs for the goat children's book that the Goat Team has been working on. The Pancake & Porkie Breakfast was a success with 370 tickets sold and profits totaled over \$2000.

VIII. Naturalist Report

a. March Naturalist Report

Nowak provided an update on Jabber and the cost and shelf-life of his medicine. Van Berkel noted that the number of birds lost since the 1970's should be 3 billion, not 3 million. Carlson made a motion to receive and place on file the March 2023 Naturalist Report. Seconded by Breitzman. Motion carried.

b. 1st Quarter 2023 Usage Report

Carlson made a motion to receive and place on file the 1st Quarter 2023 Usage Report. Seconded by Breitzman. Motion carried.

IX. Committee Reports

a. Administrative/Finance Committee Reports

Van Berkel shared that the Administrative/Finance Sub-Committee met earlier this week. The group discussed an updated fee schedule to bring fees more in line with other nature centers. They also discussed the possibility of starting a 1000 Islands Foundation. Nowak is gathering some additional information to bring back to the Sub-Committee. The hope is to find alternate ways to manage the endowment which is currently held by the City and restricted by state statutes.

b. Education Committee Report

The Education Sub-Committee has not met.

c. Building & Grounds Committee Reports

The Building & Grounds Sub-Committee has not met.

X. Old Business

a. 2023-2027 Strategic Plan

Nowak gave a background on the strategic planning process. Committee members provided feedback and listed some corrections needed prior to printing. Manion made a motion to approve the 2023-2027 Strategic Plan Report with the necessary corrections. Seconded by White. Motion carried. Nowak will make corrections, have the document printed and share with Common Council.

XI. New Business

XII. Good of the Center

Nowak shared the news that 313 Dodge is donating a portion of beverage sales during their food truck Tuesdays throughout the summer. Jakel mentioned that the sign-up is now open to volunteer in the beer tent at the Electric City experience. Volunteers can choose a charity to support through their volunteer time. Carlson shared that we now have an eagle mascot costume that will be used for special events. The costume was purchased by the Friends group.

XIII. Next Meeting - Thursday, May 18, 2023


XIV. Adjournment

There being no further business, White made a motion to adjourn. Breitzman seconded. Meeting adjourned at 7:22 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.

	A	B	D	E	F	G	H	I	J	K	L	M	NO	P
1														
2														
3														
4	General Ledger - 1000 Islands Environmental Center													
5	April 2023 Budget Analysis													
6														
7														
8	Account		Description			April Actuals		Year to Date			% Var	2023 Budget		
9	Revenue													
10	101-46820-4695*	Env Center Chgs For Service				1,772.05		3,633.35		80.00		18,000.00		
11	101-46740-4694	Building Rental (Taxable)				-6.80		187.19		94.00		3,000.00		
12	101-46740-4695	Building Rental (Non-Taxable)				0.00		-400.00		120.00		2,000.00		
13	101-46740-4696	Programing Fees				1,268.00		1,815.00		74.00		7,000.00		
14	101-46750-4716	Gift Shop Sales				510.85		2,031.16		66.00		6,000.00		
15	101-48100-4810	Interest Income				0.00		0.00		0.00		6,000.00		
16														
17	201-43790-4391	Kaukauna School Dist Aids				0.00		0.00		0.00		15,000.00		
18	201-43790-4392	Outagamie County Aids				0.00		5,000.00		50.00		10,000.00		
19	201-48500-4913**	Memorial Purchases				0.00		200.00		0.00		0.00		
20	201-48500-4914**	Education				595.00		1,545.00		0.00		0.00		
21	201-48500-4915**	Building & Grounds Donation				0.00		0.00		0.00		0.00		
22	201-48500-4911**	Fundraising Sales				905.86		7,449.93		0.00		0.00		
23	201-48500-4910**	Env Center Restricted Donations				0.00		720.35		0.00		0.00		
24	201-48500-4912	Env Center Donations				330.00		1,915.00		90.00		20,000.00		
25														
26			REVENUE TOTALS:			\$3,602.91		\$20,463.63				\$69,000.00		
27														
28	*Env Center Chrgs for Service amount is total for Building Rental (tax & non-tax), Programming Fees and Gift Shop sales.													
29	**Restricted Accounts													

	A	B	D	E	F	G	H	I	J	K	L	M	NO	P
30	General Ledger - 1000 Islands Environmental Center Con't Page 2													
31			Description			April Actuals		Year to Date				% Var		2023 Budget
32	Expenses													
33	101-56900-5101		Regular Payroll			12,767.01		49,530.41				71.00		169,078.00
34	101-56900-5104		Temporary Payroll			0.00		0.00				0.00		5,990.00
35	101-56900-5119		Longevity Pay			0.00		0.00				0.00		400.00
36	101-56900-5151		Retirement Plan			595.90		2,311.18				71.00		7,854.00
37	101-56900-5152		Residency			525.79		2,039.29				71.00		6,930.00
38	101-56900-5154		Social Security			673.99		2,613.12				73.00		9,700.00
39	101-56900-5157		Group Health Insurance			1,796.04		8,851.68				63.00		24,088.00
40	101-56900-5160		Group Life Insurance			21.32		95.94				66.00		281.00
41	101-56900-5163		Workers Compensation			313.15		1,431.43				67.00		4,326.00
42	101-56900-5205		Seminar Expense			0.00		0.00				0.00		2,500.00
43	101-56900-5211		Education & Memberships			260.00		260.00				48.00		500.00
44	101-56900-5260		Animal & Bird Care			588.19		766.12				52.00		1,600.00
45	101-56900-5264		Programs			11.75		368.18				83.00		2,200.00
46	101-56900-5276		Conservancy Zone Maint			30.22		177.60				91.00		2,000.00
47	101-56900-5303		Communications			75.00		300.00				67.00		900.00
48	101-56900-5306		Heating Fuels			0.00		1,188.19				60.00		3,000.00
49	101-56900-5309		Water Sewer & Electric			885.74		2,397.67				73.00		9,000.00
50	101-56900-5312		Maintenance - Buildings			630.00		3,109.90				80.00		15,500.00
51	101-56900-5315		Maintenance - Office Equipment			200.06		521.97				65.00		1,500.00
52	101-56900-5318		Maintenance - Automotive			0.00		0.00				0.00		100.00
53	101-56900-5321		Maintenance - All Other Equipmen			0.00		42.44				92.00		500.00
54	101-56900-5325		Contractual Services			220.22		672.60				44.00		1,200.00
55	101-56900-5326		Printing Expenses			0.00		0.00				0.00		700.00
56	101-56900-5401		Office Supplies			95.45		207.38				65.00		600.00
57	101-56900-5404		Clothing Expenses			0.00		0.00				0.00		700.00
58	101-56900-5407		Automotive Supplies			64.05		64.05				79.00		300.00
59	101-56900-5410		General Supplies			108.48		325.40				84.00		2,000.00
60	101-56900-5416		Custodial Supplies			58.61		431.87				46.00		800.00
61	101-56900-5431		Postage			0.00		0.00				0.00		100.00
62	101-56900-5440		Consession Products			82.50		1,062.19				71.00		3,700.00
63	101-56900-5499		Miscellaneous			70.37		407.28				73.00		1,500.00
64	101-56900-5804		Office Equipment			0.00		350.00				79.00		1,650.00
65	101-56900-5807		Machinery, Tools & Instruments			0.00		0.00				0.00		1,200.00
66	201-56900-5898		Restricted Funds			210.00		21,879.63				0.00		0.00
67			EXPENSE TOTALS:			\$20,283.84		\$101,405.52						\$282,397.00

Naturalist Report

April 2023

Admin/Finance

- I met with Michelle Lippart Hardwick, Director of Gift Planning from the Community Foundation for the Fox Valley Region regarding their agency endowment fund program. She would be excited to work with us on this and shared a lot of great information. Specifics from the meeting will be shared with the Administrative/Finance Sub-Committee at the next meeting in June.

Education

- I completed an online class through Cornell University's Civic Ecology Lab on Environmental Education and Community Engagement. The course focused on working with or creating communities to utilize knowledge, skills, and motivation to instill change based on the needs of the community. Community engagement is a useful tool to move beyond individual actions to change on a larger scale, including policy change, that benefits the community as a whole and beyond.
- Seedling Sale pickup went smoothly this year. Thank you to all of the volunteers that helped with bundling, putting together orders, and pickup. Total proceeds from the 2023 sale are \$7352.64 and we received \$245 in donations with the seedling order as well.

Building & Grounds

- Our volunteer, Ross Schuh, has been busy ordering and planting additional native plants in areas that have been cleared of buckthorn over the winter months. He continues to contribute numerous hours and funds towards improving the diversity and health of the Conservancy Zone.
- We have had an increase in corporate volunteer interest. Frito Lay recently spent an afternoon volunteering on the property. We have Ahlstrom-Munksjö scheduled to volunteer and are working with VF Corporation for a potential volunteer date.

1000 ISLANDS ENVIRONMENTAL CENTER

ADMINISTRATIVE/FINANCE SUB-COMMITTEE

City of Kaukauna
Nature Center Building
 1000 Beaulieu Court, Kaukauna



Wednesday, January 04, 2023 at 4:30 PM

MINUTES

In-Person

1. Call to Order

Members Present: Gertz, Manion, Pautz, Van Berkel, Eggleston (arrived at 4:47 PM)

Also Present: Breitzman, Carlson, Nowak, White

Van Berkel called the meeting to order at 4:30 PM

2. Reading and Approval Minutes

- a. 1000 Islands Administrative/Finance Sub-Committee Minutes of October 20, 2022
 Manion made a motion to waive the reading and approve the minutes from the October 20, 2022 Administrative/Finance Sub-Committee meeting. Seconded by Gertz. Motion carried.

3. New Business

- a. Review of Administrative Assistant Job Description and Schedule
 Nowak presented suggested edits of the Administrative Assistant Job Description. The edits reflect the number of hours allowed and updated job duties. There was discussion on the number of duties that are included for the Friends group.
 Pautz suggested removing the words "one month" from item 7 in the responsibilities and duties section.
 Nowak provided an explanation of how the new schedule was created. She emphasized the need for additional building coverage at the end of the day and the productivity benefit of allowing the Administrative Assistant to work a few hours while closed on Mondays. This will allow time to focus on projects without interruption from the general public.
 Gertz moved to recommend the full Committee approve the updated Administrative Assistant job description and schedule. Seconded by Pautz. Motion carried.
- b. Review of 2022 Building Rentals and Discussion on the Future of Building Rentals
 Nowak shared staff concerns about the impact that party rentals have on the nature center building and the amount of staff time spent on rentals. While reviewing the building rentals that occurred in 2022, Van Berkel ask how many of those rentals would be considered party rentals. Nowak responded that 28 of the 38 rentals would fall under the party category. Manion suggested that the group consider eliminating all rentals since the majority of them fall under the party category. Gertz made a motion to eliminate all building rentals. Motion failed due to the absence of a second.
 Van Berkel suggested edits to the end of item A in policy 2.029. The word "individuals" should be removed from the second sentence. After the sentence ending with "as approved by the 1000 Islands Environmental Center Committee and/or Director Naturalist"

it should read "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."

Pautz moved to recommend for full Committee approval, eliminating parties from building rentals and other rentals are under the discretion of the Director/Naturalist. Manion seconded.

Pautz amended the motion to include the recommendation to approve the revised policy 2.029. Motion carried.

c. Park Pavilion Fee Increase to Match other City of Kaukauna Pavilions

Nowak informed the group of the new park pavilion fee structure recently passed by City Council for other City parks and provided an updated policy and fee structure for 1000 Islands that would match the rest of the City. Manion commented on the importance to stay uniform with the City where possible.

Looking at other items on the 1000 Islands Fee Schedule, Van Berkel had concerns on the current snowshoe rental cost. Nowak responded that the Education Sub-Committee will be discussing the snowshoe program at an upcoming meeting and rental fees will be discussed at that time.

Manion made a motion to table approving the updated fee schedule until more information is available on snowshoe rental fees. Second by Pautz. Motion carried.

d. Summary of 2022 City of Kaukauna Compensation Study

Nowak provided the members with a summary of the 2022 City of Kaukauna Compensation Study. Nowak noted how none of the comparable communities had departments similar to 1000 Islands, so she collected some job descriptions and compensation information from publicly run nature centers in the area. These comparables were helpful to reinforce that the pay rates for 1000 Islands part-time staff were competitive.

Nowak informed the group that the Compensation Study was done based on an old job description for the Director/Naturalist position. Nowak sent updated information to Human Resources Director Swaney and will follow-up with her on the status of evaluating the correct job description.

e. Review of Paid Holidays for Part-Time Staff

Nowak recently met with HR Director Swaney regarding staff concerns over how holiday pay is handled. Nowak asked Swaney to review three policies related to paid holidays, working on holidays, and call-in pay. Swaney appreciated the information and offered to review the items the next time the City handbook is reviewed but declined to look into it any sooner. Manion suggested asking the Mayor to add it to a council agenda sooner than a full handbook revision. Nowak will contact the Mayor with the request and will also send detail on the policy concerns and recommended changes to the full Committee.

f. Inclement Weather Policy

The draft of an inclement weather policy was discussed. Van Berkel suggested edits to the draft including moving the second sentence of the second paragraph to the end of the policy and edit to read "Any other weather related closures will be at the discretion of the Director/Naturalist." Van Berkel also suggested editing the last sentence of the second paragraph to read "In that event, full-time staff will have the option to:" Pautz made a motion to recommend the amended policy to the full Committee for approval. Seconded by Eggleston. Motion carried.

4. Adjournment

With no further business to discuss, Pautz made a motion to adjourn. Seconded by Eggleston.
Meeting adjourned at 6:29 PM

2.0291

**USER FEE SCHEDULE
1000 ISLANDS ENVIRONMENTAL CENTER**

On-Site Programs

Kaukauna Schools	No Charge
Other Schools or Groups	\$3.00 per Student for 1/2 day, \$50 Minimum Fee \$5.00 per Student for full day*, \$75 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.

Deleted: 2

Deleted: 30

Deleted: 3

Deleted: 45

Programs off Premises

Kaukauna Schools	No Charge
Other Schools or Groups	\$50.00 per Program

Deleted: 25

Achievement Based Scout Clinics

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

Custom Program for Specific Group

\$100 per Program

Deleted: 78

Snowshoe Rentals

All Schools (paid in school fee)	No Charge
General Public:	
On Site During Open Hours	\$5.00/PAIR
Weekend or Off Property	
Up to 4 days	\$15.00/PAIR, \$100 Security Deposit
Friends of 1000 Islands members	No Charge

Deleted: NO CHARGE

Deleted: →→ ADULT→→→ \$2.50/PAIR
→→ CHILDREN→→→ \$1.50/PAIR

Deleted: Weekday Rental
→→ OFF PROPERTY

Deleted: →→ \$5.00/PAIR

Deleted: 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	\$50.00
Non-Residents or Groups	\$75.00

Deleted: 25.00

Deleted: 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.