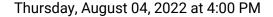
1000 ISLANDS ENVIRONMENTAL CENTER ADMINISTRATIVE/FINANCE SUB-COMMITTEE MEETING

City of Kaukauna

Nature Center Building

1000 Beaulieu Court, Kaukauna





In-Person

- 1. Call to Order
- 2. Reading and Approval Minutes
 - a. 1000 Islands Administrative/Finance Sub-Committee Minutes of June 15, 2022

AGENDA

- b. 1000 Islands Administrative/Finance Sub-Committee Minutes of June 29, 2022
- 3. Old Business
- 4. New Business
 - a. Review Draft of 2023 Non-Personnel Budget
- 5. Other Sub-Committee Items
- 6. 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.



Environmental

1000 ISLANDS ENVIRONMENTAL CENTER ADMINISTRATIVE/FINANCE SUB-COMMITTEE MEETING

City of Kaukauna

Nature Center Building

1000 Beaulieu Court, Kaukauna

Wednesday, June 15, 2022 at 4:00 PM

MINUTES

In-Person

1. Call to Order

Members Present: No members present

Also Present: Nowak

Due to a lack of a quorum, the June 15, 2022 Administrative/Finance Sub-Committee Meeting was cancelled.



Environmenta

1000 ISLANDS ENVIRONMENTAL CENTER ADMINISTRATIVE/FINANCE SUB-COMMITTEE MEETING

City of Kaukauna

Nature Center Building

1000 Beaulieu Court, Kaukauna

Wednesday, June 29, 2022 at 4:00 PM





1. Call to Order

Van Berkel called the meeting to order at 4:06 PM

Members Present: Van Berkel, Eggleston, Manion

Also Present: Nowak

2. Reading and Approval Minutes

a. 1000 Islands Administrative/Finance Sub-Committee Minutes of December 1, 2021

Eggleston moved to waive the reading and approve the minutes of the December 1, 2021 minutes. Second by Manion. Motion carried.

- 3. New Business
 - a. Strategic Planning Discussion Nowak led a brainstorming discussion on what administrative and finance goals are important to try to accomplish over the next 5 years. Several ideas were discussed in detail. This list of goals will be submitted to the Strategic Planning Steering Committee for potential inclusion in the final strategic plan.
- 4. Other Sub-Committee Items

1000 ISLANDS ENVIRONMENTAL CENTER

Discussion on the frequency of sub-committee meetings and the time between a meeting and the approval of the minutes. Options to decrease the time frame were discussed. Van Berkel suggested that draft minutes are shared with the sub-committee members when they are created giving members a chance to review while the meeting is still fresh in the memory.

5. Adjournment

Manion moved to adjourn. Second by Eggleston. Meeting adjourned at 5:31 pm.

| | A B C | D E F | G | | ı | J | K | L M | N | 0 | Р |
|----------|---|---|---------|-------------------------|-----|-------------------------|-----|-----------------------|-----|----------------------|--------------------------|
| 1 | General Ledg | ger - 1000 Islands E | nvir | onmental | (| Center | | | 66 | | |
| 2 | 2023 Budget - D | RAFT | | | | | | | ¥, | | |
| 3 | | | | | | | | | 3 | | |
| 4 | | | | | | | | -0 | 2 | <u> </u> | |
| 5 | | | | | | | | 1000 Isla Environ | | a - | |
| 6 | | | | | | | | Center | ٠ | | |
| 7 | Aggrupt | Description | 20 | 21 Dudget | | 2021 Actual | | 2022 Budget | 201 | 22 6 Mo Actual | 2022 Dudget |
| 8 | Account REVENUE | Description | 21 | 021 Budget | | 2021 Actual | | 2022 Buuget | 202 | Actual | 2023 Budget |
| 9 | 201-41110-4100 | D/E % D/D Taylor | | 102 502 00 | | 102 502 00 | | \$120,000.00 | | 120,000,00 | TBD |
| 10 11 | 201-41110-4100 | R/E & P/P Taxes Kaukauna School Dist Aids | | 192,503.00 15,000.00 | | 192,503.00 15,000.00 | | \$15,000.00 | | 120,000.00 | \$15,000.00 |
| 12 | 201-43790-4392 Outagamie County Aids | | | 10,000.00 | | 10,000.00 | | \$15,000.00 | | 10,000.00 | \$10,000.00 |
| 13 | 201-46820-4695* Env Center Chgs For Service | | | 12,000.00 | | 13,794.84 | | \$18,000.00 | | 7,820.30 | \$18,000.00 |
| 14 | 201-46740-4694 | Building Rental (Taxable) | | 0.00 | | 2,080.63 | | \$0.00 | | 612.70 | \$3,000.00 |
| 15 | 201-46740-4695 | Building Rental (Non-Taxa | ble | 0.00 | | 600.00 | | \$0.00 | | 1,150.00 | \$0.00 |
| 16 | 201-46740-4696 | Programing Fees | | 0.00 | | 5,122.00 | | \$0.00 | | 3,693.00 | \$8,500.00 |
| 17 | 201-46750-4716 | Gift Shop Sales | - | 0.00 | | 5,992.21 | | \$0.00 \$6,000.00 | | 2,364.60 | \$6,500.00 \$6,000.00 |
| 18 19 | 201-48100-4810 201-48500-4912 | Interest Income Env Center - Donations | + | 4,000.00 | | 0.00 13,917.05 | | \$22,000.00 | | 7,119.81 5,144.23 | \$6,000.00 |
| 20 | 201-70300-7712 | Env Cenci - Donations | + | 20,000.00 | | 13,717.03 | | 422,000.00 | | 3,144.23 | Ψ 2 3,000.00 |
| 21 | RI | EVENUE TOTALS: | | \$253,503.00 | | \$245,214.89 | | \$272,000.00 | | \$150,084.34 | \$69,000.00 |
| 22 | | | | | | | | | | | |
| 23 | *Env Center Chrgs f | or Service amount is total for | Buildi | ng Rental (tax | κ & | non-tax), Progra | amm | ing Fees and Gift S | hop | sales. | |
| 24 | | | | | | | | | 1 | | |
| 25 | Account | Description | 20 | 021 Budget | | 2021 Actual | | 2022 Budget | 7 | 2022 6 Mo | 2023 Budget |
| 26 | Expenses | | | | | | 7 | | | | J |
| 27 | 201-56900-5101 | Regular Payroll | | 145,739.00 | | 116,315.21 | | 145,739.00 | | 56,154.34 | TBD |
| 28 | 201-56900-5104 | Temporary Payroll | | 5,740.00 | | 7,890.32 | | 5,740.00 | | 830.76 | |
| 29 | 201-56900-5119 | Longevity Pay | | 350.00 | | 323.85 | | 350.00 | | 0.00 | TBD |
| 30 | 201-56900-5151 | Retirement Plan | | 8,111.00 | | 7,355.88 | | 8,111.00 | | 3,696.58 | TBD |
| 31 | 201-56900-5152 | Residency | | 7,210.00 | - | 5,534.67 | | 7,210.00 | | 2,586.11 | TBD |
| 32 | 201-56900-5154 | Social Security | | 9,564.00 | -1 | 8,327.65 | | 9,564.00 | | 3,997.45 | |
| 33 | 201-56900-5157 201-56900-5160 | Group Health Insurance Group Life Insurance | | 26,121.68 280.00 | | 23,981.74 | | 26,121.68 280.00 | | 12,417.26 140.08 | TBD |
| 35 | 201-56900-5163 | Workers Compensation | | 4,387.00 | | 3,460.85 | | 4,387.00 | | 1,880.88 | TBD |
| 36 | 201-56900-5202 | Seminar Expense | 7 | 1,507.00 | | 3,100.03 | | 1,507.00 | | 1,000.00 | \$2,500.00 |
| 37 | 201-56900-5208 | Travel Expense | | 300.00 | | 39.76 | | 300.00 | | 461.02 | \$0.00 |
| 38 | 201-56900-5211 | Education & Memberships | | 3,000.00 | | 525.00 | | 3,000.00 | | 295.00 | \$500.00 |
| 39 | 201-56900-5258 | Expendable Supplies | | 2,500.00 | | 747.45 | | 2500 | | 470.18 | |
| 40 | 201-56900-5260 | Animal & Bird Care | | 2,000.00 | | 1,325.76 | | 2,000.00 | | 494.89 | \$1,600.00 |
| 41 | 201-56900-5264 201-56900-5276 | Programs Conservancy Zone Maint | - | 2,600.00 | | 2,922.28 | | 2,600.00 | | 1,662.71 | \$2,200.00 \$2,000.00 |
| 42 43 | 201-56900-5276 | Communications Communications | + | 6,500.00 300.00 | | 6,230.98 600.00 | | 6,500.00 300.00 | | 4,335.43 450.00 | \$900.00 |
| 44 | 201-56900-5306 | Heating Fuels | + | 2,500.00 | | 2,606.63 | | 2,500.00 | | 1,311.25 | \$3,000.00 |
| | 201-56900-5309 | Water Sewer & Electric | 1 | 11,000.00 | | 7,901.21 | | 11,000.00 | | 3,436.89 | \$9,000.00 |
| 46 | 201-56900-5312 | Maintenance - Buildings | | 8,000.00 | | 14,561.54 | | 8,000.00 | | 1,642.67 | \$12,500.00 |
| 47 | 201-56900-5315 | Maintenance - Office Equip | | | | | | | | | \$1,500.00 |
| 48 | 201-56900-5318 | Maintenance - Automotive | _ | 500.00 | | 606.90 | | 500.00 | | 161.62 | \$100.00 |
| 49 | 201-56900-5321 | Maintenance - All Other Equ | ip | 0.000.00 | | 7.007.07 | | 0.000.00 | | 5 422 5 1 | \$500.00 |
| 50 | 201-56900-5325 201-56900-5334 | Contractual Services | | 8,000.00 | | 7,287.97 | | 8,000.00 | | 5,432.24 | \$1,200.00 \$700.00 |
| 51 52 | 201-56900-5334 | Printing Expense Office Supplies | + | 1,500.00 | | 450.47 | | 1,500.00 | | 220.90 | \$600.00 |
| 53 | 201-56900-5404 | Clothing Expense | + | 1,500.00 | | 730.7/ | | 1,500.00 | | 220.70 | \$700.00 |
| 54 | 201-56900-5407 | Automotive Supplies | | | | | | | | | \$300.00 |
| | 201-56900-5410 | General Supplies | | | | | | | | | \$2,000.00 |
| 56 | 201-56900-5416 | Custodial Supplies | | | | | | | | | \$800.00 |
| 57 | 201-56900-5431 | Postage | \perp | 100.00 | | 18.54 | | 100.00 | | 58.00 | \$100.00 |
| 58 | 201-56900-5440 | Concession Product | - | 4.000.00 | | 2 400 00 | | 4 000 | | 1.020.53 | \$3,700.00 |
| | 201-56900-5499 | Miscellaneous Outley Land & Duildings | + | 4,000.00 | | 2,408.99 | | 4,000.00 | | 1,938.56 | \$1,500.00 \$3,000.00 |
| 60 61 | 201-56900-5801 201-56900-5804 | Outlay - Land & Buildings Outlay - Office Equipment | + | | | | | | | | \$3,000.00 |
| 62 | 201-56900-5807 | Outlay - Office Equipment Outlay - Machinery, Tools & | Eauin | | | | | | | | \$1,200.00 |
| 63 | 201-56900-5830 | Outlay - Automotive | 2-4aib | | | | | | | | \$0.00 |
| 64 | 201-56900-5833 | Outlay - Park Equipment | | | | | | | | | \$0.00 |
| | | PENSE TOTALS: | 1 | \$260,302.68 | | \$221,697.71 | | \$262,802.68 | 1 | \$104,074.82 | \$53,750.00 |