

1000 ISLANDS ENVIRONMENTAL CENTER COMMITTEE

City of Kaukauna

Nature Center Building

1000 Beaulieu Court, Kaukauna



Thursday, November 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 October 20, 2022](#)
5. Financial Report
 - a. [October Financial Report](#)
6. Correspondence
7. The Friends of 1000 Islands Report
8. Naturalist Report
 - a. [October Naturalist Report](#)
9. Committee Reports
 - a. Administrative/Finance Committee Reports
 - i. [Receive and Place on File Minutes of August 4, 2022 Administrative/Finance Sub-Committee Meeting](#)
 - b. Education Committee Report
 - i. [Receive and Place on File Minutes of August 5, 2022 Education Sub-Committee Meeting](#)
 - c. Building & Grounds Committee Reports
 - i. Approve quote for the purchase of flooring material for the Nature Center per the Building & Grounds recommendation
 - ii. Approve quote for the installation of new flooring in the Nature Center per Building & Grounds recommendation
10. Old Business
11. New Business
 - a. Discussion on 2023 Sub-Committee Appointments

- b. Adjourn to Closed Session pursuant to State Statute 19.85(1)(c) to consider employment, promotion, compensation or performance evaluation of any public employee.
 - c. Return to open session for possible action
- 12. Good of the Center
- 13. Next Meeting - Thursday, January 19, 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, October 20, 2022

Members Present: Breitzman, Carlson, Hietpas, Manion, Van Berkel and White

Not Present: Eggleston, Gertz, Jakel, and Pautz

Also Present: Debra Nowak and Maureen Feldt

Chair, Manion called the October Committee Meeting to order at 6:33 PM. A quorum is present.

September 15, 2022 Committee Meeting Minutes

Van Berkel made a motion to waive the reading of the minutes and approve the September 15, 2022 Committee Meeting minutes. Seconded by Hietpas. Motion carried.

Public Appearances: None

September Financial Report

Breitzman made a motion to approve September's Financial Report. Seconded by Hietpas. Motion carried.

Correspondence

We received a Monarch Butterfly Display from Kala Peterson, Carol Van Boxtel donated 20 of her *Early Native American Settlers in the Kaukauna Area* books, Bob Dercks donated two Oriole Feeders and Bob Lauer donated three bags of birdseed. The Fox Valley Bass Club donated \$600 from their Steve Huston Memorial Fishing Tournament and Eagle Graphics donated \$129.77 from our on-line goat shirt/sweatshirt sale.

Friends of 1000 Islands Report

The Friends group met on Monday, Oct. 17th and Molly Miller will head-up the administrative tasks for the Art Fair. The Friends group now has an Amazon Smile account and recently received \$69.89 in donations. It was good that the Friends had a Food Stand at the Focus on the Fox event, but it did not bring in much money. We have meat left over which will be used for Eagle Days.

Naturalist's Report

We will hold Eagle Days on Saturday, January 28, 2023. Third quarter was very busy with many people going through the building on utilizing the trails.

Van Berkel made a motion to accept September's Naturalist Report and place it on file. Seconded by Carlson. Motion carried.

Admin and Finance Sub-Committee

Everyone reviewed the 2023 draft budget. Nowak explained which accounts would be converting from 201 to 101 starting in 2023. Van Berkel questioned the Outagamie County and School District 201 accounts and that these two accounts should not be converted over to a 101 account. Nowak will discuss this with the City's Director of Finance to confirm.

Director's Performance Review – Van Berkel and Manion met with Shanon in HR to go over the new Performance Review form for all City Directors. They shared this information with the Committee members and informed them how to fill out the new Performance Review for Nowak. When

completed, please to send the Performance Review form to Van Berkel to summarize before the next meeting.

Education Sub-Committee

Pautz recapped the fall goat browsing and the KHS Environmental Topics class involvement with evaluating the vegetation in the browsing areas.

Buildings and Grounds Sub-Committee

Carlson made a motion to accept and place on file the June 1, 2022 Building and Grounds Sub-Committee meeting minutes. Seconded by Van Berkel. Motion carried.

Old Business

Electric City Christmas Parade (Theme: Christmas Movies) – We will participate in the parade again this year and our Christmas movie is Rudolph the Red-Nosed Reindeer.

New Business

Nomination of officers: Brietzman nominated Kym Carlson to be the 1000 Islands Committee Vice-Chair for 2022-2023. Seconded by Van Berkel. Motion carried.

A motion was made by White to dispense the December 2022 Committee Meeting. Seconded by Hietpas. Motion carried.

Good for the Center

Nothing to report


Next Committee Meeting

Next Committee Meeting will be on Thursday, November 17, 2022 at 6:30 PM.

Adjournment

There being no further business, White moved to adjourn the meeting at 7:28 PM. Seconded by Carlson. Motion carried.

Maureen Feldt,
Acting Secretary

	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	October 2022 Budget Analysis													
6														
7														
8	Account		Description			Oct. 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			15,000.00		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			1,475.42		15,414.22			14.37	18,000.00		
15	201-46740-4694		Building Rental (Taxable)			438.64		1,529.45				0.00		
16	201-46740-4695		Building Rental (Non-Taxable)			-75.00		2,300.00				0.00		
17	201-46740-4696		Programing Fees			691.00		6,725.10				0.00		
18	201-46750-4716		Gift Shop Sales			420.78		4,859.67				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			0.00		7,240.00			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			0.00		637.72			0.00	0.00		
26	201-48500-4912		Env Center - Donations			8,304.77		14,272.45			35.13	22,000.00		
27														
28			REVENUE TOTALS:			\$24,780.19		\$201,457.67				\$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	D	E	F	G	H	I	J	K	L	M	NO	P
33			Description			Oct. Actuals		Year to Date				% Var		2022 Budget
34	Expenses													
35	201-56900-5258		Expendable Supplies			53.97		1,070.05				57.00		2,500.00
36	201-56900-5260		Animal & Bird Care			82.08		1,194.61				40.00		2,000.00
37	201-56900-5264		Programs			33.47		2,854.60				-9.80		2,600.00
38	201-56900-5276		Conservancy Zone Maint			645.51		6,447.37				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			390.50		50,454.13				0.00		0.00
43	201-56900-5101		Regular Payroll			11,516.57		119,641.58				21.00		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			0.00		0.00				100.00		364.00
46	201-56900-5151		Retirement Plan			501.78		5,177.46				37.00		8,201.00
47	201-56900-5152		Residency			463.18		4,781.00				19.00		5,918.00
48	201-56900-5154		Social Security			614.82		7,469.40				36.00		11,620.00
49	201-56900-5157		Group Health Insurance			1,883.43		19,634.30				16.00		23,401.00
50	201-56900-5160		Group Life Insurance			23.08		221.55				31.00		322.00
51	201-56900-5163		Workers Compensation			326.27		3,776.48				17.00		4,555.00
52	201-56900-5208		Travel Expense			0.00		488.52				-63.00		300.00
53	201-56900-5211		Education & Memberships			430.00		725.00				76.00		3,000.00
54	201-56900-5303		Communications			75.00		750.00				17.00		900.00
55	201-56900-5306		Heating Fuels			10.56		1,352.50				61.00		3,500.00
56	201-56900-5309		Water Sewer & Electric			607.32		6,561.81				40.00		11,000.00
57	201-56900-5312		Maintenance - Buildings			18,970.83		27,406.58				-243.00		8,000.00
58	201-56900-5318		Maintenance - Automotive			0.00		221.66				56.00		500.00
59	201-56900-5325		Contractual Services			293.93		8,272.82				-3.41		8,000.00
60	201-56900-5401		Office Supplies			0.00		374.01				75.00		1,500.00
61	201-56900-5431		Postage			0.00		58.00				42.00		100.00
62	201-56900-5499		Miscellaneous			661.29		3,733.35				6.67		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:			\$37,583.59		\$278,510.78						\$266,330.00

Naturalist Report October 2022

Admin/Finance

- The City continues with its 2023 budget process. The public hearing and budget adoption will occur at the Common Council meeting on November 15, 2022 at 7:00 PM
- The Outagamie County 2023 budget passed including a \$10,000 contribution to our 2023 budget.
- 1000 Islands hosted, as well as I took part in a Leadership training for many different department heads and other supervisors from the City and Kaukauna Utilities. The training was facilitated by the League of Municipalities and organized by the Human Resources department.

Education

- Eagle Days plans are underway. The event will be held very similar to pre-pandemic years with full in-person audiences for the live eagle presentations, on-site crafts and activities in addition to eagle viewing opportunities. We are once again partnering with the Kaukauna Public Library for this event. They will host an eagle themed storybook walk behind their building, along the river and host a live bird presentation by Wildlife of Wisconsin. The Friends group will host a food stand at the event.
- Earlier in the year, we were contacted to be a part of a grant project through the Western Great Lakes Bird and Bat Conservancy. They have been approved for grant funding. Our involvement in this project will include hosting a MOTUS Receiver. The receiver will help track migration patterns of wildlife. The equipment and installation will come at no cost to us. You can learn more about the device at <https://motus.org/about/> Work will primarily be conducted in 2023-2025 with some monitoring starting in 2026. I will be meeting with the project coordinator next week to learn more details.
- Assistant Naturalist Ironside and I enrolled in the 2023 North American Association for Environmental Education Virtual Conference. Conference sessions are available to watch on-demand until April. Ironside has already gained new program ideas. A full summary of conference take-aways will be shared once we have been able to view more of the sessions over the next couple of months.

Building & Grounds

- We have been meeting with different flooring contractors to get quotes for new flooring in the North American Room, Conservation Room and front lobby area. Quotes have been submitted from three different companies: D&M Interiors, H.J. Martin and Son, and Macco's Commercial Interiors.
- After long standing issues with our current cleaning company, we have given notice for unsatisfactory work based on the cleaning contract. The last day of cleaning from Cleaning Solution Services will be on November 18th. Advanced Maintenance Solutions, LLC will start cleaning service the following week. The difference in cost between the two contractors will be \$2328 per year. This increase was included in our 2023 budget.

1000 ISLANDS ENVIRONMENTAL CENTER

ADMINISTRATIVE/FINANCE SUB-COMMITTEE MEETING

City of Kaukauna
Nature Center Building
 1000 Beaulieu Court, Kaukauna



Thursday, August 04, 2022 at 4:00 PM

MINUTES

In-Person

1. Call to Order

Van Berkel called the meeting to order at 4:00 PM

Members Present: Eggleston, Gertz, Manion, Van Berkel

Also Present: Nowak

2. Reading and Approval Minutes

Gertz moved to waive the reading and approve the minutes of the June 15 and June 29 Administrative/Finance Sub-Committee Meeting. Second by Manion. Motion carried.

3. Old Business

4. New Business

a. Review Draft of 2023 Non-Personnel Budget

Van Berkel asked Nowak to give an overview of the draft 2023 budget. Nowak explained some differences in this budget compared to previous years, including the use of new account codes to better align with other City departments and make Financial Reports easier to understand.

Discussion over the budget detail amongst the sub-committee. A few questions were asked regarding changes in budget from 2022 to 2023. Most of these changes were due to utilizing different accounts, but the expenditure amounts are very similar to previous years. Eggleston moved to present the draft budget as presented to the Committee for approval. Second by Van Berkel. Motion carried.

5. Other Sub-Committee Items

6. Adjournment

Gertz moved to adjourn. Second by Manion. Meeting adjourned at 4:25 PM.

1000 ISLANDS ENVIRONMENTAL CENTER

EDUCATION SUB-COMMITTEE MEETING

City of Kaukauna
Nature Center Building
 1000 Beaulieu Court, Kaukauna



Friday, August 05, 2022 at 9:00 AM

MINUTES

In-Person

1. Call to Order

Meeting called to order by Pautz @ 9:02 AM

Members Present: Pautz, Jakel, Carlson, White

Also Present: Nowak, Ironside, Breitzman (arrived at 9:30 AM)

2. Reading and Approval Minutes

a. 1000 Islands Education Sub-Committee Minutes of June 13, 2022

Jakel moved to waive the reading and approve the minutes of the June 13, 2022 meeting.
 Second by Carlson. Motion passed.

4. New Business

a. Discuss Details of Focus on the Fox Event

Nowak gave an overview of the organizations that have been contacted and have expressed an interest in the Focus on the Fox event, taking place on September 24, 2022. A list of activities provided by 1000 Islands staff and volunteers was also discussed. Additional ideas were shared. Volunteer needs and advertising strategies were set. Nowak and Ironside will continue working on plans with priority on getting a schedule of events set for distribution in the next couple of weeks.

b. Discuss Changes to Summer Field Trip Offerings

Nowak explained an interest in changing the structure of summer field trips to provide a better experience for both participants and staff. It was suggested to reduce the program options to those that work best with summer groups, including those options that involve more movement and games. There was also a suggestion to allow only half-day programs during the summer months as attention spans and behavior becomes more of an issue with full day programs. The sub-committee was supportive of these changes. Nowak will submit the suggested new program structure for approval at a later date.

5. Other Sub-Committee Items

Nowak recently learned about sign structures fabricated by Pannier Graphics that would work very well for the monthly Storybook Walks held in collaboration with the Kaukauna Public Library. Both Nowak and Library Director, Thiem-Menning, like the professional look and ease of use that these structures would provide. Pautz offered to work with Nowak to get a firm quote from the company and try to secure grant funding for the purchase of these sign structures.

6. Adjournment

Jakel moved to adjourn. Second by White. Meeting adjourned at 10:08 AM