

# 1000 ISLANDS ENVIRONMENTAL CENTER COMMITTEE

City of Kaukauna

**Nature Center Building**

1000 Beaulieu Court, Kaukauna



Thursday, January 18, 2024 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 November 16, 2023
  - [b.](#) 1000 Islands Environmental Center Special Committee Meeting Minutes of December 20, 2023
5. Financial Report
  - [a.](#) November Financial Report
  - [b.](#) December Financial Report
6. Correspondence
7. The Friends of 1000 Islands Report
8. Naturalist Report
  - [a.](#) November and December Naturalist Report
  - [b.](#) Year in Review
  - [c.](#) 4th Quarter 2023 Usage Report
  - [d.](#) 2023 CD & Golden Passport Account Summary
9. Committee Reports
  - a. Administrative/Finance Committee Reports
    - [i.](#) Receive and Place on File Minutes of October 11, 2023 Administrative & Finance Sub-Committee Meeting
  - b. Education Committee Report
    - [i.](#) Receive and Place on File Minutes of July 6, 2023 Education Sub-Committee Meeting
    - [ii.](#) Receive and Place on File Minutes of October 4, 2023 Education Sub-Committee Meeting
  - c. Building & Grounds Committee Reports
    - [i.](#) Receive and Place on File Minutes of August 21, 2023 Building & Grounds Sub-Committee Meeting

10. Old Business
  - a. Eagle Days Update
  - b. Washer and Dryer Install Update
  - c. Naturalist and Administrative Assistant Position Replacement Update
  - [d.](#) Community Foundation Endowment Fund Update
  - e. 2024 Tree Seedling Sale
11. New Business
12. Good of the Center
13. Next Meeting - February 15, 2024
  - a.
14. Adjournment

**Minutes for 1000 Islands Environmental Center  
Committee Meeting on Thursday, November 16, 2023**

**Members Present** Breitzman, Eggleston, Hietpas, Hintz, Jakel, Manion, Pautz, and Van Berkel, West, and White

**Not Present** N/A

**Also Present** Debra Nowak and Maureen Feldt

Chair, Pautz called the November Committee Meeting to order at 6:32 PM. A quorum is present. Welcome Brian Hintz and Charles West, our two new Committee members.

**October 19, 2023, Committee Meeting Minutes**

Manion made a motion to waive the reading of the minutes and approve the October 19, 2023, Committee Meeting minutes. Seconded by Jakel. Motion carried.

**Public Appearances** None

**October Financial Report**

Discussion on budget item, Seminar Expenses, and the City's decision to deny the Site Manager's FVTC Class expenditures. Eggleston made a motion to approve the October Financial Report. Seconded by. Motion carried.

**Correspondence**

A group from Alliance Church volunteered on November 4<sup>th</sup> and did an outstanding job with fall clean-up tasks. Noah Acord completed his Eagle Project with 1000 Islands and built two portable snowshoe racks. Kurt Kress built a portable bookshelf cart so we can move it about the building for use. We received the KASD budget payment.

**Friends of 1000 Islands Report**

The Friends' checking account will be switching to East Wisconsin in the coming months. John Moyles, Director of J&R Aquatic Animal Rescue, will be the speaker at the Annual Meeting on Sunday, January 14 at 1:00 PM.

**Naturalist's Report**

Nowak is the coordinator for the Outagamie County Bald Eagle Nest Watch and is working with other surrounding county coordinators.

The Motus receiver is installed, and we are working with the City's IT Dept. to get the app running for website viewing of migrating birds passing through along with migration patterns. All costs have been covered by a grant. The Bat Monitoring Station is still up and running through Lawrence University.

Per the City Fire Chief suggestion, our EpiPens and Narcan are stored in the AED case.

Deb created a water quality program for the 6<sup>th</sup> grade science class at Riverview Middle School. The program went extremely well and we received very positive feedback.

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

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

The following two Resolutions are on the Legislative Committee Agenda for approval on Monday, November 20<sup>th</sup> and on the Common Council Agenda for approval on Tuesday, November 21<sup>st</sup>.

- Resolution Directing the 1000 Islands Committee to update their Endowment Policy to match the Language of the Community Foundation.
- Resolution directing the 1000 Islands Committee to transfer Funds from existing Endowment CD's to the Community Foundation.

**Education Sub-Committee** Eagle Days is on Saturday, January 27<sup>th</sup> and we will once again have the National Eagle Center bring a live Bald Eagle and provide three presentations. The Kaukauna Public Library will also have events for Eagle Days and we are looking into ways to incorporate more Community businesses to become involved.

**Buildings and Grounds Sub-Committee** The water pressure regulator valve was failing and Petersen Plumbing replaced the unit this week.

Nowak walked the Boardwalk and Upper Woods trails with a GIS employee from Kaukauna Utilities to map the trails. This information will be instrumental when we start the Boardwalk replacement project and when we re-route and enhance the Upper Woods trails. Memorial benches will also be identified on the map.

**Old Business** Nothing to report.

### **New Business**

Sub-Committee Assignments will stay the same and Hintz will replace Carlson and West will replace Gertz's assignments.

A motion by Manion, seconded by Pautz to adjourn to closed session pursuant to State Statute 19.851(1)(C) to discuss employment, promotion, compensation, or performance evaluation data of any public employee. Motion carried. Adjourned to closed session at 7:30 PM. A motion by Manion, seconded by Eggleston to return to open session for possible action. Motion carried. Returned to open session at 7:52 PM.

### **Good for the Center**

Nowak shared two upcoming holiday events—the Electric City Christmas Parade which we will participate in, and the Volunteer Appreciation Holiday Party. Nowak invited everyone to a parade planning meeting on Monday, November 20 at 4:00 PM and encouraged everyone to stop by during the Volunteer Appreciation Party.

### **Next Committee Meeting**

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

### **Adjournment**

There being no further business, Van Berkel moved to adjourn the November 16, 2023, Committee Meeting at 8:03 PM. Seconded by Hietpas. Motion carried.

Maureen Feldt, Acting Secretary

# SPECIAL 1000 ISLANDS ENVIRONMENTAL CENTER COMMITTEE

City of Kaukauna  
 Nature Center Building  
 1000 Beaulieu Court, Kaukauna



Wednesday, December 20, 2023 at 4:00 PM

## MINUTES

### In-Person

#### I. Call to Order

Chair Pautz called the meeting to order at 4:02 PM.

#### II. Roll Call - Verification of a quorum

Members Present: Breitzman, Eggleston, Jakel, Manion, Pautz, White

Also Present: Feldt, Garrity, Nowak

A quorum is present.

#### III. New Business

- a. Update on the hiring and transition plan for the Naturalist position: Pautz provided a summary of the meeting with the Mayor and several department heads regarding the process for hiring a Naturalist and plans for the transition. Eggleston, Manion, and Breitzman, who also attended the meeting, shared their input from the meeting as well. Community Enrichment and Recreation Director, Terri Vosters, will serve as the interim director of 1000 Islands for a 6 month trial to explore realigning 1000 Islands under the Community Enrichment department. The interview process was discussed. The Committee will be invited to have up to 3 members attend the second round of interviews which will take place at the Nature Center. The group discussed the interim between Nowak's last day and when the new staff member will start. It is estimated that it will likely be mid-February before another staff member is on-board. Maureen's request to postpone her retirement until February 2nd in exchange for additional hours and compensation was granted by Common Council. This will help greatly for building coverage and transitioning tasks to new staff members.

#### IV. Adjournment

With no further business to discuss, Manion made a motion to adjourn. Seconded by Breitzman. The meeting adjourned at 4:51 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.

**City of Kaukauna**  
**1000 Islands Environmental Center**  
**Budget vs. Actual**  
**From Jan 2023 to November 2023**

| Accounts  | November             | YTD Amount            | Budget Amount         | Amount Over Budget  | % of Budget    |
|---|----------------------|-----------------------|-----------------------|---------------------|----------------|
| <b>Income</b>                                   |                      |                       |                       |                     |                |
| <b>4391 - Kaukauna School District Aids</b>     | <b>\$0.00</b>        | <b>\$15,000.00</b>    | <b>\$15,000.00</b>    | <b>\$0.00</b>       | <b>100.00%</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)     | \$72.52              | \$522.64              | \$3,000.00            | (\$2,477.36)        | 17.42%         |
| 4695 - Facilities/Building Rental (Non-Taxable) | \$0.00               | (\$275.00)            | \$2,000.00            | (\$2,275.00)        | -13.75%        |
| 4696 - Programing Fees                          | \$703.00             | \$8,483.30            | \$7,000.00            | \$1,483.30          | 121.19%        |
| 4716 - Gift Shop Sales                          | \$162.76             | \$5,245.96            | \$6,000.00            | (\$754.04)          | 87.43%         |
| <b>4802 - Donations &amp; Contributions</b>     | <b>\$1,905.00</b>    | <b>\$16,973.71</b>    | <b>\$20,000.00</b>    | <b>(\$3,026.29)</b> | <b>84.87%</b>  |
| 4810 - Interest Income                          | \$0.00               | \$5,913.93            | \$6,000.00            | (\$86.07)           | 98.57%         |
| <b>4910 - Env Center Restricted Donate</b>      | <b>\$385.24</b>      | <b>\$3,249.38</b>     | <b>\$0.00</b>         | <b>\$3,249.38</b>   | <b>0.00%</b>   |
| <b>4911 - Fundraising Sales</b>                 | <b>\$0.00</b>        | <b>\$7,440.04</b>     | <b>\$0.00</b>         | <b>\$7,440.04</b>   | <b>0.00%</b>   |
| <b>4913 - Memorial Purchases</b>                | <b>\$0.00</b>        | <b>\$200.00</b>       | <b>\$0.00</b>         | <b>\$200.00</b>     | <b>0.00%</b>   |
| <b>4914 - Education</b>                         | <b>\$105.50</b>      | <b>\$4,744.50</b>     | <b>\$0.00</b>         | <b>\$4,744.50</b>   | <b>0.00%</b>   |
| <b>4915 - Building &amp; Grounds Donation</b>   | <b>\$0.00</b>        | <b>\$23,976.63</b>    | <b>\$0.00</b>         | <b>\$23,976.63</b>  | <b>0.00%</b>   |
| <b>Total - Income</b>                           | <b>\$3,334.02</b>    | <b>\$101,475.09</b>   | <b>\$69,000.00</b>    | <b>\$32,475.09</b>  | <b>147.07%</b> |
| <b>Expense</b>                                  |                      |                       |                       |                     |                |
| 5101 - Regular Payroll                          | \$12,911.98          | \$146,374.78          | \$168,435.00          | (\$22,060.22)       | 86.90%         |
| 5104 - Temporary Payroll                        | \$0.00               | \$6,839.04            | \$5,990.00            | \$849.04            | 114.17%        |
| 5119 - Longevity Pay                            | \$423.15             | \$423.15              | \$400.00              | \$23.15             | 105.79%        |
| 5151 - Retirement Plan                          | \$631.84             | \$6,841.45            | \$7,809.00            | (\$967.55)          | 87.61%         |
| 5152 - Residency                                | \$679.40             | \$6,646.38            | \$6,890.00            | (\$243.62)          | 96.46%         |
| 5154 - Social Security                          | \$715.01             | \$7,844.85            | \$9,673.00            | (\$1,828.15)        | 81.10%         |
| 5157 - Group Health Insurance                   | \$1,796.06           | \$22,291.52           | \$24,088.00           | (\$1,796.48)        | 92.54%         |
| 5160 - Group Life Insurance                     | \$18.38              | \$253.29              | \$281.00              | (\$27.71)           | 90.14%         |
| 5163 - Workers Compensation                     | \$325.92             | \$4,030.84            | \$4,302.00            | (\$271.16)          | 93.70%         |
| 5205 - Seminar Expenses                         | \$0.00               | \$449.00              | \$2,500.00            | (\$2,051.00)        | 17.96%         |
| 5211 - Education & Memberships                  | \$105.00             | \$365.00              | \$500.00              | (\$135.00)          | 73.00%         |
| 5260 - Animal & Bird Care                       | \$506.97             | \$2,385.19            | \$1,600.00            | \$785.19            | 149.07%        |
| 5264 - Programs                                 | \$289.73             | \$1,993.58            | \$2,200.00            | (\$206.42)          | 90.62%         |
| 5276 - Conservancy Zone Maint                   | \$0.00               | \$1,468.91            | \$2,000.00            | (\$531.09)          | 73.45%         |
| 5303 - Communications                           | \$75.00              | \$825.00              | \$900.00              | (\$75.00)           | 91.67%         |
| 5306 - Heating Fuels                            | \$177.80             | \$1,699.16            | \$3,000.00            | (\$1,300.84)        | 56.64%         |
| 5309 - Water Sewer & Electric                   | \$635.08             | \$7,364.89            | \$9,000.00            | (\$1,635.11)        | 81.83%         |
| 5312 - Maintenance - Buildings                  | \$1,529.45           | \$12,429.38           | \$15,500.00           | (\$3,070.62)        | 80.19%         |
| 5315 - Maintenance - Office Equipment           | \$111.20             | \$1,443.96            | \$1,500.00            | (\$56.04)           | 96.26%         |
| 5318 - Maintenance - Automotive                 | \$0.00               | \$335.98              | \$100.00              | \$235.98            | 335.98%        |
| 5321 - Maintenance - All Other Equipm           | \$0.00               | \$42.44               | \$500.00              | (\$457.56)          | 8.49%          |
| 5325 - Contractual Services                     | \$69.64              | \$1,739.24            | \$1,200.00            | \$539.24            | 144.94%        |
| 5334 - Printing Expense                         | \$0.00               | \$159.00              | \$700.00              | (\$541.00)          | 22.71%         |
| 5401 - Office Supplies                          | \$47.59              | \$448.64              | \$600.00              | (\$151.36)          | 74.77%         |
| 5404 - Clothing Expense                         | \$0.00               | \$0.00                | \$700.00              | (\$700.00)          | 0.00%          |
| 5407 - Automotive Supplies                      | \$0.00               | \$216.99              | \$300.00              | (\$83.01)           | 72.33%         |
| 5410 - General Supplies                         | \$36.06              | \$1,034.51            | \$2,000.00            | (\$965.49)          | 51.73%         |
| 5416 - Custodial Supplies                       | \$64.02              | \$1,077.90            | \$800.00              | \$277.90            | 134.74%        |
| 5431 - Postage                                  | \$18.44              | \$81.44               | \$100.00              | (\$18.56)           | 81.44%         |
| 5440 - Concession Product                       | \$198.82             | \$2,437.95            | \$3,700.00            | (\$1,262.05)        | 65.89%         |
| 5499 - Miscellaneous                            | \$0.00               | \$844.40              | \$1,500.00            | (\$655.60)          | 56.29%         |
| 5804 - Equipment (including Office)             | \$0.00               | \$1,862.96            | \$1,650.00            | \$212.96            | 112.91%        |
| 5807 - Mach Tools & Instruments                 | \$0.00               | \$0.00                | \$1,200.00            | (\$1,200.00)        | 0.00%          |
| <b>5898 - Restricted Funds</b>                  | <b>\$1,228.87</b>    | <b>\$29,368.21</b>    | <b>\$0.00</b>         | <b>\$29,368.21</b>  | <b>0.00%</b>   |
| <b>Total - Expense</b>                          | <b>\$22,595.41</b>   | <b>\$271,619.03</b>   | <b>\$281,618.00</b>   | <b>(\$9,998.97)</b> | <b>96.45%</b>  |
| <b>Net Income</b>                               | <b>(\$19,261.39)</b> | <b>(\$170,143.94)</b> | <b>(\$212,618.00)</b> | <b>\$42,474.06</b>  | <b>80.02%</b>  |

Lines bolded in red are 201 accounts

|    | A   | B                    | C                     | D                        | E                             | F                      |
|----|---|----------------------|-----------------------|--------------------------|-------------------------------|------------------------|
| 1  | <b>City of Kaukauna</b>                         |                      |                       |                          |                               |                        |
| 2  | <b>1000 Islands Environmental Center</b>        |                      |                       |                          |                               |                        |
| 3  | <b>Budget vs. Actual</b>                        |                      |                       |                          |                               |                        |
| 4  | <b>From Jan 2023 to December 2023</b>           |                      |                       |                          |                               |                        |
| 5  |   |                      |                       |                          |                               |                        |
| 6  | <b>Accounts</b>                                 | <b>December</b>      | <b>YTD<br/>Amount</b> | <b>Budget<br/>Amount</b> | <b>Amount Over<br/>Budget</b> | <b>% of<br/>Budget</b> |
| 8  | <b>Income</b>                                   |                      |                       |                          |                               |                        |
| 9  | <b>4391 - Kaukauna School District Aids</b>     | <b>\$0.00</b>        | <b>\$15,000.00</b>    | <b>\$15,000.00</b>       | <b>\$0.00</b>                 | <b>100.00%</b>         |
| 10 | <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>         |
| 11 | 4694 - Facilities/Building Rental (Taxable)     | (\$3.99)             | \$518.65              | \$3,000.00               | (\$2,481.35)                  | 17.29%                 |
| 12 | 4695 - Facilities/Building Rental (Non-Taxable) | \$0.00               | (\$275.00)            | \$2,000.00               | (\$2,275.00)                  | -13.75%                |
| 13 | 4696 - Programing Fees                          | \$580.00             | \$9,063.30            | \$7,000.00               | \$2,063.30                    | 129.48%                |
| 14 | 4716 - Gift Shop Sales                          | \$234.14             | \$5,480.10            | \$6,000.00               | (\$519.90)                    | 91.34%                 |
| 15 | <b>4802 - Donations &amp; Contributions</b>     | <b>\$3,790.00</b>    | <b>\$20,763.71</b>    | <b>\$20,000.00</b>       | <b>\$763.71</b>               | <b>103.82%</b>         |
| 16 | 4810 - Interest Income                          | \$0.00               | \$5,913.93            | \$6,000.00               | (\$86.07)                     | 98.57%                 |
| 17 | <b>4910 - Env Center Restricted Donate</b>      | <b>\$383.72</b>      | <b>\$3,633.10</b>     | <b>\$0.00</b>            | <b>\$3,633.10</b>             | <b>0.00%</b>           |
| 18 | <b>4911 - Fundraising Sales</b>                 | <b>\$0.00</b>        | <b>\$7,440.04</b>     | <b>\$0.00</b>            | <b>\$7,440.04</b>             | <b>0.00%</b>           |
| 19 | <b>4913 - Memorial Purchases</b>                | <b>\$0.00</b>        | <b>\$200.00</b>       | <b>\$0.00</b>            | <b>\$200.00</b>               | <b>0.00%</b>           |
| 20 | <b>4914 - Education</b>                         | <b>\$25.00</b>       | <b>\$4,769.50</b>     | <b>\$0.00</b>            | <b>\$4,769.50</b>             | <b>0.00%</b>           |
| 21 | <b>4915 - Building &amp; Grounds Donation</b>   | <b>\$0.00</b>        | <b>\$23,976.63</b>    | <b>\$0.00</b>            | <b>\$23,976.63</b>            | <b>0.00%</b>           |
| 22 | <b>Total - Income</b>                           | <b>\$5,008.87</b>    | <b>\$106,483.96</b>   | <b>\$69,000.00</b>       | <b>\$37,483.96</b>            | <b>154.32%</b>         |
| 24 |   |                      |                       |                          |                               |                        |
| 25 | <b>Expense</b>                                  |                      |                       |                          |                               |                        |
| 26 | 5101 - Regular Payroll                          | \$13,019.29          | \$159,394.07          | \$168,435.00             | (\$9,040.93)                  | 94.63%                 |
| 27 | 5104 - Temporary Payroll                        | \$0.00               | \$6,839.04            | \$5,990.00               | \$849.04                      | 114.17%                |
| 28 | 5107 - Overtime Pay                             | \$69.31              | \$69.31               | \$0.00                   | \$69.31                       | 0.00%                  |
| 29 | 5119 - Longevity Pay                            | \$0.00               | \$423.15              | \$400.00                 | \$23.15                       | 105.79%                |
| 30 | 5151 - Retirement Plan                          | \$604.72             | \$7,446.17            | \$7,809.00               | (\$362.83)                    | 95.35%                 |
| 31 | 5152 - Residency                                | \$662.69             | \$7,309.07            | \$6,890.00               | \$419.07                      | 106.08%                |
| 32 | 5154 - Social Security                          | \$716.38             | \$8,561.23            | \$9,673.00               | (\$1,111.77)                  | 88.51%                 |
| 33 | 5157 - Group Health Insurance                   | \$61.00              | \$22,352.52           | \$24,088.00              | (\$1,735.48)                  | 92.80%                 |
| 34 | 5160 - Group Life Insurance                     | \$13.12              | \$266.41              | \$281.00                 | (\$14.59)                     | 94.81%                 |
| 35 | 5163 - Workers Compensation                     | \$322.55             | \$4,353.39            | \$4,302.00               | \$51.39                       | 101.19%                |
| 36 | 5205 - Seminar Expenses                         | \$0.00               | \$449.00              | \$2,500.00               | (\$2,051.00)                  | 17.96%                 |
| 37 | 5211 - Education & Memberships                  | \$0.00               | \$365.00              | \$500.00                 | (\$135.00)                    | 73.00%                 |
| 38 | 5260 - Animal & Bird Care                       | \$111.56             | \$2,496.75            | \$1,600.00               | \$896.75                      | 156.05%                |
| 39 | 5264 - Programs                                 | \$6.59               | \$2,000.17            | \$2,200.00               | (\$199.83)                    | 90.92%                 |
| 40 | 5276 - Conservancy Zone Maint                   | \$0.00               | \$1,468.91            | \$2,000.00               | (\$531.09)                    | 73.45%                 |
| 41 | 5303 - Communications                           | \$75.00              | \$900.00              | \$900.00                 | \$0.00                        | 100.00%                |
| 42 | 5306 - Heating Fuels                            | \$0.00               | \$1,699.16            | \$3,000.00               | (\$1,300.84)                  | 56.64%                 |
| 43 | 5309 - Water Sewer & Electric                   | \$744.70             | \$8,109.59            | \$9,000.00               | (\$890.41)                    | 90.11%                 |
| 44 | 5312 - Maintenance - Buildings                  | \$853.50             | \$13,282.88           | \$15,500.00              | (\$2,217.12)                  | 85.70%                 |
| 45 | 5315 - Maintenance - Office Equipment           | \$221.79             | \$1,665.75            | \$1,500.00               | \$165.75                      | 111.05%                |
| 46 | 5318 - Maintenance - Automotive                 | \$0.00               | \$335.98              | \$100.00                 | \$235.98                      | 335.98%                |
| 47 | 5321 - Maintenance - All Other Equipm           | \$0.00               | \$42.44               | \$500.00                 | (\$457.56)                    | 8.49%                  |
| 48 | 5325 - Contractual Services                     | \$741.38             | \$2,480.62            | \$1,200.00               | \$1,280.62                    | 206.72%                |
| 49 | 5334 - Printing Expense                         | \$0.00               | \$159.00              | \$700.00                 | (\$541.00)                    | 22.71%                 |
| 50 | 5401 - Office Supplies                          | \$39.99              | \$488.63              | \$600.00                 | (\$111.37)                    | 81.44%                 |
| 51 | 5404 - Clothing Expense                         | \$6.29               | \$6.29                | \$700.00                 | (\$693.71)                    | 0.90%                  |
| 52 | 5407 - Automotive Supplies                      | \$0.00               | \$216.99              | \$300.00                 | (\$83.01)                     | 72.33%                 |
| 53 | 5410 - General Supplies                         | \$135.48             | \$1,169.99            | \$2,000.00               | (\$830.01)                    | 58.50%                 |
| 54 | 5416 - Custodial Supplies                       | \$0.00               | \$1,077.90            | \$800.00                 | \$277.90                      | 134.74%                |
| 55 | 5431 - Postage                                  | \$78.72              | \$160.16              | \$100.00                 | \$60.16                       | 160.16%                |
| 56 | 5440 - Concession Product                       | \$41.98              | \$2,479.93            | \$3,700.00               | (\$1,220.07)                  | 67.03%                 |
| 57 | 5499 - Miscellaneous                            | \$14.98              | \$859.38              | \$1,500.00               | (\$640.62)                    | 57.29%                 |
| 58 | 5804 - Equipment (including Office)             | \$0.00               | \$1,862.96            | \$1,650.00               | \$212.96                      | 112.91%                |
| 59 | 5807 - Mach Tools & Instruments                 | \$0.00               | \$0.00                | \$1,200.00               | (\$1,200.00)                  | 0.00%                  |
| 60 | <b>5898 - Restricted Funds</b>                  | <b>\$591.43</b>      | <b>\$29,959.64</b>    | <b>\$0.00</b>            | <b>\$29,959.64</b>            | <b>0.00%</b>           |
| 61 | <b>Total - Expense</b>                          | <b>\$19,132.45</b>   | <b>\$290,751.48</b>   | <b>\$281,618.00</b>      | <b>\$9,133.48</b>             | <b>103.24%</b>         |
| 62 |   |                      |                       |                          |                               |                        |
| 63 | <b>Net Income</b>                               | <b>(\$14,123.58)</b> | <b>(\$184,267.52)</b> | <b>(\$212,618.00)</b>    | <b>\$28,350.48</b>            | <b>86.67%</b>          |
| 64 |   |                      |                       |                          |                               |                        |
| 65 | <b>Lines bolded in red are 201 accounts</b>     |                      |                       |                          |                               |                        |

## Naturalist Report

### November/December 2023

#### Admin/Finance

- Endowment Update: We withdrew \$13,002.54 from the 1000 Islands' Golden Passport Account at the Bank of Kaukauna. This check will be taken to the Community Foundation to start the new Endowment Fund. Maureen is working with Will (Director of Finance) and the City Attorney to review the Community Foundation's agreement to ensure all is in order before the Mayor and Sally Kenney sign the agreement.

#### Education

- Motus info now live online at motus.org. There have been no detections as of 12/19. Hopefully spring migration will result in some data.
- The Fox Valley Bald Eagle Nest Watch program will continue for 2024 as I will volunteer to coordinate the program. Deb will coordinate with the new Naturalist to hand the program over before the 2025 nesting season.
- Plans for Eagle Days are coming together and Brad Garrity will be the lead person for the day. The Friends group will have a food stand. Event promotions have been completed on FB, Website and Community Calendars.
- We had 640 students at 1000 Islands for 4<sup>th</sup> Quarter field trips. Over half of these students were from the Kaukauna Area School District. (See the 4<sup>th</sup> Quarter Dashboard for more information.)
- The 1000 Islands Summer Programing schedule is set completed and Sarah is working with the Library to complete the collaborated programs that will be offered.
- We have had an issue with algae in the second fish tank and are seeking out help to correct this. Also the sand table is not working properly. IT will be called to correct the problem

#### Building & Grounds

- A single unit washer and dryer was purchased to wash towels and aquarium filters. Site Manager Garrity will work on getting the appliance installed. The washer is delivered and Enterprise Electric has been here to give us an estimate and Peterson Plumbing will be stopping by to do the same.
- Nowak and Garrity met with Public Works Director Neumeier regarding the boardwalk project. Neumeier will look for permission to bid in February or March and look to bid the project in spring. It is hopeful that the project can be completed over two years instead of three. The Community Foundation and the Nelson Family Fund are interested in funding this project. Garrity will submit a proposal to them for review before February 1<sup>st</sup>.
- Brad Garrity and Don Neumeier met with engineers in regard to the retention pond in the Upper Woods and the work that will be completed to increase the size. Part of the trail will need to be closed to complete this work.



# 2023 Year in Review

## Administrative/Finance

- \$15,011.84 was added to the Endowment from new contributions made in 2023.
- The City went through a Strategic Planning Process with Deb attending the meetings along with the other Department Heads.
- NetSuite was implemented by the City Finance Dept. and we are utilizing this new financial system for receipting and to create the monthly reports for the Committee Meetings.
- Paycor was implemented by the City Human Resources Dept. which we are all using to punch in/out along with tracking our time and requesting time-off.
- The 1000 Islands Strategic Plan was completed and presented to the City Council.
- The Endowment was set up with the Community Foundation

## Education

- We had a very successful Eagle Days with approximately 1,000 people in attendance and three presentations by the National Eagle Center.
- The Fox Valley Bald Eagle Nest Watch program started in February with 36 nests being monitored by 90 volunteers.
- We now have approximately 60 new snowshoes and are selling the old ones through the Gift Shop. New rental prices have been determined.
- Field Trip costs have been increased from \$2 to \$3 for a half-day program and from \$3 to \$5 for a full day program.
- Lilly Roehrig completed her student co-op year at the end of the school year.
- Jabber's health became an issue this year and he is now on two meds/twice a day.
- Liliana (summer intern) returned from last (2022) summer and was instrumental in helping with programming and various projects and events.
- The book *Grover the Goat* was completed and is on sale in the Gift Shop.
- All summer field trips were all half-day programs only and went over well and we will do the same programming in 2024.
- The Tree Seedling Sale was sponsored by Kaukauna Utilities again. Total proceeds from the 2023 sale are \$7352.64 and we received \$245 in donations with the seedling order as well.
- The Motus Receiver which collects data on migrating birds was installed in fall. The costs for this are covered by a grant received by the Western Great Lakes Bird and Bat Observatory.
- A new Water Cycle program was developed for the 6<sup>th</sup> graders at River View.
- Focus on the Fox was on September 23 with a lower than anticipated turnout.
- Goat browsing sessions occurred in mid-June and late-September/early October this year. The project continues to make impacts on our invasive plants but also generates a lot of visitor traffic, donations and gift shop sales.

## Building & Grounds

- New flooring was installed in February of 2023.
- We discontinued building rentals for family-related parties as we saw an increase in noncompliance of our guidelines and overall disrespect for the live animals and building.
- Countless hours and donated funds were spent on removing buckthorn and planting native plant species throughout the year.
- An initial estimate came in for replacing the boardwalk for \$367,000 from Milbach Construction.
- We obtained two adult and two child EpiPens that are stored in the EAD box.
- Began aggressively treating and eliminating phragmites in the culverts near the intersection of Z and old ZZ (Kayak Launch). Also removed many buckthorn plants, opening the view to the river.
- Work began on clearing and preparing the area to be developed into an educational play area and tree nursery.
- Inaugural Service Saturdays volunteer program – provided drop in opportunities for volunteers and introduced our regular volunteer opportunities.
- Planted oak and maple seedlings and saplings in areas near nature center/trailhead cleared of buckthorn. This summer's drought made it tough to do much planting.
- Site Manager updated the conservancy invasives management plan and developed wildlife and habitat management plan and forestry evaluation for the Upper Woods.
- Changed HVAC service provider from Bassett Mechanical to Berken Heating and Cooling.
- Building siding project put on hold – Street Dept may do the labor, will get new material quotes in 2024.
- Received window quotes for possible ongoing replacement throughout building.
- Wildlife rescues on property included trapped Canada Goose, Great Blue Heron with broken wing, Egret caught in fishing line, etc.
- Yellow Jackets were a major issue in Fall, causing multiple stings to the Site Manager, disruption to visitors, closing sections of trail, and invasion of the bat house.
- After a promising start to the season, one of the bee colonies absconded from their hive. May have been caused by the yellow jackets in Fall.
- Welcomed multiple corporate volunteer groups who helped with invasives removal, fence and boardwalk repair, trail maintenance, tree planting, staining picnic tables, and more.

1000 Islands Usage Report  
Dashbaord

| Key    |             |               |
|--------|-------------|---------------|
| Red    | Investigate | <75% of Avg   |
| Yellow | Monitor     | 75-90% of Avg |
| Green  | Celebrate   | > 90% of Avg  |

| Performance Indicators | Avg over<br>3 years | Current<br>Indicator | Trend     |           |           | Comments |
|------------------------|---------------------|----------------------|-----------|-----------|-----------|----------|
|                        |                     |                      | QT 1 2017 | QT 1 2016 | QT 1 2015 |          |
| Programming            |                     |                      |           |           |           |          |
| Kaukauna Schools       |                     |                      |           |           |           |          |
| Kaukauna Scouts        |                     |                      |           |           |           |          |
| Kaukauna Groups        |                     |                      |           |           |           |          |
| Kaukauna Residents     |                     |                      |           |           |           |          |
|                        |                     |                      |           |           |           |          |
| Other Schools          |                     |                      |           |           |           |          |
| Other Scouts           |                     |                      |           |           |           |          |
| Other Groups           |                     |                      |           |           |           |          |
| Other Residents        |                     |                      |           |           |           |          |
|                        |                     |                      |           |           |           |          |
| Total Programming      |                     |                      |           |           |           |          |
|                        |                     |                      |           |           |           |          |
| Building Use           |                     |                      |           |           |           |          |
| Kaukauna Schools       |                     |                      |           |           |           |          |
| Kaukauna Scouts        |                     |                      |           |           |           |          |
| Kaukauna Groups        |                     |                      |           |           |           |          |
| Kaukauna Residents     |                     |                      |           |           |           |          |
|                        |                     |                      |           |           |           |          |
| Other Schools          |                     |                      |           |           |           |          |
| Other Scouts           |                     |                      |           |           |           |          |
| Other Groups           |                     |                      |           |           |           |          |
| Other Residents        |                     |                      |           |           |           |          |
|                        |                     |                      |           |           |           |          |
| Building Use Total     |                     |                      |           |           |           |          |
|                        |                     |                      |           |           |           |          |
| Totals                 |                     |                      |           |           |           |          |
| Kaukauna Total         |                     |                      |           |           |           |          |
| Other Total            |                     |                      |           |           |           |          |
| Combined Total         |                     |                      |           |           |           |          |

**1000 Islands Dashboard  
4th Quarter 2023**

Item 8.c.

| Date       | Attendance | Group Name                           | Purpose   | Kauk School | Other School | District Code | Kauk Group | Other Group | Kauk Scouts | Other Scouts | Kauk Res | Other Res |                         |
|------------|------------|--------------------------------------|---|-------------|--------------|---------------|------------|-------------|-------------|--------------|----------|-----------|-------------------------|
| 10/2/2023  | 16         | Boy Scout Troop 10431                | Building Use - Troop Meeting  |             |              |               |            | 16          |             |              |          |           |                         |
| 10/3/2023  | 35         | Ferber Elementary                    | What Am I? & Diversity Hike   |             | 35           | A             |            |             |             |              |          |           |                         |
| 10/4/2023  | 20         | Lifelong Learning                    | Invasive Species - Goats  |             |              |               | 20         |             |             |              |          |           |                         |
| 10/4/2023  | 8          | River Valley Outdoorsmen             | Building Use - Club Meeting   |             |              | 8             |            |             |             |              |          |           |                         |
| 10/6/2023  | 22         | River View Middle School             | Hike on their own   | 22          |              |               |            |             |             |              |          |           |                         |
| 10/7/2023  | 8          | Woodland Intermediate Gir Scout 2285 | Geocaching  |             | 8            | K             |            |             |             |              |          |           |                         |
| 10/8/2023  | 50         | Pavilion Rental                      | Pogrant Family Reunion  |             |              |               |            |             |             | 25           | 25       |           |                         |
| 10/9/2023  | 16         | Boy Scout Troop 10431                | Building Use - Troop Meeting  |             |              |               |            | 16          |             |              |          |           |                         |
| 10/11/2023 | 17         | KHS Science Class                    | Post Goat Evaluation  | 17          |              |               |            |             |             |              | A        | APPLETON  |                         |
| 10/13/2023 | 9          | Public Program                       | 1000 Little Wonders - Fungi   |             |              |               |            |             |             | 4            | 5        | B         | BRILLION                |
| 10/14/2023 | 18         | Trail Life Troop 1857                | Visit building & hike on own  |             |              |               |            |             |             |              |          | C         | CLINTONVILLE            |
| 10/14/2023 | 8          | Girl Scout Program                   | Brownie Bugs Badge Clinic   |             |              |               |            |             | 8           |              |          | CR        | CRIVITZ                 |
| 10/16/2023 | 15         | Boy Scout Troop 10431                | Building Use - Troop Meeting  |             |              |               |            | 15          |             |              |          | D         | DAY CARE/PRESCH         |
| 10/18/2023 | 12         | Fox Valley Bass Club                 | Building Use - Club Meeting   |             |              | 12            |            |             |             |              |          | DM        | Denmark                 |
| 10/19/2023 | 45         | Janssen Elementary                   | Adaptations Hike, Nature Games, Who Eats What, and Bugs, Bugs, Bugs |             | 45           | K             |            |             |             |              |          | DP        | De Pere                 |
| 10/20/2023 | 23         | Janssen Elementary                   | Adaptations Hike, Nature Games, Who Eats What, and Bugs, Bugs, Bugs |             | 23           | K             |            |             |             |              |          | F         | Freedom                 |
| 10/20/2023 | 50         | Public Program with Library          | Storybook Walk - <i>Stellaluna</i>                                  |             |              |               |            |             |             | 25           | 25       | GB        | Green Bay               |
| 10/21/2023 | 4          | Public Program with Library          | Survival Skills - Foraging  |             |              |               |            |             |             | 2            | 2        | H         | Hortonville             |
| 10/21/2023 | 16         | Pavilion Rental                      | Levanetz Family Reunion   |             |              |               |            |             |             | 8            | 8        | HA        | Home School Association |
| 10/23/2023 | 15         | Boy Scout Troop 10431                | Building Use - Troop Meeting  |             |              |               |            | 25          |             |              |          | HI        | Hilbert                 |
| 10/24/2023 | 20         | Xavier High School                   | Off-Site Program-What a Naturalist Does                             | 20          | P            |               |            |             |             |              |          | HS        | Howard-Suamico          |
| 10/25/2023 | 42         | Carl Traeger Elementary              | Fox River Ecology   |             | 42           |               |            |             |             |              |          | K         | Kimberly                |
| 10/25/2023 | 65         | River View Middle School             | Hike on their own   | 65          |              |               |            |             |             |              |          | L         | Little Chute            |
| 10/25/2023 | 40         | Public Program                       | Family Night Hike   |             |              |               |            |             |             | 20           | 20       | M         | Menasha                 |
| 10/26/2023 | 42         | Carl Traeger Elementary              | Fox River Ecology   | 42          | OS           |               |            |             |             |              |          | N         | Neenah                  |
| 10/30/2023 | 14         | Boy Scout Troop 10431                | Building Use - Troop Meeting  |             |              |               |            | 14          |             |              |          | NH        | New Holstein            |
| 10/31/2023 | 82         | Alliance Charter School              | What Am I?, Shelter Building, Who Eats What, Outdoor Scavenger Hunt |             | 82           | N             |            |             |             |              |          | OS        | Oshkosh                 |
|            |            |                                      |   |             |              |               |            |             |             |              |          | OC        | Oconto Falls            |
| 11/1/2023  | 85         | River View Middle School             | Runoff/Water Cycle & Chloride Monitoring                            | 85          |              |               |            |             |             |              |          | OS        | Online Public School    |
| 11/1/2023  | 10         | River Valley Outdoorsmen             | Building Use - Club Meeting   |             |              | 10            |            |             |             |              |          | P         | PAROCHIAL/PRIVATE       |
| 11/2/2023  | 44         | Park School                          | Erosion Hike  | 44          |              |               |            |             |             |              |          | R         | REEDSVILLE              |

# 1000 Islands Dashboard

## 4th Quarter 2023

Item 8.c.

|               |             |                             |   |            |            |          |            |           |            |          |            |            |    |                  |  |
|---------------|-------------|-----------------------------|---|------------|------------|----------|------------|-----------|------------|----------|------------|------------|----|------------------|--|
| 11/3/2023     | 52          | Franklin Elementary         | Water Testing, River Walk                       |            | 52         | A        |            |           |            |          |            |            | RI | RIPON            |  |
| 11/4/2023     | 20          | Alliance Church             | Volunteer Group Service Workday                 |            |            |          |            | 20        |            |          |            |            | S  | SEYMOUR          |  |
| 11/4/2023     | 0           | Pubilc Program with Library | Native American Program                         |            |            |          |            |           |            |          |            | 0          | W  | WRIGHTSTOWN      |  |
| 11/6/2023     | 15          | Boy Scout Troop 10431       | Building Use - Troop Meeting                    |            |            |          |            |           | 15         |          |            |            | WR | WISCONSIN RAPIDS |  |
| 11/7/2023     | 34          | Park School                 | Off-site Program - Hibernation & M              | 34         |            |          |            |           |            |          |            |            |    |                  |  |
| 11/8/2023     | 6           | Kaukauna Utilities          | Senior Management Meeting                       |            |            |          | 6          |           |            |          |            |            |    |                  |  |
| 11/8/2023     | 25          | Outagamie Co Highway Dept   | Building Rental - Public Meeting CTH Z Project  |            |            |          |            |           |            |          | 12         | 13         |    |                  |  |
| 11/10/2023    | 13          | Public Program              | 1000 Little Wonders - Wolly Bea Caterpillars    |            |            |          |            |           |            |          | 6          | 7          |    |                  |  |
| 11/11/2023    | 25          | Public Program              | Hibernation Exploration                         |            |            |          |            |           |            |          | 12         | 13         |    |                  |  |
| 11/13/2023    | 15          | Boy Scout Troop 10431       | Building Use - Troop Meeting                    |            |            |          |            | 15        |            |          |            |            |    |                  |  |
| 11/15/2023    | 13          | Fox Valley Bass Club        | Building Use - Montly Meeting                   |            |            |          | 13         |           |            |          |            |            |    |                  |  |
| 11/15/2023    | 25          | XYZ Club                    | Bald Eagle Presentation                         |            |            |          | 25         |           |            |          |            |            |    |                  |  |
| 11/17/2023    | 50          | Pubilc Program with Library | Storybook Walk - <i>Bear Snores On</i>          |            |            |          |            |           |            |          | 25         | 25         |    |                  |  |
| 11/18/2023    | 6           | Pubilc Program with Library | Survival Series - Knot Tying                    |            |            |          |            |           |            |          | 3          | 3          |    |                  |  |
| 11/20/2023    | 15          | Boy Scout Troop 10431       | Building Use - Troop Meeting                    |            |            |          |            | 15        |            |          |            |            |    |                  |  |
| 11/21/2023    | 45          | Kwik Trip                   | Building Rental - All Store Employee Meeting    |            |            |          | 45         |           |            |          |            |            |    |                  |  |
| 11/27/2023    | 16          | Boy Scout Troop 10431       | Building Use - Troop Meeting                    |            |            |          |            | 16        |            |          |            |            |    |                  |  |
| 11/28/2023    | 13          | Girl Scout Troop 2444       | Pavilion Rental - Troop Meeting                 |            |            |          |            | 13        |            |          |            |            |    |                  |  |
| 11/29/2023    | 30          | Washington Elementary       | Fox River Ecology                               |            | 30         | OS       |            |           |            |          |            |            |    |                  |  |
|               |             |                             |   |            |            |          |            |           |            |          |            |            |    |                  |  |
| 12/4/2023     | 15          | Boy Scout Troop 10431       | Building Use - Troop Meeting                    |            |            |          | 15         |           |            |          |            |            |    |                  |  |
|               |             |                             | Where do they go in winter & Animal track hike  |            | 15         | HA       |            |           |            |          |            |            |    |                  |  |
| 12/5/2023     | 15          | Home School Co-op           |   |            |            |          |            |           |            |          |            |            |    |                  |  |
| 12/6/2023     | 44          | 1000 Islands Voluneer Party | Building Use - Holiday Gathering                |            |            |          | 44         |           |            |          |            |            |    |                  |  |
| 12/6/2023     | 20          | River Valley Outdoorsmen    | Building Use - Club Meeting & Holiday Gathering |            |            |          | 20         |           |            |          |            |            |    |                  |  |
| 12/7/2023     | 44          | Park School                 | Off-Site Program - Sun, Moon & Sta              | 44         |            |          |            |           |            |          |            |            |    |                  |  |
| 12/8/2023     | 7           | Public Program              | 1000 Little Wonders - Porcupines                |            |            |          |            |           |            |          | 4          | 3          |    |                  |  |
| 12/9/2-23     | 14          | Public Program              | Bees Wax Lip Balm Making Workshop               |            |            |          |            |           |            |          | 7          | 7          |    |                  |  |
| 12/11/2023    | 16          | Boy Scout Troop 10431       | Building Use - Troop Meeting                    |            |            |          |            | 16        |            |          |            |            |    |                  |  |
| 12/16/2023    | 5           | Public Program with Library | Survival Skills - Shelter Building              |            |            |          |            |           |            |          | 3          | 2          |    |                  |  |
| 12/16/2023    | 10          | Public Program              | Bees Wax Lip Balm Making Workshop               |            |            |          |            |           |            |          | 5          | 5          |    |                  |  |
| 12/18/2023    | 19          | Boy Scout Troop 10431       | Building Use - Troop Meeting                    |            |            |          |            | 19        |            |          |            |            |    |                  |  |
| 12/20/2023    | 12          | Fox Valley Bass Club        | Building Use - Monthly Meeting                  |            |            |          | 6          | 6         |            |          |            |            |    |                  |  |
| 12/29/2023    | 100         | Public Program with Library | Storybook Walk - <i>Over and Under the Snow</i> |            |            |          |            |           |            |          | 50         | 50         |    |                  |  |
|               |             |                             |   |            |            |          |            |           |            |          |            |            |    |                  |  |
|               |             |                             |   |            |            |          |            |           |            |          |            |            |    |                  |  |
| <b>TOTALS</b> | <b>1431</b> |                             |   | <b>331</b> | <b>309</b> | <b>6</b> | <b>196</b> | <b>26</b> | <b>179</b> | <b>8</b> | <b>186</b> | <b>188</b> |    |                  |  |

|    | A | B  | C                   | D                 | E                  | F                    | G                   | H              | I        | J                | K                  | L           | M   | N | O | P |
|----|---|--|---------------------|-------------------|--------------------|----------------------|---------------------|----------------|----------|------------------|--------------------|-------------|---|---|---|---|
| 1  |   | <b>Environmental Center Investment Balance</b> |                     |                   |                    |                      |                     |                |          |                  |                    |             |   |   |   |   |
| 2  |   |  |                     |                   |                    |                      |                     |                |          |                  |                    | Interest    |   |   |   |   |
| 3  |   | <b>Acct #</b>                                  | <b>12/31/2022</b>   | <b>Interest**</b> | <b>In</b>          | <b>Out**</b>         | <b>Current Bal</b>  |                | <b>%</b> | <b># of Days</b> | <b>Accrual</b>     | <b>Paid</b> |   |   |   |   |
| 4  |   |  |                     |                   |                    |                      |                     |                |          |                  |                    |             |   |   |   |   |
| 5  |   | 41-214758-5                                    | \$33,219.04         | \$886.94          |                    | (\$886.94)           | \$33,219.04         |                | 2.67%    | 458              | \$1,113.12         | 10/6/2023   | *posted qtrly -ck sent to 1000ls                |   |   |   |
| 6  |   | 41-218040-4                                    | \$43,650.66         | \$1,534.03        |                    | (\$1,534.03)         | \$43,650.66         |                | 4.91%    | 182              | \$1,069.48         | 11/19/2023  | *posted qtrly -ck sent to 1000ls                |   |   |   |
| 7  |   | 41-225459-7                                    | \$64,561.72         | \$1,363.05        |                    | (\$1,363.05)         | \$64,561.72         |                | 4.91%    | 275              | \$2,387.00         | 10/14/2023  | *posted qtrly -ck sent to 1000ls                |   |   |   |
| 8  |   | 41-227130-2                                    | \$28,763.46         | \$923.59          |                    | (\$923.59)           | \$28,763.46         |                | 5.20%    | 365              | \$1,495.70         | 10/16/2023  | *posted qtrly -ck sent to 1000ls                |   |   |   |
| 9  |   | 413010493                                      | \$21,594.18         | \$693.17          |                    | (\$693.17)           | \$21,594.18         |                | 3.21%    | 184              | \$349.36           | 10/2/2023   | *posted qtrly -ck sent to 1000ls                |   |   |   |
| 10 |   | 822191   | \$18,169.97         | \$697.62          |                    | (\$697.62)           | \$18,169.97         |                | 4.20%    | 186              | \$389.20           | 12/13/2023  | *posted semi-annually - tsfr to golden passbook |   |   |   |
| 11 |   | 823081   | \$11,254.38         | \$168.81          |                    | (\$168.81)           | \$11,254.38         |                | 5.00%    | 368              | \$567.22           | 8/21/2023   | *posted semi-annually - tsfr to golden passbook |   |   |   |
| 12 |   | 413012028                                      | \$63,749.12         | \$1,313.95        |                    | (\$1,313.95)         | \$63,749.12         |                | 4.91%    | 275              | \$2,356.95         | 12/12/2023  | *posted qtrly -ck sent to 1000ls                |   |   |   |
| 13 |   | 413015757                                      | \$65,411.79         | \$1,138.16        |                    | (\$1,138.16)         | \$65,411.79         |                | 1.74%    | 398              | \$1,240.60         | 12/19/2023  | *posted qtrly -ck sent to 1000ls                |   |   |   |
| 14 |   | 823717   | \$11,786.94         | \$294.67          |                    | (\$294.67)           | \$11,786.94         |                | 5.00%    | 364              | \$589.85           | 10/10/2023  | *posted semi-annually - tsfr to golden passbook |   |   |   |
| 15 |   |  |                     |                   |                    |                      |                     |                |          |                  |                    |             |   |   |   |   |
| 16 |   | B of K 906-816                                 | \$13,337.08         | \$48.29           | \$14,963.55        | (\$5,913.93)         | \$22,434.99         | As of 12/31/23 |          |                  |                    |             |   |   |   |   |
| 17 |   |  |                     |                   |                    |                      |                     |                |          |                  |                    |             |   |   |   |   |
| 18 |   |  |                     |                   |                    |                      |                     |                |          |                  |                    |             |   |   |   |   |
| 19 |   | <b>TOTALS</b>                                  | <b>\$375,498.34</b> | <b>\$9,062.28</b> | <b>\$14,963.55</b> | <b>(\$14,927.92)</b> | <b>\$384,596.25</b> |                |          |                  | <b>\$11,558.48</b> |             |   |   |   |   |
| 20 |   |  |                     |                   |                    |                      |                     |                |          |                  |                    |             |   |   |   |   |
| 21 |   |  |                     |                   |                    |                      |                     |                |          |                  |                    |             |   |   |   |   |
| 22 |   |  |                     |                   |                    |                      |                     |                |          |                  |                    |             |   |   |   |   |
| 23 |   |  |                     |                   |                    |                      |                     |                |          |                  |                    |             |   |   |   |   |
| 24 |   |  |                     |                   |                    |                      |                     |                |          |                  |                    |             |   |   |   |   |

# 1000 ISLANDS ENVIRONMENTAL CENTER

## ADMINISTRATIVE/FINANCE SUB-COMMITTEE

City of Kaukauna  
**Nature Center Building**  
 1000 Beaulieu Court, Kaukauna



Wednesday, October 11, 2023 at 5:00 PM

### MINUTES

#### In-Person

#### 1. Call to Order

Members Present: Eggleston, Manion, Van Berkel

Also Present: Nowak

Chair Van Berkel called the meeting to order at 5:11 PM

#### 2. Reading and Approval Minutes

- a. 1000 Islands Administrative/Finance Sub-Committee Minutes of October 2, 2023  
 Eggleston made a motion to waive the reading and approve the minutes of the October 2, 2023 Administrative/Finance meeting. Seconded by Manion. Motion passed.

#### 3. Old Business

- a. Review Draft Resolutions 2023-5897 and 2023-5898  
 Van Berkel pointed out two areas that needed the addition of the word "to" in Resolution 2023-5897 and omitted the word "to" in the last paragraph of Resolution 2023-5398.  
 Eggleston made a motion to forward draft resolutions 5897 and 5898 to the full Committee for approval to go before the Common Council. Seconded by Manion. Motion passed.

#### 4. New Business

- a. Review Policy 3.002 Operational Policy - Endowment, Memorial & Sustainable Funds  
 Reviewed policy and made several revisions. Manion made a motion to forward to the full Committee approve the revised policy. Seconded by Eggleston. Motion passed.

#### 5. Other Sub-Committee Items

Discussion on new performance evaluation. Suggested to share goals with Committee and the progress towards those goals throughout the year. The group is open to the changes in performance review.

#### 6. Adjournment

With no further business to discuss, Manion moved to adjourn. Seconded by Eggleston.  
 Meeting adjourned at 6:40 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.



# 1000 ISLANDS ENVIRONMENTAL CENTER

## EDUCATION SUB-COMMITTEE

City of Kaukauna  
**Nature Center Building**  
 1000 Beaulieu Court, Kaukauna



Thursday, July 06, 2023 at 6:00 PM

### MINUTES

#### In-Person

#### 1. Call to Order

Members Present: Breitzman, Carlson, Jakel, Pautz, White

Also Present: Nowak

Called to order at 6:02 PM

#### 2. Reading and Approval Minutes

##### a. 1000 Islands Sub-Committee Minutes of March 16, 2023

White made a motion to waive the reading and approve the March 16, 2023 Education Sub-Committee Meeting minutes. Seconded by Breitzman. Motion carried.

#### 3. Old Business

##### a. 2023 Focus on the Fox Event

Nowak gave an update on collaborative partners and plans for this year's Focus on the Fox event taking place on September 23. The Friends of 1000 Islands will be invited to do a food stand again.

##### b. Program Evaluation Update

Nowak informed the group that post-field trip evaluations are being submitted if follow-up is done after the program. There is a need to figure out how to do follow-up during the busy seasons. Nowak will create a laminated QR Code that staff and volunteers can share with teachers on the day of the field trip.

##### c. Natural Playscape Update

Nowak shared playscape components that have been researched by our Naturalist Intern. Several pictures were passed around of ideal components. The group agreed that plans are going in the right direction. Next steps will be to measure out the playscape area and start laying items out on a map.

#### 4. New Business

##### a. Back to School Event

Jakel shared thoughts on creating a new event at the start of the school year celebrating Jabber. One idea is to start a fun run. Jakel has researched the idea and would suggest a \$5 entry fee and the option to purchase a t-shirt. Jakel will look into t-shirt costs. Nowak suggested to invite a local rehabber with live program animals to add to the event. A tentative date of September 11 was selected and those interested will gather for a

brainstorming session on July 18 to determine if there is enough time and interest to put plans together.

5. Other Sub-Committee Items

Pautz inquired about the butterfly display and bird display mentioned at the previous sub-committee meeting. Nowak gave an update on both and showed a prototype for the new bird display. Former co-op student, Lilly Roehrig has been working on the bird display prototype.

6. Adjournment

With no further business to discuss, Jakel made a motion to adjourn. Seconded by White. Meeting adjourned at 7:02 PM.

**NOTICES**

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# 1000 ISLANDS ENVIRONMENTAL CENTER

## EDUCATION SUB-COMMITTEE

City of Kaukauna

**Nature Center Building**

1000 Beaulieu Court, Kaukauna



Wednesday, October 04, 2023 at 4:15 PM

### MINUTES

#### In-Person

#### 1. Call to Order

Members Present: None

No Quorum Present.

### NOTICES

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# 1000 ISLANDS ENVIRONMENTAL CENTER BUILDING & GROUNDS SUB-COMMITTEE

City of Kaukauna  
Nature Center Building  
1000 Beaulieu Court, Kaukauna



Monday, August 21, 2023 at 3:00 PM

## MINUTES

### In-Person

#### 1. Call to Order

Members Present: Breitzman, Hietpas, Manion, Pautz, Carlson

Also Present: Nowak

Hietpas called meeting to order at 3:02 pm.

#### 2. Reading and Approval Minutes

- a. 1000 Islands Building & Grounds Sub-Committee Minutes of June 28, 2023  
Pautz made a motion to waive the reading and approve the June 28, 2023 Building & Grounds Committee minutes. Seconded by Breitzman. Motion carried.

#### 3. Old Business

- a. Review Budget Proposal for Boardwalk Replacement  
Nowak gave an overview of the budget proposal from Milbach Construction. Nowak reviewed the funding that was already in place for the project, a potential source to cover the remaining funds and the need to go through a bidding process. Carlson made a motion to move forward with the boardwalk project. Seconded by Pautz. Motion carried.

#### 4. New Business

The Sub-Committee discussed the need for some remodeling in the restrooms. The group toured the restrooms and discussed issues including sinks and counters that need replacement. Also discussed the need for a sink at a child's height. Investigating different faucets and changing the paper towel dispensers would be included in the project. Nowak will inquire with Peterson Plumbing on a quote for what is needed.

#### 5. Other Sub-Committee Items

#### 6. Adjournment

With no further business to discuss, Manion moved to adjourn. Seconded by Breitzman. Meeting adjourned at 3:43 pm.

## NOTICES

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4455 W. Lawrence St.  
Appleton, WI 54914  
P 920.830.1290  
E [info@cffoxvalley.org](mailto:info@cffoxvalley.org)  
[cffoxvalley.org](http://cffoxvalley.org)

## **1000 Islands Endowment Fund**

*A designated endowment fund.*

The City of Kaukauna wishes to establish a charitable fund within the Community Foundation for the Fox Valley Region, Inc. (the "Foundation"). The City of Kaukauna has provided for an irrevocable gift to establish this fund. This gift, together with any similarly directed gifts from any donor, shall be held and maintained as a component fund within the Foundation and administered as follows:

1. **Name of Fund.** This fund shall be known as the *1000 Islands Endowment Fund*.
2. **Fund Purpose.** This fund is established for the purpose of supporting 1000 Islands Environmental Center.
3. **Recipients of Fund Distributions.** Distributions shall be made from this fund to the City of Kaukauna, Wisconsin, for the purpose stated above. In the event that ownership of 1000 Islands Environmental Center should be transferred to another governmental agency or charitable organization, distributions shall be made instead to such agency or organization for the purpose of this fund. In the event that 1000 Islands Environmental Center, or any successor organizations, should cease to exist or to carry out a charitable purpose, distributions shall be made instead as directed by the Foundation's Board of Directors, in its sole discretion, to one or more organizations serving a charitable purpose similar to that of 1000 Islands Environmental Center.
4. **Amounts Available for Distribution.** Each year, the Foundation shall make a certain portion of the fund assets available for distribution. The amount available for distribution shall be determined in accordance with the standard spending policy then in effect for the Foundation's permanent endowment funds. At this time, the Foundation's standard spending policy is up to four and a half percent (4.5%) of the value of the fund assets averaged over three calendar years. The Foundation's Board of Directors, acting in its sole discretion, may authorize distributions in excess of standard spending policy as it may deem appropriate.

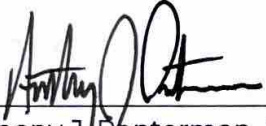
*NOTE: In the event the asset value of the Fund is under its historical gift value as the Foundation is calculating annual amount for distribution, no distribution(s) shall be made from the Fund for that year.*

5. **Investment of Fund Assets.** The Foundation shall oversee the investment management of the fund assets. The Foundation's Board of Directors shall have all powers necessary or, in its sole discretion, desirable to fulfill this obligation, including but not limited to the power to retain, invest, and reinvest the fund assets and to commingle the fund assets with those of other funds for investment purposes.

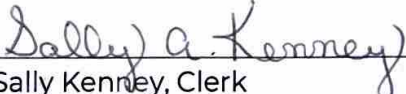


6. **Obligation to Ensure Charitable Use of Fund.** As a component fund of the Foundation, this fund is subject to the applicable provisions of the Internal Revenue Code and related Federal laws and regulations, to the laws of the State of Wisconsin, and to the provisions of the Foundation's Articles of Incorporation and Bylaws. These authorities require that the Foundation's Board of Directors, acting in its sole discretion, shall have the power and the duty to modify any restriction or condition of this fund that has become unnecessary, incapable of fulfillment, or inconsistent with the Foundation's charitable purposes or the needs of the community served by the Foundation.

We hereby confirm that the provisions set forth above describe the City of Kaukauna's intent in establishing this fund.

  
 \_\_\_\_\_  
 Anthony J. Penterman, Mayor

12-26-23  
 \_\_\_\_\_  
 Date

  
 \_\_\_\_\_  
 Sally Kenney, Clerk

12-26-23  
 \_\_\_\_\_  
 Date

Accepted on behalf of the Community Foundation for the Fox Valley Region, Inc.

\_\_\_\_\_  
 Curt S. Detjen, President/CEO

\_\_\_\_\_  
 Date