

1000 ISLANDS ENVIRONMENTAL CENTER COMMITTEE

City of Kaukauna

Nature Center Building

1000 Beaulieu Court, Kaukauna

Thursday, October 20, 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 September 15, 2022](#)
5. Financial Report
 - a. [September Financial Report](#)
6. Correspondence
7. The Friends of 1000 Islands Report
8. Naturalist Report
 - a. [September Naturalist Report](#)
 - b. [3rd Quarter Usage Report](#)
9. Committee Reports
 - a. Administrative/Finance Committee Reports
 - i. 2023 Proposed Budget Update
 - ii. 2022 Performance Review
 - b. Education Committee Report
 - c. Building & Grounds Committee Reports
 - i. [Receive and Place on File Minutes of June 1, 2022 Building & Grounds Sub-Committee Meeting](#)
10. Old Business
11. New Business
 - a. Nomination and election of officers - Vice Chairman
 - b. Motion to dispense with December 2022 meeting
12. Good of the Center

13. Next Meeting - November 17, 2022

14. Adjournment

NOTICES

THIS MEETING IS ACCESSIBLE TO THE HANDICAPPED. IF REQUESTED THREE (3) DAYS PRIOR TO THE MEETING, A SIGN LANGUAGE INTERPRETER WILL BE MADE AVAILABLE AT NO CHARGE.

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, September 15, 2022

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

Not Present: Gertz

Also Present: Debra Nowak

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

August 18, 2022 Committee Meeting Minutes

Van Berkel made a motion to waive the reading of the minutes and approve the August 18, 2022 Committee Meeting minutes. Seconded by Eggleston. Motion carried.

Public Appearances: None

August Financial Report

Pautz made a motion to approve August's Financial Report. Seconded by Jakel. Motion carried.

Correspondence

Nowak shared a note from Abbie Carney regarding help that she received from Brian Jacobs for a bee issue. As a thank you for that service, she made a \$50 donation to 1000 Islands.

Friends of 1000 Islands Report

Hietpas shared that the Friends group will be running a food stand at the Focus on the Fox event on September 24th and encouraged everyone to volunteer.

Naturalist's Report

In regards to the new performance evaluation process Nowak was asked to invite Human Resources Director Swaney to the next meeting to share details of the process.

Van Berkel made a motion to accept the August Naturalist Report and place it on file. Seconded by Hietpas. Motion carried.

Admin and Finance Sub-Committee

Nothing to report

Education Sub-Committee

Goats are arriving on September 26 for the Fall browsing session. The Environmental Topics class at Kaukauna High School will be conducting a vegetation survey. Brad will be building a basic shelter in the night enclosure so that Farmer Pat does not need to transport a house. Online "Goat Team" apparel orders went well.

Buildings and Grounds Sub-Committee

Nowak gave an update on the HVAC projects and the foundation repair. Hietpas reported that Ahlstrom-Munksjö retrieved 5 grinding stones from the river along Island #3. 4 of these stones have

been placed along the driveway at the Nelson Overlook. The other stone will be placed at the Ahlstrom-Munksjö office.

Old Business

Van Berkel made a motion to approve the quote from Concrete Cutters in the amount of \$987.35 to remove the broken section of concrete slab in the Nature Center. Seconded by Eggleston. Motion carried.

New Business

Van Berkel inquired about the Prairie Garden and plans to reseed. Nowak explained that the garden was seeding before the first snowfall last winter and the volunteer working with our native plantings has continued to work in that area. Additional seeds can be spread before snowfall again this fall.

Good for the Center

Hietpas shared some pictures of vandalism on trees along the river past the Nelson Overlook.


Next Committee Meeting

Next Committee Meeting will be on Thursday, October 20, 2022 at 6:30 PM.

Adjournment

There being no further business, Hietpas moved to adjourn the meeting at 7:11 PM. Seconded by Van Berkel. Motion carried.

Debra Nowak,
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	September 2022 Budget Analysis													
6														
7														
8	Account		Description			Sept. 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			0.00		0.00			100.00	15,000.00		
12	201-43790-4392		Outagamie County Aids			5,000.00		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			2,221.50		13,938.80			23.00	18,000.00		
15	201-46740-4694		Building Rental (Taxable)			350.00		1,090.81				0.00		
16	201-46740-4695		Building Rental (Non-Taxable)			750.00		2,375.00				0.00		
17	201-46740-4696		Programing Fees			455.00		6,034.10				0.00		
18	201-46750-4716		Gift Shop Sales			666.50		4,438.89				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			143.74		637.72			0.00	0.00		
26	201-48500-4912		Env Center - Donations			410.00		5,967.68			73.00	22,000.00		
27														
28			REVENUE TOTALS:			\$7,775.24		\$176,677.48					\$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	Account		Description			Sept. Actuals		Year to Date				% Var		2022 Budget
34	Expenses													
35	201-56900-5258		Expendable Supplies			177.64		1,016.08				59.00		2,500.00
36	201-56900-5260		Animal & Bird Care			215.80		1,112.53				44.00		2,000.00
37	201-56900-5264		Programs			127.64		2,821.13				-8.50		2,600.00
38	201-56900-5276		Conservancy Zone Maint			1,213.86		5,801.86				22.00		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			0.00		50,063.63				0.00		0.00
43	201-56900-5101		Regular Payroll			17,190.65		108,125.01				28.00		150,809.00
44	201-56900-5104		Temporary Payroll			1,296.00		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			746.06		4,675.68				43.00		8,201.00
47	201-56900-5152		Residency			688.66		4,317.82				27.00		5,918.00
48	201-56900-5154		Social Security			1,000.71		6,854.58				41.00		11,620.00
49	201-56900-5157		Group Health Insurance			1,883.43		17,750.87				24.00		23,401.00
50	201-56900-5160		Group Life Insurance			23.08		198.47				38.00		322.00
51	201-56900-5163		Workers Compensation			535.05		3,450.21				24.00		4,555.00
52	201-56900-5208		Travel Expense			0.00		488.52				-63.00		300.00
53	201-56900-5211		Education & Memberships			0.00		295.00				90.00		3,000.00
54	201-56900-5303		Communications			75.00		675.00				25.00		900.00
55	201-56900-5306		Heating Fuels			9.90		1,341.94				61.00		3,500.00
56	201-56900-5309		Water Sewer & Electric			735.23		5,954.49				46.00		11,000.00
57	201-56900-5312		Maintenance - Buildings			312.05		8,435.75				-5.40		8,000.00
58	201-56900-5318		Maintenance - Automotive			0.00		221.66				56.00		500.00
59	201-56900-5325		Contractual Services			838.98		7,978.89				0.30		8,000.00
60	201-56900-5401		Office Supplies			89.97		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			456.84		3,072.06				23.00		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:			\$27,616.55		\$240,927.19						\$266,330.00

Naturalist Report September 2022

Admin/Finance

- The budget process continues with the City. Our personnel request for changing the Administrative Assistant position to full-time was not included in the proposed budget. In lieu of full-time, .75 hours has been proposed for 2023. The other notable change for the 2023 budget is that the 1000 Islands operating budget will be merged into the City General Fund instead of our stand alone 201 fund. Details of this change will be discussed at an Administrative/Finance meeting.
- The Outagamie County 2023 proposed budget includes a \$10,000 contribution to 1000 Islands. This portion of the budget is scheduled for review on October 25.

Education

- Our first annual Focus on the Fox event was held on September 25th. Despite a cool day, the event went well. An estimated 250 people attended with the highlight of the event being the children's fishing activity and paper making. We had great media coverage before the event through WHBY, Fox 11's Good Day Wisconsin and WBAY's Local 5 Live. A meeting to debrief and plan for next year will be held on November 1 at 9:00 AM.
- 1000 Island staff will be a part of two new collaborative programs in 2023. We will be working with the Kaukauna Public Library, Grignon Mansion and Recreation Department to offer Winter Fest on February 11 from 1:00-6:00 pm at the Lower Grignon Park and Fall Fest on October 14 from 7:30 AM - 2:00 PM at the Farmer's Market and surrounding downtown areas.
- Our Fall goat browsing session went well without any major issues. The Post Crescent published an article that was picked up around the state and Spectrum News 1 stopped out to do a story on the goats as well.

Building & Grounds

- HVAC upgrades are complete. Electrical work is completed and both furnaces and A/C units are working as expected. We are getting used to the new system for the Conservation room and may make some adjustments or move the thermostat to make sure temperatures stay where we want them.
- Concrete Cutters were in and removed a 6' section of our concrete foundation. City Engineer Neumeier, Streets Superintendent Van Gompel and Street Foreman Nelson decided the best plan was to pour new concrete, pinning the new section to the existing sections. The broken concrete by the two posts could not be cut out as there was no footing underneath the posts for support. The concrete will need to be ground down prior to installing new flooring in order to level out the sections. The Street Department has a grinder, but does not have a dust collection system, so this work may need to be contracted out.
- Stump grinding is complete and two new trees have been planted. A sugar maple and red maple were donated by Ken Grode and planted by the Street Department. There are two additional trees that we would like to get planted.
- Payment has been made for the stairs project. The project payment was \$41,391.90 plus an additional \$4,379.50 for additional stone on the path and rip rap for channel erosion per Engineer Neumeier's request. There will be one final payment of \$418.10 after the grass is established.

Date	Attendance	Group Name	Purpose	Kauk School	Other School	District Code	Kauk Group	Other Group	Kauk Scouts	Other Scouts	Kauk Res	Other Res	
7/1/22	14	Public Program	Survival Camp							7	7	K	KIMBERLY
7/1/22	70	Little Chute Park & Rec	Offsite Prog - What Am I?				70					A	APPLETON
7/5/22	13	Public Program w/ Library	Craft and Riverwalk							7	6	B	BRILLION
7/5/22	150	Public Program	Crayfish & Critter Hunt							75	75	C	CLINTONVILL
7/6/22	100	Menominee Park Zoo	Offsite Program - Nature Games				100					CR	CRIVITZ
7/6/22	13	River Valley Outdoorsmen	Building Rental			13						D	DAY CARE/PI
7/8/22	5	Public Program	1000 Little Wonders - Native Plants							3	2	DM	DENMARK
7/11/22	3	Public Program	Qi Gong							1	2	DP	DEPERE
7/12/22	130	Public Program	Bird Feeder Workshop							65	65	F	FREEDOM
7/13/22	195	Public Program w/ Library	Storybook Walk - Over in a River							97	98	GB	GREEN BAY
7/13/22	100	Kimberly Public Library	Offsite Program - River Critters				100					H	HORTONVILL
7/13/22	40	League of Women Voters	Building Rental				40					HA	HOMESCHOC
7/14/22	30	Play & Grow Learning Center	Shelter Building		30	D						HS	HOWARD-SU.
7/14/22	3	Public Program	Toad House Workshop							1	2	L	LITTLE CHUT
7/15/22	70	Little Chute Park & Rec	Offsite Prog - Who Eats What?				70					M	MENASHA
7/16/22	300	Public Program	Steve Keller Traveling Snake Show							50	50	N	NEENAH
7/18/22	1	Public Program	Qi Gong								1	NH	NEW HOLSTE
7/19/22	20	Public Program w/ Library	Offsite Program - River Critters							10	10	O	OSHKOSH
7/19/22	15	Kaukauna Rec Dept	Pavilion Rental			15				0		OC	OCONTO FAI
7/20/22	69	Karate America	Hike/Creek/Inside		69	D						OS	ONLINE PUBI
7/20/22	7	Fox Valley Bass Club	Building Rental				7					P	PAROCHIAL/I
7/21/22	90	Public Program	Crayfish & Critter Hunt							45	45	R	REEDSVILLE
7/21/22	48	Boys & Girls Club of Oshkosh	Crayfishing		48	D						RI	RIPON
7/22/22	9	Public Program	1000 Little Wonders - Bats							4	5	S	SEYMOUR
7/22/22	70	Little Chute Park & Rec	Offsite Prog - Outdoor Scav Hunt				70					W	WRIGHTSTO
7/23/22	9	Public Program	Survival Skills							4	5	WR	WISCONSIN I
7/26/22	8	Public Program	Land, Water & Air Camp							4	4		
7/27/22	30	Kiddies College	Creek/Bugs/Skulls/Outdoor Scav Hunt		30	D							
7/28/22	10	Public Program	Land, Water & Air Camp							5	5		
7/29/22	10	Public Program	Land, Water & Air Camp							5	5		
7/28/22	70	Little Chute Park & Rec	Offsite Prog - WI Mammals				70						
8/1/22	25	Kaukauna Area School District	Building Rental/Service Project	25									
8/2/22	40	Rising Sun Child Care Center	Sun, Stars & Moon		40	D							
8/2/22	20	Bright Beginnings Child Enrichment Center	Outdoor Scavenger Hunt		20	D							
8/2/22	20	Kaukauna Lioness Club	Building Rental			20							
8/3/22	36	Bright Beginnings	Eagle Ecology/Color/Creek/Bugs		36	D							

8/3/22	13	River Valley Outdoorsmen	Building Rental				13					
8/4/22	60	Brillion Summer Program	Creek/Sun/Eagle /Scav Hunt		60	D						
8/6/22	50	Sandra Menozzi	Building Rental								50	
8/9/22	59	Public Program w/ Library	Butterflies								30	29
8/9/22	125	Public Program	Crayfish & Critter Hunt								62	63
8/10/22	20	YWCA Child Care	Colorful Confusion/Outdoor Scav Hunt	20								
8/12/22	10	Public Program	1000 Little Wonders - Butterflies								5	5
8/13/22	30	Meghan Kuehl	Building Rental								30	
8/16/22	16	Public Program	River Camp								8	8
8/17/22	7	Fox Valley Bass Club	Building Rental					7				
8/18/22	13	Public Program	River Camp								7	6
8/18/22	28	Public Program	Night Hike								14	14
8/19/22	12	Public Program	River Camp								6	6
8/20/22	30	James Van Der Burgt	Pavilion Rental								30	
8/20/22	30	Tara Schaefer	Building Rental								30	
8/22/22	800	Public Program w/ Library	Fairy Walk								400	400
8/24/22	52	Christian Community Childcare Center	Nature Games/Creek/Bugs	52	D							
8/25/22	9	Public Program	1000 Little Wonders - Frogs/Toads								4	5
8/28/22	25	Veronica Tweedie	Pavilion Rental								25	
8/30/22	200	Public Program w/ Library	Storybook Walk - Bear Sees Color								100	100
9/5/22	8	Public Program	Qi Gong								4	4
9/7/22	13	River Valley Outdoorsmen	Building Rental				13					
9/8/22	30	Fox Valley Sierra Group	Building Rental					30				
9/10/22	25	Public Program	Honey Extraction								13	12
9/11/22	12	Anne Carey	Building Rental								12	
9/12/22	4	Public Program	Qi Gong								2	2
9/14/22	50	Kaukauna High School Env Topics	Offsite - Goat project intro	50								
9/15/22	32	Immanual Lutheran School - 3rd	Crayfish & Critter Hunt		32	P						
9/16/22	40	Shepherd of the Valley - K-2	Nature Hike/Bug Hunt		40	P						
9/17/22	100	Lincoln's Closet	Building Rental					100				
9/20/22	48	Park School - 4K	Offsite - 5 Senses Walk	48								
9/20/22	20	Rural Virtual Academy	Service Project		20	OS						
9/21/22	60	Kaukauna High School	Building Rental/Service Project	60								
9/21/22	7	Fox Valley Bass Club	Building Rental					7				
9/22/22	37	Foster Elementary - 3rd	Color/Scav Hunt/What Am I?/Creek		37	A						
9/24/22	250	Public Program	Focus on the Fox								125	125
9/28/22	47	Wilson Elementary - 5th	Fox River Ecology		47	N						
9/29/22	60	Kaukauna Utilities	Building Rental				60					
9/30/22	200	Public Program	Storybook Walk - Goats Coat								100	100

9/30/22	8	Public Program	1000 Little Wonders - Goats								4	5
TOTALS	4483			183	581	5	134	671	0	0	1444	1271

1000 ISLANDS ENVIRONMENTAL CENTER BUILDING & GROUNDS SUB-COMMITTEE

City of Kaukauna
Nature Center Building
1000 Beaulieu Court, Kaukauna



Wednesday, June 01, 2022 at 4:00 PM

MINUTES

In-Person

1. Call to Order

Hietpas called the meeting to order at 4:07 pm.

Members Present: Hietpas, Manion, White, Carlson

Also Present: Nowak

2. Reading and Approval Minutes

- a. 1000 Islands Building & Grounds Sub-Committee Minutes of November 30, 2021
Breitzman moved to waive the reading and approve the minutes of the November 30, 2021 Building & Grounds sub-committee meeting. Second by Manion. Motion carried.

3. New Business

- a. Strategic Planning Discussion
Nowak led a brainstorming discussion on what building & grounds goals are important to try to accomplish over the next 5 years. After ideas were contributed by all members present, the goals were prioritized and given a year in which action should be taken to accomplish the goal. This list of prioritized goals will be submitted to the strategic planning steering committee for potential inclusion in the final strategic plan.

4. Other Sub-Committee Items

Hietpas discussed a program that the Boy Scouts have in place. The program includes rewards for the number of hours volunteered. Manion shared information on some volunteer recognition events done through the Habitat for Humanity. The group agreed that establishing a volunteer corps would be a great idea.

5. Adjournment

Manion made a motion to adjourn. White second. Meeting adjourned at 5:38 pm.