

1000 ISLANDS ENVIRONMENTAL CENTER COMMITTEE

City of Kaukauna

Nature Center Building

1000 Beaulieu Court, Kaukauna

Thursday, July 20, 2023 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 June 15, 2023](#)
5. Financial Report
 - a. [June Financial Report](#)
6. Correspondence
7. The Friends of 1000 Islands Report
8. Naturalist Report
 - a. [June Naturalist Report](#)
 - b. [2nd Quarter Usage Report](#)
9. Committee Reports
 - a. Administrative/Finance Committee Reports
 - i. [Receive and Place on File Minutes of June 14, 2023 Administrative/Finance Sub-Committee Meeting](#)
 - b. Education Committee Report
 - i. [Receive and Place on File Minutes of March 16, 2023 Education Sub-Committee Meeting](#)
 - c. Building & Grounds Committee Reports
 - i. [Receive and Place on File Minutes of May 30, 2023 Building & Grounds Sub-Committee Meeting](#)
10. Old Business
11. New Business
12. Good of the Center

13. Next Meeting - Thursday, August 17, 2023

14. Adjournment

NOTICES

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

1000 Islands Environmental Center Mission Statement: To provide children, adults and families the knowledge and skills needed to build a sustainable balance among the environment, economy and community through education, conservation and recreation.

Minutes for 1000 Islands Environmental Center Committee Meeting on Thursday, June 15, 2023

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

Not Present: Sue Gertz and Debra Nowak

Also Present: Maureen Feldt

Chair, Pautz called the June Committee Meeting to order at 6:30 PM. A quorum is present.

May 18, 2023 Committee Meeting Minutes

Eggleston made a motion to waive the reading of the minutes and approve the May 18, 2023 Committee Meeting minutes. Seconded by Hietpas. Motion carried.

Public Appearances: None

May Financial Report

Discussion regarding the Office Equipment expense for the month. Staff to look into the expense and let the Committee know. Manion made a motion to approve the May Financial Report. Seconded by Hietpas. Motion carried.

Correspondence

Memorial received in memory of Earl Verhasselt and we received an Alaskan Fox pelt.

Friends of 1000 Islands Report

The Art Fair went very well, and profits were over \$7,000. Many thanks to everyone who donated items for the raffle, food stand, and bake sale along with the volunteers that helped.

Naturalist's Report

The City's strategic planning process has started, and the strategic planning session for the City's department leaders is on June 27 and 28. Nowak met with the Mayor on June 2nd to discuss communication issues regarding the 2023 1000 Islands Capital Improvement Project that was postponed.

Manion made a motion to accept the May Naturalist's Report and place it on file. Seconded by Hietpas. Motion carried.

Admin and Finance Sub-Committee

Van Berkel: The sub-committee met on June 14th and agreed to proceed with creating a Foundation for the endowment money. The City Attorney and Finance Director are aware of 1000 Islands wanting to form a Foundation and provided feedback to Nowak. The sub-committee will meet in July to work out more details for creating the Foundation.

Education Sub-Committee

Pautz: Nothing to report.

Buildings and Grounds Sub-Committee

Van Berkel made a motion to receive and put on file the November 16th Building and Grounds Sub-Committee meeting minutes. Seconded by Jakel. Motion carried.

Hietpas: The sub-committee met on May 30th to discuss re-siding of the building, trail maintenance and logistics of updating the trails to make them more user friendly. Initial thought is to start with boardwalk closest to the Nature Center building and to utilize boards from this section for trails on the Hersch property. Question raised if the grant has an expiration date. A meeting is set to have the sub-committee walk the trails and note issues that need to be addressed.

Old Business

Nothing to report.

New Business

Nothing to report.

Good for the Center

We currently have 32 goats on-site working on invasive plants.

Pautz noticed outdated information regarding building rentals on our website and asked that it be addressed.

Next Committee Meeting

Next Committee Meeting will be on Thursday, July 20, 2023, at 6:30 PM in the Nature Center building.

Adjournment

There being no further business, Manion moved to adjourn the June 15 Committee Meeting at 7:29 PM. Seconded by Hietpas. Motion carried.

Maureen Feldt,
Acting Secretary

City of Kaukauna
1000 Islands Environmental Center
City - Budget vs. Actual
From Jan 2023 to Jun 2023

Options: Activity Only

Financial Row	June	YTD Amount	Budget Amount	Amount Over Budget	% of Budget
Income					
4391 - Kaukauna School District Aids	\$0.00	\$0.00	\$15,000.00	(\$15,000.00)	0.00%
4392 - Outagamie County Aids	\$0.00	\$5,000.00	\$10,000.00	(\$5,000.00)	50.00%
4694 - Facilities/Building Rental (Taxable)	\$75.00	\$262.19	\$3,000.00	(\$2,737.81)	8.74%
4695 - Facilities/Building Rental (Non-Taxable)	\$0.00	(\$75.00)	\$2,000.00	(\$2,075.00)	-3.75%
4696 - Programing Fees	\$1,162.00	\$4,025.30	\$7,000.00	(\$2,974.70)	57.50%
4716 - Gift Shop Sales	\$584.50	\$3,281.32	\$6,000.00	(\$2,718.68)	54.69%
4802 - Donations & Contributions	\$721.04	\$3,958.04	\$20,000.00	(\$16,041.96)	19.79%
4810 - Interest Income	\$0.00	\$0.00	\$6,000.00	(\$6,000.00)	0.00%
4910 - Env Center Restricted Donate	\$276.41	\$1,522.13	\$0.00	\$1,522.13	0.00%
4911 - Fundraising Sales	(\$2.97)	\$7,440.04	\$0.00	\$7,440.04	0.00%
4913 - Memorial Purchases	\$0.00	\$200.00	\$0.00	\$200.00	0.00%
4914 - Education	\$581.00	\$2,891.00	\$0.00	\$2,891.00	0.00%
Total - Income	\$3,396.98	\$28,505.02	\$69,000.00	(\$40,494.98)	41.31%
Expense					
5101 - Regular Payroll	\$13,013.83	\$75,363.29	\$168,435.00	(\$93,071.71)	44.74%
5104 - Temporary Payroll	\$1,597.44	\$1,597.44	\$5,990.00	(\$4,392.56)	26.67%
5119 - Longevity Pay	\$0.00	\$0.00	\$400.00	(\$400.00)	0.00%
5151 - Retirement Plan	\$594.98	\$3,501.14	\$7,809.00	(\$4,307.86)	44.83%
5152 - Residency	\$524.98	\$3,089.25	\$6,890.00	(\$3,800.75)	44.84%
5154 - Social Security	\$699.88	\$3,986.91	\$9,673.00	(\$5,686.09)	41.22%
5157 - Group Health Insurance	\$1,796.04	\$12,443.76	\$24,088.00	(\$11,644.24)	51.66%
5160 - Group Life Insurance	\$22.06	\$139.32	\$281.00	(\$141.68)	49.58%
5163 - Workers Compensation	\$372.59	\$2,119.25	\$4,302.00	(\$2,182.75)	49.26%
5205 - Seminar Expenses	\$49.00	\$449.00	\$2,500.00	(\$2,051.00)	17.96%
5211 - Education & Memberships	\$0.00	\$260.00	\$500.00	(\$240.00)	52.00%
5260 - Animal & Bird Care	\$187.98	\$1,294.15	\$1,600.00	(\$305.85)	80.88%
5264 - Programs	\$1,074.40	\$1,483.79	\$2,200.00	(\$716.21)	67.45%
5276 - Conservancy Zone Maint	\$608.79	\$843.25	\$2,000.00	(\$1,156.75)	42.16%
5303 - Communications	\$75.00	\$450.00	\$900.00	(\$450.00)	50.00%
5306 - Heating Fuels	\$68.45	\$1,436.98	\$3,000.00	(\$1,563.02)	47.90%
5309 - Water Sewer & Electric	\$636.68	\$3,633.29	\$9,000.00	(\$5,366.71)	40.37%
5312 - Maintenance - Buildings	\$2,590.34	\$6,549.21	\$15,500.00	(\$8,950.79)	42.25%
5315 - Maintenance - Office Equipment	\$0.00	\$633.17	\$1,500.00	(\$866.83)	42.21%
5318 - Maintenance - Automotive	\$58.95	\$58.95	\$100.00	(\$41.05)	58.95%
5321 - Maintenance - All Other Equipm	\$0.00	\$42.44	\$500.00	(\$457.56)	8.49%
5325 - Contractual Services	\$405.44	\$1,193.89	\$1,200.00	(\$6.11)	99.49%
5334 - Printing Expense	\$0.00	\$0.00	\$700.00	(\$700.00)	0.00%
5401 - Office Supplies	\$26.36	\$309.72	\$600.00	(\$290.28)	51.62%
5404 - Clothing Expense	\$0.00	\$0.00	\$700.00	(\$700.00)	0.00%
5407 - Automotive Supplies	\$0.00	\$84.93	\$300.00	(\$215.07)	28.31%
5410 - General Supplies	\$117.82	\$653.53	\$2,000.00	(\$1,346.47)	32.68%
5416 - Custodial Supplies	\$87.75	\$644.72	\$800.00	(\$155.28)	80.59%
5431 - Postage	\$0.00	\$0.00	\$100.00	(\$100.00)	0.00%
5440 - Concession Product	\$285.48	\$1,347.67	\$3,700.00	(\$2,352.33)	36.42%
5499 - Miscellaneous	\$50.00	\$457.28	\$1,500.00	(\$1,042.72)	30.49%
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%
5898 - Restricted Funds	\$312.00	\$22,522.99	\$0.00	\$22,522.99	0.00%
Total - Expense	\$25,256.24	\$148,452.28	\$281,618.00	(\$133,165.72)	52.71%
Net Income	(\$21,859.26)	(\$119,947.26)	(\$212,618.00)	\$92,670.74	56.41%

Naturalist Report June 2023

Admin/Finance

- The City has rolled out a new finance system called NetSuite. This system is cloud-based, allowing access anywhere there is an internet connection and will streamline the accounts receivable and the accounts payable processes. Maureen and I have been working with the finance department to get this set up for our department and have started receiving training on some of the different functions. Monthly financial reports may look a little different with the new system, but we will work on creating an easy to understand report similar to what has been provided in the past.
- Department heads and a few council members participated in a 2-day strategic planning workshop. There was good collaboration and a lot of work done to create some direction for the City in the coming years. The two day process was just a start to creating the plan. The group will continue to meet weekly in order to create a finished document that will be presented to Common Council.
- The 1000 Islands Strategic Plan Report is now printed and will be distributed to the Committee, Common Council and copies will be available for the general public. Now that the document is complete, I plan to present a summary of the plan to Common Council at the August 15th meeting.

Education

- After using the second pain medication prescribed to Jabber for a few weeks, we determined that it didn't have any observable effect on him and we have opted to discontinue the medication. This medication can be hard on the kidneys and we felt the risk to his kidney function was not worth minimal to no improvement on his overall well-being.
- I have met with Community Enrichment Director Vosters regarding gaining access to their new RecTrac system which is a type of program registration software. This would allow online registration and payment for any of our public programs and potentially pavilion rentals as well. Startup costs are currently quoted at \$4600 with an annual cost of \$1800 after that. We are waiting on a few more pieces of information from the company before evaluating if it is something we would like to include in our budget.
- Initial plans are underway for the Focus on the Fox event. It will be held on Saturday, September 23. Partners that are interested in participating so far include Fox-Wolf Watershed Alliance, Kaukauna High School Fishing Club, J&R Aquatic Animal Rescue, and Ahlstrom. With this turning into a recurring event, we will be getting on quote from Guide Studios on the cost to create an event logo, similar to our Eagle Days logo and the City's Live from Hydro Park and Farmer's Market logos.

Building & Grounds

- City Engineer Neumeier and I met with Jon Strick from Milton Construction regarding the boardwalk replacement project. Jon will work on putting together a few different estimates on what the total project would cost. This will help us figure out what funds we need to come up with before bidding the project out.

2nd Quarter 2023

Group Category

Date	Attendance	Group Name	Purpose	Kauk School	Other School	District Code	Kauk Group	Other Group	Kauk Scouts	Other Scouts	Kauk Res	Other Res
4/3/23	15	Boy Scouts Tropp 104/31	Building Use					15				A
4/4/23	20	Appleton Christian Homeschool	Geocaching		20	HA						B
4/5/23	20	Touchmark - Appleton	Offsite Prog - Reduce Env Impact				20					C
4/3/23	13	River Valley Outdoorsmen	Building Use			13						CR
4/6/23	2	Public Program	Power of the River							1	1	D
4/7/23	100	Public Program	Storybook Walk - A Nest is Noisy							50	50	DM
4/10/23	15	Boy Scouts Tropp 104/31	Building Use					15				DP
4/11/23	35	Janssen Elementary 5K	Hike/Bug Hunt		35	K						F
4/12/23	37	Janssen Elementary 5K	Hike/Bug Hunt		37	K						GB
4/13/23	26	Houdini Elementary 3rd	Eagle Ecology/Hike/Weather/Creek	26	A							H
4/14/23	52	Houdini Elementary 3rd	Eagle Ecology/Hike/Weather/Creek	52	A							HA
4/17/23	15	Boy Scouts Tropp 104/31	Building Use					15				HI
4/19/23	40	Janssen Elementary 2nd	Hike/Games/Bugs/Who Eats What		40	K						HS
4/19/23	11	Frito-Lay	Service Project				11					K
4/19/23	15	Fox Valley Bass Club	Building Use			15						L
4/20/23	40	Janssen Elementary 2nd	Hike/Games/Bugs/Who Eats What		40	K						M
4/21/23	16	Public Program	1000 Little Wonders - Gardening							8	8	N
4/21/23	50	New Directions Learning Community 1st	Game/Bugs/Scav Hunt	50								NH
4/25/23	33	Hilbert 3rd	Creek/Bugs/Fire/Who Gives Hoot		33	HI						O
4/26/23	62	Fox River Academy	Creek/Color Confusion/Hike		62	A						OC
4/27/23	38	Notre Dame of DePere K	Outdoor Scav Hunt/WI Mammals		38	P						OS
4/27/23	48	Park Community Charter School K	Conservation/Paper Making	48								P
4/28/23	22	Jefferson Elementary 3rd	Eagles, Biomimicry, Color, Mammals	22	M							R
4/29/23	16	Public Program	Birding for Beginners							8	8	RI
5/1/23	15	Boy Scouts Tropp 104/31	Building Use					15				S
5/2/23	36	Webster Stanley School 2nd	What Am I/Who Eats What/Games		36	O						W
5/3/23	25	Highlands Elementary 3rd	Hike/Color/Creek		25	A						WR
5/3/23	13	River Valley Outdoorsmen	Building Use			13						
5/4/23	50	Sunrise Elementary 2nd	Hike/Games/Color/What Am I		50	K						
5/5/23	50	Sunrise Elementary 2nd	Hike/Games/Color/What Am I		50	K						
5/5/23	48	Park Community Charter School K	Plants/Bugs	48								
5/8/23	15	Boy Scouts Tropp 104/31	Building Use					15				
5/9/23	73	Highlands Elementary 3rd	Hike/Color/Creek		73	A						
5/10/23	52	Jefferson Elementary 3rd	Creek/Skulls/Hike		52	O						
5/11/23	28	St Peter Lutheran 3K-4K	Hike/Games/Bugs		28	P						
5/12/23	46	St Peter Lutheran 3K-4K	Hike/Games/Bugs		46	P						

APPLETON
BRILLION
CLINTONVILLI
CRIVITZ
DAY CARE/PR
DENMARK
DEPERE
FREEDOM
GREEN BAY
HORTONVILLI
HOMESCHOO
HILBERT
HOWARD-SUA
KIMBERLY
LITTLE CHUTE
MENASHA
NEENAH
NEW HOLSTE
OSHKOSH
OCONTO FALI
ONLINE PUBL
PAROCHIAL/P
REEDSVILLE
RIPON
SEYMOUR
WRIGHTSTOW
WISCONSIN R

5/12/23	48	Park Community Charter School 2nd	Service Project - Garlic Mustard	48									
5/13/23	2	Public Program	Service Saturday									1	1
5/15/23	15	Boy Scouts Tropp 104/31	Building Use						15				
5/16/23	44	Quinney Elementary 4th	Adaptations/Hike/Color	44									
5/16/23	41	New Directions Learning Community 2nd	What Am I/Hike	41									
5/17/23	66	Quinney Elementary 4th	Adaptations/Hike/Color	66									
5/17/23	38	Valley Christian School - Neenah K & 1st	Hike/Bugs		38	P							
5/17/23	15	Fox Valley Bass Club	Building Use					15					
5/18/23	24	Park Community Charter School 4K	Bugs	24									
5/18/23	24	Park Community Charter School 4K	Bugs	24									
5/19/23	46	Park Community Charter School 1st	Biomimicry/Hike	46									
5/19/23	45	Park Community Charter School K	Creek	45									
5/20/23	4	Public Program	Morning Bird Hike									2	2
5/21/23	2000	Public Program	Nature's Images Art Fair									1000	1000
5/22/23	15	Boy Scouts Tropp 104/31	Building Use						15				
5/23/23	50	Tanner ELC K	Creek/Hike/Bugs	50									
5/23/23	50	Tanner ELC K	Creek/Hike/Bugs	50									
5/24/23	50	Tanner ELC K	Creek/Hike/Bugs	50									
5/24/23	50	Tanner ELC K	Creek/Hike/Bugs	50									
5/25/23	25	Tanner ELC K	Creek/Hike/Bugs	50									
5/26/23	81	Riverview Middle School	Service Project	81									
5/26/23	150	Public Program	Storybook Walk - Honeybee									75	75
5/30/23	50	Sunrise Elementary 1st	Creek/Hike/Bugs/Inside		50	K							
5/31/23	50	Sunrise Elementary 1st	Creek/Hike/Bugs/Inside		50	K							
6/1/23	47	Lineville Intermediate 5th	Fox River Ecology		47	HS							
6/2/23	4	Ameriprise Financial	Service Project						4				
6/2/23	43	Park Community Charter School 3rd	Colorful Confusion/Crayfishing	43									
6/3/23	25	Carissa Miller	Pavilion Rental									25	
6/4/23	35	Joyce Schmoeker	Pavilion Rental									35	
6/5/23	15	Boy Scouts Tropp 104/31	Building Use						15				
6/6/23	44	MacArthur Elementary 3rd	Hike/Creek/Inside		44	GB							
6/7/23	13	River Valley Outdoorsmen	Building Use					13					
6/8/23	105	Public Program	Birdhouse Building Clinic									53	52
6/9/23	12	Public Program	1000 Little Wonders - Sowbugs										
6/12/23	15	Boy Scouts Tropp 104/31	Building Use					15					
6/13/23	12	Public Program	River Critters Camp									6	6
6/13/23	30	Kaukauna Lions Cub	Building Use					30					
6/14/23	60	Oshkosh Boys & Girls Club	Creek/Bugs		60	D							
6/15/23	11	Public Program	River Critters Camp									6	5
6/16/23	150	Public Program	Storybook Walk - Up in the Garden									75	75

6/16/23	12	Public Program	River Critters Camp								6	6
6/16/23	60	Neenah Park & Rec	Shelter Building/Creek		60	D						
6/17/23	11	Public Program	Service Saturday								6	5
6/17/23	20	Keith Rabideau	Pavilion Rental								20	
6/19/23	15	Boy Scouts Tropp 104/31	Building Use				15					
6/20/23	75	Public Program	Crayfish & Critter Hunt								38	37
6/21/23	36	Apple Tree Connections	Creek/Scavenger Hunt		36	D						
6/21/23	50	Menominee Park Zoo	Offsite Prog - WI Mammals					50				
6/21/23	15	Fox Valley Bass Club	Building Use				13					
6/22/23	8	Public Program	Basics of Bees								4	4
6/22/23	6	Public Program	Bees with Brian								3	3
6/23/23	7	Public Program	1000 Little Wonders - Bees								4	3
6/26/23	15	Boy Scouts Tropp 104/31	Building Use				15					
6/27/23	125	Public Program	Crayfish & Critter Hunt								62	63
6/28/23	60	Oshkosh Boys & Girls Club	Creek/Geocaching		60	D						
6/29/23	8	Public Program	Fishing Basics								4	4
6/29/23	55	Brillion Extended School Program	Orienteering/Shelter Building		55	D						
6/30/23	44	Apple Tree Connections	Very Best Bed/Bug Hunt		44	D						
6/30/23	28	Public Program	Birding Basics								14	14
TOTALS	5446			858	1309	10	157	85	120	0	1506	1422

1000 ISLANDS ENVIRONMENTAL CENTER

ADMINISTRATIVE/FINANCE SUB-COMMITTEE

City of Kaukauna
Nature Center Building
 1000 Beaulieu Court, Kaukauna



Wednesday, June 14, 2023 at 5:00 PM

MINUTES

In-Person

1. Call to Order

Van Berkel called the meeting to order at 5:04 PM

Members Present: Eggleston, Gertz, Manion, Pautz, Van Berkel

Also Present: Nowak

2. Reading and Approval Minutes

a. 1000 Islands Administrative/Finance Sub-Committee Minutes of April 18, 2023

Gertz made a motion to waive the reading and approve the minutes from the April 18, 2023 meeting. Seconded by Pautz. Motion carried.

3. Old Business

a. Discuss the Creation of a 1000 Islands Foundation

Nowak provided feedback from both the City Attorney and Finance Director regarding the logistics and support for creating a 1000 Islands Foundation and transferring the endowment funds. There was some concern regarding the change of policy from utilizing interest only as our policy currently states to receiving a set percentage of assets on an annual basis as is the case with an agency fund held within the Community Foundation for the Fox Valley Region. Nowak will follow up with the City Attorney for clarification on this. Van Berkel inquired what additional costs might be associated with the Foundation and an agency fund. There is concern that there will be additional costs required to assist with the annual reporting. Nowak will providing a better summary of the annual requirements and what the costs would be to outsource this task.

There is continued interest to move forward with this process as the sub-committee feels it would be a smart choice to enhance the annual operating budget. The next step would be to bring it before the 1000 Islands Committee to seek support. The Administrative/Finance Sub-Committee will plan on meeting again on July 6 to prepare a presentation for the full Committee at the July 20, 2023 meeting.

4. New Business

5. Other Sub-Committee Items

6. Adjournment

With no further business to discuss, Manion made a motion to adjourn. Seconded by Pautz.
Meeting adjourned at 6:06 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, March 16, 2023 at 5:30 PM

MINUTES

In-Person

1. Call to Order

Pautz called meeting to order at 5:33 pm

Members Present: Breitzman, Carlson, Pautz, White

Also Present: Nowak, Van Berkel

2. Reading and Approval Minutes

a. 1000 Islands Education Sub-Committee Minutes of January 6, 2023

Breitzman moved to waive the reading and approve the minutes of the January 6, 2023 Education Sub-Committee Meeting. Second by White. Motion carried.

3. Old Business

Pautz inquired about the status of the new snowshoes. Nowak informed the group that they arrived and a boy scout has agreed to build racks for the snowshoes as an eagle scout project.

4. New Business

a. 2023 Summer Public Programs

The group discussed summer programs. Nowak highlighted the new Service Saturday programs intended to encourage visitors to volunteer one day per month to help with projects around the property. Sub-committee members liked the variety of programs offered.

b. Upcoming Field Trips

Nowak shared that spring field trips are pretty much full and summer field trips are approximated 75% full. So far, half-day field trip scheduling is going well. A summary comparing the scheduled field trip this summer compared to last summer, including revenue generated, will be provided in the fall. Staff feedback on the pros and cons of the half-day program structure will be shared as well.

c. Volunteer Opportunities

Carlson inquired if more help was needed for field trips and other programs. Pautz informed the group of her efforts to recruit more program volunteers. The Sign-Up Genius list of program volunteer needs has been updated through the spring months and an email was sent out to volunteers to sign up. Pautz will include other education sub-committee members as well as other committee members on the email communication.

Nowak will also be offering a volunteer training session for those interested in helping with field trips and other programs. Training sessions will be on March 28 and 30 at 1:00 PM

and 9:00 AM respectively.

d. New Exhibit Ideas

Nowak shared the ideas and progress of a few new educational exhibits to take the place of some of the old display cases and animal cages that have been removed from the building. Nowak is working with co-op student, Lilly Roehrig on revamping a monarch butterfly display originally donated by an area Girl Scout. Roehrig has also been working on designing and building a new bird exhibit that will display bird information, including examples of the bird, nest and eggs, in an interactive way.

Nowak updated the group on the conservation display idea that was going to be created with funds from the Tom and Diana Driessen memorial funds. During communication with the WI Department of Natural Resources Hunter Safety Coordinator, it was determined that we may need to shift gears from the original exhibit idea. It is still the goal to create something that promotes safe and ethical hunting as a conservation tool and highlights the state Hunter Safety program.

Pautz inquired about the status of new animal pelt displays. Nowak shared the idea of creating frames to mount just a piece of the pelt to prevent damage from visitors pulling on the pelt as it hangs in the wall.

Pautz mentioned how valuable Roehrig has been and suggested that we find a way to recognize how much she has done for 1000 Islands.

White asked about the status of the goat book. Nowak will get info to her so she can get some quotes on the printing costs.

5. Other Sub-Committee Items

The group discussed the location of 1000 Islands maple taps and the maple sap collection process. White and Breitzman offered to help collect sap if needed.

Carlson mentioned an idea to purchase an eagle costume to use at special events as a 1000 Islands mascot. This would pair well with new signage that is being developed using an eagle mascot to inform visitors of behavior expectations. Carlson will request that the Friends of 1000 Islands supports the purchase of the costume.

6. Adjournment

With no further business to discuss, Carlson made a motion to adjourn. Seconded by Breitzman. Meeting adjourned at 6:05 pm.

1000 ISLANDS ENVIRONMENTAL CENTER BUILDING & GROUNDS SUB-COMMITTEE

City of Kaukauna
Nature Center Building
1000 Beaulieu Court, Kaukauna



Tuesday, May 30, 2023 at 4:00 PM

MINUTES

In-Person

1. Call to Order

Chair Hietpas called the meeting to order at 4:00 PM.

Members Present: Hietpas, Breitzman, Carlson (left at 4:40), Pautz

Also Present: Nowak, Garrity

2. Reading and Approval Minutes

- a. 1000 Islands Building & Grounds Sub-Committee Minutes of November 16, 2022
Carlson moved to waive the reading and approve the minutes of the November 16, 2022 Building & Grounds Sub-Committee Meeting. Second by Breitzman. Motion carried.

3. Old Business

a. Nature Center Siding Project

There was discussion on the need to replace the siding on the nature center building. Nowak informed the group that funding through the capital improvement plan was pushed back to 2024. Nowak and Garrity met with Street Superintendent Van Gompel and Foreman Nelson regarding the project. They feel that the street crew would be able to install the siding during slower times over the winter months. This would drastically reduce the overall cost of the project. Nowak will inquire with Finance Director Van Rossum to verify if any of the labor costs would be deducted from our budget. Nowak will start to get some ideas of material costs and evaluate possibilities to fund the project without capital improvement funds.

b. Boardwalk Replacement Plans

Garrity and Nowak gave a review of the boardwalk replacement project. \$200,000 was allocated as part of the American Rescue Plan Act Funds for boardwalk replacement. This amount is likely not enough to hire someone to complete the project. In order to move forward, Nowak would like to have someone take a look at the project to give a better idea of total cost so that additional funding sources can be secured before going to Council for approval or starting the bidding process. Pautz has a contact that she will check with for help on getting a rough estimate on the project. Hietpas inquired what we plan on doing with the old boards. That will be determined once we know what the removal process will be for the old boardwalk. Repurposing as much as we can and reducing the volume that goes to the landfill is the goal.

4. New Business

a. Discuss use of old goat browsing area

Nowak gave overview of the plans for the original goat browsing area. This will include an off-trail exploration area for kids as well as a tree planting area. Pautz asked about time frame. Nowak is hoping to have a conceptual design completed over the summer. Garrity continues to cut new buckthorn growth in the area and will start planting trees as time allows. He would like to move some of the deer exclusion fencing from the Upper Woods to protect the new plantings in this area from deer.

5. Other Sub-Committee Items

Hietpas continues to have concerns about the natural trail section between the boardwalk past the overlook to the gravel trail. The desire is to have a professional look at the area and give suggestions.

Pautz inquired about off trail hammock use. Nowak explained that 1000 Islands policies do not restrict hammock use, but visitors are expected to stay on the trails when using hammocks.

Pautz inquired about the need to better sign and name the different trail sections on the property. Garrity explained the progress he has already made in the Upper Woods. Nowak mentioned the plan to install emergency location markers on all of the trail sections as part of the 5 year strategic plan.

There was discussion about Island #3 and hopes to make some improvements to it. Nowak mentioned that this is also on the 5 year plan and will include the island in the annual property tour this fall.

6. Adjournment

With no further business to discuss, Pautz moved to adjourn. Breitzman seconded. Meeting adjourned at 5:14 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.