

# 1000 ISLANDS ENVIRONMENTAL CENTER COMMITTEE

City of Kaukauna

**Nature Center Building**

1000 Beaulieu Court, Kaukauna



Thursday, September 21, 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 August 17, 2023](#)
5. Financial Report
  - a. [August Financial Report](#)
6. Correspondence
7. The Friends of 1000 Islands Report
8. Naturalist Report
  - a. [August Naturalist Report](#)
9. Committee Reports
  - a. Administrative/Finance Committee Reports
    - i. [Receive and place on file minutes of July 20, 2023 Administrative/Finance Sub-Committee](#)
    - ii. [Review of resolutions drafted to direct the creation of a Designated Fund within the Community Foundation for the Fox Valley Region for managing the 1000 Islands endowment.](#)
  - b. Education Committee Report
  - c. Building & Grounds Committee Reports
    - i. [Receive and place on file minutes of June 28, 2023 Building & Grounds Sub-Committee](#)
10. Old Business
11. New Business
  - a. [October 2023 Committee Reappointments](#)
12. Good of the Center

13. Next Meeting - Thursday, October 19, 2023

14. Adjournment

#### **NOTICES**

A property tour will begin at 5:00 pm on September 21. Anyone interested in looking at Island #3 should meet at the Nature Center at 5 PM.

**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, August 17, 2023**

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

**Not Present:** Hietpas

**Also Present:** Debra Nowak and Maureen Feldt

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

### **July 20, 2023 Committee Meeting Minutes**

Manion made a motion to waive the reading of the minutes and approve the July 20 2023, Committee Meeting minutes. Seconded by Gertz. Motion carried.

**Public Appearances:** None

### **July Financial Report**

Gertz made a motion to approve the July Financial Report. Seconded by Carlson. Motion carried.

### **Correspondence**

Two company groups (Ahlstrom and PepsiCo/Frito-Lay) volunteered at 1000 Islands. We received Outagamie County's second installment, and we received several memorial donations in memory of Nancy Green.

### **Friends of 1000 Islands Report**

The monthly meeting is rescheduled for Monday, August 28 due to the Fairy Walk. They are looking for a Treasurer for their Board.

### **Naturalist's Report**

An estimate from Milbach Construction was received for the boardwalk replacement work. We will continue to look for Grants to help cover this expense.

Focus on the Fox: Planning continues for this event, and we are hoping Kobussen Buses will donate a shuttle bus and driver to transport people to Lock 3 and back. Guide Studio is finalizing the design of the "Focus on the Fox" logo as well.

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

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

Van Berkel made a motion to accept and place on file the Admin and Finance Sub-Committee Meeting Minutes of July 6, 2023. Seconded by Gertz. Motion carried.

Endowment Fund: Continued discussion regarding the Endowment Fund and ways to improve the return. Van Berkel noted that we do need the City Council's approval to create a 1000 Islands Endowment through the Community Foundation and for the Fund

to solely benefit 1000 Islands Environmental Center. Van Berkel made a motion to pursue the creation of a designated fund within the Community Foundation for the Fox Valley Region with the support of the City of Kaukauna Common Council. Seconded by Carlson. Motion carried.

Interest Income Account: Currently the Interest Income account is part of the General Fund of 101, but should really be a 201 Restricted Account. Nowak to review the current policy and will work with the City's Finance Department to change this.

Non-Personnel 2024 Budget: Nowak has been working on the 2024 non-Personnel budget and shared it with the Admin and Finance Sub-Committee earlier today. Discussion and clarifications on several accounts were covered. Van Berkel made a motion to approve the proposed 2024 non-Personnel budget as discussed. Seconded by Manion. Motion carried.

2024 Capital Improvement Plan (CIP): Several items have been requested for the 2024 CIP budget including a new truck, siding for the building and boardwalk replacement. Other more expensive items that need to be addressed are trail and building signage, bathroom remodeling—especially the sinks and counters, and updating the main entry way to make it easier for wheelchairs and strollers to get in and out of the building. Program and event registration software start-up cost of \$4,600 is also needed.

Personnel for 2024: Nowak is requesting an additional full-time Naturalist be added to the 1000 Islands staff. She is also working with AmeriCorps for a potential full-time person to work October 2024 – August 2025 through their organization. Our cost would be \$20,000 for this person. Nowak will work with the City's Finance Dept. to get this in the 2024 budget as well.

### **Education Sub-Committee**

Nothing to report.

### **Buildings and Grounds Sub-Committee**

Nothing to report.

### **Old Business**

Nothing to report.

### **New Business**

We will have a property tour prior to next month's Committee meeting on Thursday, September 21. We will tour Island 3 and it will start at 5:00 PM.

### **Good for the Center**

"A Very Jabber Thank You" event went well and the ice cream from Culvers was a hit. Many thanks to all who helped with this event. We raised an additional \$162 for Jabber's medical expenses.

Four people came and volunteered on the August 12<sup>th</sup> Service Saturday. All help is greatly appreciated.

### **Next Committee Meeting**

The next Committee Meeting will be on Thursday, September 21, 2023, at 6:30 PM in the Nature Center building.

**Adjournment**

There being no further business, Breitzman moved to adjourn the August 17<sup>th</sup> Committee Meeting at 7:34 PM. Seconded by Carlson. Motion carried.

Maureen Feldt,  
Acting Secretary

DRAFT

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

Accounts	August	YTD Amount	Budget Amount	Amount Over Budget	% of Budget
<b>Income</b>					
4391 - Kaukauna School District Aids	\$0.00	\$0.00	\$15,000.00	(\$15,000.00)	0.00%
4392 - Outagamie County Aids	\$0.00	\$10,000.00	\$10,000.00	\$0.00	100.00%
4694 - Facilities/Building Rental (Taxable)	(\$2.72)	\$305.37	\$3,000.00	(\$2,694.63)	10.18%
4695 - Facilities/Building Rental (Non-Taxat	\$0.00	(\$275.00)	\$2,000.00	(\$2,275.00)	-13.75%
4696 - Programing Fees	\$1,237.00	\$6,279.30	\$7,000.00	(\$720.70)	89.70%
4716 - Gift Shop Sales	\$549.68	\$4,220.49	\$6,000.00	(\$1,779.51)	70.34%
4802 - Donations & Contributions	\$500.00	\$4,808.04	\$20,000.00	(\$15,191.96)	24.04%
4810 - Interest Income	\$0.00	\$0.00	\$6,000.00	(\$6,000.00)	0.00%
4910 - Env Center Restricted Donate	\$0.00	\$1,522.13	\$0.00	\$1,522.13	0.00%
4911 - Fundraising Sales	\$0.00	\$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	\$1,624.00	\$4,585.00	\$0.00	\$4,585.00	0.00%
<b>Total - Income</b>	<b>\$3,907.96</b>	<b>\$39,085.37</b>	<b>\$69,000.00</b>	<b>(\$29,914.63)</b>	<b>56.65%</b>
<b>Expense</b>					
5101 - Regular Payroll	\$19,336.05	\$107,588.63	\$168,435.00	(\$60,846.37)	63.88%
5104 - Temporary Payroll	\$2,861.04	\$6,330.48	\$5,990.00	\$340.48	105.68%
5119 - Longevity Pay	\$0.00	\$0.00	\$400.00	(\$400.00)	0.00%
5151 - Retirement Plan	\$903.43	\$5,003.94	\$7,809.00	(\$2,805.06)	64.08%
5152 - Residency	\$979.96	\$4,659.39	\$6,890.00	(\$2,230.61)	67.63%
5154 - Social Security	\$1,063.90	\$5,756.88	\$9,673.00	(\$3,916.12)	59.51%
5157 - Group Health Insurance	\$2,663.56	\$16,903.36	\$24,088.00	(\$7,184.64)	70.17%
5160 - Group Life Insurance	\$33.09	\$194.47	\$281.00	(\$86.53)	69.21%
5163 - Workers Compensation	\$562.95	\$3,057.63	\$4,302.00	(\$1,244.37)	71.07%
5205 - Seminar Expenses	\$0.00	\$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	\$73.69	\$1,633.46	\$1,600.00	\$33.46	102.09%
5264 - Programs	\$56.57	\$1,565.93	\$2,200.00	(\$634.07)	71.18%
5276 - Conservancy Zone Maint	\$395.34	\$1,319.59	\$2,000.00	(\$680.41)	65.98%
5303 - Communications	\$75.00	\$600.00	\$900.00	(\$300.00)	66.67%
5306 - Heating Fuels	\$19.47	\$1,465.69	\$3,000.00	(\$1,534.31)	48.86%
5309 - Water Sewer & Electric	\$894.38	\$5,261.18	\$9,000.00	(\$3,738.82)	58.46%
5312 - Maintenance - Buildings	\$865.06	\$8,293.39	\$15,500.00	(\$7,206.61)	53.51%
5315 - Maintenance - Office Equipment	\$111.20	\$1,157.10	\$1,500.00	(\$342.90)	77.14%
5318 - Maintenance - Automotive	\$118.82	\$177.77	\$100.00	\$77.77	177.77%
5321 - Maintenance - All Other Equipm	\$0.00	\$42.44	\$500.00	(\$457.56)	8.49%
5325 - Contractual Services	\$130.48	\$1,407.09	\$1,200.00	\$207.09	117.26%
5334 - Printing Expense	\$159.00	\$159.00	\$700.00	(\$541.00)	22.71%
5401 - Office Supplies	\$76.79	\$386.51	\$600.00	(\$213.49)	64.42%
5404 - Clothing Expense	\$0.00	\$0.00	\$700.00	(\$700.00)	0.00%
5407 - Automotive Supplies	\$0.00	\$163.50	\$300.00	(\$136.50)	54.50%
5410 - General Supplies	\$37.49	\$821.08	\$2,000.00	(\$1,178.92)	41.05%
5416 - Custodial Supplies	\$68.00	\$927.75	\$800.00	\$127.75	115.97%
5431 - Postage	\$0.00	\$0.00	\$100.00	(\$100.00)	0.00%
5440 - Concession Product	\$13.99	\$1,923.17	\$3,700.00	(\$1,776.83)	51.98%
5499 - Miscellaneous	\$129.80	\$620.81	\$1,500.00	(\$879.19)	41.39%
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	\$2,116.34	\$26,316.44	\$0.00	\$26,316.44	0.00%
<b>Total - Expense</b>	<b>\$33,745.40</b>	<b>\$206,308.64</b>	<b>\$281,618.00</b>	<b>(\$75,309.36)</b>	<b>73.26%</b>
<b>Net Income</b>	<b>(\$29,837.44)</b>	<b>(\$167,223.27)</b>	<b>(\$212,618.00)</b>	<b>\$45,394.73</b>	<b>78.65%</b>

## Naturalist Report August 2023

### Admin/Finance

- Department Heads have completed the City Strategic Plan. The plan will be presented to Council at a Committee of the Whole meeting on October 16.
- The Finance Department has decided to make a City-wide change on how the processing fees for credit cards are handled. Previously, the City paid the processing fee for all 1000 Islands credit card transactions, but it was not consistent across all departments. Moving forward, all credit card fees will be paid by the card holder. Credit transactions will be assessed at 2.2% or \$1.00, whichever is greater. Debit transactions will be assessed a flat \$3.50 fee. Signage on this change has been updated.
- Outagamie County has set their 2024 budget schedule. I will be meeting with the Finance Committee virtually on October 19 regarding the County grant to 1000 Islands for our 2024 budget.

### Education

- We will be welcoming another group of goats from Mulberry Lane Farm for the fall browsing session on September 25. The goats will be on-site for 2 weeks, getting picked up on October 9. I will be hosting 2 “meet and greet” sessions for City employees, Council members and staff. We are once again working with the high school’s Environmental Topics class to survey the vegetation in the browsing areas both before the goats arrive and after they leave.
- The Grover the Goat book is now complete and we have 100 printed copies thanks to the Friends of 1000 Islands for sponsoring the printing costs. The book will be available for purchase in the gift shop and will be the featured storybook walk in September while the goats are on-site.
- The 2023 Focus on the Fox event will be held on September 23. We have a new event logo created through Guide Studio and have 7 partnering organizations highlighting several different aspects of the Fox River. The Fox River Navigational System Authority will be offering lock demonstrations at Lock #3 during the event. Kobussen Buses has offered to donate shuttle services between 1000 Islands and the lock. Volunteers are still needed to cover various activity areas.
- I have received notification that the City of Kaukauna has once again been awarded Bird City status through the Bird City Wisconsin program. Many qualifying factors that help the City achieve this designation come directly from the Conservancy Zone, 1000 Islands programming and staff time put into the application process. I will work with the Mayor to put this achievement on a future Council Meeting agenda.

### Building & Grounds

- I have been in contact with the Community Foundation on pursuing a grant through the Nelson Family Fund to help cover costs of the boardwalk replacement project.
- Site Manager Garrity and I will be working on getting some quotes on replacing some of the windows in the Nature Center. The majority of the windows are no longer operational for opening and closing. Although a few windows have been replaced in previous years, we would like to start replacing additional windows as our maintenance budget allows.





# 1000 ISLANDS ENVIRONMENTAL CENTER

## ADMINISTRATIVE/FINANCE SUB-COMMITTEE

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



Thursday, July 20, 2023 at 5:30 PM

### MINUTES

#### In-Person

#### 1. Call to Order

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

Aslo Present: Nowak

Van Berkel called the meeting to order at 5:27 PM

#### 2. Reading and Approval Minutes

- a. 1000 Islands Administrative/Finance Sub-Committee Minutes of July 6, 2023  
 Gertz moved to waive the reading and approve the minutes of the July 6, 2023 Administrative/Finance Sub-Committee meeting. Seconded by Manion. Motion carried.

#### 3. Old Business

- a. Discuss the Creation of a 1000 Islands Foundation  
 Discussed the response from City Attorney Davidson. The question brought up is do we need to establish a Foundation in order to move the funds to the Community Foundation? Van Berkel will try to connect with Attorney Davidson for further clarification. Pautz suggested the Sub-Committee inform the full Committee of the current status of the project. Nowak will check with the Community Foundation on starting an agency fund without a 501(c)3 organization.

#### 4. New Business

#### 5. Other Sub-Committee Items

Van Berkel inquired on the status of the \$200,000 for the boardwalk replacement. Nowak shared that the money is held in a park improvement fund and will need City Council approval to proceed with the project.

#### 6. Adjournment

With no further business to discuss Manion made a motion to adjourn. Seconded by Eggleston. Meeting adjourned at 5:56 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.

**RESOLUTION 2023-5398**  
**CITY OF KAUKAUNA**  
**RESOLUTION DIRECTING THE 1000 ISLANDS COMMITTEE TO TRANSFER FUNDS ON**  
**EXISTING CDS TO THE COMMUNITY FOUNDATION**

**WHEREAS**, the 1000 Islands Endowment Fund is currently held in certificates of deposit with interest rates that have averaged 1.7% over the past 6 years; and

**WHEREAS**, by investing these funds in a Designated Fund within the Community Foundation for the Fox Valley Region it can be managed for maximum return while still protecting our initial investment; and

**WHEREAS**, the change is in order to maximize the funds generated by the endowment to increase the financial support to the annual operating budget and by moving the endowment it will also eliminate the time that City staff spends on managing the endowment;

**WHEREAS**, the 1000 Island Committee is requesting a transfer of existing funds as they mature from the CDs to the Community Foundation as approved in Resolution 2023-5397. All funds that have not reached maturity shall remain in the existing endowment fund until they reach maturity;

**NOW, THEREFORE, BE IT RESOLVED**, by the Common Council of the City of Kaukauna, Wisconsin directs the 1000 Islands Committee to transfer matured CDs from the existing endowment funds to the Community Foundation.

Introduced and adopted this \_\_\_\_\_ day of September, 2023.

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

ATTEST: \_\_\_\_\_  
 Sally Kenney, Clerk

**RESOLUTION 2023-5397**  
**CITY OF KAUKAUNA**  
**RESOLUTION DIRECTING THE 1000 ISLANDS COMMITTEE TO UPDATE THEIR**  
**ENDOWMENT POLICY TO MATCH THE LANGUAGE OF THE COMMUNITY**  
**FOUNDATION**

**WHEREAS**, the 1000 Islands Endowment Fund is currently held in certificates of deposit with interest rates that have averaged 1.7% over the past 6 years; and

**WHEREAS**, an update to the 1000 Islands Endowment Fund investment policy to align with the Community Foundation's Designated Fund Investment Policy Statement will allow the funds to be invested with and managed by the Community Foundation to maximize the funds generated by the endowment to increase the financial support to our annual operating budget and eliminate the time that City staff spends on managing the endowment; and

**WHEREAS**, attached hereto as Exhibit A is the proposed updated Investment Policy Statement provided by the Community Foundation;

**NOW THEREFORE, Be It Resolved**, by the Common Council of the City of Kaukauna, Wisconsin directs the 1000 Islands Committee to update their endowment policy to match the language of the Community Foundation Investment Policy Statement.

Introduced and adopted this \_\_\_\_\_ day of September, 2023.

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

ATTEST: \_\_\_\_\_  
 Sally Kenney, Clerk

# 1000 ISLANDS ENVIRONMENTAL CENTER BUILDING & GROUNDS SUB-COMMITTEE

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



Wednesday, June 28, 2023 at 4:00 PM

## MINUTES

### In-Person

#### MEET AT THE NELSON OVERLOOK

#### 1. Call to Order

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

Members Present: Breitzman (left at 4:30), Hietpas, Manion, Pautz

Also Present: Garrity (left at 4:30), Nowak (arrived at 4:30, left at 5:00)

#### 2. Reading and Approval Minutes

- a. 1000 Islands Building & Grounds Sub-Committee Minutes of May 30, 2023  
Manion made a motion to waive the reading and approve the minutes of the May 30, 2023 Building & Grounds Sub-Committee Meeting. Seconded by Pautz. Motion carried.

#### 3. Old Business

- a. Discuss trail maintenance and erosion issues  
The group walked the trails downstream from the Nelson Overlook and identified several areas of concern including areas of erosion, downed trees, overgrown vegetation, fencing that needs repair and blocked or ineffective culverts. Pautz created a list of these areas for the sub-committee to reference with future improvement projects.

#### 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 5:30 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.