



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 February 15, 2024](#)
5. Financial Report
 - a. [January Financial Report](#)
 - b. [February Financial Report](#)
6. Correspondence
7. The Friends of 1000 Islands Report
8. Naturalist Report
 - a. [February Naturalist Report](#)
 - b. [1st Quarter Usage Report](#)
 - c. [Update Signing Authority for Certificates of Deposit at East Wisconsin Savings Bank](#)
9. Committee Reports
 - a. Administrative/Finance Committee Reports
 - i. [Receive and Place on File Minutes of November 29, 2023, Administrative & Finance Sub-Committee](#)
 - b. Education Committee Report
 - i. [Receive and Place on File Minutes of March 12, 2024, Education Sub-Committee](#)
 - c. Building & Grounds Committee Reports
 - i. [Receive and Place on File Minutes of November 29, 2023. Building & Grounds Sub-Committee](#)
10. Old Business
 - a. Pancake & Porkie Event
11. New Business
 - a. Art Fair
 - b. Policy Binder Updates
 - c. Resignation of Assistant Naturalist
12. Good of the Center
 - a. Jabber's Vet Appointment

13. Next Meeting - Thursday, April 18, 2024

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, February 15, 2024

Members Present Breitzman, Eggleston , Jakel, Manion, Pautz, Van Berkel, West, Heitpas, Hintz, and White.

Not Present None

Also Present Terri Vosters

Manion called the February Committee Meeting to order at 6:30 PM. A quorum is present.

January 18, 2024, Committee Meeting Minutes

Manion made a motion to approve the January 18, 2024, Committee Meeting minutes. Seconded by Eggleston. Motion carried.

January and February Financial Reports

Eggleston raised a motion to table the approval of the January and February 2024 Financial Reports to the next meeting; seconded by Manion. Motion carried.

Public Appearances None

Correspondence

No donations were received.

Friends of 1000 Islands Report

The Friends meeting was moved to February 26, 2024, at 6:30 p.m. Maple syrup production will be coming up. Cooking has started. Porkie and Pancake Breakfast is planned for March 16, 2024. The Art Fair is planned for May 19, 2024. West motioned to approve the Friends of 1000 Islands Report; seconded by Heitpas.

Naturalist's Report

No report.

Old Business

Eagle Days: Suggested improvements included adding cones by the water and instructing staff to park behind the building. The volunteers were great this year. Attendees enjoyed the binoculars.

New Business

Pancake & Porkie Breakfast Event planning is underway. Eggleston, Breitzman, and Pautz volunteered to assist. Heitpas will discuss at the Friends meeting on February 26, 2024. Terri Vosters and Nathaniel Blood will reach out to secure volunteers.

Next Committee Meeting

The next Committee Meeting will be on Thursday, March 21, 2024, at 6:30 PM in the Nature Center building.

Adjournment

There being no further business, Jakel moved to adjourn the February 15, 2024, Committee Meeting at 7:30 PM. Seconded by Manion. Motion carried.

DRAFT

**City of Kaukauna
1000 Islands Environmental Center
Budget vs. Actuals
From January 1, 2024 to January 31, 2024**

Account	January Actuals	YTD Amount	Budget Amount	Amount Over Budget	% of Budget
Income					
4391 - Kaukauna School Dist Aids	\$0.00	\$0.00	\$15,000.00	(\$15,000.00)	0.00%
4392 - Outagamie County Aids	\$0.00	\$0.00	\$10,000.00	(\$10,000.00)	0.00%
4694 - Facilities/Building Rental (Taxable)	\$0.00	\$0.00	\$1,500.00	(\$1,500.00)	0.00%
4695 - Facilities/Building Rental (Non-Taxable)	\$0.00	\$0.00	\$500.00	(\$500.00)	0.00%
4696 - Programing Fees	\$0.00	\$0.00	\$7,000.00	(\$7,000.00)	0.00%
4716 - Gift Shop Sales	\$623.75	\$623.75	\$6,000.00	(\$5,376.25)	10.40%
4802 - Donations & Contributions	\$1,191.00	\$1,191.00	\$15,000.00	(\$13,809.00)	7.94%
4810 - Interest Income	\$0.00	\$0.00	\$7,500.00	(\$7,500.00)	0.00%
4910 - Env Center Restricted Donate	\$383.35	\$383.35	\$0.00	\$383.35	0.00%
4914 - Education	\$110.00	\$110.00	\$0.00	\$110.00	0.00%
Total - Income	\$2,308.10	\$2,308.10	\$62,500.00	(\$60,191.90)	3.69%
Expense					
5101 - Regular Payroll	\$3,687.82	\$3,687.82	\$175,587.00	(\$171,899.18)	2.10%
5104 - Temporary Payroll	\$0.00	\$0.00	\$6,425.00	(\$6,425.00)	0.00%
5107 - Overtime Pay	\$49.49	\$49.49	\$0.00	\$49.49	0.00%
5119 - Longevity Pay	\$0.00	\$0.00	\$460.00	(\$460.00)	0.00%
5151 - Retirement Plan	\$142.40	\$142.40	\$8,162.00	(\$8,019.60)	1.74%
5152 - Residency	\$174.03	\$174.03	\$8,816.00	(\$8,641.97)	1.97%
5154 - Social Security	\$182.14	\$182.14	\$9,973.00	(\$9,790.86)	1.83%
5157 - Group Health Insurance	\$0.00	\$0.00	\$26,573.00	(\$26,573.00)	0.00%
5160 - Group Life Insurance	\$13.12	\$13.12	\$297.00	(\$283.88)	4.42%
5163 - Workers Compensation	\$208.37	\$208.37	\$4,213.00	(\$4,004.63)	4.95%
5205 - Seminar Expenses	\$0.00	\$0.00	\$2,500.00	(\$2,500.00)	0.00%
5211 - Education & Memberships	\$0.00	\$0.00	\$500.00	(\$500.00)	0.00%
5260 - Animal & Bird Care	\$138.95	\$138.95	\$2,000.00	(\$1,861.05)	6.95%
5264 - Programs	\$2.69	\$2.69	\$6,800.00	(\$6,797.31)	0.04%
5276 - Conservancy Zone Maint	\$0.00	\$0.00	\$2,000.00	(\$2,000.00)	0.00%
5303 - Communications	\$50.00	\$50.00	\$900.00	(\$850.00)	5.56%
5306 - Heating Fuels	\$359.24	\$359.24	\$3,000.00	(\$2,640.76)	11.97%
5309 - Water Sewer & Electric	\$0.00	\$0.00	\$10,000.00	(\$10,000.00)	0.00%
5312 - Maintenance - Buildings	\$1,764.00	\$1,764.00	\$20,000.00	(\$18,236.00)	8.82%
5315 - Maintenance - Office Equipment	\$136.14	\$136.14	\$1,500.00	(\$1,363.86)	9.08%
5318 - Maintenance - Automotive	\$34.30	\$34.30	\$500.00	(\$465.70)	6.86%
5325 - Contractual Services	\$1,105.12	\$1,105.12	\$23,400.00	(\$22,294.88)	4.72%
5334 - Printing Expense	\$0.00	\$0.00	\$400.00	(\$400.00)	0.00%
5401 - Office Supplies	\$0.00	\$0.00	\$600.00	(\$600.00)	0.00%
5404 - Clothing Expense	\$0.00	\$0.00	\$700.00	(\$700.00)	0.00%
5407 - Automotive Supplies	\$0.00	\$0.00	\$300.00	(\$300.00)	0.00%
5410 - General Supplies	\$244.32	\$244.32	\$1,500.00	(\$1,255.68)	16.29%
5416 - Custodial Supplies	\$241.96	\$241.96	\$1,000.00	(\$758.04)	24.20%
5431 - Postage	\$0.00	\$0.00	\$100.00	(\$100.00)	0.00%
5440 - Concession Product	\$153.75	\$153.75	\$3,700.00	(\$3,546.25)	4.16%
5499 - Miscellaneous	\$50.00	\$50.00	\$1,500.00	(\$1,450.00)	3.33%
5801 - Land & Buildings	\$0.00	\$0.00	\$20,000.00	(\$20,000.00)	0.00%
5804 - Equipment (including Office)	\$0.00	\$0.00	\$62,300.00	(\$62,300.00)	0.00%
5898 - Restricted Funds	\$535.75	\$535.75	\$0.00	\$535.75	0.00%
Total - Expense	\$9,273.59	\$9,273.59	\$405,706.00	(\$396,432.41)	2.29%
Net Income	(\$6,965.49)	(\$6,965.49)	(\$343,206.00)	\$336,240.51	2.03%

Lines bolded in red are 201 accounts

**City of Kaukauna
1000 Islands Environmental Center
Budget vs. Actual
From January 2024 to February 2024**

Account	February Actuals	YTD Amount	Budget Amount	Amount Over Budget	% of Budget
Income					
4391 - Kaukauna School Dist Aids	\$0.00	\$0.00	\$15,000.00	(\$15,000.00)	0.00%
4392 - Outagamie County Aids	\$10,000.00	\$10,000.00	\$10,000.00	\$0.00	100.00%
4694 - Facilities/Building Rental (Taxable)	\$75.00	\$75.00	\$1,500.00	(\$1,425.00)	5.00%
4695 - Facilities/Building Rental (Non-Taxable)	\$325.00	\$325.00	\$500.00	(\$175.00)	65.00%
4696 - Programing Fees	\$50.00	\$50.00	\$7,000.00	(\$6,950.00)	0.71%
4716 - Gift Shop Sales	\$249.08	\$872.83	\$6,000.00	(\$5,127.17)	14.55%
4802 - Donations & Contributions	\$690.96	\$1,881.96	\$15,000.00	(\$13,118.04)	12.55%
4810 - Interest Income	\$0.00	\$0.00	\$7,500.00	(\$7,500.00)	0.00%
4910 - Env Center Restricted Donate	\$0.00	\$383.35	\$0.00	\$383.35	0.00%
4914 - Education	\$22.00	\$132.00	\$0.00	\$132.00	0.00%
Total - Income	\$11,412.04	\$13,720.14	\$62,500.00	(\$48,779.86)	21.95%
Expense					
5101 - Regular Payroll	\$8,697.65	\$12,385.47	\$175,587.00	(\$163,201.53)	7.05%
5104 - Temporary Payroll	\$0.00	\$0.00	\$6,425.00	(\$6,425.00)	0.00%
5107 - Overtime Pay	\$0.00	\$49.49	\$0.00	\$49.49	0.00%
5119 - Longevity Pay	\$0.00	\$0.00	\$460.00	(\$460.00)	0.00%
5151 - Retirement Plan	\$309.58	\$451.98	\$8,162.00	(\$7,710.02)	5.54%
5152 - Residency	\$281.29	\$455.32	\$8,816.00	(\$8,360.68)	5.16%
5154 - Social Security	\$404.29	\$586.43	\$9,973.00	(\$9,386.57)	5.88%
5157 - Group Health Insurance	\$0.00	\$0.00	\$26,573.00	(\$26,573.00)	0.00%
5160 - Group Life Insurance	\$2.18	\$15.30	\$297.00	(\$281.70)	5.15%
5163 - Workers Compensation	\$133.11	\$341.48	\$4,213.00	(\$3,871.52)	8.11%
5205 - Seminar Expenses	\$0.00	\$0.00	\$2,500.00	(\$2,500.00)	0.00%
5211 - Education & Memberships	\$175.00	\$175.00	\$500.00	(\$325.00)	35.00%
5260 - Animal & Bird Care	\$56.38	\$195.33	\$2,000.00	(\$1,804.67)	9.77%
5264 - Programs	\$0.00	\$2.69	\$6,800.00	(\$6,797.31)	0.04%
5276 - Conservancy Zone Maint	\$0.00	\$0.00	\$2,000.00	(\$2,000.00)	0.00%
5303 - Communications	\$50.00	\$100.00	\$900.00	(\$800.00)	11.11%
5306 - Heating Fuels	\$249.52	\$608.76	\$3,000.00	(\$2,391.24)	20.29%
5309 - Water Sewer & Electric	\$792.69	\$792.69	\$10,000.00	(\$9,207.31)	7.93%
5312 - Maintenance - Buildings	\$0.00	\$1,764.00	\$20,000.00	(\$18,236.00)	8.82%
5315 - Maintenance - Office Equipment	\$111.20	\$247.34	\$1,500.00	(\$1,252.66)	16.49%
5318 - Maintenance - Automotive	\$0.00	\$34.30	\$500.00	(\$465.70)	6.86%
5325 - Contractual Services	\$242.23	\$1,347.35	\$23,400.00	(\$22,052.65)	5.76%
5334 - Printing Expense	\$0.00	\$0.00	\$400.00	(\$400.00)	0.00%
5401 - Office Supplies	\$0.00	\$0.00	\$600.00	(\$600.00)	0.00%
5404 - Clothing Expense	\$0.00	\$0.00	\$700.00	(\$700.00)	0.00%
5407 - Automotive Supplies	\$0.00	\$0.00	\$300.00	(\$300.00)	0.00%
5410 - General Supplies	\$123.10	\$367.42	\$1,500.00	(\$1,132.58)	24.49%
5416 - Custodial Supplies	\$0.00	\$241.96	\$1,000.00	(\$758.04)	24.20%
5431 - Postage	\$0.00	\$0.00	\$100.00	(\$100.00)	0.00%
5440 - Concession Product	\$47.00	\$200.75	\$3,700.00	(\$3,499.25)	5.43%
5499 - Miscellaneous	\$0.00	\$50.00	\$1,500.00	(\$1,450.00)	3.33%
5801 - Land & Buildings	\$0.00	\$0.00	\$20,000.00	(\$20,000.00)	0.00%
5804 - Equipment (including Office)	\$0.00	\$0.00	\$62,300.00	(\$62,300.00)	0.00%
5898 - Restricted Funds	\$0.00	\$535.75	\$0.00	\$535.75	0.00%
Total - Expense	\$11,675.22	\$20,948.81	\$405,706.00	(\$384,757.19)	5.16%
Net Income	(\$263.18)	(\$7,228.67)	(\$343,206.00)	\$335,977.33	2.11%

Lines bolded in red are 201 accounts

February 2024 Naturalist Report

Admin/Finance

- We have been working through the process of transferring matured CDs with East Wisconsin Savings Bank and Bank of Kaukauna to the endowment fund. We will need to add Will as a signer on those accounts because the only current city employee on those accounts is Sally.
- We have extended an offer to Maddie, who will be our summer intern. She has lots of experience teaching in Girl Scout camps, and is very familiar with 1000 Islands.

Building/Grounds

- Brad and Nathaniel met with John Neumeier to discuss upcoming building and grounds projects.
- Public Works will be doing the labor on the siding project. Replacing the windows was brought up as an option while the siding was off, but we don't have the funds to do so. While the siding is off the workers will at least check and improve any insulation issues in the windows. Brad is currently working on quotes for the siding.
- The boardwalk project will be completed in two phases. The first phase will be the river side of the boardwalk, starting in the fall. The second phase will be the other half, starting once the first phase is complete.
- Public works will also be doing some smaller projects around the site this spring: adding gravel to the school field trip path, repairing split rail, etc.
- We are in the process of hiring an AmeriCorps position from September 2024 – August 2025. This position will mostly be helping Brad with invasive species work and grounds projects. This position is in the 2024 budget – we pay AmeriCorps 2 lump sums near the beginning of the position term.

Education

- We have had several successful programs in an otherwise quiet month: the Moonlight Hike had 101 attendees despite the cold weather, the library's Adventure Challenge culmination event had 42 participants, and our latest 1000 Little Wonders program had 10 children plus their adults.

1000 ISLANDS ENVIRONMENTAL CENTER

ADMINISTRATIVE/FINANCE SUB-COMMITTEE

City of Kaukauna
Nature Center Building
 1000 Beaulieu Court, Kaukauna



Wednesday, November 29, 2023 at 4:00 PM

MINUTES

In-Person

1. Call to Order

Members Present: Manion, Pautz, Van Berkel, West, Eggleston at 4:35 PM

Also Present: Nowak, Mayor Penterman

Chair Van Berkel called meeting to order at 4:04 PM

2. Reading and Approval Minutes

- a. 1000 Islands Administrative/Finance Sub-Committee Minutes of October 11, 2023
 Manion made a motion to waive the reading and approve the minutes of the October 11, 2023 Administrative/Finance Sub-Committee. Seconded by Pautz. Motion carried.

3. Old Business

- a. Update on Endowment Fund
 Nowak gave overview on status of CDs asked two main questions: Should she proceed with starting endowment or wait for next Director? Should we pursue an ESG portfolio? After some discussion it was determined that there is interest in meeting with Community Foundation for the Fox Valley Region and a representative from the Administrative/Finance committee to continue path forward. Nowak will continue to work towards getting the Designated Endowment Fund created and set up a meeting with the Community Foundation.
 There was a question regarding if all of the necessary approvals are in place to move forward. The Sub-Committee felt that proper authority has been granted through the 1000 Islands Committee and Common Council.
 Manion made a motion to proceed with the creation of a Designated Endowment Fund with the Community Foundation for the Fox Valley Region. Seconded by Pautz. Motion carried.
 Nowak will check with Van Rossum on the possibility of attending the meeting with the Community Foundation. Pautz or Van Berkel can represent 1000 Islands.

4. New Business

- a. 2024 Administrative/Finance Projects
 Nowak asked if there are any Administrative/Finance projects or concerns coming up in 2024 that need addressing or if the Sub-Committee needs more information.
 Pautz mentioned the ability to take minutes at sub-committee meetings. Nowak mentioned that if she has enough time, the Administrative Assistant could sit in on sub-committee meetings and take minutes. Pautz asked Penterman when a decision would be

made regarding coverage in the interim. A meeting will be held between the Mayor, Human Resources Director, Finance Director and Public Works Director regarding the transition. Van Berkel inquired about the restricted fund and how the funds in and out have been accounted for and if other staff members would understand what money is available. Nowak will update the spreadsheet that tracks funds in the restricted account before leaving. All staff have access to the spreadsheet stored on the shared drive.

5. Other Sub-Committee Items

Pautz shared that she thought the Administrative/Finance Sub-Committee was in a good position moving forward.

6. Adjournment

With no further business to discuss, Pautz moved to adjourn. Seconded by Manion. Meeting adjourned at 4:38 PM

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1000 ISLANDS ENVIRONMENTAL CENTER

EDUCATION SUB-COMMITTEE

City of Kaukauna
Nature Center Building
 1000 Beaulieu Court, Kaukauna



Tuesday, March 12, 2024 at 8:30 AM

MINUTES

In-Person

1. Call to Order

Members Present: Breitzman, Jakel, Pautz, White

Also Present: Blood

Chair Pautz called to the meeting to order at 8:31 AM

2. Reading and Approval Minutes

a. 1000 Islands Education Sub-Committee Minutes of November 29th, 2023.

Jakel made a motion to approve the minutes. Seconded by Breitzman. Motion carried.

3. Teacher evaluations

Blood discussed the aims, methods, and reporting of school evaluations. Recommendations were made to clarify and simplify some questions, as well as to use a paper copy during school programs to increase evaluation completion.

4. Coordination of volunteers for education programs

Blood raised the possibility of using WordPress plugins to manage and coordinate volunteers instead of SignUp Genius. There is interest in moving forward with this, and 1000 Islands staff will explore staffing, training, and logistics of using a new program.

5. Beginning of school year orientation at 1000 Islands

Pautz expressed interest in having KASD schools hold orientation events at 1000 Islands, rather than locations outside the city. Blood will reach out to KASD Human Resources and the superintendent to see what sort of event we could hold near the beginning of the 2024-2025 school year.

6. Butterfly/bird egg display

Blood inquired about the design and aims for the bird egg display project currently in progress. The sub-committee explained the history and overview of the project, as well as next steps in choosing appropriate birds and finding the resources to assemble the display.

7. School partnerships

Blood shared his progress in meeting with staff from Park Community Charter School, and an upcoming meeting with staff from River View middle school, with the aim of providing more tailored programming for KASD schools. The sub-committee made additional recommendations to reach out to KHS staff that might be interested in partnerships as well.

8. Other sub-committee items

Jakel will be organizing a back-to-school fundraising event to help with Jabber's medical expenses. The event would likely use the fields and grounds around the nature center. Possible ideas included a fun run or field day.

9. Adjourn

With no further business to discuss, Jakel made a motion to adjourn. Seconded by White. Meeting adjourned at 9:30 AM.

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DRAFT

1000 ISLANDS ENVIRONMENTAL CENTER BUILDING & GROUNDS SUB-COMMITTEE

City of Kaukauna
Nature Center Building
 1000 Beaulieu Court, Kaukauna



Wednesday, November 29, 2023 at 6:00 PM

MINUTES

In-Person

1. Call to Order

Members Present: Breitzman, Heitpas, Hintz, Manion, Pautz

Also Present: Eggleston, Nowak, Public Works Director Neumeier, White.

Chair Heitpas called the meeting to order at 6:05 PM.

2. Reading and Approval Minutes

- a. 1000 Islands Building & Grounds Sub-Committee Minutes of August 21, 2023
 Manion made a motion to waive the reading and approve the minutes of the August 21, 2023 Building & Grounds Sub-Committee. Seconded by Pautz. Motion carried.

3. Old Business

Breitzman inquired about quote for bathroom updates. Nowak informed the group that staff has not started on the project. She will ask Site Manager Garrity to work on the project in 2024.

4. New Business

- a. 2024 Building & Grounds Projects
 Nowak went over the list of Building & Grounds projects that are planned for 2024. Main projects in progress include the boardwalk replacement project and residing the Nature Center. Site Manager Garrity is working on getting quotes for siding material and will coordinate with the Street Department regarding installation. The boardwalk replacement project is still anticipated to start in fall of 2024. Nowak went over the timeline and mentioned that work has already been completed to create an accurate map of the trails. Public Works Director Neumeier will assist with the project. Nowak reminded the group that a new truck is on the Capital Improvement Project list for 2024. \$60,000 was estimated for the purchase of an EV truck to replace our current truck #19. Charging in the garage will be sufficient for the vehicle. A public charging station would not be needed for this.

5. Other Sub-Committee Items

6. Adjournment

With no further business to discuss, Pautz moved to adjourn. Manion seconded. Meeting adjourned at 6:27 PM.

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