

# 1000 ISLANDS ENVIRONMENTAL CENTER COMMITTEE

City of Kaukauna

**Nature Center Building**

1000 Beaulieu Court, Kaukauna

Thursday, June 15, 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 May 18, 2023](#)
5. Financial Report
  - a. [May Financial Report](#)
6. Correspondence
7. The Friends of 1000 Islands Report
8. Naturalist Report
  - a. [May Naturalist Report](#)
9. Committee Reports
  - a. Administrative/Finance Committee Reports
  - b. Education Committee Report
  - c. Building & Grounds Committee Reports
    - i. [Receive and Place on File Minutes of November 16, 2022 Building & Grounds Sub-Committee Meeting](#)
    - ii. [Summary of May 30, 2023 Building & Grounds Sub-Committee Meeting](#)
10. Old Business
11. New Business
12. Good of the Center
13. Next Meeting - Thursday, July 20, 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, May 18, 2023**

**Members Present:** Carlson, Eggleston, Gertz, Hietpas, Manion, Pautz, and Van Berkel

**Not Present:** Brietzman, Jakel, and White

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

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

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

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

**Public Appearances:** None

### **April Financial Report**

Van Berkel made a motion to approve the April Financial Report. Seconded by Manion. Motion carried.

### **Correspondence**

Donations received from Amelia & Monty Roberts, Jennifer Sommer and Kaukauna Lioness Club. Memorials received for Paula Zwicker and Dan Angell. Honorary donation for Shari Lamers. We received white tail deer antlers for our specimen collection and team members from Frito Lay came to help with outdoor maintenance.

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

Art Fair: All 50 vendor spots are full and we are set for the Art Fair on Sunday.

### **Naturalist's Report**

Seedling Sale: Bundling, picking of the orders and customer pick-up went well. It was great to have volunteers to help with these labor intense tasks.

Corporate Volunteers: We recently had a group from Frito Lay help with spreading mulch and spring clean-up. Several more corporate groups are scheduled to help us as well.

Gertz made a motion to accept the April Naturalist's Report and place it on file. Seconded by Carlson. Motion carried.

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

Admin and Finance Sub-Committee Meeting: Eggleston made a motion to accept and place on file the January 4<sup>th</sup> Admin and Finance Sub-Committee Meeting minutes. Seconded by Gerts. Motion carried.

Revised User Fee Schedule 2.0291: Half-day and Full-day Field Trip fees increased along with Off-Site and Custom programs. Snow shoe rental fees increased as a result of purchasing new snowshoes and the cost associated with them. The Pavilion rental fee also increased and now aligns with the City's Pavilion rental fee structure. Van Berkel made a motion to accept the revised User Fee Schedule 2.0291 as presented by the Admin and Finance Sub-Committee. Seconded by Gertz. Motion carried.

### **Education Sub-Committee**

Pautz: Nothing to report.

**Buildings and Grounds Sub-Committee**

Hietpas: Meeting will be on Tuesday, May 30<sup>th</sup>.

**Old Business**

Nothing to report.

**New Business**

Nature Center Building Siding Project: The 1000 Islands Building Siding project was removed from this year's Capital Improvement Plan budget and postponed until 2024. Nowak was not informed of this up front, but discovered this decision via Council agenda and meeting minutes posted in MuniCode. Discussion on communication issues between Finance, the Mayor's office and 1000 Islands when Deb is not able to attend Department meetings due to Field Trips and/or building coverage. Nowak to set up meeting with the Mayor to further discuss communication issues.

**Good for the Center**

Nothing to report.


**Next Committee Meeting**

Next Committee Meeting will be on Thursday, June 15, 2023 at 6:30 PM in the Nature Center building.

**Adjournment**

There being no further business, Manion moved to adjourn the May 18 Committee meeting at 7:31 PM. Seconded by Hietpas. Motion carried.

Maureen Feldt,  
Acting Secretary

|    | A   | B | D                               | E | F | G                  | H | I                   | J | K | L | M   | NO                 | P |
|----|---|---|---------------------------------|---|---|--------------------|---|---------------------|---|---|---|---|--------------------|---|
| 1  |   |   |                                 |   |   |                    |   |                     |   |   |   |   |                    |   |
| 2  |   |   |                                 |   |   |                    |   |                     |   |   |   |   |                    |   |
| 3  |   |   |                                 |   |   |                    |   |                     |   |   |   |   |                    |   |
| 4  | <b>General Ledger - 1000 Islands Environmental Center</b>   |   |                                 |   |   |                    |   |                     |   |   |   |  |                    |   |
| 5  | <b>May 2023 Budget Analysis</b>   |   |                                 |   |   |                    |   |                     |   |   |   |   |                    |   |
| 6  |   |   |                                 |   |   |                    |   |                     |   |   |   |   |                    |   |
| 7  |   |   |                                 |   |   |                    |   |                     |   |   |   |   |                    |   |
| 8  | <b>Account</b>  |   | <b>Description</b>              |   |   | <b>May Actuals</b> |   | <b>Year to Date</b> |   |   |   | <b>% Var</b>  | <b>2023 Budget</b> |   |
| 9  | <b>Revenue</b>  |   |                                 |   |   |                    |   |                     |   |   |   |   |                    |   |
| 10 | 101-46820-4695*   |   | Env Center Chgs For Service     |   |   | 2,038.96           |   | 5,672.31            |   |   |   | 68.00   | 18,000.00          |   |
| 11 | 101-46740-4694  |   | Building Rental (Taxable)       |   |   | 0.00               |   | 187.19              |   |   |   | 94.00   | 3,000.00           |   |
| 12 | 101-46740-4695  |   | Building Rental (Non-Taxable)   |   |   | 325.00             |   | -75.00              |   |   |   | 104.00  | 2,000.00           |   |
| 13 | 101-46740-4696  |   | Programing Fees                 |   |   | 1,048.30           |   | 2,863.30            |   |   |   | 59.00   | 7,000.00           |   |
| 14 | 101-46750-4716  |   | Gift Shop Sales                 |   |   | 665.66             |   | 2,696.82            |   |   |   | 55.00   | 6,000.00           |   |
| 15 | 101-48100-4810  |   | Interest Income                 |   |   | 0.00               |   | 0.00                |   |   |   | 0.00  | 6,000.00           |   |
| 16 |   |   |                                 |   |   |                    |   |                     |   |   |   |   |                    |   |
| 17 | 201-43790-4391  |   | Kaukauna School Dist Aids       |   |   | 0.00               |   | 0.00                |   |   |   | 0.00  | 15,000.00          |   |
| 18 | 201-43790-4392  |   | Outagamie County Aids           |   |   | 0.00               |   | 5,000.00            |   |   |   | 50.00   | 10,000.00          |   |
| 19 | 201-48500-4913**  |   | Memorial Purchases              |   |   | 0.00               |   | 200.00              |   |   |   | 0.00  | 0.00               |   |
| 20 | 201-48500-4914**  |   | Education                       |   |   | 765.00             |   | 2,310.00            |   |   |   | 0.00  | 0.00               |   |
| 21 | 201-48500-4915**  |   | Building & Grounds Donation     |   |   | 0.00               |   | 0.00                |   |   |   | 0.00  | 0.00               |   |
| 22 | 201-48500-4911**  |   | Fundraising Sales               |   |   | -6.92              |   | 7,443.01            |   |   |   | 0.00  | 0.00               |   |
| 23 | 201-48500-4910**  |   | Env Center Restricted Donations |   |   | 269.83             |   | 1,245.72            |   |   |   | 0.00  | 0.00               |   |
| 24 | 201-48500-4912  |   | Env Center Donations            |   |   | 1,322.00           |   | 3,237.00            |   |   |   | 84.00   | 20,000.00          |   |
| 25 |   |   |                                 |   |   |                    |   |                     |   |   |   |   |                    |   |
| 26 |   |   | <b>REVENUE TOTALS:</b>          |   |   | <b>\$4,388.87</b>  |   | <b>\$25,108.04</b>  |   |   |   |   | <b>\$69,000.00</b> |   |
| 27 |   |   |                                 |   |   |                    |   |                     |   |   |   |   |                    |   |
| 28 | <b>*Env Center Chrgs for Service amount is total for Building Rental (tax &amp; non-tax), Programming Fees and Gift Shop sales.</b> |   |                                 |   |   |                    |   |                     |   |   |   |   |                    |   |
| 29 | <b>**Restricted Accounts</b>  |   |                                 |   |   |                    |   |                     |   |   |   |   |                    |   |

|    | A  | B | D                                | E | F | G                  | H | I                   | J | K | L | M            | NO | P                   |
|----|--|---|----------------------------------|---|---|--------------------|---|---------------------|---|---|---|--------------|----|---------------------|
| 30 | <b>General Ledger - 1000 Islands Environmental Center Con't Page 2</b> |   |                                  |   |   |                    |   |                     |   |   |   |              |    |                     |
| 31 |  |   | <b>Description</b>               |   |   | <b>May Actuals</b> |   | <b>Year to Date</b> |   |   |   | <b>% Var</b> |    | <b>2023 Budget</b>  |
| 32 | <b>Expenses</b>  |   |                                  |   |   |                    |   |                     |   |   |   |              |    |                     |
| 33 | 101-56900-5101   |   | Regular Payroll                  |   |   | 12,819.05          |   | 62,349.46           |   |   |   | 63.00        |    | 169,078.00          |
| 34 | 101-56900-5104   |   | Temporary Payroll                |   |   | 0.00               |   | 0.00                |   |   |   | 0.00         |    | 5,990.00            |
| 35 | 101-56900-5119   |   | Longevity Pay                    |   |   | 0.00               |   | 0.00                |   |   |   | 0.00         |    | 400.00              |
| 36 | 101-56900-5151   |   | Retirement Plan                  |   |   | 594.98             |   | 2,906.16            |   |   |   | 63.00        |    | 7,854.00            |
| 37 | 101-56900-5152   |   | Residency                        |   |   | 524.98             |   | 2,564.27            |   |   |   | 63.00        |    | 6,930.00            |
| 38 | 101-56900-5154   |   | Social Security                  |   |   | 673.91             |   | 3,287.03            |   |   |   | 66.00        |    | 9,700.00            |
| 39 | 101-56900-5157   |   | Group Health Insurance           |   |   | 1,796.04           |   | 10,647.72           |   |   |   | 56.00        |    | 24,088.00           |
| 40 | 101-56900-5160   |   | Group Life Insurance             |   |   | 21.32              |   | 117.26              |   |   |   | 58.00        |    | 281.00              |
| 41 | 101-56900-5163   |   | Workers Compensation             |   |   | 315.23             |   | 1,746.66            |   |   |   | 60.00        |    | 4,326.00            |
| 42 | 101-56900-5205   |   | Seminar Expense                  |   |   | 400.00             |   | 400.00              |   |   |   | 84.00        |    | 2,500.00            |
| 43 | 101-56900-5211   |   | Education & Memberships          |   |   | 0.00               |   | 260.00              |   |   |   | 48.00        |    | 500.00              |
| 44 | 101-56900-5260   |   | Animal & Bird Care               |   |   | 340.05             |   | 1,106.17            |   |   |   | 31.00        |    | 1,600.00            |
| 45 | 101-56900-5264   |   | Programs                         |   |   | 41.21              |   | 409.39              |   |   |   | 81.00        |    | 2,200.00            |
| 46 | 101-56900-5276   |   | Conservancy Zone Maint           |   |   | 56.86              |   | 234.46              |   |   |   | 88.00        |    | 2,000.00            |
| 47 | 101-56900-5303   |   | Communications                   |   |   | 75.00              |   | 375.00              |   |   |   | 58.00        |    | 900.00              |
| 48 | 101-56900-5306   |   | Heating Fuels                    |   |   | 180.34             |   | 1,368.53            |   |   |   | 54.00        |    | 3,000.00            |
| 49 | 101-56900-5309   |   | Water Sewer & Electric           |   |   | 598.94             |   | 2,996.61            |   |   |   | 67.00        |    | 9,000.00            |
| 50 | 101-56900-5312   |   | Maintenance - Buildings          |   |   | 848.97             |   | 3,958.87            |   |   |   | 74.00        |    | 15,500.00           |
| 51 | 101-56900-5315   |   | Maintenance - Office Equipment   |   |   | 111.20             |   | 633.17              |   |   |   | 58.00        |    | 1,500.00            |
| 52 | 101-56900-5318   |   | Maintenance - Automotive         |   |   | 0.00               |   | 0.00                |   |   |   | 0.00         |    | 100.00              |
| 53 | 101-56900-5321   |   | Maintenance - All Other Equipmen |   |   | 0.00               |   | 42.44               |   |   |   | 92.00        |    | 500.00              |
| 54 | 101-56900-5325   |   | Contractual Services             |   |   | 115.85             |   | 788.45              |   |   |   | 34.00        |    | 1,200.00            |
| 55 | 101-56900-5326   |   | Printing Expenses                |   |   | 0.00               |   | 0.00                |   |   |   | 0.00         |    | 700.00              |
| 56 | 101-56900-5401   |   | Office Supplies                  |   |   | 75.98              |   | 283.36              |   |   |   | 53.00        |    | 600.00              |
| 57 | 101-56900-5404   |   | Clothing Expenses                |   |   | 0.00               |   | 0.00                |   |   |   | 0.00         |    | 700.00              |
| 58 | 101-56900-5407   |   | Automotive Supplies              |   |   | 20.88              |   | 84.93               |   |   |   | 72.00        |    | 300.00              |
| 59 | 101-56900-5410   |   | General Supplies                 |   |   | 210.31             |   | 535.71              |   |   |   | 73.00        |    | 2,000.00            |
| 60 | 101-56900-5416   |   | Custodial Supplies               |   |   | 125.10             |   | 556.97              |   |   |   | 30.00        |    | 800.00              |
| 61 | 101-56900-5431   |   | Postage                          |   |   | 0.00               |   | 0.00                |   |   |   | 0.00         |    | 100.00              |
| 62 | 101-56900-5440   |   | Consession Products              |   |   | 0.00               |   | 1,062.19            |   |   |   | 71.00        |    | 3,700.00            |
| 63 | 101-56900-5499   |   | Miscellaneous                    |   |   | 0.00               |   | 407.28              |   |   |   | 73.00        |    | 1,500.00            |
| 64 | 101-56900-5804   |   | Office Equipment                 |   |   | 1,512.96           |   | 1,862.96            |   |   |   | -1.30        |    | 1,650.00            |
| 65 | 101-56900-5807   |   | Machinery, Tools & Instruments   |   |   | 0.00               |   | 0.00                |   |   |   | 0.00         |    | 1,200.00            |
| 66 | 201-56900-5898   |   | Restricted Funds                 |   |   | 331.36             |   | 22,210.99           |   |   |   | 0.00         |    | 0.00                |
| 67 |  |   | <b>EXPENSE TOTALS:</b>           |   |   | <b>\$21,790.52</b> |   | <b>\$123,196.04</b> |   |   |   | <b>56.00</b> |    | <b>\$282,397.00</b> |

## Naturalist Report May 2023

### Admin/Finance

- The City is utilizing a facilitator through Fox Valley Technical College to do some strategic planning. Department Heads will be participating in a 2-day strategic planning event as well as meeting with the facilitator in small group sessions. A community survey has been published and all employees, City residents, business owners and visitors are encourage to complete the survey. If you have not already, I would encourage all Committee Members to participate in the survey as well. A link to the survey can be found on the City website.
- The City is piloting a change in summer hours and tracking visitors through the end of the year. Although 1000 Islands is not participating in the pilot program, we will still track visitors and phone calls to get a better understanding of when the Nature Center sees the most use.

### Education

- Jabber has had a follow-up appointment at the vet. His exam went well, but due to continued falling episodes he has been prescribed a second pain medication to try. If noticeable improvement occurs in the first few weeks, we can keep him on the additional medication, but bloodwork will need to be re-checked to make sure it is not affecting his kidneys. Administering the heart medicine and original pain medication will continue as he is taking it well. With the plan to continue the medication, I will start seeking public donations to cover the cost of his care.

### Building & Grounds

- Invasive plant work has been a big focus in the past month. We have had groups from Park Community Charter School and River View Middle School come out to help pull garlic mustard. Community service workers have spent many hours removing dames rocket, and work continues with removing buckthorn.
- The Fox-Wolf Watershed Alliance held their annual River Clean-up Day on May 6. 1000 Islands was one of the clean-up sites. In total for the entire cleanup event, 1,643 volunteers participated and removed 7,431 pounds of trash from the watershed.

# 1000 ISLANDS ENVIRONMENTAL CENTER BUILDING & GROUNDS SUB-COMMITTEE

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



Wednesday, November 16, 2022 at 9:00 AM

## MINUTES

### 1. Call to Order

Hietpas called meeting to order at 9:07 AM

Members Present: Hietpas, White, Carlson

Also Present: Nowak, Garrity

### 2. Reading and Approval Minutes

- a. 1000 Islands Building & Grounds Sub-Committee Minutes of August 17, 2022  
Carlson moved to waive the reading and approve the minutes of the August 17, 2022 Building & Grounds Sub-Committee Meeting. Second by White. Motion carried.

### 3. Old Business

### 4. New Business

- a. Discuss quotes for purchase of Nature Center flooring material  
Nowak presented the flooring options from three different companies: H.J. Martin & Son, D&M Interiors, and Maccos Commercial Interiors. All agreed on a preference for the flooring material sample from H.J. Martin.  
Hietpas raised concerns with not putting the new flooring in both office areas along with the other public areas.  
Carlson made a motion to recommend the material quote from H.J. Martin to the full committee for approval and seek an additional quote for the office areas. White second. Motion carried.  
Nowak will contact H.J. Martin for the additional costs to include the office areas.
- b. Discuss quotes for installation of new flooring in Nature Center  
Discussion on the flooring demolition and installation costs between the different quotes. White made a motion to recommend the demolition and installation quote from H.J. Martin to the full committee for approval and seek an additional quote for the office areas. Carlson second. Motion carried.

### 5. Other Sub-Committee Items

Garrity asked about an update on replacing light fixtures around the building. Nowak informed the group that \$3,000 was included in the 2023 budget to start retrofitting the existing light fixtures to LED.



Nowak informed the group of current issues with the security system. After multiple issues with the system, it was determined that some of the communication wires for the system may have been chewed on by rodents. A new wire was run to properly connect the communication.

Nowak provided an update on the potential sale of Camp Winnecomac. The Girl Scouts of the Northwestern Great Lakes contacted the City and stated that after further consideration, they have opted to not put the Camp Winnecomac property up for sale.

## 6. Adjournment

Carlson moved to adjourn. Second by White. Meeting adjourned at 9:59 AM.

### 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.**

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