

1000 ISLANDS ENVIRONMENTAL CENTER COMMITTEE

City of Kaukauna

Nature Center Building

1000 Beaulieu Court, Kaukauna

Thursday, August 17, 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 July 20, 2023](#)
5. Financial Report
 - a. [July Financial Report](#)
6. Correspondence
7. The Friends of 1000 Islands Report
8. Naturalist Report
 - a. [July Naturalist Report](#)
9. Committee Reports
 - a. Administrative/Finance Committee Reports
 - i. [Receive and Place on File Minutes of July 6, 2023 Administrative/Finance Sub-Committee](#)
 - ii. Authorization to pursue transferring the endowment fund to a designated fund with Community Foundation for the Fox Valley Region
 - iii. [Approval of the 2024 Non-Personnel Budget as Reviewed by the Administrative/Finance Sub-Committee](#)
 - b. Education Committee Report
 - c. Building & Grounds Committee Reports
10. Old Business
11. New Business
 - a. 2024 Property Tour Points of Interest
12. Good of the Center

13. Next Meeting - Thursday, September, 21, 2023 PROPERTY TOUR WILL BEGIN AT 5:00 PM

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, July 20, 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 July Committee Meeting to order at 6:30 PM. A quorum is present.

June 15, 2023 Committee Meeting Minutes

Within the Building & Grounds Sub-Committee meeting minutes, Van Berkel noted that there was a question regarding the expiration of a grant. The specific grant should be noted in the meeting minutes as the ARPA Fund Grant. Manion made a motion to amend the June 15, 2023, meeting minutes to include Van Berkel's recommendation to state the specific grant and approve the June 15, 2023, Committee Meeting minutes. Seconded by Gertz. Motion carried.

Public Appearances: None

June Financial Report

White made a motion to approve the June Financial Report. Seconded by Jakel. Motion carried.

Correspondence

A thank you note was received from the Verhasselt family (Jennie) for the memorial given. We received work gloves and a goldeneye and harlequin duck mount. Ameriprise Financial – Hinnendael, Greene & Associates volunteered and spread mulch on June 2nd. Donations were received from the River Valley Outdoorsmen and Eagle Graphics. Numerous donations have come in for Jabber's medical bills.

Friends of 1000 Islands Report

Arlene Hardtke, Treasurer for the Friends has resigned from the Board.

Naturalist's Report

The City's Rec Dept is getting new software to handle program registrations/facility rentals and 1000 Islands is looking into utilizing the same software for our program registrations and pavilion rentals. Deb is working with Terri of the Rec Dept to see if this is feasible and if it would benefit the Nature Center.

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

Eggleston made a motion to accept the Second Quarter Usage Report and place it on file. Seconded by Manion. Motion carried.

Admin and Finance Sub-Committee

Gertz made a motion to accept and place on file the Admin/Finance Sub-Committee Meeting Minutes of June 14, 2023. Seconded by Manion. Motion carried.

1000 Islands Foundation – Continued discussion of the tasks and funds necessary to create a 1000 Islands Foundation. The Sub-Committee agreed to look into utilizing the Community Foundation instead of creating our own. Van Berkel will meet with the City Attorney to see if we can utilize the Community Foundation to eliminate all of the expenses and work to complete the tasks necessary for creating a Foundation.

Education Sub-Committee

Eggleston made a motion to accept and place on file the Education Sub-Committee Meeting Minutes of March 16, 2023. Seconded by Jakel. Motion carried.

Buildings and Grounds Sub-Committee

Gertz made a motion to accept and place on file the Building & Grounds Sub-Committee Meeting Minutes of May 30, 2023. Seconded by Breitzman. Motion carried.

Old Business

Nothing to report.

New Business

Two new trees have been planted in the picnic area this week. A group from Ahlstrom Thilmany Mill planted the trees.

“A Very Jabber Thank You” event is planned for Saturday, August 12th to thank the many donors who generously gave for Jabber’s medical expenses. We hope to offer ice cream and have a photo op with Jabber.

A possible color/fun run is in the beginning planning stage to raise funds for ongoing animal care expenses. Nowak is looking to maintain a small group of live, native animals to have in the Nature Center building for visitors and educational purposes.

Good for the Center

Nothing to report.

Next Committee Meeting

Next Committee Meeting will be on Thursday, August 17, 2023, at 6:30 PM in the Nature Center building.

Adjournment

There being no further business, Gertz moved to adjourn the July 20 Committee Meeting at 7:18 PM. Seconded by Van Berkel. Motion carried.

Maureen Feldt,
Acting Secretary

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

Financial Row	July	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	\$5,000.00	\$10,000.00	\$10,000.00	\$0.00	100.00%
4694 - Facilities/Building Rental (Taxable)	\$45.90	\$308.09	\$3,000.00	(\$2,691.91)	10.27%
4695 - Facilities/Building Rental (Non-Taxat	(\$200.00)	(\$275.00)	\$2,000.00	(\$2,275.00)	-13.75%
4696 - Programing Fees	\$1,017.00	\$5,042.30	\$7,000.00	(\$1,957.70)	72.03%
4716 - Gift Shop Sales	\$389.49	\$3,670.81	\$6,000.00	(\$2,329.19)	61.18%
4802 - Donations & Contributions	\$350.00	\$4,308.04	\$20,000.00	(\$15,691.96)	21.54%
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	\$70.00	\$2,961.00	\$0.00	\$2,961.00	0.00%
Total - Income	\$3,396.98	\$35,177.41	\$69,000.00	(\$33,822.59)	50.98%
Expense					
5101 - Regular Payroll	\$12,889.29	\$88,252.58	\$168,435.00	(\$80,182.42)	52.40%
5104 - Temporary Payroll	\$1,872.00	\$3,469.44	\$5,990.00	(\$2,520.56)	57.92%
5119 - Longevity Pay	\$0.00	\$0.00	\$400.00	(\$400.00)	0.00%
5151 - Retirement Plan	\$599.37	\$4,100.51	\$7,809.00	(\$3,708.49)	52.51%
5152 - Residency	\$590.18	\$3,679.43	\$6,890.00	(\$3,210.57)	53.40%
5154 - Social Security	\$706.07	\$4,692.98	\$9,673.00	(\$4,980.02)	48.52%
5157 - Group Health Insurance	\$1,796.04	\$14,239.80	\$24,088.00	(\$9,848.20)	59.12%
5160 - Group Life Insurance	\$22.06	\$161.38	\$281.00	(\$119.62)	57.43%
5163 - Workers Compensation	\$375.43	\$2,494.68	\$4,302.00	(\$1,807.32)	57.99%
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	\$265.62	\$1,559.77	\$1,600.00	(\$40.23)	97.49%
5264 - Programs	\$25.57	\$1,509.36	\$2,200.00	(\$690.64)	68.61%
5276 - Conservancy Zone Maint	\$81.00	\$924.25	\$2,000.00	(\$1,075.75)	46.21%
5303 - Communications	\$75.00	\$525.00	\$900.00	(\$375.00)	58.33%
5306 - Heating Fuels	\$9.24	\$1,446.22	\$3,000.00	(\$1,553.78)	48.21%
5309 - Water Sewer & Electric	\$733.51	\$4,366.80	\$9,000.00	(\$4,633.20)	48.52%
5312 - Maintenance - Buildings	\$879.12	\$7,428.33	\$15,500.00	(\$8,071.67)	47.92%
5315 - Maintenance - Office Equipment	\$412.73	\$1,045.90	\$1,500.00	(\$454.10)	69.73%
5318 - Maintenance - Automotive	\$0.00	\$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	\$82.72	\$1,276.61	\$1,200.00	\$76.61	106.38%
5334 - Printing Expense	\$0.00	\$0.00	\$700.00	(\$700.00)	0.00%
5401 - Office Supplies	\$0.00	\$309.72	\$600.00	(\$290.28)	51.62%
5404 - Clothing Expense	\$0.00	\$0.00	\$700.00	(\$700.00)	0.00%
5407 - Automotive Supplies	\$78.57	\$163.50	\$300.00	(\$136.50)	54.50%
5410 - General Supplies	\$130.06	\$783.59	\$2,000.00	(\$1,216.41)	39.18%
5416 - Custodial Supplies	\$215.03	\$859.75	\$800.00	\$59.75	107.47%
5431 - Postage	\$0.00	\$0.00	\$100.00	(\$100.00)	0.00%
5440 - Concession Product	\$561.51	\$1,909.18	\$3,700.00	(\$1,790.82)	51.60%
5499 - Miscellaneous	\$33.73	\$491.01	\$1,500.00	(\$1,008.99)	32.73%
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	\$97.43	\$22,620.42	\$0.00	\$22,620.42	0.00%
Total - Expense	\$25,256.24	\$170,983.56	\$281,618.00	(\$110,634.44)	60.71%
Net Income	(\$21,859.26)	(\$135,806.15)	(\$212,618.00)	\$76,811.85	63.87%

Naturalist Report July 2023

Admin/Finance

- The City Strategic Planning process has continued over the past several weeks. Department heads have been meeting weekly to work on establishing goals, tactics and key performance indicators to create a completed strategic plan.
- Our Summer Intern, Liliana's last day will be on Wednesday, August 30. She has done a great job working with field trip groups, running the 1000 Little Wonders programs and helping with various tasks around the Nature Center and Conservancy Zone.

Education

- I have continued to work with Lilly Roehrig on adjustments to the Grover the Goat book. It should be ready to go to the printer within a week or so. The book will debut in September as our Storybook Walk book title and will be available for sale when the goats are on-site
- City Communications Coordinator Simonson and I have been working with Guide Studio on a logo for the Focus on the Fox event. A completed logo should be ready by the end of the month so it can be used for this year's event.
- I met with the Administrative Assistant from the Fox River Navigational System Authority regarding participation in the Focus on the Fox event. They are very interested in participating. They will at least set up an informational table. There is interest in shuttling visitors through one of the locks, but it may not be possible to arrange this year.

Building & Grounds

- The estimate came back for replacing the boardwalk. The budget proposal from Milbach Construction Services, not Milton Construction as previously reported, came in at \$367,000. The work is suggested to take place over the span of 3 years between October and January. It is suggested to include a 10% contingency to cover the potential increase in material costs throughout the project timeframe. I will work with City Engineer Neumeier to look for additional grants to cover the cost of the project.

1000 ISLANDS ENVIRONMENTAL CENTER

ADMINISTRATIVE/FINANCE SUB-COMMITTEE

City of Kaukauna
Nature Center Building
 1000 Beaulieu Court, Kaukauna



Thursday, July 06, 2023 at 5:00 PM

MINUTES

In-Person

1. Call to Order

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

Also Present: Nowak

Van Berkel called meeting to order at 5:01 PM

2. Reading and Approval Minutes

a. 1000 Islands Administrative/Finance Sub-Committee Minutes of June 14, 2023

Manion made a motion to waive the reading and approve the June 14, 2023

Administrative/Finance Sub-Committee Meeting minutes. Seconded by Van Berkel. Motion carried.

3. Old Business

a. Discuss the Creation of a 1000 Islands Foundation

Nowak shared updates on additional research since the last meeting including an update from the Community Foundation on their spending and underwater policies. She is still waiting to hear back from Attorney Davidson, but expects to hear from him after he is back in the office from vacation. Nowak shared information on the necessary reporting and the costs associated with the required reporting. Van Berkel shared a couple of questions that he is looking for from the Community Foundation. Our contact at the Community Foundation is out on vacation this week, but Van Berkel will follow up next week. Several sub-committee questions were discussed. The group feels moving forward is appropriate but would like some additional answers from the Community Foundation and Attorney Davidson before moving forward. The sub-committee will meet one more time before presenting to the Committee. A follow-up meeting will be scheduled for 5:30 PM on July 20, 2023.

4. New Business

5. Other Sub-Committee Items

6. Adjournment

With no further business to discuss, Manion made a motion to adjourn. Seconded by Eggleston. Meeting adjourned at 5:50 PM.

NOTICES

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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.

2024 BUDGET**FUND:****101 DIVISION: PARKS****DEPT:****56900 DEPARTMENT: 1000 ISLANDS ENVIRONMENTAL CENTER**

OBJECT CODE	DESCRIPTION	2022 BUDGET	2022 ACTUAL	2023 BUDGET	2023 ESTIMATED ACTUAL	2024 BUDGET
NON-PERSONNEL SERVICES						
<i>Travel/Training</i>						
5205	Seminar Expense			2,500	2,500	2,500
5211	Education & Memberships			500	500	500
<i>Center Maintenance</i>						
5260	Animal & Bird Care			1,600	2,000	1,800
5264	Programs			2,200	2,200	2,200
5276	Conservancy Zone Maintenance			2,000	2,000	2,000
<i>Purchased Services</i>						
5303	Communications			900	900	900
5306	Heating Fuels			3,000	3,000	3,000
5309	Water, Sewer & Electric			9,000	8,000	8,000
5312	Maintenance - Building			15,500	15,000	15,000
5315	Maintenance - Office Equipment			1,500	1,500	1,500
5318	Maintenance - Automotive			100	300	300
5321	Maintenance - All Other Equipment			500	50	0
5325	Contractual Services			1,200	2,400	2,400
5326	Printing Expense			700	700	400
<i>Supplies</i>						
5401	Office Supplies			600	600	600
5404	Clothing Expense			700	700	700
5407	Automotive Supplies			300	300	300
5410	General Supplies			2,000	1,500	1,500
5416	Custodial Supplies			800	1,000	1,000
5431	Postage			100	60	100
5440	Concession Product			3,700	3,700	3,700
5499	Miscellaneous			1,500	1,500	1,500
TOTAL NON-PERSONNEL SERVICES		0	0	50,900	50,410	49,900
OUTLAY						
5804	Office Equipment			1,650	1,863	2,200
5804	Machinery, Tools & Instruments			1,200	1,200	0
TOTAL OUTLAY		0	0	2,850	3,063	2,200
TOTAL 1000 ISLANDS ENV CENTER		0	0	53,750	53,473	52,100

CITY OF KAUKAUNA

2024 BUDGET

1000 ISLANDS ENVIRONMENTAL CENTER FUND (201)
REVENUES AND EXPENDITURES

DESCRIPTION	2022 BUDGET	2022 ACTUAL	2023 BUDGET	2023 ESTIMATED ACTUAL	2024 BUDGET
REVENUE					
Property Taxes	120,000	120,000	0		
Kaukauna School District Aids	15,000	15,000	15,000	15,000	15,000
Outagamie County Aids	15,000	15,000	10,000	10,000	10,000
Interest Income	6,000	7,120	0		
Center User Fees	18,000	15,068	0		
Donations & Contributions	22,000	43,176	20,000	15,000	15,000
TOTAL REVENUE	196,000	215,364	45,000	40,000	40,000
NON-PERSONNEL SERVICES					
Travel/Training					
Seminar Expense	0	0	0		
Travel - City Business	300	489	0		
Education & Memberships	3,000	840	0		
Center Maintenance					
Expendable Supplies	2,500	1,309	0		
Animal & Bird Care	2,000	1,537	0		
Programs	2,600	3,230	0		
Conservancy Zone Maintenance	7,500	6,787	0		
Purchased Service					
Communications	900	900	0		
Heating Fuels	3,500	2,179	0		
Water Sewer and Electric	11,000	7,873	0		
Maintenance - Buildings	8,000	30,948	0		
Maintenance - Office Equipment	0	0	0		
Maintenance - Automotive	500	297	0		
Maintenance - All Other Equipment	0	0	0		
Contractual Services	8,000	12,193	0		
Printing Expense	0	0	0		
Supplies					
Office Supplies	1,500	409	0		
Clothing Expense	0		0		
Automotive Supplies	0		0		
General Supplies	0		0		
Custodial Supplies	0		0		
Postage	100	118	0		
Concession Product	0		0		
Miscellaneous	4,000	4,514	0		
Transfer to General Fund	0		40,000	40,000	40,000
Restricted/Other	0	51,765	0		
TOTAL NONPERSONNEL SERVICES	55,400	125,387	40,000	40,000	40,000
OUTLAY					
Office Equipment	0	0	0		
Machinery, Tools & Instruments	0	0	0		
TOTAL OUTLAY	0	0	0	0	0
TOTAL EXPENDITURES	55,400	125,387	40,000	40,000	40,000
EXCESS (DEFICIT) OF REVENUES OVER EXPENDITURES	140,600	89,976	5,000	0	0