

1000 ISLANDS ENVIRONMENTAL CENTER COMMITTEE

City of Kaukauna

Nature Center Building

1000 Beaulieu Court, Kaukauna

Thursday, July 21, 2022 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 16, 2022](#)
5. Financial Report
 - a. [June Financial Report](#)
6. Correspondence
7. The Friends of 1000 Islands Report
8. Naturalist Report
 - a. [June Naturalist Report](#)
9. Committee Reports
 - a. Administrative/Finance Committee Reports
 - i. [Receive and Place on File Minutes of December 1, 2021 Administrative Finance Sub-Committee Minutes](#)
 - b. Education Committee Report
 - i. [Receive and Place on File Minutes of March 30, 2022 Education Sub-Committee Minutes](#)
 - c. Building & Grounds Committee Reports
10. Old Business
 - a. [Strategic Plan Update - Feedback on Combined List of Goals](#)
11. New Business
12. Good of the Center
13. Next Meeting - Thursday, August, 18, 2022

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 16, 2022

Members Present: Breitzman, Carlson, Eggleston, Gertz, Manion, Pautz, Van Berkel and White

Not Present: Hietpas and Jakel

Also Present: Maureen Feldt

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

May 19, 2022 Committee Meeting Minutes

Gertz made a motion to waive the reading of the minutes and approve the May 19, 2022 Committee Meeting minutes. Seconded by Van Berkel. Motion carried.

Public Appearances: None

May Financial Report

Carlson made a motion to approve May's financial report. Seconded by Pautz. Motion carried.

Correspondence

We received a memorial donation from the Pauline Krueger in memory of Maynard Krueger; Kris and Jim Serwe gave a memorial for Greg Deering; Richard and Karen Boyle donated in memory of Tom Zwicker. Karate America donated \$30 for bringing out a group of children; Jim Fuhrmann donated funds for snowshoes; Donna and Doug Langner donated \$70. We received 20# of bird seed from Roger Thompson.

Friends of 1000 Islands Report

The Friends have not met since April and their next meeting is on June 20th.

Naturalist's Report

Review of this year's Tree Seedling Sale numbers and how the sale went. We also shared with everyone that Lolita, our gecko and Hector, our snake recently passed. Before replacing these animals, Deb would like to evaluate our current live animal situation, spacing, overall care, budget, etc., before replacing Lolita and/or Hector.

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

Admin and Finance Sub-Committee

Van Berkel – Did not meet-nothing to report. Next meeting is Wednesday, June 29th.

Education Sub-Committee

Pautz – Did not meet in May. Goats are on-site until tomorrow afternoon (Friday, June 17).

Buildings and Grounds Sub-Committee

Van Berkel made a motion to receive and put on file the November 30, 2021 Building and Grounds Sub-Committee meeting minutes. Seconded by Gertz. Motion carried.

Old Business

Furnace/AC Unit: Bassett Mechanical was on-site today to look at our existing furnaces/AC units and will provide a quote for a new unit along with other modifications to make the building more efficient.

New Business

Level 2 EV Charging Station: Manion read information given to him from Deb regarding the grant the City received to install a Level 2 Charging Station at 1000 Islands Environmental Center. The grant will cover 80% of the expense to purchase and install the EV Charger. It is estimated that 1000 Islands will have an estimated cost of \$10,000 to complete this project. Gertz made a motion to approve the installation of a Level 2 EV Charging Station at 1000 Islands and pay the 20% (not to exceed \$10,000) necessary to complete the project. Pautz seconded. Motion carried.

Good for the Center

Nothing to report.

Next Committee Meeting

Next Committee Meeting will be on Thursday, July 21, 2022 at 6:30 PM.

Adjournment

There being no further business, Gertz moved to adjourn the meeting at 7:10 PM. Seconded by Carlson. Motion carried.

Maureen Feldt,
Acting Secretary

	A	B	D	E	F	G	H	I	J	K	L	M	N	O	P
1															
2															
3															
4	General Ledger - 1000 Islands Environmental Center														
5	June 2022 Budget Analysis														
6															
7															
8	Account		Description			June Actuals		Year to Date				% Var	2022 Budget		
9	Revenue														
10	201-41110-4100		R/E & P/P Taxes			0.00		120,000.00				0.00	120,000.00		
11	201-43790-4391		Kaukauna School Dist Aids			0.00		0.00				100.00	15,000.00		
12	201-43790-4392		Outagamie County Aids			0.00		10,000.00				33.00	15,000.00		
13	201-46100-4605		General Government			0.00		0.00				0.00	0.00		
14	201-46820-4695*		Env Center Chgs For Service			1,851.25		7,820.30				57.00	18,000.00		
15	201-46740-4694		Building Rental (Taxable)			175.00		612.70					0.00		
16	201-46740-4695		Building Rental (Non-Taxable)			-150.00		1,150.00					0.00		
17	201-46740-4696		Programing Fees			946.00		3,693.00					0.00		
18	201-46750-4716		Gift Shop Sales			880.25		2,364.60					0.00		
19	201-48100-4810		Interest Income			0.00		7,119.81				-19.00	6,000.00		
20	201-48440-4800		Insurance Claims			0.00		0.00				0.00	0.00		
21	201-48500-4913		Memorial Purchases			0.00		0.00				0.00	0.00		
22	201-48500-4914		Education			1,500.00		6,928.00				0.00	0.00		
23	201-48500-4915		Building & Grounds Donation			0.00		0.00				0.00	0.00		
24	201-48500-4911		Fundraising Sales			70.00		5,983.05				0.00	0.00		
25	201-48500-4910		Env Center Restricted Donate			0.00		119.66				0.00	0.00		
26	201-48500-4912		Env Center - Donations			914.03		5,144.23				77.00	22,000.00		
27															
28			REVENUE TOTALS:			\$4,265.28		\$163,115.05						\$196,000.00	
29															
30	*Env Center Chrgs for Service amount is total for Building Rental (tax & non-tax), Programming Fees and Gift Shop sales.														



	A	B	D	E	F	G	H	I	J	K	L	M	N	O	P
33	Account		Description			June Actuals		Year to Date				% Var			2022 Budget
34	Expenses														
35	201-56900-5258		Expendable Supplies			203.78		470.18				81.00			2,500.00
36	201-56900-5260		Animal & Bird Care			112.85		494.89				75.00			2,000.00
37	201-56900-5264		Programs			175.01		1,662.71				36.00			2,600.00
38	201-56900-5276		Conservancy Zone Maint			3,653.42		4,335.43				42.00			7,500.00
39	201-56900-5801		Land & Buildings			0		0.00				0.00			0.00
40	201-56900-5807		Mach Tools & Instruments			0.00		0.00				0.00			0.00
41	201-56900-5897		Restricted Equipment			0.00		0.00				0.00			0.00
42	201-56900-5898		Restricted Funds			10.76		1,435.87				0.00			0.00
43	201-56900-5101		Regular Payroll			11,434.38		67,852.60				55.00			150,809.00
44	201-56900-5104		Temporary Payroll			768.00		768.00				87.00			5,740.00
45	201-56900-5119		Longevity Pay			0.00		0.00				100.00			364.00
46	201-56900-5151		Retirement Plan			496.82		2,921.76				64.00			8,201.00
47	201-56900-5152		Residency			458.60		2,698.82				54.00			5,918.00
48	201-56900-5154		Social Security			735.80		4,332.40				63.00			11,620.00
49	201-56900-5157		Group Health Insurance			1,883.43		12,100.58				48.00			23,401.00
50	201-56900-5160		Group Life Insurance			23.08		129.23				60.00			322.00
51	201-56900-5163		Workers Compensation			352.72		2,131.19				53.00			4,555.00
52	201-56900-5208		Travel Expense			0.00		461.02				-54.00			300.00
53	201-56900-5211		Education & Memberships			0.00		295.00				90.00			3,000.00
54	201-56900-5303		Communications			75.00		450.00				50.00			900.00
55	201-56900-5306		Heating Fuels			60.86		1,311.25				63.00			3,500.00
56	201-56900-5309		Water Sewer & Electric			651.90		3,436.89				69.00			11,000.00
57	201-56900-5312		Maintenance - Buildings			1,399.60		1,642.67				79.00			8,000.00
58	201-56900-5318		Maintenance - Automotive			53.89		161.62				68.00			500.00
59	201-56900-5325		Contractual Services			1,143.91		5,432.24				32.00			8,000.00
60	201-56900-5401		Office Supplies			13.97		220.90				85.00			1,500.00
61	201-56900-5431		Postage			0.00		58.00				42.00			100.00
62	201-56900-5499		Miscellaneous			391.33		1,938.56				52.00			4,000.00
63	201-59200-5710		Trans to Intrnl Service Fund			0.00		0.00				0.00			0.00
64	201-59200-5725		Transfer to Capital Projects			0.00		0.00				0.00			0.00
65															
66			EXPENSE TOTALS:			\$24,099.11		\$116,741.81							\$266,330.00

Naturalist Report June 2022

Admin/Finance

- The Finance Department has released the 2023 Budget Schedule. Non-personnel budgets are due back to the Finance Department by September 9th.
- Outagamie County will be holding budget meetings in August. I will be meeting with the County Executive and Finance Director on August 17 regarding our 2023 budget appropriations.
- The City is in the process of a Compensation Study for all staff positions. Tied to the Compensation Study, the Human Resources Director is also rolling out a new employee evaluation process. I will receive training on the new process for evaluating our staff members. The Committee has the option to learn more about the new evaluation process to continue with evaluating the Director/Naturalist position, or the Mayor can take over the annual evaluation task.
- A lot of time was spent over the past month working on the Strategic Plan. Thank you to all of the Committee Members who gave up some of their time to help with the process!

Education

- Our Bald Eagle Nest Watch program has wrapped up for the year. 26 nests were included in the Fox Valley program this year. Of those, 24 nests were considered active, meaning adults were observed with nesting behavior or laid eggs. There were only 5 nests that successfully fledged young eagles. Our 75% failure rate is drastically different from the average of 10-15% failure and higher than the state wide failure rate of 45%. It is still unknown what caused the failures, but the majority of failures occurred during the spring migration season, leading to some speculation that migratory birds that contracted avian influenza contributed to the failures.
- We participated in a new community event tied together with the Fox Firecracker 5K packet pickup. 1000 Islands, Grignon Mansion, Kaukauna Public Library and Kaukauna Community Enrichment set up family friendly activities for people stopping down at Hydro Park for their packet pickup on July 3rd. The activities were not very utilized during the event.

Building & Grounds

- We have been notified that the WI DOT grant for the level 2 charger has been put on hold until 2023 so that the state can verify that grant funds are being distributed in accordance with Federal guidelines. We will not have to reapply for the grant.
- The fund to replace the boardwalk through the same program was not granted, but we could reapply in future grant cycles. The boardwalk project is currently still included for potential ARPA Funds. Department heads will meet in the coming weeks to attempt to pare down the number and/or budget of projects to not exceed the 1.7 million available per City Council feedback.
- The project replacing the steps into the Upper Woods is scheduled to begin at the end of July.
- We have been working hard at catching up on Memorial Bench installations. 3 new benches have recently been installed. 3 additional benches are ready for installation. Once the remaining benches are installed we will evaluate the property for potential additional memorial bench locations. With an increase in costs, we also will need to evaluate the minimum donation amount for a memorial bench and/or look for a lower cost bench.

1000 ISLANDS ENVIRONMENTAL CENTER

ADMINISTRATIVE FINANCE SUB-COMMITTEE MEETING

City of Kaukauna
Nature Center Building
 1000 Beaulieu Court, Kaukauna



Wednesday, December 01, 2021 at 5:00 PM

MINUTES

1. Call to Order

Members Present: Hietpas, Van Berkel, Eggleston, Manion (arrived at 5:15 PM)

Also Present: Nowak, Carlson

Meeting called to order at 5:02 PM by Van Berkel

2. Reading and Approval Minutes

- a. 1000 Islands Administrative/Finance Sub-Committee Minutes of September 2, 2021
 Eggleston moved to waive the reading and approve the minutes of the September 2, 2021 meeting. Second by Hietpas. Motion passed.

3. Old Business

- a. Discussion on Best Use for Groth Donation
 Nowak mentioned the recommendation made by the Building & Grounds sub-committee to use the restricted funds to install new concrete stair treads and crushed gravel landings from the River Trails to the Upper Woods to replace old rotting railroad ties at an estimated cost of \$34,700. Eggleston made a motion to approve the Building & Grounds recommendation and pass the project along to the full Committee for approval. Second by Hietpas. Motion passed.
- b. Continued Revision of Policies 2.029 through 2.0299 - Use of the 1000 Islands Environmental Center Building and Grounds
 - Policy 2.029
 Item #4 The last sentence should be changed to include 2.0298 as well as adding "and Close-up Checklist" after Use Agreement.
 Item #9 should include Policy 2.028 at the end of the paragraph.
 - Policy 2.0291
 Hietpas inquired about the snowshoe fees. Nowak suggested re-evaluating once equipment has been improved. Eggleston encouraged a new evaluation of building rental fees with area comparables. No changes recommended.
 - Policy 2.0292
 Change paragraph 2 to read "...\$.10 per side of each copy..." and eliminate paragraph 3.
 In paragraph 4, change "in this opinion" to "in staff's opinion"
 - Policy 2.0293
 No changes recommended
 - Policy 2.0294
 No changes recommended
 - Policy 2.0295

In the final paragraph, just above Renter's Signature, change "terms and conditions" to "Building and/or Pavilion Use Agreement" and capitalize "Closing-up Checklist."

Policy 2.0296

Change all occurrences of renter to a capital R in the policy. Include site manager contact info with other staff contacts.

Policy 2.0297

Add policy number to the header of the policy.

Fix spelling error on premises in the first paragraph.

Remove "it is" from line regarding service dog in the third paragraph.

In the fifth paragraph, end the first sentence at "prohibited."

In the ninth paragraph, change "costs as billed by the City" to "costs as billed by the 1000 Islands Environmental Center"

Add site manager contact info with other staff contacts.

Make all occurrences of renter include a capital R.

Policy 2.0298

In the fifth bullet under Building, delete the words "incurred by guests"

Change Site Manager contact info from Bud Gadow to Brad Garrity

Policy 2.0299

In the final paragraph above Renter's Signature, change "a maximum of 1 year" to "the balance of the current calendar year"

Manion moved to accept revisions as described to policies 2.029 through 2.0299 Second by Eggleston. Motion passed. Nowak will send out revisions to the sub-committee via email and add approval of the policy revisions to the January Committee meeting agenda.

4. New Business

a. Update on Endowment Investment Opportunities

Nowak summarized a meeting that was held with representatives from Huntington Bank regarding the limitations of the endowment investments. The Huntington representatives felt that as long as we were currently getting around 1% interest rates on local CDs, they would not be able to produce better results through them. Nowak will look into more details on the possibility of establishing a 1000 Islands Foundation in order to create an endowment that generates better returns on investment. Nowak will check with the Kaukauna Public Library Director, the Community Foundation for the Fox Valley Region and other nature centers to answer questions on how a foundation would work.

b. Other Administrative/Finance Items

5. Adjournment

Manion moved to adjourn. Hietpas second. Meeting adjourned at 6:18 PM

1000 ISLANDS ENVIRONMENTAL CENTER

EDUCATION SUB-COMMITTEE

City of Kaukauna
Nature Center Building
 1000 Beaulieu Court, Kaukauna



Wednesday, March 30, 2022 at 7:30 AM

MINUTES

In-Person

1. Call to Order

Education Sub-Committee Chair Pautz called the meeting to order at 7:30 AM.

Members Present: Carlson, Jakel, Pautz, White

Also Present: Breitzman, Nowak

2. Reading and Approval Minutes

a. 1000 Islands Education Sub-Committee Minutes of November 18, 2021

Jakel moved to waive the reading and approve the minutes of the November 18, 2021 Education Sub-Committee Meeting as presented. Second by White. Motion passed.

3. Old Business

a. Programming Update

Nowak shared an update on the current programming schedule and adult program options coming up this summer. With our program calendar at capacity, we are now turning groups away for both spring and summer field trips. Nowak encouraged committee members to attend some of the public programs to help provide feedback for future programs. Pautz mentioned the possibility of committee members offering some help to the Friends group in the preparation and facilitation of the Spring Art Fair. A few different areas of assistance were discussed and everyone was encouraged to help where they could.

4. New Business

a. Discuss ideas for fall public event

Nowak informed the group that there will be a new public education event for fall. It is scheduled to take place on Saturday, September 24th and will focus on the Fox River. Nowak shared a list of potential activities and partners to reach out to for the event. A few new suggestions were added as well. Nowak and Assistant Naturalist Ironside will continue to work on some preliminary details and will invite interested individuals to sit on a small planning committee to help with organizing the event.

b. Strategic Planning - Education Items

Nowak would like to revisit the strategic planning process that was started in 2021. She requested that the education sub-committee have small group strategic brainstorming session soon to provide additional input into a 5 year plan. This plan will be used to direct future projects and budget requests. Nowak will schedule a meeting with the education

sub-committee with plans of holding the meeting once the naturalist intern is on-board and trained. Similar meetings will be suggested for other sub-committees as well as staff.

5. Other Sub-Committee Items

Pautz asked about the status of reaching out to retired teachers to help as programming volunteers. White and Breitzman will reach out to fellow retirees to see who might be interested.

Nowak mentioned some planning done by Assistant Naturalist Ironside regarding the creation of a toddler area in the back corner of the Fox River Room. There are funds that have been restricted for education that can be utilized to cover the costs of items. Group was supportive of the project. With no expenditures over the amount that requires Committee approval, Nowak will move forward with plans.

6. Adjournment

White moved to adjourn. Second by Carlson. Meeting adjourned at 8:34 AM

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.

Strategic Planning Goals

Highest Priority Goals

- **Trail Improvements**
 - a. **Replace Boardwalk**
 - b. **Better Trail Signage – Wayfinding, Emergency Markers, Updated Maps**
 - c. **Blacktop Trail Improvements – Surface trail repair and address drainage issues**
- **Increase full time staff**
 - a. **Full Time Assistant Naturalist**
 - i. **Include volunteer coordination in job duties**
 - b. **Full Time Administrative Assistant**
 - c. **Full Time Site Manager**
- **Building Needs – Physical & Functional**
 - a. **New Flooring in Nature Center**
 - b. **Bathroom Remodel**
 - c. **Replace Building Siding and Update Entryway**
 - d. **Update Snowshoe Room/Storage Area**
- **Financial Support**
 - a. **Consult with Friends group on their future.**
 - b. **Increase Revenue**
 - **Restructure User Fees based on a cost recovery pyramid**
 - **Evaluate Building Rentals - 2023**
 - **Evaluate Gift Shop - 2024**
 - c. **New fundraising programs for specific projects**
 - d. **Research/Create a 1000 Islands Foundation**

Secondary Goals (not in any order)

- **Interpretive/Exhibit Improvements in Nature Center**
 - a. **Shoot/Don't Shoot Display**
 - b. **Purchase New Pelts**
 - c. **Education Friendly Signs for Building Expectations**
 - d. **Crayfish Exhibit**
 - e. **Get rid of ocean based fish collection**
 - f. **Invasive Species Exhibit**
 - g. **Upgrade Displays – no more glass display cases**
- **Expanded Public Programs**
 - a. **Sustainable Program Series**
 - b. **Additional Summer Camps**
 - c. **Additional Adult Programs**

- d. Additional Make & Take Programs
 - e. Program registration software
 - f. Broader Special Events – Tie w/ fundraising efforts
 - g. Invasive Species Education
- Collaboration with Other Groups
 - a. Networking w/ other organizations, groups, & city departments
 - b. Join Friends with Environmental Action Group/reorganization of Friends
- Outreach
 - a. Increase Social Media Presence
 - b. Increase Marketing
 - c. Develop Outreach Table
- Equipment Needs
 - a. Purchase new truck – EV
- Live Animal Collection Improvements
 - a. New Displays
 - b. Better Husbandry
- Educational Tools?? (Catchall)
 - a. Natural Play Area
 - b. Eagle Nest Webcam
 - i. Fundraising Plan
 - ii. Installation of webcam
 - c. Outdoor Teaching Area
 - i. Picnic Area
 - ii. Upper Woods
 - d. Purchase BenQ Board
 - e. Program Evaluation System
 - f. Increase Inclusivity – programming for special needs – sensory based
 - g. Increase Inclusivity – Offer Spanish & Hmong translations
 - h. Establish New Use for Old Goat Area
 - i. Permanent Orienteering Course in Upper Woods
 - j. Investigate uses of Island #3
 - k. Evaluate Island #3
 - l. State of the Art Sugar Shack
 - m. Utilize ball diamonds/football field in no longer used
 - n. STEM Room/Classroom Space