

1000 ISLANDS ENVIRONMENTAL CENTER ADMINISTRATIVE/FINANCE SUB-COMMITTEE

City of Kaukauna
Nature Center Building
1000 Beaulieu Court, Kaukauna



Thursday, August 17, 2023 at 5:30 PM

AGENDA

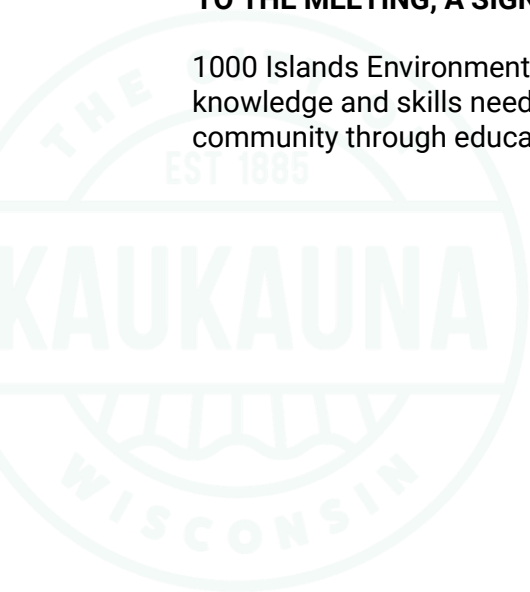
In-Person

1. Call to Order
2. Reading and Approval Minutes
 - a. [1000 Islands Administrative/Finance Sub-Committee Minutes of July 20, 2023](#)
3. Old Business
 - a. Update on the Creation of a 1000 Islands Foundation
4. New Business
 - a. [2024 1000 Islands Non-Personnel Budget](#)
5. Other Sub-Committee Items
6. 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.



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.

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DRAFT

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