

# 1000 ISLANDS ENVIRONMENTAL CENTER COMMITTEE

City of Kaukauna

**Nature Center Building**

1000 Beaulieu Court, Kaukauna

Thursday, February 16, 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 January 19, 2023](#)
5. Financial Report
  - a. [January Financial Report](#)
  - b. [2022 Endowment Summary](#)
6. Correspondence
7. The Friends of 1000 Islands Report
8. Naturalist Report
  - a. [January Naturalist Report](#)
9. Committee Reports
  - a. Administrative/Finance Committee Reports
  - b. Education Committee Report
    - i. [2023 Eagle Days Summary](#)
    - ii. Update on 1000 Little Wonders Preschool Program
  - c. Building & Grounds Committee Reports
    - i. Flooring Project Update
10. Old Business
11. New Business
12. Good of the Center
13. Next Meeting - Thursday, March 16, 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, January 19, 2023

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

**Not Present:** Hietpas, Jakel and Pautz

**Also Present:** Debra Nowak, Maureen Feldt and Justin Krueger

Vice-Chair, Carlson called the January Committee Meeting to order at 6:32 PM. A quorum is present.

### **November 17, 2022 Committee Meeting Minutes**

Van Berkel made a motion to waive the reading of the minutes and approve the November 17, 2022 Committee Meeting minutes. Seconded by Manion. Motion carried.

**Public Appearances:** Justin Krueger introduced himself and is running for Outagamie County Executive. Justin mentioned how he enjoys visiting 1000 Islands with his children.

### **November and December Financial Reports**

Manion made a motion to approve both November and December Financial Reports. Seconded by Gertz. Motion carried.

### **Correspondence**

We received a \$350 gift card from Scheels for new snowshoes. Joseph Eiting gave an endowment donation in memory of his wife, Leone and in honor of himself. We received a \$100 Giving Tuesday donation from Patti Janz. Over \$500 in donations were received in memory of Michaeline Steffens. We received two boxes of Wish List items from Miken Frost. The Friends won \$2,500 from the Scheels Giving Campaign. A donation to purchase a tree was received in memory of Carol Derks. Quinney Elementary raised over \$800 in a Penny War and was donated to the Nature Center for new snowshoes.

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

The Annual Meeting was on Sunday, January 8<sup>th</sup> with a very low turnout. Brian Jacobs gave an excellent presentation on honey bees and the bee hives he has at 1000 Islands. The Friends will host a Food Stand at Eagle Days and the Art Fair is May 21<sup>st</sup>. Vendor applications are starting to come in.

### **Naturalist's Report**

Admin/Finance – The correct amount received from Quinney Elementary School's Penny War is \$802.37 and not \$300. A thank you will be sent to Quinney School for this donation. Gertz made a motion to accept the November and December Naturalist Reports and place them on file. Seconded by White. Motion carried.

Fourth Quarter 2022 Usage Report – Van Berkel made a motion to accept the Fourth Quarter Usage Report and put it on file. Seconded by Breitzman. Motion carried.

2022 Year in Review – Eggleston made a motion to accept and put on file the 2022 Year in Review report and put it on file. Seconded by Manion. Motion carried.

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

Manion made a motion to accept and put on file the October 20, 2022 Administrative and Finance Sub-Committee meeting minutes. Seconded by Eggleston. Motion carried.

Policy 2.0012 – Gertz made the motion to approve revised Policy 2.0012 for the Admin. Assistant position description and new work schedule. Seconded by White. Motion carried. The approved description and work schedule will be sent to the City's HR Director for Council approval if necessary.

Policy 2.029 – Gertz made the motion to approve revised Policy 2.029 to eliminate renting the Nature Center building for parties. Seconded by Breitzman. Motion carried.

Policy 2.0031 – The Committee discussed wording changes to include:

- A. For the first option for full-time staff, instead of "Report to work as...", it will read "Report to 1000 Islands as..."
- B. First sentence of third paragraph changed from . . . "part-time staff will also have the ability ..." to "part-time staff will be permitted, with Director/Naturalist approval, ..."
- C. Last paragraph changed from "Any other weather..." to "Any additional weather..."

Breitzman made the motion to approve the Inclement Weather Policy with the additional changes per the Committee's input. Seconded by Manion. Motion carried.

### **Education Sub-Committee**

Van Berkel made a motion to accept and put on file the November 1, 2022 Education Sub-Committee meeting minutes. Seconded by Breitzman. Motion carried.

Snowshoe Replacement – The Committee reviewed the snowshoe replacement plan that Nowak created. Gertz made a motion to spend up to \$6,000.00 to purchase new Tubbs snowshoes from Tubbs Corporate. Seconded by White. Motion carried.

### **Buildings and Grounds Sub-Committee**

The flooring project within the Nature Center building is continuing on schedule.

### **Old Business**

Amazon has announced that their Amazon Smile non-profit program will be discontinued in February.

### **New Business**

Nothing to report.

### **Good for the Center**

We received a note from a donor that stated *"You have an organization that is outstanding and one that I hope you are all proud of."*


### **Next Committee Meeting**

Next Committee Meeting will be on Thursday, February 16, 2023 at 6:30 PM.

### **Adjournment**

There being no further business, Breitzman moved to adjourn the meeting at 7:25 PM. Seconded by Manion. 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>January 2023 Budget Analysis</b>													
6														
7														
8	<b>Account</b>		<b>Description</b>			<b>Jan. 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			537.00		537.00			97.00	18,000.00		
11	101-46740-4694		Building Rental (Taxable)			0.00		0.00			0.00	3,000.00		
12	101-46740-4695		Building Rental (Non-Taxable)			0.00		0.00			0.00	2,000.00		
13	101-46740-4696		Programing Fees			25.00		25.00			99.60	7,000.00		
14	101-46750-4716		Gift Shop Sales			512.00		512.00			91.50	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			5,000.00		5,000.00			50.00	10,000.00		
19	201-48500-4913		Memorial Purchases			200.00		200.00			0.00	0.00		
20	201-48500-4914		Education			0.00		0.00			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			0.00		0.00			0.00	0.00		
23	201-48500-4910		Env Center Restricted Donations			0.00		0.00			0.00	0.00		
24	201-48500-4912		Env Center Donations			495.00		495.00			98.00	20,000.00		
25														
26			<b>REVENUE TOTALS:</b>			<b>\$6,232.00</b>		<b>\$6,232.00</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>													

	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>Jan. Actuals</b>		<b>Year to Date</b>				<b>% Var</b>		<b>2023 Budget</b>
32	<b>Expenses</b>													
33	101-56900-5101		Regular Payroll			15,044.24		15,044.24				91.00		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			746.51		746.51				90.50		7,854.00
37	101-56900-5152		Residency			658.69		658.69				90.50		6,930.00
38	101-56900-5154		Social Security			844.34		844.34				91.30		9,700.00
39	101-56900-5157		Group Health Insurance			2,596.04		2,596.04				89.20		24,088.00
40	101-56900-5160		Group Life Insurance			21.32		21.32				92.40		281.00
41	101-56900-5163		Workers Compensation			415.23		415.23				73.40		4,326.00
42	101-56900-5205		Seminar Expense			0.00		0.00				0.00		2,500.00
43	101-56900-5211		Education & Memberships			0.00		0.00				0.00		500.00
44	101-56900-5260		Animal & Bird Care			0.00		0.00				0.00		1,600.00
45	101-56900-5264		Programs			0.00		0.00				0.00		2,200.00
46	101-56900-5276		Conservancy Zone Maint			137.50		137.50				93.10		2,000.00
47	101-56900-5303		Communications			75.00		75.00				92.00		900.00
48	101-56900-5306		Heating Fuels			0.00		0.00				0.00		3,000.00
49	101-56900-5309		Water Sewer & Electric			0.00		0.00				0.00		9,000.00
50	101-56900-5312		Maintenance - Buildings			803.96		803.96				95.00		15,500.00
51	101-56900-5315		Maintenance - Office Supplies			111.71		111.71				93.00		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		0.00				0.00		500.00
54	101-56900-5325		Contractual Services			0.00		0.00				0.00		1,200.00
55	101-56900-5326		Printing Expenses			0.00		0.00				0.00		700.00
56	101-56900-5401		Office Supplies			0.00		0.00				0.00		600.00
57	101-56900-5404		Clothing Expenses			0.00		0.00				0.00		700.00
58	101-56900-5407		Automotive Supplies			0.00		0.00				0.00		300.00
59	101-56900-5410		General Supplies			0.00		0.00				0.00		2,000.00
60	101-56900-5416		Custodial Supplies			181.68		181.68				77.30		800.00
61	101-56900-5431		Postage			0.00		0.00				0.00		100.00
62	101-56900-5440		Consession Products			0.00		0.00				0.00		3,700.00
63	101-56900-5499		Miscellaneous			0.00		0.00				0.00		1,500.00
64	101-56900-5804		Office Equipment			0.00		0.00				0.00		1,650.00
65	101-56900-5804		Machinery, Tools & Instruments			0.00		0.00				0.00		1,200.00
66			<b>EXPENSE TOTALS:</b>			<b>\$21,636.22</b>		<b>\$21,636.22</b>						<b>\$282,397.00</b>

Environmental Center Investment Balance

<u>Acct #</u>	<u>Bal 12/31/21</u>	<u>Interest</u>	<u>In</u>	<u>Out</u>	<u>Current Bal</u>
7585	\$33,219.04	\$886.95		(\$886.95)	\$33,219.04
0404	\$43,650.66	\$781.35		(\$781.35)	\$43,650.66
4597	\$64,561.72	\$1,026.23		(\$1,026.23)	\$64,561.72
1302	\$28,763.46	\$357.67		(\$356.67)	\$28,763.46
0493	\$21,594.18	\$693.17		(\$693.17)	\$21,594.18
2191	\$18,169.97	\$226.90		(\$226.90)	\$18,169.97
3081	\$11,254.38	\$84.41		(\$84.41)	\$11,254.38
2028	\$63,749.12	\$637.49		(\$637.49)	\$63,749.12
5757	\$65,411.79	\$1,138.17		(\$1,138.17)	\$65,411.79
3717	\$3,700.00	\$56.13	\$8,086.94	(\$56.13)	\$11,786.94
816	\$15,576.62	\$25.46	\$ 12,941.75	(\$15,206.75)	\$13,337.08
TOTALS	\$369,650.94	\$5,913.93	\$21,028.69	(\$21,094.22)	\$375,498.34
				Adjustment	

Interest

<u>%</u>	<u># of Days</u>	<u>Accrual</u>	<u>Paid</u>
2.67%	823	\$1,999.89	10/6/22 *posted qtrly -ck sent to 1000Is
1.79%	212	\$453.82	10/19/22 *posted qtrly -ck sent to 1000Is
1.59%	31	\$87.87	12/14/22 *posted qtrly -ck sent to 1000Is
0.70%	365	\$201.34	10/16/22 *posted qtrly -ck sent to 1000Is
3.21%	548	\$1,038.54	10/2/22 *posted qtrly -ck sent to 1000Is
3.50%	183	\$318.85	12/14/22 *posted semi-annually - tsfr to golden passbook
1.50%	366	\$169.28	8/21/22 *posted semi-annually - tsfr to golden passbook
1.00%	31	\$55.14	12/12/22 *posted qtrly -ck sent to 1000Is
1.74%	762	\$2,376.11	12/19/22 *posted qtrly -ck sent to 1000Is
2.50%	366	\$92.75	10/6/22 *posted semi-annually - tsfr to golden passbook

\$6,793.59

## Naturalist Report January 2023

### Admin/Finance

- Two certificates of deposit were renewed for 6 months at a rate of 1.5% through East Wisconsin Savings Bank. The total amount of these CDs are \$128,310.84.
- Year-end audit materials, including bank statements and a year-end endowment report, have been submitted to the Finance Department in preparation for the 2022 audit.
- Liliana Balthazor has agreed to return as our Naturalist Intern for the 2023 summer. Her first day back will be on Monday, May 22.

### Education

- The Eagle Days event went smoothly and had an approximate attendance of 1000 people throughout the day. A huge Thank You goes out to all of the staff and volunteers to helped make it happen. See the Eagle Days Summary for more information.
- New snowshoes have been order through Tubbs Inc. A delivery date has not been determined yet.
- The Winter Fest event organized along with the Kaukauna Recreation Department, Kaukauna Public Library and Grignon Mansion has been cancelled due to lack of snow and wet conditions at Grignon Park. The event generate plenty of interest on Facebook and will likely be attempted again next winter.

### Building & Grounds

- The new flooring installation has been scheduled to start on Tuesday, February 14. Staff has already begun packing away and moving smaller items as able and large items will be moved on February 13. The nature center will be closed through Saturday, February 18. The Street Dept is planning on sending 2-4 staff members to assist. Additional volunteer help is welcome between 8 AM and 12 Noon on February 13 to help with moving furniture and moving/cleaning mounts.
- Information Technology Manager Taplin and I met with a representative from the Western Great Lakes Bat and Bird Observatory regarding the installation of the Motus receiver. We evaluated a couple of different installation locations and was determined that mounting the receiver to the newer end of the building, by the specimen storage room, would work the best logistically. We may hold off on installation until we know more about the timing of residing the nature center.



## 2023 Eagle Days Summary

### Expenditure

#### 2023 Eagle Days Expenditures

Item	Cost	Source
National Eagle Center Programming	\$1553.32	Cleveland Memorial Donation/Seedling Sale Proceeds
Wildlife of WI program	\$50.00	Seedling Sale Proceeds
Craft Supplies	\$59.67	Seedling Sale Proceeds
	<b>\$1662.99</b>	<b>Total Expenses</b>

### Revenue

Donations	\$285.37
Gift Shop Sales	\$306.25
<b>Total</b>	<b>\$591.62</b>

### Volunteers

Total Number of Volunteers	31
KHS Key Club Volunteers – 17	
Total Volunteers Hours	113.25

Participation

TOTAL ATTENDANCE (ESTIMATION)	1000
PROGRAMS	
Live Eagle Presentation 10:00 - National Eagle Center	215
Live Eagle Presentation 1:00 - National Eagle Center	150
Live Eagle Presentation 3:00 - National Eagle Center	80
Wildlife of Wisconsin - Raptor Rehab @ Kaukauna Public Library	80
Storybook Walk @ Kaukauna Public Library	120
Total	445
VIEWING SITES	
Fishing Pier	220
Nelson Overlook	164
Ahlstrom Munksjo	125
Total	509
OTHER	
Coloring Contest	106
Craft Project	155
Obstacle Course	39

Visitor Statistics

based on information gathered from door prize entries (223 entries total)

- 33 different communities, 3 states (WI, IA, WA) represented
- 56% of visitors were from the Fox Valley
- 17% of visitors were from Kaukauna
- 87% of visitors live under 30 miles away

Full map and details at <https://batchgeo.com/map/de7e17311b064d335824307a8556833c>

