

* AMENDED 1000 ISLANDS ENVIRONMENTAL CENTER COMMITTEE

City of Kaukauna

Nature Center Building

1000 Beaulieu Court, Kaukauna



Thursday, November 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 October 19, 2023](#)
5. Financial Report
 - a. [October Financial Report](#)
6. Correspondence
7. The Friends of 1000 Islands Report
8. Naturalist Report
 - a. [October Naturalist Report](#)
9. Committee Reports
 - a. Administrative/Finance Committee Reports
 - b. Education Committee Report
 - i. 2024 Eagle Days
 - c. Building & Grounds Committee Reports
10. Old Business
11. New Business
 - a. [Review 2023/2024 Sub-Committee Assignments](#)
 - b. *** Adjourn to Closed Session Pursuant to State Statute 19.85(1)(c) to discuss employment, promotion, compensation or performance evaluation data of any public employee.**
 - c. *** Return to open session for possible action**
12. Good of the Center
 - a. Electric City Christmas Parade Tuesday, December 5, 2023
 - b. Volunteer Appreciation Social Wednesday, December 6, 2023

13. Next Meeting - Thursday, January 18, 2024

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, October 19, 2023

Members Present: Brietzman, Eggleston, Hietpas, Jakel, Manion, Pautz, and Van Berkel and White

Not Present: N/A

Also Present: Debra Nowak and Maureen Feldt

Chair, Pautz called the October Committee Meeting to order at 6:30 PM. A quorum is present.

September 21, 2023 Committee Meeting Minutes

Van Berkel made a motion to waive the reading of the minutes and approve the September 21, 2023, Committee Meeting minutes with the correct spelling of **Ahlstrom** (again). Seconded by Hietpas. Motion carried.

Public Appearances: None

September Financial Report

Discussion on Temporary Payroll and Auto Maintenance expenditures. Van Berkel made a motion to approve the September Financial Report. Seconded by Manion. Motion carried.

Correspondence

Memorials Received: \$650 from the Steve Houston Bass Tournament, \$20 in memory for Brian Freund and \$150 in memory of Nancy Green.

Donation of honey to sell in the Gift Shop from Brian Jacobs for having the bee hives on-site and Don Verhagen donated fishing rods and reels.

Cash donation of \$375 from David Langner and Eagle Graphics donated \$50 from our on-line Goat t-shirt sales.

Note from a Focus on the Fox volunteer sharing very positive feedback she received and that it was a wonderful community event.

Friends of 1000 Islands Report

The Friends met on Monday and they continued discussions about their financial accounts and increasing their CD returns. The Annual Meeting is on Sunday, January 14 at 1:00 PM and all are welcome.

Naturalist's Report

Thanks to Penni Pautz for calling pharmacies to get EpiPens for the Nature Center. We worked with Smith Pharmacy to obtain two EpiPens; one adult dose and one child dose.

White made a motion to accept the September Naturalist's Report and place it on file. Seconded by Hietpas. Motion carried.

Third Quarter Report: A very busy summer with many field trips and public programs. Our Service Saturday numbers were lower than anticipated, but we accomplished more

than if we did not have any volunteers. We will continue with Service Saturdays next year and increase promotions. Eggleston made a motion to accept and place on file the Third Quarter Report. Seconded by Jakel. Motion carried.

Admin and Finance Sub-Committee

Pautz made a motion to receive and place on file the October 2, 2023, Admin and Finance Sub-Committee meeting minutes. Seconded by Eggleston. Motion carried.

Resolution 5397: Manion made a motion that the Committee approve Resolution 5397, forward it to the City Attorney for review, approval and present it to the City Council for final approval. Seconded by Van Berkel. Motion carried.

Resolution 5398: Eggleston made a motion that the Committee approve Resolution 5398, with "the funds" replacing "they" in the second WHEREAS, forward it to the City Attorney for review, approval and present it to the City Council for final approval. Seconded by Jakel. Motion carried.

Policy 3.002 Operational Policy: Van Berkel summarized the changes made to the policy to coincide with Resolution 5397 and 5398. Van Berkel made a motion that the Committee approve revised Policy 3.002, forward it to the City Attorney for review, approval and present it to the City Council for final approval. Seconded by Jakel. Motion carried.

Pautz thanked the Admin and Finance Sub-Committee for the time they took to complete these Resolutions and the Policy update.

Education Sub-Committee: Nothing to report.

Buildings and Grounds Sub-Committee: Nothing to report.

Old Business

Replacement for Sue Gertz on the Committee: Charles West, a KASD Board Member, has replaced Gertz with Council approval on Tuesday, October 17.

Kym Carlson also resigned from the Committee. Nowak will work with the mayor to find a qualified replacement.

New Business

Nomination of Chair: Jakel nominated Pautz to be Chair for another year. Seconded by White. Motion carried.

Nomination of Vice-Chair: Manion nominated White to be Vice-Chair for 2023-2024. Seconded by Pautz. Motion carried.

Jakel made a motion to dispense the Thursday, December 21, 2023, Committee Meeting. Seconded by Van Berkel. Motion carried.

Good for the Center: Nothing to report.

Next Committee Meeting

The next Committee Meeting will be on Thursday, November 16, 2023, at 6:30 PM in the Nature Center building.

Adjournment

There being no further business, Manion moved to adjourn the October 19, 2023, Committee Meeting at 7:45 PM. Seconded by Jakel. Motion carried.

Maureen Feldt,
Acting Secretary

DRAFT

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

Accounts	October	YTD Amount	Budget Amount	Amount Over Budget	% of Budget
Income					
4391 - Kaukauna School District Aids	\$15,000.00	\$15,000.00	\$15,000.00	\$0.00	100.00%
4392 - Outagamie County Aids	\$0.00	\$10,000.00	\$10,000.00	\$0.00	100.00%
4694 - Facilities/Building Rental (Taxable)	\$44.75	\$450.12	\$3,000.00	(\$2,549.88)	15.00%
4695 - Facilities/Building Rental (Non-Taxable)	\$0.00	(\$275.00)	\$2,000.00	(\$2,275.00)	-13.75%
4696 - Programing Fees	\$785.00	\$7,780.30	\$7,000.00	\$780.30	111.15%
4716 - Gift Shop Sales	\$530.14	\$5,083.20	\$6,000.00	(\$916.80)	84.72%
4802 - Donations & Contributions	\$185.17	\$15,068.71	\$20,000.00	(\$4,931.29)	75.34%
4810 - Interest Income	\$0.00	\$0.00	\$6,000.00	(\$6,000.00)	0.00%
4910 - Env Center Restricted Donate	\$389.78	\$2,864.14	\$0.00	\$2,864.14	0.00%
4911 - Fundraising Sales	\$0.00	\$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	\$39.00	\$4,639.00	\$0.00	\$4,639.00	0.00%
4915 - Building & Grounds Donation	\$23,976.63	\$23,976.63	\$0.00	\$23,976.63	0.00%
Total - Income	\$40,950.47	\$92,227.14	\$69,000.00	\$23,227.14	133.66%
Expense					
5101 - Regular Payroll	\$12,910.80	\$133,462.80	\$168,435.00	(\$34,972.20)	79.24%
5104 - Temporary Payroll	\$0.00	\$6,839.04	\$5,990.00	\$849.04	114.17%
5119 - Longevity Pay	\$0.00	\$0.00	\$400.00	(\$400.00)	0.00%
5151 - Retirement Plan	\$602.13	\$6,209.61	\$7,809.00	(\$1,599.39)	79.52%
5152 - Residency	\$653.17	\$5,966.98	\$6,890.00	(\$923.02)	86.60%
5154 - Social Security	\$681.77	\$7,129.84	\$9,673.00	(\$2,543.16)	73.71%
5157 - Group Health Insurance	\$1,796.06	\$20,495.46	\$24,088.00	(\$3,592.54)	85.09%
5160 - Group Life Insurance	\$18.38	\$234.91	\$281.00	(\$46.09)	83.60%
5163 - Workers Compensation	\$314.98	\$3,704.92	\$4,302.00	(\$597.08)	86.12%
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	\$41.66	\$1,878.22	\$1,600.00	\$278.22	117.39%
5264 - Programs	\$26.64	\$1,703.85	\$2,200.00	(\$496.15)	77.45%
5276 - Conservancy Zone Maint	\$60.75	\$1,468.91	\$2,000.00	(\$531.09)	73.45%
5303 - Communications	\$50.00	\$725.00	\$900.00	(\$175.00)	80.56%
5306 - Heating Fuels	\$55.67	\$1,521.36	\$3,000.00	(\$1,478.64)	50.71%
5309 - Water Sewer & Electric	\$655.92	\$6,729.81	\$9,000.00	(\$2,270.19)	74.78%
5312 - Maintenance - Buildings	\$1,539.00	\$10,899.93	\$15,500.00	(\$4,600.07)	70.32%
5315 - Maintenance - Office Equipment	\$64.46	\$1,332.76	\$1,500.00	(\$167.24)	88.85%
5318 - Maintenance - Automotive	\$0.00	\$335.98	\$100.00	\$235.98	335.98%
5321 - Maintenance - All Other Equipm	\$0.00	\$42.44	\$500.00	(\$457.56)	8.49%
5325 - Contractual Services	\$167.50	\$1,669.60	\$1,200.00	\$469.60	139.13%
5334 - Printing Expense	\$0.00	\$159.00	\$700.00	(\$541.00)	22.71%
5401 - Office Supplies	\$0.00	\$401.05	\$600.00	(\$198.95)	66.84%
5404 - Clothing Expense	\$0.00	\$0.00	\$700.00	(\$700.00)	0.00%
5407 - Automotive Supplies	\$53.49	\$216.99	\$300.00	(\$83.01)	72.33%
5410 - General Supplies	\$0.00	\$998.45	\$2,000.00	(\$1,001.55)	49.92%
5416 - Custodial Supplies	\$82.54	\$1,013.88	\$800.00	\$213.88	126.74%
5431 - Postage	\$63.00	\$63.00	\$100.00	(\$37.00)	63.00%
5440 - Concession Product	\$156.24	\$2,239.13	\$3,700.00	(\$1,460.87)	60.52%
5499 - Miscellaneous	\$123.17	\$844.40	\$1,500.00	(\$655.60)	56.29%
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	\$1,117.90	\$27,539.34	\$0.00	\$27,539.34	0.00%
Total - Expense	\$21,235.23	\$248,398.62	\$281,618.00	(\$33,219.38)	88.20%
Net Income	\$19,715.24	(\$156,171.48)	(\$212,618.00)	\$56,446.52	73.45%

Lines bolded in red are 201 accounts

Naturalist Report October 2023

Admin/Finance

- Outagamie County held their preliminary budget meetings in October. I met virtually with the finance committee and answered a few questions they had regarding 1000 Islands and our financials. It is anticipated that the \$10,000 support from the County will continue for 2024.
- Two certificate of deposits have been renewed recently. One CD in the amount of \$28,763.46 was renewed with East Wisconsin Savings Bank for 12 months at a rate of 5.3%. Another CD in the amount of \$11,786.94 was renewed with the Bank of Kaukauna for 12 months at a rate of 5%. These are the last two CDs maturing in 2023. In 2024, mature CDs should be available to transfer to the Designated Endowment with the Community Foundation for the Fox Valley Region pending Common Council approval at the November 21, 2023 Common Council meeting.

Education

- A Motus receiver has been installed on the nature center as part of a collaborative program with the Lake Michigan Bird Observatory (formerly Great Lakes Bat and Bird Observatory) This series of antennas will be able to track any birds migrating through the area that have been tagged with radio telemetry devices. Similar antennas have been installed at Bay Beach Wildlife Sanctuary and Woodland Dunes Nature Center. The device and installation came at no cost to us and there is ample educational material available to include in our programming. I would like to include a presentation on the Motus project as part of our World Migratory Bird Day events.
- I was approached by a 6th grade science teacher from River View for a possible program. The class studies the water cycle and the concept of runoff during the year. I was able to create a program on runoff where we used an EnviroScope to demonstrate how runoff occurs and affects local waterways. The students were also able to go outside to do some water testing, including a chloride test. The three classes will return in the spring to continue studying the water quality in the river and Konkapot Creek. Timing for the program worked well as there was enough time in the class period to walk to 1000 Islands, spend an hour on program activities and walk back to school. I hope this will be an example for other teachers on possibilities for no cost programming.
- Library Director Thiem-Menning registered for a Diversity, Equity, Inclusion and Belonging (DEIB) Leadership Training and invited other department heads to take part as well. It was a very informative and eye-opening training session with multiple speakers explaining the importance of implementing DEIB principles to attract and retain quality employees.
- I am already preparing for the 2024 Bald Eagle Nest Watch season. In an effort to reduce my time spent on the project, I have recruited a staff member from Barkhausen Waterfowl Preserve to take on coordination efforts for Brown and Oconto Counties. I have also been working with Winnebago Audubon on getting their assistance with gathering information on nests in Winnebago and Fond du Lac Counties.

Building & Grounds

- Site Manager Garrity has been working with the Streets Foreman on getting trails in the Upper Woods woodchipped. Foreman Nelson will use the wood chipping project to keep crews busy as time allows between leaf collection and snowplowing.
- Management of buckthorn has continued to progress. The area between the current goat browsing enclosures and the parking lot has now been cleared and treated. Work will continue further into the woods. We have also had service groups digging out buckthorn in the previous goat enclosure to clear the area for a future education space.
- In preparation for winter and to address safety issues several sections of split rail have been repaired.

1000 ISLANDS ENVIRONMENTAL CENTER 2023 - 2024 COMMITTEE MEMBERS

NAME/ADDRESS	PHONE & EMAIL	SUB-COMMITTEE	TERM
Kathy Breitzman 1844 Cobblestone Ct. Kaukauna, WI 54130	920-540-1936 flockers2@new.rr.com	Building & Grounds Education	11/16/2024
Jennie Eggleston* 309 Kaukauna St. Kaukauna, WI 54130	920-421-9911 jennie.eggleston@kaukauna.gov	Admin/Finance	05/04/2024
Eric Hietpas 153 Arthur St. Kaukauna, WI 54130	920-419-6666 hipphop104@yahoo.com	Chair: Building & Grounds	10/15/2026
Brian Hintz W1797 Greiner Road Kaukauna, WI 54130	920-716-1305 muskymanbrian@aol.com	Building & Grounds/ Education	10/15/2024
Deb Jakel 513 Frances St. Kaukauna, WI 54130	920-427-2582 djakel513@gmail.com	Education	10/15/2025
John Manion 1708 Oakridge Ave. Kaukauna, WI 54130	Cell 920-840-5548 manion817@gmail.com	Building & Grounds Admin/Finance	10/15/2025
Penni Pautz (CHAIR) 1804 Parkwood Dr. Kaukauna, WI 54130	920-766-9764 Cell 920-809-9920 pbgppautz@gmail.com	Chair: Education Building & Grounds, Admin/Finance	10/15/2025
Paul VanBerkel 172 Lamplighter Dr., Apt. 8 Kaukauna, WI 54130	920-766-0526 Cell 920-949-1125 pvbesq@sbcglobal.net	Chair: Admin/Finance	10/15/2025
Charles West** 617 W. 10 th Street Kaukauna, WI 54130	920-850-4464 charleswest000@gmail.com	Admin/Finance	10/15/2026
Diane White (VICE-CHAIR) 2800 Southbreeze Court Kaukauna, WI 54130	920-759-1018 Cell 920-419-7889 dianewhite2800@gmail.com	Education	10/15/2024

* City Council Rep

** School Board Rep

Chairperson – Member of all Sub-Committees

Immediate Past Chairperson – Member of Admin/Finance Sub-Committee

Updated 11-08-2023

1000 Islands Committees Members by Sub-Committee 2023-2024

Admin & Finance

Chair: Paul VanBerkel

Members: Jennie Eggleston, John Manion, Penni Pautz, Charles West

Building & Grounds

Chair: Eric Hietpas

Members: Kathy Breitzman, John Manion, Penni Pautz, Brian Hintz

Education

Chair: Penni Pautz

Members: Deb Jakel, Diane White, Kathy Breitzman, Brian Hintz

Updated 11-9-23

1000 Islands Staff

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