



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 Minutes of April 18, 2024](#)
5. Financial Report
 - a. [April Financial Report](#)
6. Correspondence
 - a. [April Donation Report](#)
7. The Friends of 1000 Islands Report
8. Naturalist Report
 - a. [April Naturalist Report](#)
9. Committee Reports
 - a. Administrative/Finance Committee Reports
 - b. Education Committee Report
 - c. Building & Grounds Committee Reports
10. Old Business
 - a. [Bylaw Corrections](#)
 - b. [Committee & Sub-Committee Member List Updates](#)
11. New Business
 - a. Goats at 1000 Islands from June 10, 2024 - June 23, 2024
12. Good of the Center
 - a. Intern starting June 3, 2024
13. Next Meeting - Thursday, June 20, 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, April 18, 2024

Members Present Breitzman, Manion, Hintz, Jakel, Van Berkel, Pautz, West, and White

Not Present Eggleston, Hietpas

Also Present Nathaniel Blood and Cassandra Kohls

Pautz called the April Committee Meeting to order at 6:31 PM. A quorum was present.

March 21, 2024, Committee Meeting Minutes

Manion made a motion to approve the March 21, 2024, Committee Meeting minutes with corrections to list Jakel, Pautz and Van Berkel as absent and to correct the spelling of Hietpas. Seconded by Jakel. Motion carried.

Financial Reports

March Financial Report was reviewed by the Committee. Pautz questioned the temporary payroll line item. Blood explained it was for summer help. Pautz inquired about the anticipated school district revenue. Van Berkel made a motion to approve the March Financial Report. Seconded by Manion. Motion carried.

Public Appearances None.

Correspondence

The Committee spoke in favor of the March Donation Report. Van Berkel questioned the source of the Boardwalk Project Funds. Kohls explained the City Finance office received funding through the Community Foundation of the Fox Valley for the capital Boardwalk Project from two donors. The Admin/Finance sub-committee will meet to discuss the restricted donation funds.

Friends of 1000 Islands Report

Manion made a motion to go out of order and move the Friends of 1000 Islands Report to the end of the agenda due to the absence of Hietpas. Seconded by Jakel. Motion carried.

Naturalist's Report

Blood summarized the closing of an endowment CD and release of funds which were transferred into the 1000 Islands endowment fund. All CDs have been updated to remove the former Naturalist, Deb Nowak, and Administrative Assistant, Maureen Feldt. The City of Kaukauna Finance Director/Treasurer, William Van Rossum has been added as a signor for the CDs.

Site Manager, Garrity, is doing restoration work and will be assisting with educational programs. His role will be overseeing projects and delegating duties to the Street Department employee who will be working at 1000 Islands. The grounds did not sustain much damage during a recent snowstorm. One small tree fell over the goat fence. Volunteer, Kevin Hietpas, installed outlets and ballasts at the nature center and will be continuing to assist with electrical projects.

River View Middle School requested a geology focused program for 6th graders. Staff developed a new geology program which was attended by 9 classes over the course of 3 days. Staff are evaluating the exhibits and the Nature Center to determine what needs repairs, replacement, or additions. A visitor evaluation form will assist with the data collection process. Blood has contacted Kaukauna School District's Superintendent to work out a partnership.

Manion asked about siding. Blood indicated the building residing project will be completed this year. The Street Department will be providing the labor and staff will be obtaining quotes for materials. Manion asked about the plan for the current siding. Blood will find ways to reuse the materials. Jakel raised a motion to place the Naturalist's Report on file. Seconded by Breitzman. Motion carried.

1st Quarter Usage Report

Pautz recommend a more effective way to track attendance at events.

Admin and Finance Sub-Committee

No report. Van Berkel will schedule a meeting.

Education Sub-Committee

No report.

Building and Grounds Sub-Committee

No report. The Committee recommended scheduling a meeting.

Old Business

Policy Binder Updates. Kohls reported Hietpas, Breitzman, and Manion returned their policy binders with items flagged for updates. Other committee members are encouraged to review their policy binders and return them to Kohls to make any necessary revisions.

New Business

None

Good of the Center

Volunteer Updates – Kevin Hietpas performed electrical updates inside the Nature Center building and pavilion. Richard Langel cataloged books for the Nature Center's resource library and worked on general cleaning tasks. Ross continues to work on buckthorn removal and identification of spring ephemerals. Staff visited Jane LaPlante and presented her a gift to recognize her dedication and service to the Nature Center.

Friends Report

In Hietpas's absence, Blood provided a report. Friends of 1000 Islands Committee members are working on logistics for the upcoming art fair. A volunteer sign-up sheet will be created. Pautz expressed interest in volunteering. All 50 art fair vendor spots have filled. A special event application has been completed with the City of Kaukauna. The raffle license renewal was submitted to the State. River View Middle School students will have artwork on display inside the Nature Center during the art fair.

Next Committee Meeting

The next Committee Meeting will be on Thursday, May 16, 2024, at 6:30 PM in the Nature Center building.

Adjournment

There being no further business, Eggleston moved to adjourn the April 18, 2024, Committee Meeting at 7:32 PM. Seconded by Breitzman. Motion carried.

Cassie Kohls, Acting Secretary

City of Kaukauna
1000 Islands Environmental Center
Budget vs. Actual
From January to April 2024

Account	April Actuals	YTD Amount	Budget Amount	Amount Over Budget	% of Budget
Income					
4391 - Kaukauna School Dist Aids	\$0.00	\$0.00	\$15,000.00	(\$15,000.00)	0.00%
4392 - Outagamie County Aids	\$0.00	\$10,000.00	\$10,000.00	\$0.00	100.00%
4694 - Facilities/Building Rental (Taxable)	\$100.00	\$171.13	\$1,500.00	(\$1,328.87)	11.41%
4695 - Facilities/Building Rental (Non-Taxable)	\$425.00	\$750.00	\$500.00	\$250.00	150.00%
4696 - Programing Fees	\$1,570.00	\$1,907.00	\$7,000.00	(\$5,093.00)	27.24%
4716 - Gift Shop Sales	\$303.74	\$1,459.71	\$6,000.00	(\$4,540.29)	24.33%
4802 - Donations & Contributions	\$242.27	\$2,937.94	\$15,000.00	(\$12,062.06)	19.59%
4810 - Interest Income	\$2,330.70	\$3,153.12	\$7,500.00	(\$4,346.88)	42.04%
4910 - Env Center Restricted Donate	\$455.27	\$1,611.01	\$0.00	\$1,611.01	0.00%
4912 - Animal Care - Jabber	\$15.00	\$57.00	\$0.00	\$57.00	0.00%
4914 - Education	\$0.00	\$100.00	\$0.00	\$100.00	0.00%
Total - Income	\$5,441.98	\$22,146.91	\$62,500.00	(\$40,353.09)	35.44%
Expense					
5101 - Regular Payroll	\$11,902.24	\$43,176.32	\$175,587.00	(\$132,410.68)	24.59%
5104 - Temporary Payroll	\$0.00	\$0.00	\$6,425.00	(\$6,425.00)	0.00%
5107 - Overtime Pay	\$0.00	\$593.83	\$0.00	\$593.83	0.00%
5119 - Longevity Pay	\$0.00	\$0.00	\$460.00	(\$460.00)	0.00%
5151 - Retirement Plan	\$527.46	\$1,676.91	\$8,162.00	(\$6,485.09)	20.55%
5152 - Residency	\$125.52	\$769.51	\$8,816.00	(\$8,046.49)	8.73%
5154 - Social Security	\$563.11	\$2,177.02	\$9,973.00	(\$7,795.98)	21.83%
5157 - Group Health Insurance	\$2,787.22	\$5,194.83	\$26,573.00	(\$21,378.17)	19.55%
5160 - Group Life Insurance	\$8.42	\$30.48	\$297.00	(\$266.52)	10.26%
5163 - Workers Compensation	\$274.94	\$978.66	\$4,213.00	(\$3,234.34)	23.23%
5205 - Seminar Expenses	\$0.00	\$0.00	\$2,500.00	(\$2,500.00)	0.00%
5211 - Education & Memberships	\$0.00	\$175.00	\$500.00	(\$325.00)	35.00%
5260 - Animal & Bird Care	\$140.24	\$363.74	\$2,000.00	(\$1,636.26)	18.19%
5264 - Programs	\$153.62	\$156.31	\$6,800.00	(\$6,643.69)	2.30%
5276 - Conservancy Zone Maint	\$0.00	\$0.00	\$2,000.00	(\$2,000.00)	0.00%
5303 - Communications	\$50.00	\$225.00	\$900.00	(\$675.00)	25.00%
5306 - Heating Fuels	\$181.10	\$789.86	\$3,000.00	(\$2,210.14)	26.33%
5309 - Water Sewer & Electric	\$893.32	\$2,469.64	\$10,000.00	(\$7,530.36)	24.70%
5312 - Maintenance - Buildings	\$498.09	\$4,223.14	\$20,000.00	(\$15,776.86)	21.12%
5315 - Maintenance - Office Equipment	\$142.46	\$501.00	\$1,500.00	(\$999.00)	33.40%
5318 - Maintenance - Automotive	\$0.00	\$34.30	\$500.00	(\$465.70)	6.86%
5325 - Contractual Services	\$620.74	\$2,211.12	\$23,400.00	(\$21,188.88)	9.45%
5334 - Printing Expense	\$0.00	\$0.00	\$400.00	(\$400.00)	0.00%
5401 - Office Supplies	\$57.77	\$261.09	\$600.00	(\$338.91)	43.52%
5404 - Clothing Expense	\$0.00	\$0.00	\$700.00	(\$700.00)	0.00%
5407 - Automotive Supplies	\$0.00	\$0.00	\$300.00	(\$300.00)	0.00%
5410 - General Supplies	\$198.45	\$565.87	\$1,500.00	(\$934.13)	37.72%
5416 - Custodial Supplies	\$134.00	\$375.96	\$1,000.00	(\$624.04)	37.60%
5431 - Postage	\$0.00	\$0.00	\$100.00	(\$100.00)	0.00%
5440 - Concession Product	\$198.12	\$398.87	\$3,700.00	(\$3,301.13)	10.78%
5499 - Miscellaneous	\$50.82	\$100.82	\$1,500.00	(\$1,399.18)	6.72%
5804 - Equipment (including Office)	\$0.00	\$0.00	\$2,300.00	(\$2,300.00)	0.00%
5897 - Restricted Funds - Jabber	\$557.83	\$832.95	\$0.00	\$832.95	0.00%
5898 - Restricted Funds	\$0.00	\$358.70	\$0.00	\$358.70	0.00%
Total - Expense	\$20,065.47	\$68,640.93	\$325,706.00	(\$257,065.07)	21.07%
Net Income	(\$14,623.49)	(\$46,494.02)	(\$263,206.00)	\$216,711.98	17.66%

Lines bolded in red are 201 accounts

1000 Islands Donation Report
Donations Received: April 1, 2024 - April 30, 2024

Date	Name	Memo	Amount
4/4/2024	Donations from Collection Bins	cash	\$ 134.00
4/4/2024	Donations from Collection Bins	cash	\$ 26.27
4/10/2024	Community Foundation of Fox Valley (CD Account #413010493 Closed)	Transfer CD to endowment	\$ 21,594.53
4/18/2024	Donations from Collection Bins	cash	\$ 82.00
			\$ 1,765.30
		Total:	\$ 23,602.10

April 2024 Naturalist's Report

Admin/Finance

- Jabber now has his own revenue and expense account. This will better allow us to see what is being spent on his medical expenses and plan fundraising opportunities for any shortfalls.
- We are in the process of creating a donation “menu”. While our first priority would be to send donations to the endowment, many donors wish to contribute something tangible for the center, and having a limited set of options will let us find what best works for both the donors and the center.

Building/Grounds

- Brad Garrity has been working on getting quotes from Drexel Building Supply, Wisconsin Building Supply, and Menards for siding materials for the nature center. Once these quotes are completed, they will be sent to John Neumeier, and we'll work together on deciding what we will go with moving forward.
- Invasive species removal work is in full swing already. Brad Garrity has been removing buckthorn and phragmites around the Conservancy.
- A new fishing location at the mouth of Konkapot Creek has been cleared of invasive species with the goal of using it in future fishing programs.
- Volunteers have been hard at work in and around the center. Richard Langel has catalogued the center's library, and Ross Schuh has been clearing invasives from the hillside along the highway and is planning with Brad Garrity on what native plantings might go in there.

Education

- The Solar Eclipse program was popular, with around 200 participants coming out to learn about the eclipse, create an eclipse viewer, and talk about safely viewing the eclipse.
- I was invited to Sunrise Elementary School for a career day. I presented about being a naturalist to four classes of kindergarten students. The students were very excited to learn, and even more excited to come out to the nature center in the coming years.
- I have established a partnership with the Lower Fox River Watershed Monitoring Program through UW- Green Bay. Through this program we will be monitoring the water quality at 2 sites along Konkapot Creek three times a year, and the data will be sent to the university to analyze how tributary streams of the Fox River contribute to its water quality. As the program gets established, I'm hoping to make it more of a formal event for schools and/or the public to be involved.

BYLAWS 1000 ISLANDS ENVIRONMENTAL CENTER COMMITTEE

ARTICLE I – NAME

1. The name of this committee shall be the 1000 Islands Environmental Center Committee.

ARTICLE II – OBJECT

1. The object of this Committee shall be to determine the policies, programs, and regulations governing the 1000 Islands Environmental Center. (1000 Islands Environmental Center is the official name for the areas designated by the City of Kaukauna as the 1000 Islands Conservancy Zone and all buildings therein.)
2. To select and appoint a competent Director/Naturalist for the 1000 Islands Environmental Center.
3. To advise in the preparation of the budget, to approve it, and to work to obtain the necessary funds.
4. To follow City Guidelines in all wage and salary administration of 1000 Islands employees. No wage proposal will be automatic. Performance reviews will be determining factor before requests for adjustments are presented to the City.
5. To preserve and maintain the buildings and grounds necessary for the operations of the 1000 Islands Environmental Center.

ARTICLE III – MEMBERSHIP

1. The 11 members of this committee shall include 10 members appointed by the Mayor and approved by the Common Council to include one member from the Common Council and one member from the Board of Education of the Kaukauna Area School District. The current President of the Friends of 1000 Islands or their designated representative, shall be an ex-officio member.
2. Appointments shall be for three (3) year terms, with the exception of the Board of Education and City Council designee who shall be appointed on a one (1) year basis.
3. No member of the Committee or staff member of 1000 Islands shall use the resources, business, finances or contracts of 1000 Islands for personal use or profit. Nor shall any member of the Committee or staff use their position to the detriment of the services which are provided to the public.

4. Regular members of the Committee will be expected to notify the Director/Naturalist or another member of the Committee, 24 hours prior to the meeting, if they are unable to attend a meeting.
5. No member of the Committee or immediate relative of a Committee member or any staff member of 1000 Islands shall be considered for employment on a permanent basis by 1000 Islands staff.

ARTICLE IV – OFFICERS

1. The officers of the Committee shall be a Chair, and a Vice-Chair/Chair-Elect, whose duties shall be such as are usually performed by like officers of similar organizations, and such as may be prescribed by the Committee.
2. At the regular meeting of the Committee held on the third Thursday of October officers shall be elected by the committee for the coming year. The Vice-Chair Chair-Elect shall succeed to the office of Chair upon completion of the election.
3. The officers shall be elected to serve for one year, or until their successors are elected, but not more than two years, and their term of office shall begin at the close of the elections.

ARTICLE V – MEETINGS

1. The regular meetings of the Committee shall be held on the third Thursday of every month.
2. Special meetings may be called at the request of the Chair or by any three members of the Committee. Such requests shall be in writing and state the reason thereof.
3. Six (6) regular members of the Committee shall constitute a quorum and the action taken by a majority of those present shall control. If a quorum is not present, no action can be taken.
4. Meetings shall be called and conducted in accordance with the Open Meeting Laws of the State of Wisconsin.

ARTICLE VI – STANDING SUB-COMMITTEES

1. The Chair of the Committee shall upon assumption of office appoint three (3) members of the 1000 Islands Environmental Center Committee to the Administrative Finance Sub-Committee and four (4) members to each of the Education and the Building and Grounds Sub-Committees. The Chair shall be an ex-officio member of all committees.

2. The immediate Past Chair shall automatically be an additional member of the Administrative Finance Committee.
3. The Director/Naturalist of the 1000 Islands Environmental Center Committee shall be invited to all sub-committee meetings.
4. ADMINISTRATIVE/FINANCE COMMITTEE:
The Administrative/Finance Committee shall be responsible for the following general areas of activity:
 - A. Develop policies and procedures relating to:
 1. The general operations of 1000 Islands and its property.
 2. The finances of 1000 Islands and its property.
 3. The selection and utilization of the paid and unpaid personnel utilized by the Committee in the operation of 1000 Islands and its property.
 - B. In January, present short- and long-range goals and objectives relating to:
 1. The general operation of 1000 Islands and its property.
 2. The finances of 1000 Islands and its property.
 3. The selection and utilization of the paid and unpaid personnel utilized by the Committee in the operation of 1000 Islands and its property.
 - C. Annually evaluate the performance of the Committee and the paid and unpaid staff relating to:
 1. The general operation of 1000 Islands and its property.
 2. The finances of 1000 Islands and its property.
 3. The selection and utilization of the paid and unpaid personnel utilized by the Committee in the operation of 1000 Islands and its property.
5. EDUCATION COMMITTEE:
The Education Committee shall be responsible for recommendations in the following general areas of activity.
 - A. Develop policies and procedures relating to:
 1. The educational program of 1000 Islands offered to:
 - a. School groups
 - b. The general public
 - c. Special groups
 2. Special events
 3. The selection, utilization and training of the volunteer personnel utilized by the Committee in the educational program of 1000 Islands and its property.
 - B. In January present short- and long-range goals and objectives relating to:

1. The educational program of 1000 Islands offered to:
 - a. School groups
 - b. The general public
 - c. Special groups
 2. The utilization of the paid and unpaid personnel utilized by the Committee in the educational program of 1000 Islands and its property.
- C. Annually evaluate the performance of the Committee and the paid and unpaid staff in achieving the short and long range goals and objectives established in relation to:
1. The educational program of 1000 Islands offered to:
 - a. School groups
 - b. The general public
 - c. Special groups
 2. The utilization of the paid and unpaid personnel utilized by the Committee in the educational program of 1000 Islands and its property.
6. BUILDING AND GROUNDS SUB-COMMITTEE
- The Building and Grounds Sub-Committee shall be responsible for recommendations in the following general areas of activity:
- A. Develop policies and procedures relating to:
 1. The upkeep and maintenance of the buildings and grounds of the 1000 Islands Environmental Center.
 2. Special uses of the building, grounds and other property of the 1000 Islands Environmental Center.
 - B. In January present short and long-range goals and objectives relating to: Environmental Center.
 1. The upkeep and maintenance of the buildings and grounds of the 1000 Islands Environmental Center.
 2. Special uses of the building, grounds and other property of the 1000 Islands Environmental Center.
 - C. Annually evaluate the performance of the Committee and the paid and unpaid staff in achieving the short and long range goals and objectives established in relation to:
 1. The upkeep and maintenance of the buildings and grounds of the 1000 Islands Environmental Center.
 2. Special uses of the building, grounds and other property of the 1000 Islands Environmental Center.
7. Other special committees shall be formed as deemed necessary to carry on the work of the Committee.

ARTICLE VIII – PARLIAMENTARY AUTHORITY

1. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Committee in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order which the Committee may adopt.

ARTICLE IX – AMENDMENT OF BYLAWS

1. These bylaws can be amended at any regular meeting of the Committee by a two-thirds vote of those present, provided that the amendment has been submitted in writing at the previous meeting.

13 January 1987

Amended: 20 July 1989

14 December 1989

18 November 1990

16 March 1995

16 November 1995

15 February 2001

17 April 2008

16 January 2020

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 pbppautz@gmail.com	Chair: Education Building & Grounds, Admin/Finance	10/15/2025
Paul VanBerkel 172 Lamplighter Dr., Apt. 8 Kaukauna, WI 54130	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 4/22/24

1000 Islands Staff

Nathaniel Blood	920-759-6573 (Direct Line) 217-299-1635 (Cell)	Naturalist nblood@kaukauna.gov
Cassandra Kohls	920-766-4733 (General Number) 920-759-5674 (Direct Line)	Administrative Assistant ckohls@kaukauna.gov
Brad Garrity	920-759-5676 (Direct Line) 920-277-6980 (Cell)	Site Manager bgarrity@kaukauna.gov
Vacant	920-759-5681 (Direct Line)	Assistant Naturalist