

1000 ISLANDS ENVIRONMENTAL CENTER COMMITTEE

City of Kaukauna

Nature Center Building

1000 Beaulieu Court, Kaukauna



Thursday, August 18, 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 July 21, 2022
5. Financial Report
 - [a.](#) July Financial Report
6. Correspondence
7. The Friends of 1000 Islands Report
8. Naturalist Report
 - [a.](#) July Naturalist Report
9. Committee Reports
 - [a.](#) Administrative/Finance Committee Reports
 - [i.](#) Receive and Place of File Minutes of June 15, 2022 Administrative/Finance Sub-Committee Meeting
 - [ii.](#) Receive and Place of File Minutes of June 29, 2022 Administrative/Finance Sub-Committee Meeting
 - [iii.](#) Approval of the 2023 Non-Personnel Budget as Reviewed by the Administrative/Finance Sub-Committee
 - [b.](#) Education Committee Report
 - [i.](#) Receive and Place of File Minutes of June 13, 2022 Education Sub-Committee Meeting
 - [c.](#) Building & Grounds Committee Reports
 - [i.](#) Approve quote for grinding ash tree stumps as recommended by the Building & Grounds Sub-Committee at August 17, 2022 meeting.
 - [ii.](#) Approve quote for the purchase and installation of new HVAC equipment as recommended by the Building & Grounds Sub-Committee on August 17, 2022 meeting.
 - [iii.](#) Approve quote for cutting and removal of broken section of concrete slab as recommended by the Building & Grounds Sub-Committee on August 17, 2022 meeting.

10. Old Business
11. New Business
12. Good of the Center
13. Next Meeting - Thursday, September, 15, 2022 PROPERTY TOUR WILL BEGIN AT 5:00 PM
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, July 21, 2022

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

Not Present: Carlson

Also Present: Maureen Feldt and Debra Nowak

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

June 16, 2022 Committee Meeting Minutes

Clarification on that the Grant will cover some of the cost to purchase and install a Level 2 EV Charging station and that 1000 Islands will be responsible for the remaining costs.

Gertz made a motion to waive the reading of the minutes and approve the June 16, 2022 Committee Meeting minutes. Seconded by Hietpas. Motion carried.

Public Appearances: None

June Financial Report

Pautz made a motion to approve June's Financial Report. Seconded by Jakel. Motion carried.

Correspondence

We received fishing rods and reels from Lee Levknecht and beaver mounts and an opossum family mount from Mary Van Handel. A memorial donation was received for Kathleen Depies and one for Mary Lou Peters. Eagle Graphics donated all proceeds from the May online goat merchandise sale and the Kaukauna Lioness Club donated \$25 for use of our building for their upcoming annual president's picnic.

Friends of 1000 Islands Report

The Friends met in June and July. The main discussion at the meetings has been on the tasks associated with planning of the Art Fair and if there is enough people power to host the event next year. Discussion also on the membership list and the efforts needed to get it updated. The Friends organization is looking for ways to improve and engage the membership for overall help.

Naturalist's Report

Deb working on the 2023 non-personnel budget to submit to the Finance Director. She is going more in-depth to account for expenses appropriately. HR and Personnel are also working on a People Plan to help determine personnel needs in each department. The City is also conducting a compensation evaluation and an employee survey. A new evaluation process is being put in place to ensure all City employees have an annual performance evaluation. The Committee agreed that it is their intent to continue conducting an annual evaluation of the Director as they always have in the past.

Jakel made a motion to accept June's Naturalist Report and place it on file. Seconded by Breitzman. Motion carried.

Admin and Finance Sub-Committee

Van Berkel made a motion to receive and put on file the December 1, 2021 Admin and Finance Sub-Committee meeting minutes. Seconded by Eggleston. Motion carried.

Education Sub-Committee

A new fall family-focused event called "Focus on the Fox" will be held on Saturday, September 24th from 10:00 AM – 3:30 PM. Deb is contacting City Departments, local organizations and clubs to participate.

Gertz made a motion to receive and put on file the March 30, 2022 Education Sub-Committee meeting minutes. Seconded by Pautz. Motion carried.

Buildings and Grounds Sub-Committee

Nothing to report

Old Business

Strategic Planning: The strategic planning sub-committee gathered all of the information from the various recent strategic planning meetings held and selected four high priority goals. They also selected secondary goals to be achieved. Discussion on how to proceed with listing and prioritizing all of the goals within the Strategic Planning document. A motion was made by Eggleston to have the Director move forward and proceed with creating and completing the Strategic Plan by highlighting the top four high priority goals with the remaining secondary goals stated in the appendix. Seconded by Jakel. Motion carried.

New Business

Maintenance of HVAC within the Building: We have a refrigerant leak in the AC unit located in the west end of the building (Director's closet). The tech from Bassett did not recommend trying to fix it, thus a new furnace and HVAC is needed. We will be contacting three contractors to get estimates to properly address the needs within the building, specifically the west end of the building (live animal area, offices and conservation room.)

Good for the Center

July has been a very busy month in the Nature Center building and there have been many first time visitors to 1000 Islands. We are receiving a lot of positive feedback on 1000 Islands and the Conservancy Zone.


Next Committee Meeting

Next Committee Meeting will be on Thursday, August 18, 2022 at 6:30 PM.

Adjournment

There being no further business, Hietpas moved to adjourn the meeting at 8:09 PM. Seconded by Van Berkel. Motion carried.

Maureen Feldt,
Acting Secretary

	A	B	D	E	F	G	H	I	J	K	L	M	NO	P
1														
2														
3														
4	General Ledger - 1000 Islands Environmental Center													
5	July 2022 Budget Analysis													
6														
7														
8	Account		Description			July 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			2,325.25		10,145.55				44.00	18,000.00	
15	201-46740-4694		Building Rental (Taxable)			53.11		665.81					0.00	
16	201-46740-4695		Building Rental (Non-Taxable)			400.00		1,550.00					0.00	
17	201-46740-4696		Programing Fees			942.10		4,635.10					0.00	
18	201-46750-4716		Gift Shop Sales			930.04		3,294.64					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			800.00		800.00				0.00	0.00	
22	201-48500-4914		Education			0.00		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			-9.58		5,973.47				0.00	0.00	
25	201-48500-4910		Env Center Restricted Donate			150.33		366.64				0.00	0.00	
26	201-48500-4912		Env Center - Donations			386.45		5,530.68				75.00	22,000.00	
27														
28			REVENUE TOTALS:			\$3,652.45		\$166,864.15					\$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	NO	P
33	Account		Description			July Actuals		Year to Date				% Var		2022 Budget
34	Expenses													
35	201-56900-5258		Expendable Supplies			28.77		498.95				80.00		2,500.00
36	201-56900-5260		Animal & Bird Care			261.36		756.25				62.00		2,000.00
37	201-56900-5264		Programs			944.63		2,607.34				-0.30		2,600.00
38	201-56900-5276		Conservancy Zone Maint			148.08		4,483.51				40.00		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			2,856.36		4,292.23				0.00		0.00
43	201-56900-5101		Regular Payroll			11,471.83		79,324.43				47.00		150,809.00
44	201-56900-5104		Temporary Payroll			1,851.00		2,619.00				54.00		5,740.00
45	201-56900-5119		Longevity Pay			0.00		0.00				100.00		364.00
46	201-56900-5151		Retirement Plan			499.25		3,421.01				58.00		8,201.00
47	201-56900-5152		Residency			460.85		3,159.67				47.00		5,918.00
48	201-56900-5154		Social Security			755.07		5,087.47				56.00		11,620.00
49	201-56900-5157		Group Health Insurance			1,883.43		13,984.01				40.00		23,401.00
50	201-56900-5160		Group Life Insurance			23.08		152.31				53.00		322.00
51	201-56900-5163		Workers Compensation			390.59		2,521.78				45.00		4,555.00
52	201-56900-5208		Travel Expense			27.50		488.52				-63.00		300.00
53	201-56900-5211		Education & Memberships			0.00		295.00				90.00		3,000.00
54	201-56900-5303		Communications			75.00		525.00				42.00		900.00
55	201-56900-5306		Heating Fuels			11.22		1,322.47				62.00		3,500.00
56	201-56900-5309		Water Sewer & Electric			888.32		4,325.21				61.00		11,000.00
57	201-56900-5312		Maintenance - Buildings			165.00		1,807.67				77.00		8,000.00
58	201-56900-5318		Maintenance - Automotive			0.00		161.62				68.00		500.00
59	201-56900-5325		Contractual Services			908.86		6,341.10				21.00		8,000.00
60	201-56900-5401		Office Supplies			16.97		237.87				84.00		1,500.00
61	201-56900-5431		Postage			0.00		58.00				42.00		100.00
62	201-56900-5499		Miscellaneous			558.02		2,496.58				38.00		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:			\$24,225.19		\$140,967.00						\$266,330.00

Naturalist Report July 2022

Admin/Finance

- The Finance Department is planning on starting a new People and Operational Plan process with this budget year. I will not be able to attend the initial meeting regarding this, but I have reached out to Finance Director Van Rossum regarding this process. The process will be similar to how department heads submitted ARPA projects in that a form will be available to fill out with detail of what the need is, justification for that need and how it will impact the City. From these forms, a 5 year plan will be laid out similar to the City's Capital Improvement Plan.

Education

- We hosted Steve Keller's Traveling Snake Show on July 16th in celebration of World Snake Day. Despite limited time for publicity, we had a great turn out with an estimated 300 people that took part. Steve Keller provided the program at no cost to us and we allowed the use of our pavilion at no cost to him. It was a great event and we will look to repeat it next year.
- Our public program schedule has been set for the rest of the year. We are returning to offering preschool programs and an adult program once per month. We will also be offering Cub Scout Clinics again this fall.
- The Kaukauna Area School District Administrative Team was on-site for an all-day meeting on August 1st. I was given the opportunity to speak with the group of principals and other administrators regarding how we can be of service to the district. The group also completed some service work around the building at the end of the day.

Building & Grounds

- The distribution of ARPA funds was approved at the August 1st Finance and Personnel Committee Meeting. This means that \$200,000 will be deposited into the Parks and Pool capital fund for the boardwalk replacement project. From here the boardwalk replacement will be treated the same as any other capital project, requiring council approval of the project and costs before any work begins.
- The steps into the Upper Woods has been completed. The new stairs on both the Upper Woods side of the highway and the river side of the highway look great. Although we intend to leave the stairs on the Upper Woods side without any railings as they were before, we will be evaluating the stairs on the river side to determine if we want to install some split rail fence along this section. We will include the Overlook and new stairs on the September property tour.
- We have met with Berken Heating & Cooling, Baumgart Mechanical and Basset Mechanical regarding the HVAC systems in the building. Each company has a slightly different take on how to address our heating and cooling needs. Quotes will be presented to the Building & Grounds Sub-Committee
- John Neumeier has been reaching out to concrete cutting companies to get quote on cutting out a cracked piece of the concrete foundation in the live animal area. New concrete would then be poured and tied in with the existing foundation. If it becomes cost prohibitive, we may choose to simply grind down the area of the crack to make it a level surface and reduce tripping hazard.

1000 ISLANDS ENVIRONMENTAL CENTER ADMINISTRATIVE/FINANCE SUB-COMMITTEE MEETING

City of Kaukauna
Nature Center Building
1000 Beaulieu Court, Kaukauna



Wednesday, June 15, 2022 at 4:00 PM

MINUTES

In-Person

1. Call to Order

Members Present: No members present

Also Present: Nowak

Due to a lack of a quorum, the June 15, 2022 Administrative/Finance Sub-Committee Meeting was cancelled.



1000 ISLANDS ENVIRONMENTAL CENTER

ADMINISTRATIVE/FINANCE SUB-COMMITTEE MEETING

City of Kaukauna
Nature Center Building
 1000 Beaulieu Court, Kaukauna



Wednesday, June 29, 2022 at 4:00 PM

MINUTES

In-Person

1. Call to Order

Van Berkel called the meeting to order at 4:06 PM

Members Present: Van Berkel, Eggleston, Manion

Also Present: Nowak

2. Reading and Approval Minutes

a. 1000 Islands Administrative/Finance Sub-Committee Minutes of December 1, 2021

Eggleston moved to waive the reading and approve the minutes of the December 1, 2021 minutes. Second by Manion. Motion carried.

3. New Business

a. Strategic Planning Discussion

Nowak led a brainstorming discussion on what administrative and finance goals are important to try to accomplish over the next 5 years. Several ideas were discussed in detail. This list of goals will be submitted to the Strategic Planning Steering Committee for potential inclusion in the final strategic plan.

4. Other Sub-Committee Items

Discussion on the frequency of sub-committee meetings and the time between a meeting and the approval of the minutes. Options to decrease the time frame were discussed. Van Berkel suggested that draft minutes are shared with the sub-committee members when they are created giving members a chance to review while the meeting is still fresh in the memory.

5. Adjournment

Manion moved to adjourn. Second by Eggleston. Meeting adjourned at 5:31 pm.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P		
1	General Ledger - 1000 Islands Environmental Center																	
2	2023 Budget - DRAFT																	
3																		
4																		
5																		
6																		
7																		
8	Account			Description			2021 Budget		2021 Actual		2022 Budget		2022 6 Mo Actual		2023 Budget			
9	REVENUE																	
10	201-41110-4100			R/E & P/P Taxes			192,503.00		192,503.00		\$120,000.00		120,000.00		TBD			
11	201-43790-4391			Kaukauna School Dist Aids			15,000.00		15,000.00		\$15,000.00		0.00		\$15,000.00			
12	201-43790-4392			Outagamie County Aids			10,000.00		10,000.00		\$15,000.00		10,000.00		\$10,000.00			
13	201-46820-4695*			Env Center Chgs For Service			12,000.00		13,794.84		\$18,000.00		7,820.30		\$18,000.00			
14	201-46740-4694			Building Rental (Taxable)			0.00		2,080.63		\$0.00		612.70		\$3,000.00			
15	201-46740-4695			Building Rental (Non-Taxable)			0.00		600.00		\$0.00		1,150.00		\$0.00			
16	201-46740-4696			Programing Fees			0.00		5,122.00		\$0.00		3,693.00		\$8,500.00			
17	201-46750-4716			Gift Shop Sales			0.00		5,992.21		\$0.00		2,364.60		\$6,500.00			
18	201-48100-4810			Interest Income			4,000.00		0.00		\$6,000.00		7,119.81		\$6,000.00			
19	201-48500-4912			Env Center - Donations			20,000.00		13,917.05		\$22,000.00		5,144.23		\$20,000.00			
20																		
21				REVENUE TOTALS:			\$253,503.00		\$245,214.89		\$272,000.00		\$150,084.34		\$69,000.00			
22																		
23	*Env Center Chrgs for Service amount is total for Building Rental (tax & non-tax), Programming Fees and Gift Shop sales.																	
24																		
25	Account			Description			2021 Budget		2021 Actual		2022 Budget		2022 6 Mo		2023 Budget			
26	Expenses																	
27	201-56900-5101			Regular Payroll			145,739.00		116,315.21		145,739.00		56,154.34		TBD			
28	201-56900-5104			Temporary Payroll			5,740.00		7,890.32		5,740.00		830.76		TBD			
29	201-56900-5119			Longevity Pay			350.00		323.85		350.00		0.00		TBD			
30	201-56900-5151			Retirement Plan			8,111.00		7,355.88		8,111.00		3,696.58		TBD			
31	201-56900-5152			Residency			7,210.00		5,534.67		7,210.00		2,586.11		TBD			
32	201-56900-5154			Social Security			9,564.00		8,327.65		9,564.00		3,997.45		TBD			
33	201-56900-5157			Group Health Insurance			26,121.68		23,981.74		26,121.68		12,417.26		TBD			
34	201-56900-5160			Group Life Insurance			280.00		274.06		280.00		140.08		TBD			
35	201-56900-5163			Workers Compensation			4,387.00		3,460.85		4,387.00		1,880.88		TBD			
36	201-56900-5202			Seminar Expense											\$2,500.00			
37	201-56900-5208			Travel Expense			300.00		39.76		300.00		461.02		\$0.00			
38	201-56900-5211			Education & Memberships			3,000.00		525.00		3,000.00		295.00		\$500.00			
39	201-56900-5258			Expendable Supplies			2,500.00		747.45		2500		470.18		N/A			
40	201-56900-5260			Animal & Bird Care			2,000.00		1,325.76		2,000.00		494.89		\$1,600.00			
41	201-56900-5264			Programs			2,600.00		2,922.28		2,600.00		1,662.71		\$2,200.00			
42	201-56900-5276			Conservaney Zone Maint			6,500.00		6,230.98		6,500.00		4,335.43		\$2,000.00			
43	201-56900-5303			Communications			300.00		600.00		300.00		450.00		\$900.00			
44	201-56900-5306			Heating Fuels			2,500.00		2,606.63		2,500.00		1,311.25		\$3,000.00			
45	201-56900-5309			Water Sewer & Electric			11,000.00		7,901.21		11,000.00		3,436.89		\$9,000.00			
46	201-56900-5312			Maintenance - Buildings			8,000.00		14,561.54		8,000.00		1,642.67		\$12,500.00			
47	201-56900-5315			Maintenance - Office Equip											\$1,500.00			
48	201-56900-5318			Maintenance - Automotive			500.00		606.90		500.00		161.62		\$100.00			
49	201-56900-5321			Maintenance - All Other Equip											\$500.00			
50	201-56900-5325			Contractual Services			8,000.00		7,287.97		8,000.00		5,432.24		\$1,200.00			
51	201-56900-5334			Printing Expense											\$700.00			
52	201-56900-5401			Office Supplies			1,500.00		450.47		1,500.00		220.90		\$600.00			
53	201-56900-5404			Clothing Expense											\$700.00			
54	201-56900-5407			Automotive Supplies											\$300.00			
55	201-56900-5410			General Supplies											\$2,000.00			
56	201-56900-5416			Custodial Supplies											\$800.00			
57	201-56900-5431			Postage			100.00		18.54		100.00		58.00		\$100.00			
58	201-56900-5440			Concession Product											\$3,700.00			
59	201-56900-5499			Miscellaneous			4,000.00		2,408.99		4,000.00		1,938.56		\$1,500.00			
60	201-56900-5801			Outlay - Land & Buildings											\$3,000.00			
61	201-56900-5804			Outlay - Office Equipment											\$1,650.00			
62	201-56900-5807			Outlay - Machinery, Tools & Equip											\$1,200.00			
63	201-56900-5830			Outlay - Automotive											\$0.00			
64	201-56900-5833			Outlay - Park Equipment											\$0.00			
65				EXPENSE TOTALS:			\$260,302.68		\$221,697.71		\$262,802.68		\$104,074.82		\$53,750.00			

1000 ISLANDS ENVIRONMENTAL CENTER

EDUCATION SUB-COMMITTEE MEETING

City of Kaukauna
Nature Center Building
 1000 Beaulieu Court, Kaukauna



Monday, June 13, 2022 at 8:00 AM

MINUTES

In-Person

1. Call to Order

Pautz called the meeting to order at 8:05 AM.

Members Present: Pautz, Jakel, White, Carlson

Also Present: Breitzman, Nowak

2. Reading and Approval Minutes

- a. 1000 Islands Education Sub-Committee Minutes of March 30, 2022

Carlson made a motion to waive the reading and approve the minutes of the March 30, 2022 Education Sub-Committee meeting minutes. Second by White. Motion carried.

3. New Business

- a. Strategic Planning Discussion

Nowak led a brainstorming discussion on what education goals are important to try to accomplish over the next 5 years. After ideas were contributed by all members present, the goals were prioritized and given a year in which action should be taken to accomplish the goal. This list of prioritized goals will be submitted to the Strategic Planning Steering Committee for potential inclusion in the final strategic plan.

4. Other Sub-Committee Items

No other sub-committee items discussed.

5. Adjournment

Jakel moved to adjourn. Second by White. Meeting adjourned at 10:03 am.

730 W County Item .ii.

Kaukauna, WI 54130

Phone: (920)759-1478

Fax: (920)759-1479

Email: mail@berkenheating.com

Name: 1000 Islands Environmental Center - Debra Nowak
Address: 1000 Beaulieu Ct Kaukauna, WI 54130
Phone: 759-5673
Email: dnowak@kaukauna-wi.org

Date: 7/29/2022
Page: 1 of 2
Sq. Ft.
Prepared by: Jeff

Proposal

All material guaranteed to be as specific, and the below work to be performed in accordance with the drawings and specifications submitted for the below work and completed in a substantial workmanlike manner. We hereby propose to furnish the materials and perform the labor necessary for the completion of:

<u>Line</u>	<u>CONSERVATION ROOM</u>	<u>Investment</u>
1	Install new Payne 95% AFUE gas furnace with 5.Year Parts Warranty, 20 Year Heat Exchanger Warranty, All ductwork dampers, regular gas line, venting , and non programmable thermostat	\$ 8,665.00
OPTIONS		
2	Carrier Performance 59TP NG Furnace, up to 96% AFUE, Two Stage Heating, Fixed Speed DC Blower, Lifetime Heat Exchanger Warranty, 1 year Parts Warranty, 1 year Labor Warranty	ADD \$ 800.00
3	Carrier Infinity 59TN NG Furnace, up to 96% AFUE, Two Stage Heating, Variable Speed Blower, 20 year Heat Exchanger Warranty, 1 yr Parts Warranty, 1 yr Labor Warranty	ADD \$ 1,800.00

With payment as follows: 1/4 upon acceptance and 3/4 upon completion

Total For Standard Items _____

Note: This proposal may be withdrawn by us if not accepted with in 30 days. Any alteration or deviation from the above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, delays beyond our control. Owner to carry fire, tornado and other necessary insurance upon above work. Our workers are fully covered by Workmen's Compensation Insurance.

ACCEPTANCE OF PROPOSAL

The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work specified.

Signature: _____ Date: _____ 12



730 W County Item .ii.
Kaukauna, WI 54130
Phone: (920)759-1478
Fax: (920)759-1479
Email: mail@berkenheating.com

Name: 1000 Islands Environmental Center - Debra Nowak
Address: 1000 Beaulieu Ct Kaukauna, WI 54130
Phone: 759-5673
Email: dnowak@kaukauna-wi.org

Date: 7/29/2022
Page: 2 of 2
Sq. Ft.
Prepared by: Jeff

Proposal

All material guaranteed to be as specific, and the below work to be performed in accordance with the drawings and specifications submitted for the below work and completed in a substantial workmanlike manner. We hereby propose to furnish the materials and perform the labor necessary for the completion of:

<u>Line</u>	<u>CONSERVATION ROOM</u>	<u>Investment</u>
1	Carrier Comfort 24ABC Air Conditioner, 2.5 ton, up to 16 SEER, Puron (R-410A) Refrigerant, 5 Year Compressor Warranty, 1 Year Parts Warranty, 1 Year Labor Warranty	\$ 4,150.00
2	Carrier Base 24ABB Air Conditioner, 2.5 ton, up to 13 SEER, Puron (R-410A) Refrigerant, 5 Year Compressor Warranty, 1 Year Parts Warranty, 1 Year Labor Warranty	\$ 3,450.00
3	Payne Base PA13NA Air Conditioner, 2.5 ton, up to 13 SEER, Puron (R-410A) Refrigerant, 5 Year Compressor Warranty, 1 Year Parts Warranty, 1 Year Labor Warranty	\$ 3,350.00
4	4" Air Media (16X25X4)	\$165.00
5	Pro One Programmable Thermostat (T705)	\$50.00

High Voltage Wiring not Included
Permit not Included

With payment as follows: 1/4 upon acceptance and 3/4 upon completion

Total For Standard Items _____

Note: This proposal may be withdrawn by us if not accepted within 30 days. Any alteration or deviation from the above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, delays beyond our control. Owner to carry fire, tornado and other necessary insurance upon above work. Our workers are fully covered by Workmen's Compensation Insurance.

ACCEPTANCE OF PROPOSAL

The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work specified.

Signature: _____

Date: _____



730 W County Rd
Kaukauna, WI 54130
Phone: (920)759-1478
Fax: (920)759-1479
Email: mail@berkenheating.com

Name: 1000 Islands Environmental Center - Debra Nowak
Address: 1000 Beaulieu Ct Kaukauna, WI 54130
Phone: 759-5673
Email: dnowak@kaukauna-wi.org

Date: 7/29/2022
Page: 1 of 2
Sq. Ft. Revised
Prepared by: Jeff

Proposal

All material guaranteed to be as specific, and the below work to be performed in accordance with the drawings and specifications submitted for the below work and completed in a substantial workmanlike manner. We hereby propose to furnish the materials and perform the labor necessary for the completion of:

Line	OFFICE	Investment
1	Carrier Infinity 59TN NG Furnace, 80,000 btu, up to 96% AFUE, Two Stage Heating, Variable Speed Blower, 20 year Heat Exchanger Warranty, 1 yr Parts Warranty, 1 yr Labor Warranty	\$ 4,900.00
2	Carrier Performance 59TP NG Furnace, 80,000 btu, up to 96% AFUE, Two Stage Heating, Fixed Speed DC Blower, Lifetime Heat Exchanger Warranty, 1 year Parts Warranty, 1 year Labor Warranty	\$ 3,950.00
3	Carrier Comfort 59SC, NG Furnace, 80,000 btu, up to 95% AFUE, Single Stage Heating, Single Stage Blower, 20 year Heat Exchanger Warranty, 1 Year Parts Warranty, 1 Year Labor Warranty	\$ 3,550.00
4	Payne PG95, NG Furnace, 80,000 btu, up to 95% AFUE, Single Stage Heating, Single Stage Blower, 20 year Heat Exchanger Warranty, 1 Year Parts Warranty, 1 Year Labor Warranty	\$ 3,500.00
5	Add Insulation to Existing Ductwork in the Attic	\$ 890.00

With payment as follows: 1/4 upon acceptance and 3/4 upon completion

Total For Standard Items

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ACCEPTANCE OF PROPOSAL

The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work specified.

Signature: _____

Date: _____

730 W County Item .ii.

Kaukauna, WI 54130

Phone: (920)759-1478

Fax: (920)759-1479

Email: mail@berkenheating.com

Name: 1000 Islands Environmental Center - Debra Nowak
Address: 1000 Beaulieu Ct Kaukauna, WI 54130
Phone: 759-5673
Email: dnowak@kaukauna-wi.org

Date: 7/29/2022
Page: 2 of 2
Sq. Ft. Revised
Prepared by: Jeff

Proposal

All material guaranteed to be as specific, and the below work to be performed in accordance with the drawings and specifications submitted for the below work and completed in a substantial workmanlike manner. We hereby propose to furnish the materials and perform the labor necessary for the completion of:

<u>Line</u>	<u>OFFICE</u>	<u>Investment</u>
1	Carrier Comfort 24ABC Air Conditioner, 3 ton, up to 16 SEER, Puron (R-410A) Refrigerant, 5 Year Compressor Warranty, 1 Year Parts Warranty, 1 Year Labor Warranty	\$ 4,500.00
2	Carrier Base 24ABB Air Conditioner, 3 ton, up to 13 SEER, Puron (R-410A) Refrigerant, 5 Year Compressor Warranty, 1 Year Parts Warranty, 1 Year Labor Warranty	\$ 3,850.00
3	Payne Base PA13NA Air Conditioner, 3 ton, up to 13 SEER, Puron (R-410A) Refrigerant, 5 Year Compressor Warranty, 1 Year Parts Warranty, 1 Year Labor Warranty	\$ 3,750.00
4	City Permit	Pass Thru
5	EXTRA: Add return air into office space	\$ 315.00

High Voltage Wiring not Included

With payment as follows: 1/4 upon acceptance and 3/4 upon completion

Total For Standard Items _____

Note: This proposal may be withdrawn by us if not accepted within 30 days. Any alteration or deviation from the above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, delays beyond our control. Owner to carry fire, tornado and other necessary insurance upon above work. Our workers are fully covered by Workmen's Compensation Insurance.

ACCEPTANCE OF PROPOSAL

The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work specified.

Signature: _____

Date: _____



Estimate

Item .iii.

Date: 8/17/2022

Billing City of Kaukauna
Address: 222 W. 3rd Street
Kaukauna, WI 54130

Property Name 1000 Islands Environmental Center
Street 1000 Beaulieu Court
City Kaukauna, WI 54130
County Outagamie

Contact: John Neumeier Fax:
Office: 920-766-6305 Mobile:
E-mail: neumeier@kaukauna-wi.org

Blue Prints Available: NO
Site Condition Viewed: YES

Wall Water Onsite YES Inside XXX
Floor XXX Electric YES Outside
Work site Elevation: Scaffolding Not Included
Ground level XXX Shoring Not Included
Above Lift Not Included
Below Skidsteer Not Included

Estimate Prepared By: Dale Zuleger

Email: Dzuleger@ConcreteCutters.biz

Bid valid for 30 days.

The estimate is limited to the information listed:

Cut with electric equipment, remove and dispose of 99 Sq. Ft. (6' x 16'-6") of 6" thick or less concrete floor inside building. Areas to be marked out prior to crew arrival. Not responsible for cutting any utilities in or under concrete being cut. No replacement included. Standard cleanup included, but not removal of other trade's debris. No permit included. One mobilization estimated. Standard working hours M-F from 7:00 A.M. to 3:30 P.M. 0% Retainage On Labor Only Services Provided.

\$1,287.35

Community Donation

\$ (300.00)

\$987.35

Neither party shall be liable for failure or delay to perform obligations under this Agreement, which have become practicably impossible because of circumstances beyond the reasonable control of the applicable party. Such circumstances include without limitation natural disasters or acts of God; acts of terrorism; labor disputes or stoppages; war; government acts or orders; epidemics, pandemics or outbreak of communicable disease; quarantines; national or regional emergencies; or any other cause, whether similar in kind to the foregoing or otherwise, beyond the party's reasonable control. Written notice of a party's failure or delay in performance due to force majeure must be given to the other party no later than five (5) business days following the force majeure event and the actions taken to minimize the impact thereof. All dates under this Agreement affected by force majeure shall be tolled for the duration of the force majeure. The parties hereby agree, when feasible not to cancel but reschedule the pertinent obligations for mutually agreed dates as soon as practicable after the force majeure condition ceases to exist.

0% Retainage On Labor Only Services Provided.

Extra to Bid Price: UNFORESEEN CONDITIONS SUCH AS: EXTRA SAW CUTTING, LABOR AND/OR ADDITIONAL TRIP.

Estimate based on normal working hours: 7:00 AM - 3:30 PM Monday-Friday.

Saturday, Sunday, Holidays, Christmas Eve and New Year's Eve not included unless specified above.

Area to be marked out prior to crew arrival. All work weather permitting.

Waiting time for layout, etc., or additional trip shall be charged to job at regular rate per hour.

Bid does not include Prevailing Wage aka Davis-Bacon rates. If PW job, notify us immediately and bid is null and void.

Not responsible for cutting any utilities in or under concrete.

No ripping of rebar, 3500 PSI concrete or less. No structural slab or beam cutting included

* Signed Proposal must be in our office before work will begin.

*Signature _____

Date: _____

Print Name _____

P.O. # _____

Title _____

Project # _____

Personal Guarantee of Payment. Term: Net 30 days. 1-1/2% Per month (which is annual rate of 18%) will be charged on all accounts after 30 days. 25% Collection Fee, Plus All Attorney Fees, Will Be Added To The Balance Due.

Hydraulic & Electric Equipment - Wall & Floor Sawing - Core Drilling - Curb Cutting - Wire Sawing - Excavating Services - Concrete Removal & Replacement

Concrete Cutters, Inc. 1020 Prospect Lane, PO Box 75, Kaukauna, WI 54130 (920) 766-1721 Fax: 766-7269