

1000 ISLANDS ENVIRONMENTAL CENTER COMMITTEE

City of Kaukauna

Nature Center Building

1000 Beaulieu Court, Kaukauna



Thursday, September 15, 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 August 18, 2022](#)
5. Financial Report
 - a. [August Financial Report](#)
6. Correspondence
7. The Friends of 1000 Islands Report
8. Naturalist Report
 - a. [August Naturalist Report](#)
9. Committee Reports
 - a. Administrative/Finance Committee Reports
 - b. Education Committee Report
 - c. Building & Grounds Committee Reports
10. Old Business
 - a. 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.
11. New Business
12. Good of the Center
13. Next Meeting - Thursday, October 20, 2022
14. Adjournment

NOTICES

A property tour will begin at 5:00 pm on September 15. Anyone interested in looking at projects at and around the Nelson Overlook should meet at the Overlook parking lot at 5 PM.

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, August 18, 2022

Members Present: Breitzman, Carlson, Eggleston (arrived at 6:43), Gertz, Hietpas, Pautz, Van Berkel and White

Not Present: Jakel and Manion

Also Present: Maureen Feldt and Debra Nowak

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

July 21, 2022 Committee Meeting Minutes

Gertz made a motion to waive the reading of the minutes and approve the July 21, 2022 Committee Meeting minutes. Seconded by Carlson. Motion carried.

Public Appearances: None

July Financial Report

Gertz made a motion to approve July's Financial Report. Seconded by Van Berkel. Motion carried.

Correspondence

We received fishing rods from Brian and Denise Mael.

Friends of 1000 Islands Report

The Friends met on Monday, August 15th and further discussed tasks associated with planning of the Art Fair. The Friends will have a Food Stand at the Focus on the Fox event on Saturday, September 24th. The Friends made a commitment to give 1000 Islands \$9,000 towards their 2023 budget.

Naturalist's Report

Nowak welcomed the Kaukauna High School Administrators on Monday, August 1st for a team building meeting at 1000 Islands. She reiterated that we are here for teacher's needs.

Carlson made a motion to accept July'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 June 15 and 29, 2022 Admin and Finance Sub-Committee meeting minutes. Seconded by Gertz. Motion carried.

2023 Non-Personnel Budget: Gertz made a motion to move forward with the proposed 1000 Islands non-personnel 2023 budget and submit it to the City Finance Department. Seconded by Hietpas. Motion carried.

Education Sub-Committee

Carlson made a motion to receive and put on file the June 13, 2022 Education Sub-Committee meeting minutes. Seconded by White. Motion carried.

Buildings and Grounds Sub-Committee

Ash Tree Stump Removal: The quotes came in under the minimum amount needed for Committee approval, thus item number 9.C.i. can be removed from the agenda. Van Berkel made a motion to remove item 9.C.i. Approve Quote for Grinding Ash Tree Stumps from the August 18, 1000 Islands Committee Meeting agenda. Seconded by Carlson. Motion carried.

HVAC Equipment: Nowak received three quotes (Bassett, Baumgart, Berken) for replacement of the broken units that control the office areas and Conservation Room. The Building & Grounds Sub-Committee reviewed all quotes and made the recommendation to proceed with Berken. Eggleston made the motion to approve the estimate from Berken Heating & Cooling including lines 1 and 2 for the conservation room heating, lines 2, 4 and 5 for the conservation room cooling, lines 1 and 5 for office heating, and lines 2 and 5 for office cooling for a total of \$23,085. Seconded by Carlson. Motion carried.

Broken Concrete Floor: The concrete floor by Jabber's cage/live animal area has expanded and broke the tile flooring causing a safety concern. Nowak worked with John Neumeier to get estimates to remove a strip of the concrete where it has expanded. Staff from the Street Dept. will pour new concrete and replacement flooring will be completed in 2023. The quotes came in under the minimum amount for Committee approval.

Old Business

Nothing to report

New Business

Nothing to report

Good for the Center

The Nature Center continues to have many visitors and our Camps and Classes are at max capacity.


Next Committee Meeting

Next Committee Meeting will be on Thursday, September 15, 2022 at 6:30 PM. Deb will lead a property tour of the Nelson Overlook area starting at 5:00 PM.

Adjournment

There being no further business, Gertz moved to adjourn the meeting at 7:17 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	August 2022 Budget Analysis													
6														
7														
8	Account		Description			Aug. 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			1,571.75		11,717.30			35.00	18,000.00		
15	201-46740-4694		Building Rental (Taxable)			75.00		740.81				0.00		
16	201-46740-4695		Building Rental (Non-Taxable)			75.00		1,625.00				0.00		
17	201-46740-4696		Programing Fees			944.00		5,579.10				0.00		
18	201-46750-4716		Gift Shop Sales			477.75		3,772.39				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			0.00		800.00			0.00	0.00		
22	201-48500-4914		Education			312.00		7,240.00			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			0.00		5,973.47			0.00	0.00		
25	201-48500-4910		Env Center Restricted Donate			127.34		493.98			0.00	0.00		
26	201-48500-4912		Env Center - Donations			27.00		5,557.68			75.00	22,000.00		
27														
28			REVENUE TOTALS:			\$2,038.09		\$168,902.24					\$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			Aug. Actuals		Year to Date				% Var		2022 Budget
34	Expenses													
35	201-56900-5258		Expendable Supplies			339.49		838.44				66.00		2,500.00
36	201-56900-5260		Animal & Bird Care			140.48		896.73				55.00		2,000.00
37	201-56900-5264		Programs			86.15		2,693.49				-0.36		2,600.00
38	201-56900-5276		Conservancy Zone Maint			104.49		4,588.00				39.00		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			45,771.40		50,063.63				0.00		0.00
43	201-56900-5101		Regular Payroll			11,609.93		90,934.36				40.00		150,809.00
44	201-56900-5104		Temporary Payroll			1,929.00		4,548.00				21.00		5,740.00
45	201-56900-5119		Longevity Pay			0.00		0.00				100.00		364.00
46	201-56900-5151		Retirement Plan			508.61		3,929.62				52.00		8,201.00
47	201-56900-5152		Residency			469.49		3,629.16				39.00		5,918.00
48	201-56900-5154		Social Security			766.40		5,853.87				50.00		11,620.00
49	201-56900-5157		Group Health Insurance			1,883.43		15,867.44				32.00		23,401.00
50	201-56900-5160		Group Life Insurance			23.08		175.39				46.00		322.00
51	201-56900-5163		Workers Compensation			393.38		2,915.16				36.00		4,555.00
52	201-56900-5208		Travel Expense			0.00		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		600.00				33.00		900.00
55	201-56900-5306		Heating Fuels			9.57		1,332.04				62.00		3,500.00
56	201-56900-5309		Water Sewer & Electric			894.05		5,219.26				53.00		11,000.00
57	201-56900-5312		Maintenance - Buildings			6,316.03		8,123.70				-0.02		8,000.00
58	201-56900-5318		Maintenance - Automotive			60.04		221.66				56.00		500.00
59	201-56900-5325		Contractual Services			798.81		7,139.91				11.00		8,000.00
60	201-56900-5401		Office Supplies			46.17		284.04				81.00		1,500.00
61	201-56900-5431		Postage			0.00		58.00				42.00		100.00
62	201-56900-5499		Miscellaneous			118.64		2,615.22				35.00		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:			\$72,343.64		\$213,310.64						\$266,330.00

Naturalist Report August 2022

Admin/Finance

- I attended the annual budget meeting with Outagamie County. I recapped our accomplishments over the past year and mentioned some of the projects in the works. Meeting attendees were impressed with what we are able to accomplish with a small budget. The proposed budget support from the County is expected to be \$10,000.
- City Council recently approved an updated employee handbook. The employee handbook is part of our policy binder which means updates are needed. Please bring your policy binder in to the Nature Center at your earliest convenience and we will update it for you.

Education

- The Fall's Focus on the Fox event planning is well underway. We are looking for some volunteer for a number of different areas including facilitating some of our activities as well as participating in our River Cleanup. If anyone is interested in helping on September 24, please let me know.
- The annual Fairy Walk program done with the Kaukauna Public Library was back to pre-pandemic attendance levels with a near record 800 attendees this year.
- A new documentary focusing on the Fox River titled "The Power of the River" premiered in both DePere and Menasha. 1000 Islands as well as an interview that I gave is featured in a small portion of the video. The documentary is available to download on Vimeo and we were given a copy on DVD. We will be featuring the video at our Focus on the Fox event.

Building & Grounds

- Berken Heating & Cooling was on-site to replace our failing furnace and air conditioning unit, install an air return and insulate ductwork as well as install the new furnace and air conditioning unit. Electrical work to power the new equipment still needs to be completed. Berken will return to test and finish the project once the electrical work is done.
- We have been working with Concrete Cutters and the City Street Department to schedule the foundation repairs. The concrete cutting is tentatively scheduled for October 6. We will likely close the building on the day of the concrete cutting. If possible, we will keep a portion of the building open to the public before and after the concrete cutting to limit the impact to visitors.
- The City is hosting a League of Municipalities Leadership Training day for all City department heads on October 25th. The training will be held at 1000 Islands as all other meeting facilities in the City were unavailable. We will need to close the building to the public in order to successfully hold the training session.
- A good majority of the ash tree stumps have been ground out and the rest should be taken care of soon. The project has proven to be difficult with the large number of rocks in the ground causing damage to the grinder equipment. After the grinding is complete, we will be working on planting 4 new trees in the picnic area.