

1000 ISLANDS ENVIRONMENTAL CENTER

ADMINISTRATIVE FINANCE SUB-COMMITTEE MEETING

City of Kaukauna
Nature Center Building
1000 Beaulieu Court, Kaukauna



Wednesday, December 01, 2021 at 5:00 PM

MINUTES

1. Call to Order

Members Present: Hietpas, Van Berkel, Eggleston, Manion (arrived at 5:15 PM)

Also Present: Nowak, Carlson

Meeting called to order at 5:02 PM by Van Berkel

2. Reading and Approval Minutes

- a. 1000 Islands Administrative/Finance Sub-Committee Minutes of September 2, 2021
Eggleston moved to waive the reading and approve the minutes of the September 2, 2021 meeting. Second by Hietpas. Motion passed.

3. Old Business

- a. Discussion on Best Use for Groth Donation
Nowak mentioned the recommendation made by the Building & Grounds sub-committee to use the restricted funds to install new concrete stair treads and crushed gravel landings from the River Trails to the Upper Woods to replace old rotting railroad ties at an estimated cost of \$34,700. Eggleston made a motion to approve the Building & Grounds recommendation and pass the project along to the full Committee for approval. Second by Hietpas. Motion passed.
- b. Continued Revision of Policies 2.029 through 2.0299 - Use of the 1000 Islands Environmental Center Building and Grounds
Policy 2.029
Item #4 The last sentence should be changed to include 2.0298 as well as adding "and Close-up Checklist" after Use Agreement.
Item #9 should include Policy 2.028 at the end of the paragraph.
Policy 2.0291
Hietpas inquired about the snowshoe fees. Nowak suggested re-evaluating once equipment has been improved. Eggleston encouraged a new evaluation of building rental fees with area comparables. No changes recommended.
Policy 2.0292
Change paragraph 2 to read "...\$.10 per side of each copy..." and eliminate paragraph 3.
In paragraph 4, change "in this opinion" to "in staff's opinion"
Policy 2.0293
No changes recommended
Policy 2.0294
No changes recommended
Policy 2.0295

In the final paragraph, just above Renter's Signature, change "terms and conditions" to "Building and/or Pavilion Use Agreement" and capitalize "Closing-up Checklist."

Policy 2.0296

Change all occurrences of renter to a capital R in the policy. Include site manager contact info with other staff contacts.

Policy 2.0297

Add policy number to the header of the policy.

Fix spelling error on premises in the first paragraph.

Remove "it is" from line regarding service dog in the third paragraph.

In the fifth paragraph, end the first sentence at "prohibited."

In the ninth paragraph, change "costs as billed by the City" to "costs as billed by the 1000 Islands Environmental Center"

Add site manager contact info with other staff contacts.

Make all occurrences of renter include a capital R.

Policy 2.0298

In the fifth bullet under Building, delete the words "incurred by guests"

Change Site Manager contact info from Bud Gadow to Brad Garrity

Policy 2.0299

In the final paragraph above Renter's Signature, change "a maximum of 1 year" to "the balance of the current calendar year"

Manion moved to accept revisions as described to policies 2.029 through 2.0299 Second by Eggleston. Motion passed. Nowak will send out revisions to the sub-committee via email and add approval of the policy revisions to the January Committee meeting agenda.

4. New Business

a. Update on Endowment Investment Opportunities

Nowak summarized a meeting that was held with representatives from Huntington Bank regarding the limitations of the endowment investments. The Huntington representatives felt that as long as we were currently getting around 1% interest rates on local CDs, they would not be able to produce better results through them. Nowak will look into more details on the possibility of establishing a 1000 Islands Foundation in order to create an endowment that generates better returns on investment. Nowak will check with the Kaukauna Public Library Director, the Community Foundation for the Fox Valley Region and other nature centers to answer questions on how a foundation would work.

b. Other Administrative/Finance Items

5. Adjournment

Manion moved to adjourn. Hietpas second. Meeting adjourned at 6:18 PM