

# 1000 ISLANDS ENVIRONMENTAL CENTER

## ADMINISTRATIVE/FINANCE SUB-COMMITTEE

City of Kaukauna  
**Nature Center Building**  
1000 Beaulieu Court, Kaukauna



Wednesday, January 04, 2023 at 4:30 PM

### MINUTES

#### In-Person

#### 1. Call to Order

Members Present: Gertz, Manion, Pautz, Van Berkel, Eggleston (arrived at 4:47 PM)

Also Present: Breitzman, Carlson, Nowak, White

Van Berkel called the meeting to order at 4:30 PM

#### 2. Reading and Approval Minutes

- a. 1000 Islands Administrative/Finance Sub-Committee Minutes of October 20, 2022  
Manion made a motion to waive the reading and approve the minutes from the October 20, 2022 Administrative/Finance Sub-Committee meeting. Seconded by Gertz. Motion carried.

#### 3. New Business

- a. Review of Administrative Assistant Job Description and Schedule  
Nowak presented suggested edits of the Administrative Assistant Job Description. The edits reflect the number of hours allowed and updated job duties. There was discussion on the number of duties that are included for the Friends group.  
Pautz suggested removing the words "one month" from item 7 in the responsibilities and duties section.  
Nowak provided an explanation of how the new schedule was created. She emphasized the need for additional building coverage at the end of the day and the productivity benefit of allowing the Administrative Assistant to work a few hours while closed on Mondays. This will allow time to focus on projects without interruption from the general public.  
Gertz moved to recommend the full Committee approve the updated Administrative Assistant job description and schedule. Seconded by Pautz. Motion carried.
- b. Review of 2022 Building Rentals and Discussion on the Future of Building Rentals  
Nowak shared staff concerns about the impact that party rentals have on the nature center building and the amount of staff time spent on rentals. While reviewing the building rentals that occurred in 2022, Van Berkel ask how many of those rentals would be considered party rentals. Nowak responded that 28 of the 38 rentals would fall under the party category. Manion suggested that the group consider eliminating all rentals since the majority of them fall under the party category. Gertz made a motion to eliminate all building rentals. Motion failed due to the absence of a second.  
Van Berkel suggested edits to the end of item A in policy 2.029. The word "individuals" should be removed from the second sentence. After the sentence ending with "as approved by the 1000 Islands Environmental Center Committee and/or Director Naturalist"

it should read "In order to protect the building, exhibits and live animals, the Nature Center building is available to established groups for meetings, workshops or other structured events; party rentals will not be approved. The 1000 Islands pavilion is available to rent for all activities/events."

Pautz moved to recommend for full Committee approval, eliminating parties from building rentals and other rentals are under the discretion of the Director/Naturalist. Manion seconded.

Pautz amended the motion to include the recommendation to approve the revised policy 2.029. Motion carried.

c. Park Pavilion Fee Increase to Match other City of Kaukauna Pavilions

Nowak informed the group of the new park pavilion fee structure recently passed by City Council for other City parks and provided an updated policy and fee structure for 1000 Islands that would match the rest of the City. Manion commented on the importance to stay uniform with the City where possible.

Looking at other items on the 1000 Islands Fee Schedule, Van Berkel had concerns on the current snowshoe rental cost. Nowak responded that the Education Sub-Committee will be discussing the snowshoe program at an upcoming meeting and rental fees will be discussed at that time.

Manion made a motion to table approving the updated fee schedule until more information is available on snowshoe rental fees. Second by Pautz. Motion carried.

d. Summary of 2022 City of Kaukauna Compensation Study

Nowak provided the members with a summary of the 2022 City of Kaukauna Compensation Study. Nowak noted how none of the comparable communities had departments similar to 1000 Islands, so she collected some job descriptions and compensation information from publicly run nature centers in the area. These comparables were helpful to reinforce that the pay rates for 1000 Islands part-time staff were competitive.

Nowak informed the group that the Compensation Study was done based on an old job description for the Director/Naturalist position. Nowak sent updated information to Human Resources Director Swaney and will follow-up with her on the status of evaluating the correct job description.

e. Review of Paid Holidays for Part-Time Staff

Nowak recently met with HR Director Swaney regarding staff concerns over how holiday pay is handled. Nowak asked Swaney to review three policies related to paid holidays, working on holidays, and call-in pay. Swaney appreciated the information and offered to review the items the next time the City handbook is reviewed but declined to look into it any sooner. Manion suggested asking the Mayor to add it to a council agenda sooner than a full handbook revision. Nowak will contact the Mayor with the request and will also send detail on the policy concerns and recommended changes to the full Committee.

f. Inclement Weather Policy

The draft of an inclement weather policy was discussed. Van Berkel suggested edits to the draft including moving the second sentence of the second paragraph to the end of the policy and edit to read "Any other weather related closures will be at the discretion of the Director/Naturalist." Van Berkel also suggested editing the last sentence of the second paragraph to read "In that event, full-time staff will have the option to:" Pautz made a motion to recommend the amended policy to the full Committee for approval. Seconded by Eggleston. Motion carried.

4. Adjournment

With no further business to discuss, Pautz made a motion to adjourn. Seconded by Eggleston.  
Meeting adjourned at 6:29 PM

DRAFT