

# 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

### AGENDA

#### In-Person

1. Call to Order
2. Reading and Approval Minutes
  - a. 1000 Islands Administrative/Finance Sub-Committee Minutes of October 20, 2022
3. Old Business
4. New Business
  - a. Review of Administrative Assistant Job Description and Schedule
  - b. Review of 2022 Building Rentals and Discussion on the Future of Building Rentals
  - c. Park Pavilion Fee Increase to Match other City of Kaukauna Pavilions
  - d. Summary of 2022 City of Kaukauna Compensation Study
  - e. Review of Paid Holidays for Part-Time Staff
  - f. Inclement Weather Policy
5. Other Sub-Committee Items
6. 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.