

# GRIGNON MANSION BOARD

City of Kaukauna

**Council Chambers, 1st Floor**

Municipal Services Building

144 W. Second Street, Kaukauna

Monday, May 23, 2022 at 5:30 PM



## AGENDA

### In-Person

1. Roll Call
2. Welcome Others in Attendance
3. Reading and Approval of Minutes.
  - a. [Approve minutes from April 25, 2022 meeting](#)
4. Report from the City
  - a. Grignon Mansion Repairs
  - b. Grignon Mansion Grounds Update
5. Reports from Friends
  - a. Friends Finance Report
  - b. Other Issues
6. Report from the Chair
  - a. [Grignon Mansion Bylaws](#)
7. Other Business
8. Set Next Meeting Date and Location
9. Adjournment

## NOTICES

**IF REQUESTED THREE (3) DAYS PRIOR TO THE MEETING, A SIGN LANGUAGE INTERPRETER WILL BE MADE AVAILABLE AT NO CHARGE.**

**WE ARE FOLLOWING CDC GUIDELINES REGARDING MASK-WEARING IN CITY FACILITIES.**

# GRIGNON MANSION BOARD MEETING MINUTES

Monday, April 25, 2022

The meeting was called to order by Pennie Thiele at 5:30 PM in the Municipal Services Building Council Chambers



## Roll Call

- Present – Pennie Thiele, Bruce Werschem, Shellee Jackels, Carol King, Al Borchardt, Patty DeGoey, Sandy Coenen, Patty Brogan, Gavin Schmitt
- Others in Attendance – Cassidy Mickelson

## Review/Approve Minutes from March 28, 2022 Meeting

- Motion by Bruce Werschem to approve prior meeting minutes. Seconded by Sandy Coenen. Motion Unanimously Approved.

## Report from the City (Mickelson)

- Grignon Mansion Repairs
  - The contracts for the repair project have been sent to Berglund Construction to be signed.
- Tree Plan Update
  - Stump removal will be done by the City of Kaukauna. Some replanting will be taken care of by City funds.
  - Mickelson hopes to create an interpretive tree plan to implement in the fall. Idea for types of trees are welcome. Deb Nowak from 1000 Islands has been consulted for ideas.
  - Donated trees or trees purchased with donated memorial funds will be signified with plaques.

## Report from Friends (DeGoey)

- Friends Finance Report
  - Grant Money Account - Beginning balance of \$20,010.81, ending balance of \$20,015.74
  - Savings Account - Beginning balance of \$100.09, ending balance of \$100.11
  - Original Checking Account - Beginning balance of \$50,634.26, ending balance of \$50,734.31, with total deposits of \$246.76 and total withdrawals of \$145.71. Available non-designated funds \$38,106.70.
  - Nancy Ducharme (direct descendent of Dominic Ducharme) sent an email to Patty stating that she is interested in donating money and ideas for the tree replanting project.
  - Received a check for \$645.00 for participating in the Festival of Lights
- Volunteer Appreciation Pot Luck was well attended.
- May 7<sup>th</sup> is opening day. The Friends are continuing to plan for upcoming events.

## Report from the Chair (Thiele)

- Grignon Mansion Bylaws are in the process of being amended per suggestions from the Board

- Name change from Grignon Home to Grignon Mansion will require an ordinance and will require a motion by the Board requesting that the City move forward with the ordinance.
  - Motion by Bruce Weschem to move forward with this request. Second from Shellee Jackels. Motion Unanimously Approved.
- Do we require a motion to approve changes to other aspects of the bylaws? i.e. meeting times, meeting postings?
  - Mickelson will look into this and report back to the Board.

#### **Other Business**

- Mickelson - Report from Canadian National - Augustine Street Railroad Crossing project will hopefully be completed by June 30, 2022.
- Mickelson reported the re-election of the Board Members and Officers
  - Chair - Pennie Thiele, Vice-Chair - Bruce Werschem, Secretary - Shellee Jackels
- Werschem questioned if we would be able to look into getting more modern signage for the entrance down at the Mansion, preferably something lit up/marquee style
  - Mickelson will reach out and inquire with the City
- Werschem aired concern with us attracting more/new volunteers
  - DeGoey stated that we lost a significant amount of volunteers with the COVID shutdown and ongoing concerns regarding the pandemic.
    - People have continued to retreat from volunteering after enjoying their free time without the obligation.
  - Mickelson and DeGoey pointed out that there are so many causes to volunteer for in our area. History is put on a perpetual back burner.
  - Thiele suggested to possibly contact History and/or Drama students at FVTC as potential new candidates.
  - DeGoey pointed out that there are also insurance liability issues with each new volunteer and/or volunteer groups brought in.

#### **Set Next Meeting Date and Location**

- Monday, May 23, 2022 at 5:30 in the Council Chambers at the Municipal Building.

#### **Adjourn at 6:20 PM**

- Motion by Shellee Jackels. Seconded by Sandy Coenen. Motion Unanimously Approved.

## GRIGNON MANSION BOARD BYLAWS

### Article I—Name and Purpose

Section 1. The official name of this body shall be the Grignon Mansion Board.

Section 2. The Grignon Mansion Board is established by the City of Kaukauna for the purpose of promoting, protecting and preserving the Grignon Mansion and to educate the public regarding the Mansion and to develop public information programs about the Mansion.

### Article III—Membership

Section 1. Membership and the terms of membership shall be as provided for in Ordinance 1673 of the City of Kaukauna.

Section 2. The members of the Board shall serve without compensation but shall receive reimbursement of expenses as the Board directs. [cf. Ordinance 1673]

### Article III—Officers and Their Duties

Section 1. The officers of the Board are Chair, Vice Chair, and Secretary.

Section 2. The duties of the Chair shall be to:

- a. Preside at the meetings of the Board
- b. Serve as chair of the Executive Committee; and
- c. Appoint special subcommittees, which may include persons other than Grignon Mansion Board members.

Section 3. The duties of the Vice Chair shall be to perform the duties of the Chair in his/her absence.

Section 4. The duties of the Secretary shall be to:

- a. Keep records of the attendance of members at all meetings;
- b. Keep the minutes of all board and executive committee meetings;
- c. Maintain a permanent record file of board documents and correspondence in accordance with Wisconsin Public Records law; and
- d. Distribute minutes of board meetings and copies of other board documents to board members, and concerned others..

Section 5. All officers shall be elected annually by a majority vote of the board members at the January meeting.

Section 6. The Executive Committee shall consist of the Chair, Vice Chair, and Secretary. It shall:

- a. Act on urgent Board matters between meetings;
- b. Prepare an agenda for each meeting if requested to do so by the Chair; and
- c. Call special meetings of the board as they are needed.

### Article IV—Meetings

Section 1. The Grignon Mansion Board is a governmental body and all meetings of the Board are governed by the provisions of Wisconsin Open Meetings law.

Section 2. All meetings will be open to the public.

Section 3. Regular meetings of the Board will be held monthly on the 4<sup>th</sup> Monday of each month at a time and location chosen by the Grignon Mansion Board. Meetings are subject to change as needs arise.

Section 4. A majority of the members of the Board shall constitute a quorum.

Section 5. Notices of meetings shall be posted to all members at least one week before each meeting; and shall be properly noticed as provided for in Wisconsin Open Meetings law.

#### Article VI—Subcommittees

Section 1. As the need for standing and special subcommittees arises, such subcommittees may be appointed by the Chair.

Section 2. Subcommittees shall report regularly to the Board.

#### Article VII – Finances

Section 1. Annually, at the time the regular City budget is prepared, the Grignon Mansion Executive Director shall submit to the Council for approval a budget regarding the operations of the Board for the succeeding year. The budget, as approved by the Council, may become part of the regular City tax levy. The expenditures of such appropriated money and any other funds received and designated for use in conjunction with the Grignon Mansion shall be under the direction of the Board. The Board shall submit requests to the City for payment on a monthly basis as expenses are incur. [cf. Ordinance 1673]

#### Article VIII—Amendments

Section 1. These bylaws may be amended or added to by a two-thirds majority vote of active members at any regular board meeting.

#### Article IX—Rules of Order

Section 1. The meetings and activities of the Grignon Mansion Board shall be conducted according to *Robert's Rules of Order*, except as otherwise provided by these bylaws.

---

#### CERTIFICATE OF ADOPTION

It is hereby certified that the foregoing bylaws of this organization were adopted at the regular meeting of the Grignon Mansion Board held at Kaukauna, Wisconsin on the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Secretary