

GRIGNON MANSION BOARD

City of Kaukauna

Council Chambers, 1st Floor

Municipal Services Building

144 W. Second Street, Kaukauna



Monday, January 24, 2022 at 5:30 PM

AGENDA

In-Person and Remote Teleconference via Zoom

1. Roll Call
2. Welcome New Board Members and Others in Attendance
3. Reading and Approval of Minutes
 - a. Approve minutes from November 22, 2021 meeting
4. Report from the City
 - a. Grignon Mansion Annual Report
 - b. Grignon Mansion Repairs
5. Reports from Friends
 - a. Friends Finance Report
 - b. Other Issues
6. Report from the Chair
 - a. 2022 Objectives
7. Other Business
 - a. Nominations Opened for Election of Officers
Elections to be held at February 28, 2022 Grignon Mansion board meeting
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, November 22, 2021

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

Roll Call

- Present - Sandy Coenen, Patty DeGoey, Shellee Jackels, Carol King, Pennie Thiele, Al Borchardt
- Absent - Bruce Werschem, Lisa Verhagen, Patty Brogan
- Others in Attendance - Cassidy Mickelson

Review/Approve Minutes from October 25, 2021 Meeting

- Motion by Sandy Coenen to approve prior meeting minutes. Seconded by Al Borchardt. Motion Unanimously Approved.

Report from the City (Mickelson)

- 2022 Budget Update – The proposed funds of \$300K for Mansion repairs has been approved. Mickelson had proposed this amount to the City Council with the outlook of the necessary repairs to the Mansion.
- Grignon Mansion Repairs - Mickelson will be addressing contractors for bids to get the repairs underway. There are several contracting businesses experienced in historic preservation work interested in assisting with the repairs.
- Grignon Mansion Endowment Funds - Where do the endowment fund dollars go if we are not able to use them toward the Mansion? The funds are redirected to other non-profit entities in Kaukauna. Currently working with the Community Foundation to find ways for us to be less of a burden to our taxpayers, and to be certain that we are able to cover the salary for the Executive Director without any trouble in the future.

Report from Friends (DeGoey)

- Friends Finance Report
 - Grant Money Account - Beginning balance \$10,003.59, ending balance \$10,006.53; with a deposit of \$2.94.
 - Original Checking Account - Beginning balance \$44,626.46, ending balance \$74,472.11; with total deposits of \$31,359.30, total withdrawals of \$1,513.65, and available non-designated funds of \$38,964.00.
- Upcoming Events
 - November 13 - Festival of Lights set up
 - November 23 - Appleton Christmas Parade - The Grignon Mansion float will be number 29 in the parade this year.
 - November 26 - Fox Cities Festival of Lights - 4:30-9:30 PM. 6-8 volunteers will be needed for the event. There are currently 8 volunteers signed up.
 - November 29 - Little Chute Christmas Parade, 6 PM

- December 7 - Kaukauna Christmas Parade, 6 PM
- Christmas Tours
 - Saturday December 4 & 11, tours 2-7 PM, wagon rides 2:30-7:30 PM
 - Sunday, December 5 & 12, tours 11 am - 4 pm, wagon rides 11:30 am - 4:30 pm
 - Both Saturdays the tours are sold out, Sundays are at 60% reserved
- DeGoe attended Wisconsin Historical Society conference at the end of October - workshops specializing in historical gift shops; working on improving our current gift shop, including offering more indigenous made items and books on indigenous history
- We may be receiving a donation from the Community Foundation for a technological advancement that will help with sorting through, organizing and scanning the current files and artifacts at the Mansion.

Report from the Chair (Thiele)

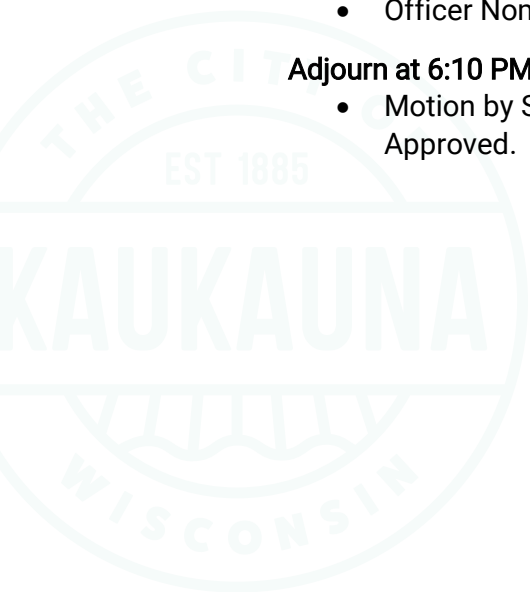
- Repairs on the Augustine St. railroad crossing have finally been approved.
 - Repairs to be completed by August 31, 2022.
- Should we be or are we doing background checks on our volunteers?
 - We have done them, but currently we are not. Are there liability issues to the city if something were to happen? Mickelson will follow up with HR and report back.
- There will be no Grignon Mansion Board Meeting for December 2021.

Set Next Meeting Date and Location

- Monday, January 24, 2022 at 5:30 PM in the Council Chambers at the Municipal Building.
- Officer Nominations will take place.

Adjourn at 6:10 PM

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





MEMO

GRIGNON MANSION

To: Grignon Mansion Board
From: Cassidy Mickelson, Grignon Mansion Executive Director
Date: January 24, 2022
Re: Grignon Mansion Annual Report

2021 was a year of success and adapting at the Grignon Mansion. After being closed to the public in 2020 due to the pandemic, staff and volunteers were eager to reopen for seasonal tours in May and hold annual special events. Although procedures were different to ensure the safety of visitors and volunteers, the community responded with overwhelming positivity. Despite being unable to host three special events or school tours, 2021 reflected one of the best years of attendance since opening to the public in 2013.

As we look back on the year, it is important to note that nothing would be possible without the City of Kaukauna, the Grignon Mansion Board, the Friends of the Grignon Mansion, local businesses and non-profits, and our community partners. Below, you will find a list of highlights for 2021 regarding volunteer participation, visitor attendance, and completed projects. Additionally, a list of goals and projects for 2022 is included. For any additional details, please contact me at cmickelson@kaukauna-wi.org.

2021 Highlights

185 seasonal tour attendees

107 tours at the Grignon Mansion Car Show

341 Civil War Living History Demonstration attendees

398 Grignon Mansion Christmas Tour attendees

356 new Facebook page likes, 408 new Facebook page followers

Completion of the Historic Structure Report by Legacy Architecture

- Made possible by the Wisconsin Historical Society (\$15,500), the Community Foundation's David L. and Rita E. Nelson Family Fund (\$10,000), the Friends of the Grignon Mansion (\$2,500), and the City of Kaukauna (\$2,500)

41 active volunteers with the Friends of the Grignon Mansion, including 11 junior tour guides

1,250 hours logged by volunteers

\$2,500 in local business sponsorships and donations

- Hintz Trucking & Excavating, Kobussen Buses, Ltd., Fox Communities Credit Union, Richard's Diamonds & Gems, Midwest Carriers, Kaukauna Elks Club

In-kind donations from 16 local businesses and non-profits

- Action Auto, Pagoni's Pizza, Kaukauna Coffee and Tea, Sticky Fingers Café, Marshall Florist, Cherryland's Best, Trilliant/Victor Allen's Coffee, Hearthstone Historic House Museum, Building For Kids Children's Museum, History Museum at the Castle, Great Harvest Bread Co., Clever K9, VFW Ladies Auxiliary, Stoneridge Piggly Wiggly, Woods & Ivy, Carstens Ace Hardware

2022 Goals and Projects

Grignon Mansion Repairs

- Based on the recommendations of the Historic Structure Report, extensive repairs to the structure need to be made to ensure the longevity of the building, which includes repairing/replacing the front and back porch, the front and back steps, the second-floor balcony, wood underneath the gutters, woodpecker damage on the east facade, weather-stripping doors and windows, and more. Funds for this project are in the City of Kaukauna's 2022 Capital Improvement Plan. Optimistically, most of these repairs will be completed by August 1, 2022, before Grignon Mansion special events begin the season.

Mold Mitigation

- The second floor of the Grignon Mansion is exhibiting rapid mold growth. The first steps will include a microbial inspection, and treatment will be based on recommendations. The funds for this project will be contributed by the Friends of the Grignon Mansion from a grant provided by the Community Foundation's David L. and Rita E. Nelson Family Fund.

Re-establishing Annual 4th Grade School Tours

- The pandemic limited our ability to work with local 4th-grade classes – the age group learning about Wisconsin's fur trade and exploration. In 2022, we will work closely with teachers to provide virtual or in-person access to the Grignon Mansion.

Technology Upgrade

- The Grignon Mansion has an extensive collection of hundreds of artifacts, documents, and photographs that have not been inventoried in over a decade. To properly document and take care of these items, a large format scanner, a printer, laptop docking station, and dual screens will be purchased in early 2022. Funds for this project will be provided by a private donor working with the Community Foundation for the Fox Valley Region.