

1000 ISLANDS ENVIRONMENTAL CENTER COMMITTEE

City of Kaukauna

Nature Center Building

1000 Beaulieu Court, Kaukauna

Thursday, October 19, 2023 at 6:30 PM



AGENDA

In-Person

1. Call to Order
2. Roll Call - Verification of a quorum
3. Public Appearances
4. Reading and Approval Minutes
 - a. [1000 Islands Environmental Center Committee Minutes of September 21, 2023](#)
5. Financial Report
 - a. [September Financial Report](#)
6. Correspondence
7. The Friends of 1000 Islands Report
8. Naturalist Report
 - a. [September Naturalist Report](#)
 - b. [3rd Quarter Usage Report](#)
9. Committee Reports
 - a. Administrative/Finance Committee Reports
 - i. [Receive and place on file minutes of October 2, 2023 Administrative/Finance Sub-Committee](#)
 - ii. [Approve resolutions drafted to direct the creation of a Designated Fund within the Community Foundation for the Fox Valley Region for managing the 1000 Islands Endowment Fund.](#)
 - iii. [Approve updated Policy 3.002 Operational Policy - Endowment, Memorial & Sustainable Funds](#)
 - b. Education Committee Report
 - c. Building & Grounds Committee Reports
10. Old Business
11. New Business
 - a. Nomination and election of officers - Chairman
 - b. Nomination and election of officers - Vice Chairman

- c. Motion to dispense with December 2023 meeting
- 12. Good of the Center
- 13. Next Meeting - Thursday, November 16, 2023
- 14. 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.

Minutes for 1000 Islands Environmental Center Committee Meeting on Thursday, September 21, 2023

Members Present: Brietzman, Carlson, Eggleston, Gertz, Hietpas, Manion, Pautz, and Van Berkel and White

Not Present: Jakel

Also Present: Debra Nowak and Maureen Feldt

Chair, Pautz called the September Committee Meeting to order at 6:30 PM. A quorum is present.

August 17, 2023 Committee Meeting Minutes

Manion made a motion to waive the reading of the minutes and approve the August 17, 2023, Committee Meeting minutes with the correct spelling of **Alstrom**. Seconded by Hietpas. Motion carried.

Public Appearances: None

August Financial Report

Eggleston made a motion to approve the August Financial Report. Seconded by Manion. Motion carried.

Correspondence

Two more memorial donations came in for Nancy Green and one was received for Mai Plzak. Louise Van Harpen donated several wildlife art prints that were her husband's. Culver's donated individual custard cups for "A Very Jabber Thank You" event and Gary Roehrig designed and built the butterfly enclosure and a multi-level bird display.

Friends of 1000 Islands Report

A new Treasurer is in place and looking into moving checkbook and CD accounts around to better serve the Friends group.

Naturalist's Report

Focus on the Fox is Saturday (Sept. 23) and volunteers are still needed.

Goats will be here for two weeks starting Sept. 25. The high school Environmental Topics class will once again evaluate the effectiveness of the goat browsing. All City employees and Council members have been invited to two "meet and greet" sessions with the goats.

Brad is working on getting quotes to replace windows in the Nature Center building.

Nowak further explained the Credit Card Service Fee that is being passed on to a customer who utilizes a Credit Card or Debit Card for a gift shop purchase, pavilion rental or field trip payment.

Gertz made a motion to accept the August Naturalist's Report and place it on file. Seconded by Hietpas. Motion carried.

Admin and Finance Sub-Committee

Van Berkel made a motion to receive and place on file, with a spelling correction, the July 20, 2023 Admin and Finance Sub-Committee meeting minutes. Seconded by Gertz. Motion carried.

Proposed resolutions 5397 and 5398 have been drafted but they need to be reviewed and edited. The Committee agreed that this task needs to go back to the Admin and Finance Sub-Committee to complete before Committee review and approval.

Education Sub-Committee

Nothing to report.

Buildings and Grounds Sub-Committee

Manion made a motion to receive and place on file the June 28, 2023 Building and Grounds Sub-Committee meeting minutes. Seconded by Carlson. Motion carried.

Old Business

Nothing to report.

New Business

October Committee Reappointments: Hietpas has agreed to stay on for another three-year term. Gertz has decided to retire from the 1000 Islands Committee and to have someone else represent the Kaukauna School Board. Nowak is reaching out to all School Board members for interest in being on the 1000 Islands Committee.

Good for the Center

Jabber is doing well and the medicines are helping him from falling off his perch. **Grover the Goat** book is printed and available for purchase in the gift shop. Honey from the hives is also available now.

Next Committee Meeting

The next Committee Meeting will be on Thursday, October 19, 2023, at 6:30 PM in the Nature Center building.

Adjournment

There being no further business, Carlson moved to adjourn the September 21 Committee Meeting at 7:36 PM. Seconded by Manion. Motion carried.

Maureen Feldt,
Acting Secretary

1000 Islands Environmental Center
Budget vs. Actual
From Jan 2023 to September 2023

Accounts	September	YTD Amount	Budget Amount	Amount Over Budget	% of Budget
Income					
4391 - Kaukauna School District Aids	\$0.00	\$0.00	\$15,000.00	(\$15,000.00)	0.00%
4392 - Outagamie County Aids	\$0.00	\$10,000.00	\$10,000.00	\$0.00	100.00%
4694 - Facilities/Building Rental (Taxable)	\$100.00	\$405.37	\$3,000.00	(\$2,594.63)	13.51%
4695 - Facilities/Building Rental (Non-Taxable)	\$0.00	(\$275.00)	\$2,000.00	(\$2,275.00)	-13.75%
4696 - Programing Fees	\$716.00	\$6,995.30	\$7,000.00	(\$4.70)	99.93%
4716 - Gift Shop Sales	\$332.57	\$4,553.06	\$6,000.00	(\$1,446.94)	75.88%
4802 - Donations & Contributions	\$10,075.50	\$14,883.54	\$20,000.00	(\$5,116.46)	74.42%
4810 - Interest Income	\$0.00	\$0.00	\$6,000.00	(\$6,000.00)	0.00%
4910 - Env Center Restricted Donate	\$952.23	\$2,474.36	\$0.00	\$2,474.36	0.00%
4911 - Fundraising Sales	\$0.00	\$7,440.04	\$0.00	\$7,440.04	0.00%
4913 - Memorial Purchases	\$0.00	\$200.00	\$0.00	\$200.00	0.00%
4914 - Education	\$15.00	\$4,600.00	\$0.00	\$4,600.00	0.00%
Total - Income	\$12,191.30	\$51,276.67	\$69,000.00	(\$17,723.33)	74.31%
Expense					
5101 - Regular Payroll	\$12,963.37	\$120,552.00	\$168,435.00	(\$47,883.00)	71.57%
5104 - Temporary Payroll	\$508.56	\$6,839.04	\$5,990.00	\$849.04	114.17%
5119 - Longevity Pay	\$0.00	\$0.00	\$400.00	(\$400.00)	0.00%
5151 - Retirement Plan	\$603.54	\$5,607.48	\$7,809.00	(\$2,201.52)	71.81%
5152 - Residency	\$654.42	\$5,313.81	\$6,890.00	(\$1,576.19)	77.12%
5154 - Social Security	\$691.19	\$6,448.07	\$9,673.00	(\$3,224.93)	66.66%
5157 - Group Health Insurance	\$1,796.04	\$18,699.40	\$24,088.00	(\$5,388.60)	77.63%
5160 - Group Life Insurance	\$22.06	\$216.53	\$281.00	(\$64.47)	77.06%
5163 - Workers Compensation	\$332.31	\$3,389.94	\$4,302.00	(\$912.06)	78.80%
5205 - Seminar Expenses	\$0.00	\$449.00	\$2,500.00	(\$2,051.00)	17.96%
5211 - Education & Memberships	\$0.00	\$260.00	\$500.00	(\$240.00)	52.00%
5260 - Animal & Bird Care	\$203.10	\$1,836.56	\$1,600.00	\$236.56	114.79%
5264 - Programs	\$111.28	\$1,677.21	\$2,200.00	(\$522.79)	76.24%
5276 - Conservancy Zone Maint	\$88.57	\$1,408.16	\$2,000.00	(\$591.84)	70.41%
5303 - Communications	\$75.00	\$675.00	\$900.00	(\$225.00)	75.00%
5306 - Heating Fuels	\$0.00	\$1,465.69	\$3,000.00	(\$1,534.31)	48.86%
5309 - Water Sewer & Electric	\$812.71	\$6,073.89	\$9,000.00	(\$2,926.11)	67.49%
5312 - Maintenance - Buildings	\$1,067.54	\$9,360.93	\$15,500.00	(\$6,139.07)	60.39%
5315 - Maintenance - Office Equipment	\$111.20	\$1,268.30	\$1,500.00	(\$231.70)	84.55%
5318 - Maintenance - Automotive	\$158.21	\$335.98	\$100.00	\$235.98	335.98%
5321 - Maintenance - All Other Equipm	\$0.00	\$42.44	\$500.00	(\$457.56)	8.49%
5325 - Contractual Services	\$95.01	\$1,502.10	\$1,200.00	\$302.10	125.18%
5334 - Printing Expense	\$0.00	\$159.00	\$700.00	(\$541.00)	22.71%
5401 - Office Supplies	\$14.54	\$401.05	\$600.00	(\$198.95)	66.84%
5404 - Clothing Expense	\$0.00	\$0.00	\$700.00	(\$700.00)	0.00%
5407 - Automotive Supplies	\$0.00	\$163.50	\$300.00	(\$136.50)	54.50%
5410 - General Supplies	\$177.37	\$998.45	\$2,000.00	(\$1,001.55)	49.92%
5416 - Custodial Supplies	\$3.59	\$931.34	\$800.00	\$131.34	116.42%
5431 - Postage	\$0.00	\$0.00	\$100.00	(\$100.00)	0.00%
5440 - Concession Product	\$159.72	\$2,082.89	\$3,700.00	(\$1,617.11)	56.29%
5499 - Miscellaneous	\$100.42	\$721.23	\$1,500.00	(\$778.77)	48.08%
5804 - Equipment (including Office)	\$0.00	\$1,862.96	\$1,650.00	\$212.96	112.91%
5807 - Mach Tools & Instruments	\$0.00	\$0.00	\$1,200.00	(\$1,200.00)	0.00%
5898 - Restricted Funds	\$179.40	\$179.40	\$0.00	\$179.40	0.00%
Total - Expense	\$20,929.15	\$200,921.35	\$281,618.00	(\$80,696.65)	71.35%
Net Income	(\$8,737.85)	(\$149,644.68)	(\$212,618.00)	\$62,973.32	70.38%

Lines bolded in red are 201 accounts

Naturalist Report September 2023

Admin/Finance

- The City has switched to a new platform for payroll. The new Paycor system went live on September 21st. This system is used for payroll, scheduling, time off requests and performance evaluations. Staff has adapted to the new process well.

Education

- The goats were on-site from September 25 through October 9. The browsing session went well and they were able to spend time in all four browsing sections. The Kaukauna High School Environmental Topics class came out before the goats arrived and again after they left to study what plants were in the enclosures and what was eaten by the goats.
- Focus on the Fox was held on September 23rd. Attendance was down this year compared to last year, but the activities ran well and we received lots of positive feedback from participants. It was good to see the expansion of the program including the Grignon Mansion, Kaukauna Public Library and Fox Locks.

Building & Grounds

- We have had numerous issues with yellow jackets on the property this fall. Site Manager Garrity routinely addressed known problem areas and put up signs warning visitors. Our bee keeper, Brian Jacobs, also lent a bee suit so that problem areas can be found and addressed in a safer manner.
- With the increased issue with bees, Committee Chair Pautz looked into how we could obtain epinephrine auto-injectors to have on hand in case of an anaphylaxis reaction by a staff member or visitor. Through a new law titled Dillon's Law 2.0, Smith Pharmacy in Little Chute was able to provide auto-injectors for both an adult and child dose. Staff has received training resources to become familiar with when and how to use the injectors.

3rd Quarter 2023

Group Category

Date	Attendance	Group Name	Purpose	Kauk School	Other School	District Code	Kauk Group	Other Group	Kauk Scouts	Other Scouts	Kauk Res	Other Res		
7/3/23	15	Boy Scouts Troop 104/31	Building Use					15					A	APPLETON
7/5/23	13	River Valley Outdoorsmen	Building Use			13							B	BRILLION
7/7/23	14	Public Program	1000 Little Wonders - Trees							7	7		C	CLINTONVILLE
7/8/23	11	Public Program	Service Saturday							5	6		CR	CRIVITZ
7/10/23	15	Boy Scouts Troop 104/31	Building Use					15					D	DAY CARE/PRESCH
7/11/23	60	Public Program	Crayfish & Critter Hunt							30	30		DM	DENMARK
7/11/23	25	Kimberly KinderCare	Very Best Bed/Bug Hunt		25	D							DP	DEPERE
7/12/23	60	Boys & Girls Club of Oshkosh	Fire Building/Crayfish & Critter Hunt		60	D							F	FREEDOM
7/12/23	25	Bright Beginnings - Green Bay	Nature Games/Scavenger Hunt		25	D							GB	GREEN BAY
7/13/23	60	Boys & Girls Club of Oshkosh	Shelter Building/Crayfish & Critter Hunt		60	D							H	HORTONVILLE
7/13/23	50	Just 4 Kids Child Care	Creek/Inside/Games		50	D							HA	HOMESCHOOL ASSOCIATIC
7/14/23	25	Menasha Summer School	Crayfish & Critter Hunt		25	M							HI	HILBERT
7/15/23	250	Public Program	Steve Keller Traveling Snake Show							125	125		HS	HOWARD-SUAMICO
7/17/23	15	Boy Scouts Troop 104/31	Building Use					15					K	KIMBERLY
7/18/23	46	Public Program	Bird Feeder Building Clinic							23	23		L	LITTLE CHUTE
7/18/23	10	Kaukauna Utilities	Service Project			10							M	MENASHA
7/18/23	40	Kimberly KinderCare	OFFSITE - WI Mammals		40	D							N	NEENAH
7/19/23	8	Public Program	Pollinators Galore at Kauk Library							4	4		NH	NEW HOLSTEIN
7/19/23	6	Ahlstrom	Service Project			6							O	OSHKOSH
7/19/23	50	Boys & Girls Club of Omro	Crayfish & Critter Hunt		50	D							OC	OCONTO FALLS
7/19/23	15	Fox Valley Bass Club	Building Use			15							OS	ONLINE PUBLIC SCHOOL
7/20/23	60	Boys & Girls Club of Oshkosh	Very Best Bed/Creek		60	D							P	PAROCHIAL/PRIVATE
7/20/23	50	League of Women Voters	Building & Pavilion Use				50						R	REEDSVILLE
7/21/23	12	Frito-Lay	Service Project			12							RI	RIPON
7/21/23	100	Public Program	Storybook Walk - Diary of a Worm							50	50		S	SEYMOUR
7/21/23	8	Public Program	1000 Little Wonders - Centipedes							4	4		W	WRIGHTSTOWN
7/21/23	100	Public Program	Campfire & Evening Hike							50	50		WR	WISCONSIN RAPIDS
7/24/23	15	Boy Scouts Troop 104/31	Building Use					15						
7/25/23	15	Public Program	Animal Homes Camp							7	8			
7/26/23	22	Kid's Kingdom Day Care	Bug Hunt/Crayfish & Critter Hunt		22	D								
7/27/23	16	Public Program	Animal Homes Camp							8	8			
7/28/23	16	Public Program	Animal Homes Camp							8	8			
7/31/23	15	Boy Scouts Troop 104/31	Building Use					15						
8/1/23	27	Community Child Care	Nature Games/Scavenger Hunt		27	D								
8/1/23	40	Kwik Trip	Pavilion Use			40								
8/2/23	30	YMCA Child Care Green Bay	Nature Games/Hike		30	D								
8/2/23	22	Bright Beginnings	Nature Games/Who Am I?		22	D								
8/2/23	13	River Valley Outdoorsmen	Building Use			13								
8/3/23	1	Public Program	Bee Protectors with Kauk Library							1				

8/3/23	20	KinderCare Bellevue	Nature Games/Crayfishing		20	D							
8/4/23	15	Public Program	1000 Little Wonders - Crayfish								8	7	
8/7/23	15	Boy Scouts Troop 104/31	Building Use						15				
8/8/23	20	Public Program	Survival Camp								10	10	
8/10/23	20	Public Program	Survival Camp								10	10	
8/10/23	55	Brillion Extended School Program	Crayfish/Geocaching		55	B							
8/11/23	20	Public Program	Survival Camp								10	10	
8/11/23	20	Touchmark on West Prospect	Offsite - Bald Eagle Ecology					20					
8/12/23	4	Public Program	Service Saturday								2	2	
8/12/23	110	Public Program	A Very Jabber Thank You								55	55	
8/14/23	15	Boy Scouts Troop 104/31	Building Use						15				
8/15/23	20	Public Program	Crayfish & Critter Hunt								10	10	
8/15/23	44	Apple Tree Connections	Offsite - What Am I?		44	D							
8/16/23	15	Fox Valley Bass Club	Building Use					15					
8/17/23	35	Rising Sun Child Care	Creek/Hike		35	D							
8/17/23	64	Adventures Child Care & Preschool	Creek		64	D							
8/18/23	100	Public Program	Storybook Walk - They All Saw a Cat								50	50	
8/18/23	12	Public Program	1000 Little Wonders - Snakes								6	6	
8/19/23	20	Friendly Singles - James Van Der Burgt	Pavilion Use					20					
8/21/23	1000	Public Program	Fairy Walk with Kaukauna Library								500	500	
8/21/23	15	Boy Scouts Troop 104/31	Building Use						15				
8/23/23	32	Christian Community Child Care Center	Nature Games/Crayfishing		32	D							
8/24/23	14	Encompass Child Care - Green Bay	Bug Hunt/Scavenger Hunt		14	D							
8/28/23	15	Boy Scouts Troop 104/31	Building Use						15				
8/29/23	35	Public Program	Crayfish & Critter Hunt								17	18	
9/8/23	12	Public Program	1000 Little Wonders - Beavers								6	6	
9/10/23	30	Glen Beach	Pavilion Use								30		
9/11/23	15	Boy Scouts Troop 104/31	Building Use						15				
9/12/23	45	Green Bay Area Christian Homeschoolers	Fox River Ecology		45	HA							
9/16/23	10	Public Program	Honey Extraction Event								5	5	
9/16/23	5	Scout Clinic	Brownie Hiker Badge							5			
9/18/23	15	Boy Scouts Troop 104/31	Building Use					15					
9/19/23	18	Park School - 4K	Offsite - 5 Senses Walk	18									
9/19/23	16	Park School - 4K	Offsite - 5 Senses Walk	16									
9/20/23	29	Immanuel Lutheran School - 3rd	Crayfishing		29	P							
9/21/23	40	Mount Olive Lutheran - 3rd	Creek/Hike		40	P							
9/22/23	47	Grace Lutheran Grade School - 1st & 2nd	Where do they go in winter?/Color Confus	47	P								
9/23/23	150	Public Program	Focus on the Fox								75	75	
9/25/23	15	Boy Scouts Troop 104/31	Building Use					15					
9/27/23	55	Ferber Elementary - 2nd	What Am I?/Hike		55	A							
9/29/23	75	Public Program	Storybook Walk - Grover the Goat								37	38	
9/30/23	2	Public Program	Service Saturday									2	
TOTALS	3689			34	976	6	154	90	150	5	1153	1127	

1000 ISLANDS ENVIRONMENTAL CENTER

ADMINISTRATIVE/FINANCE SUB-COMMITTEE

City of Kaukauna
Nature Center Building
 1000 Beaulieu Court, Kaukauna



Monday, October 02, 2023 at 4:45 PM

MINUTES

In-Person

1. Call to Order

Members Present: Eggleston, Gertz, Manion, Pautz, Van Berkel

Also Present: Nowak

Van Berkel called the meeting to order at 4:53 PM

2. Reading and Approval Minutes

- a. 1000 Islands Administrative/Finance Sub-Committee Minutes of August 17, 2023
 Pautz made a motion to waive the reading and approve the August 17, 2023
 Administrative/Finance Sub-Committee minutes. Seconded by Gertz. Motion passed.

3. Old Business

4. New Business

- a. Review Policy 3.002 Operational Policy - Endowment, Memorial & Sustainable Funds
 Eggleston moved to go out of order from the posted agenda and discuss items 4b and 4c
 before item 4a. Seconded by Pautz. Motion passed.
 Upon returning to agenda item 4a, it was determined that additional time is needed for the
 discussion. It will be added to a future Administrative/Finance Sub-Committee meeting.
- b. Review Draft Resolution 2023-5397 Directing the 1000 Islands Committee to Update their
 Endowment Policy to Match the Language of the Community Foundation
 Van Berkel went over some suggested edits to the resolution. Discussion occurred over
 the best wording for the resolution. All members were in agreement with edits. Nowak will
 re-type the resolutions and present to the Administrative/Finance Sub-Committee before
 the next meeting.
- c. Review Draft Resolution 2023-5398 Directing the 1000 Islands Committee to Transfer
 Funds on Existing CDs to the Community Foundation
 Van Berkel went over some suggested edits to the resolution. Discussion occurred over
 the best wording for the resolution. All members were in agreement with edits. Nowak will
 re-type the resolutions and send out to the Administrative/Finance Sub-Committee before
 the next meeting. Pautz made a motion to present the edited resolutions to the full
 Committee for approval before seeking City Attorney feedback. Seconded by Eggleston.
 Motion passed.

5. Other Sub-Committee Items

With no further business to discuss, Pautz moved to adjourn. Seconded by Gertz. Meeting adjourned at 5:54 PM.

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.

**RESOLUTION 2023-5398
CITY OF KAUKAUNA
RESOLUTION DIRECTING THE 1000 ISLANDS COMMITTEE TO TRANSFER FUNDS ON
EXISTING CDS TO THE COMMUNITY FOUNDATION**

WHEREAS, the assets of the 1000 Islands Endowment Fund **(Endowment Fund)** ~~are~~ certificates of deposit **(CDs)** with interest rates that have averaged 1.7% over the past 6 years; and

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WHEREAS, by investing these funds in a Designated Endowment Fund within the Community Foundation for the Fox Valley Region, ~~they~~ can be ~~professionally~~ managed for maximum return while still protecting ~~the~~ initial investment; and

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WHEREAS, the establishment of such a fund and the transfer of assets to it is designed to maximize the funds generated by the **Endowment Fund** to support the **1000 Islands Environmental Center** and ~~to~~ eliminate the time that City staff spends managing the **Endowment Fund**; and

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WHEREAS, the 1000 Island Committee is requesting to transfer existing funds as CDs mature to a Designated Endowment Fund to be established in the Community Foundation consistent with the investment policy approved in Resolution 2023-5397. All funds that have not reached maturity shall remain in the existing **Endowment Fund** until they reach maturity;

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Kaukauna, Wisconsin that the 1000 Islands Committee transfer maturing CDs from the existing Endowment Fund to a Designated Endowment Fund in the Community Foundation for the Fox Valley Region.

Introduced and adopted this _____ day of **October**, 2023.

APPROVED: _____
Anthony J. Penterman, Mayor

ATTEST: _____
Sally Kenney, Clerk

**RESOLUTION 2023-5397
CITY OF KAUKAUNA
RESOLUTION DIRECTING THE 1000 ISLANDS COMMITTEE TO UPDATE THEIR
ENDOWMENT POLICY TO MATCH THE LANGUAGE OF THE COMMUNITY
FOUNDATION**

WHEREAS, the assets of the 1000 Islands Endowment Fund (Endowment Fund) are certificates of deposit with interest rates that have averaged 1.7% over the past 6 years; and

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WHEREAS, an update to the 1000 Islands Endowment Fund investment policy to align with the Community Foundation's Endowment Fund Investment Policy Statement will allow the assets of the Endowment Fund to be invested with and managed by the Community Foundation to maximize the earnings generated by the Endowment Fund thereby increasing the financial support to the 1000 Islands Environmental Center and eliminating the time that City staff spends on managing the Endowment Fund; and

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Deleted: Investment Policy Statement provided by the Community Foundation;

WHEREAS, attached hereto as Exhibit A is the proposed updated 1000 Islands Environmental Center 3.002 Operational Policy – Endowment, Memorial & Sustainable Funds statement to align with the Community Foundation's Endowment Fund Investment Policy.

NOW THEREFORE, Be It Resolved, by the Common Council of the City of Kaukauna, Wisconsin that the 1000 Islands Committee update their endowment policy as presented in Exhibit A to align with the Community Foundation Investment Policy,

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Introduced and adopted this _____ day of October, 2023.

APPROVED: _____
Anthony J. Penterman, Mayor

ATTEST: _____
Sally Kenney, Clerk

3.002 OPERATIONAL POLICY – ENDOWMENT, MEMORIAL & SUSTAINABLE FUNDS

DATE APPROVED: August 17, 1995

REVISED: 2/15/96, 3/20/03, 11/18/06, 4/16/20, 10/19/23

The 1000 Islands Environmental Center Committee revised this established policy for the accounting of all monetary gifts and other restricted monies received by 1000 Islands. Also included are donations and other special funds. These fund accounts are under the direct control of the 1000 Islands Environmental Center Committee.

THE ENDOWMENT FUND – This fund consists of specific endowments to 1000 Islands and the excess of restricted funds not used for a specific project or purpose. These funds are invested jointly by the 1000 Islands Committee and the City of Kaukauna in the 1000 Islands Designated Endowment Fund (Endowment Fund) with the Community Foundation for the Fox Valley Region.

All invested funds are reviewed on a timely basis. Investment of new funds are under the direct control of the 1000 Islands Environmental Center Committee. Transfer of funds from the Golden Passbook to the Endowment Fund can be authorized by the 1000 Islands Director/Naturalist, Administrative Assistant, or City of Kaukauna Treasurer.

Upon approval of the 1000 Islands Environmental Center Committee, distributions from the Endowment Fund investments may be included in the annual budget revenues of 1000 Islands. The specific amount will be set yearly by the 1000 Islands Environmental Center Committee. However, in the event the principal market value of the fund is under its historical gift value, no distribution amounts shall be accepted.

THE RESTRICTED FUND – Restricted Fund will consist of any donations, results of fund drives, grants or any other funds received by 1000 Islands for a specific project or purpose. These funds are deposited with the City and all payments are handled by the City.

Any funds remaining upon completion of the specific project or purpose shall be transferred to the Endowment Fund.

Deposits and withdrawals from any and all of these accounts are subject to the request and approval of the 1000 Islands Environmental Center Committee. (See Operating Policy 2.033 – Revenues & Expenditures for Specific Instructions.)

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All invested funds are reviewed on a timely basis. Investment of new funds and renewal of previously invested funds are under the direct control of the 1000 Islands Environmental Center Committee. The Clerk/Treasurer of the City of Kaukauna, the 1000 Islands Environmental Center Director/Naturalist and Administrative Assistant are authorized to co-sign all new fund gifts or reinvest currently due financial documents and savings accounts.¶

Deleted: interest

Deleted: The specific amount, determined for this purpose will be set yearly by the 1000 Islands Environmental Center Committee. Only accumulated interest can be used; the principal must remain untouched.¶