

# 1000 ISLANDS ENVIRONMENTAL CENTER ADMINISTRATIVE/FINANCE SUB-COMMITTEE

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



Wednesday, October 11, 2023 at 5:00 PM

## AGENDA

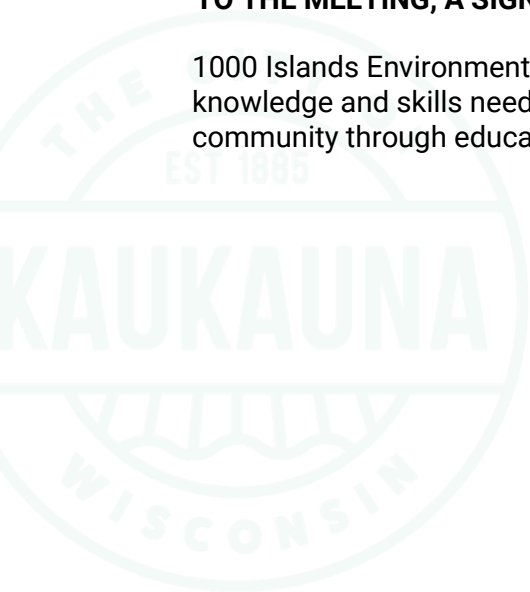
### In-Person

1. Call to Order
2. Reading and Approval Minutes
  - a. [1000 Islands Administrative/Finance Sub-Committee Minutes of October 2, 2023](#)
3. Old Business
  - a. [Review Draft Resolutions 2023-5897 and 2023-5898](#)
4. New Business
  - a. [Review Policy 3.002 Operational Policy - Endowment, Memorial & Sustainable Funds](#)
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.



# 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

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DRAFT

**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 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 in alignment with the Community Foundation Investment Policy.

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Introduced and adopted this \_\_\_\_\_ day of October, 2023.

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APPROVED: \_\_\_\_\_  
Anthony J. Penterman, Mayor

ATTEST: \_\_\_\_\_  
Sally Kenney, Clerk

**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 to 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

### 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

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.

**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.**

**THE ENDOWMENT FUND** – This fund consists of specific endowments to 1000 Islands and funds not used for a specific project or purpose. These funds are invested jointly by the 1000 Islands Committee and the City of Kaukauna.

Upon approval of the 1000 Islands Environmental Center Committee, interest from the Endowment Fund investments may be included in the annual budget revenues of 1000 Islands. 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.

**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.)