

MINUTES (AMENDED)  
KICKAPOO RESERVE MANAGEMENT BOARD  
KICKAPOO VALLEY RESERVE VISITOR CENTER  
April 15, 2021

- I. 7:00 PM Meeting called to order by Chair Richard Wallin.
- Board members in attendance: Richard Wallin, Paul Hayes, Scott Lind, Travis Downing, Reggie Nelson, Susan Cushing, Dave Maxwell, A.J. Mann, Julie Hoel, Tina Brown; absent: Bill Quackenbush.  
Staff: Marcy West, Jason Leis, Jonel Kiesau, Erica Cronk. Audience: Lonnie Muller, Episcopo News; Brad Plaff, WI State Senator; Loren Oldenburg, WI State Assembly Representative.
  - Motion by Downing/Maxwell to approve the agenda. Unanimous.
  - Compliance with open meeting law: West -Yes, agenda posted in compliance with State law.
  - Cushing/Brown motion to approve March 18, 2021 & April 1, 2021 minutes; motion carried.
  - Public Input: Plaff/Oldenburg present plaque to Paul Hayes, recognizing his nine years of service on KRMB. Hayes time on KRMB natural fit from day one. Wallin personally thanks Hayes for his time on the KRMB and his hands-on approach and many accomplishments including water quality monitoring, bird surveys, pheasant stocking program, and most notably his work on the Weister Creek project. Wallin presents Hayes with sandhill artwork from KRMB and staff.
- II. Budget Report:
- West – [handout]. Discuss budget projections for upcoming expenses we know - sidewalk replacement in front of Visitor Center and outdoor restrooms, materials for Hay Valley Trail, and West’s accumulation of sabbatical and vacation pay-out/roll-over. DOA accounting projected expenditures - overall, will take appropriations that do not carry over (12400 & 16100) and work to get those appropriation balances down to zero by shifting costs out of 12100; too many unknowns to get to that point yet, including unemployment compensation expenses. Review FY21 KRMB Revenue and Expense Summary. State-wide pay plan supplement submitted. Will watch budget closely over the next couple months. Additional balance in 16100, for example if pay supplement comes through, can be applied towards Exhibits Upgrade – KRMB committed \$10,000 in support of project.
- III. Education Program Update: Kiesau – Classroom building has been funded - \$22,000 in local donations and \$100,000 from Prairie Springs: The Paul Fleckenstein Trust; Lind leading up project coordination for building. Almost filled enrollment for Kickapoo Valley Forest School (KVFS) – 1 spot remaining. KVFS hiring three positions – teacher, classroom aid, and part-time office assistant. KVR summer camp registrations continue to come in. West update on Exhibit Upgrade draft design (sent via website link). Hoel/Brown/Quackenbush have been involved in the process. Design is moving along nicely; starting to get a better idea what space will look like.
- IV. Property Management Update: Leis – Staff and volunteers have been doing prescribed burns – finished burning Weister Creek area today; burning around pine plantation along Cty Rd P on Friday – another burn scheduled for Saturday along Old Hwy 131. Materials have been ordered and permits applied for on the Hay Valley Trail boardwalk project. Plan to begin work end of this month or beginning of May depending on weather and how firm the ground is. Bridge 16 river-bank stabilization – Paul Krahn working on drawing and plan - West confirmed it was submitted today. Leis – normal maintenance on trails taking place; camping is starting to pick up already considering its mid-April – anticipating another busy season this year. Turkey season starts soon - next weekend is the youth hunt April 17 & 18. Timber update – proposed timber harvest between Cty Rd P and Weister Creek Road did not receive any bids, again – bid requirements state that the ground must be

frozen. Consider changing to firm or frozen. Land Management Committee will address this at their May meeting. West: Dark sky application is going forward – joint application between Kickapoo Valley Reserve, Wildcat Mountain State Park, and Mississippi Valley Conservancy (Tunnelville Cliffs). Lind working on inventory of Visitor Center outdoor lighting; putting together a Lighting Management Plan.

V. Executive Director Recruitment and Transition process –

- Identity staff contact to Board members for approvals or emergencies. Wallin will not be around the 2nd half of May. Hoel/Lind motion to authorize Cushing signature authority. Motion carries.
- Discussion on Visitor Center hours and staffing. Need more support in the office to cover front desk and weekends. Office assistant working part-time with KVFS and part-time at the visitor center front desk will come on board in late May or early June but does not solve immediate coverage issue. KRMB felt being open weekends is important. Lind/Cushing motion to allow Cronk and staff flexibility to set hours as they see fit short term. Motion carries.
- Establish procedures for applicant reviews, interviews, and selection [handout]. Wallin – discuss recruitment and selection process draft received from HR in Madison. Need to establish applicant selection sub-committee that will review forwarded applications that meet qualifications. Selection committee then decide which candidates they would like an interview with. HR will set the interviews up in-person, virtual or combination of both; most are being done virtually. Selection committee can select one person for the KRMB to approve; if two or three selected, committee will schedule a follow up interview. Committee to develop set of questions that will be asked of all candidates. Wallin encourages staff and Board members to submit any questions they would like asked; HR needs to approve questions. Send questions to West by next Thursday, April 22<sup>nd</sup>. Application period open until May 3, 2021. Selection committee made up of Brown, Cushing, Hoel, and Lind. West will check with Quackenbush if he would like included. Maxwell/Cushing motion to adopt 8-step hiring process. Motion carries.

VI. Other issues:

- Calls for Suggestions of Future Agenda Items – Hoel reminder of upcoming National Trails Day event planned for June 5, 2021. Registered event with American Hiking Association. Event will feature scheduled hikes – guided or on your own. Friends group providing brats/beverage/music for a fee. Leis will recognize Adopt-a-Trail people.

Next KRMB meeting May 20, 2021. Cushing/Hayes motion to adjourn; motion carries. Meeting adjourned 8:06PM.

Recorded by: Erica Cronk