

**Kickapoo Reserve Management Board
Meeting Minutes for June 27, 2024**

Kickapoo Valley Reserve Visitor Center

In Person Attendance: Kjetil Garvin, Luke Zahm, Julie Hoel, Barb Sarnowski, Travis Downing, Reggie Nelson, AJ Mann

On Zoom Attendance: Dave Maxwell

Staff in Person: Jason Leis, Jackie Yocum

Audience: Lonnie Muller, Episcope, Meghan Gustafson KVFS, Robin Hosemann KVFS

I. Open Session – Call to Order 6pm by Vice Chair Travis Downing

Approval of Agenda - **Motion by Hoel, 2nd by Zahm; All in favor – AYE – motion carries.**

Land Acknowledgement Statement – Read by Downing

Public Posting Compliance – Leis: It was publicly posted as required.

Public Input: No requests.

Welcome to new board member Kjetil Garvin. Introductions all around.

II. Consent Agenda

Minutes from May 16 meeting - **Motion to approve minutes as written by Zahm, 2nd by Sarnowski; All in favor - AYE– Motion carries.**

III. Decision/Discussion Items

1. Campsite Cleaning Fee

Explanation. Leis: Land Management made a recommendation to charge a campsite cleaning fee when necessary for campsites that are left in disarray with trash, feces, animal carcasses, site damage, etc. Looking for an approval from the KRMB to charge a cleaning fee for campsites that have been left in poor condition.

Discussion: Downing – Good idea to have the ability to charge for leaving a mess. Leis – In order to charge a cleaning fee, it is imperative that staff/officers check the site immediately after it is vacant and keep a record of the assessment, to make sure guests are not getting charged when other visitors could have been the culprit. Downing – Publicly post fee policy, on the website and campsite booking system. Zahm – Do we want to have a fee schedule for specific violations? Hoel- Could the fee be based on how much time it takes to clean up? Leis – Having a fee range is beneficial because it can be very subjective. Maxwell – How many cases in the past year have warranted being charged a fee? Leis – Since October 2022, five camping parties have been charged a \$75 cleaning fee.

Motion by Hoel: To adopt a campsite cleaning fee of \$50 -\$150 per instance. 2nd by Sarnowski, All in favor – AYE – Motion carries.

2. Kickapoo Valley Forest School 24-25 Facilities Use Agreement

Explanation: Downing - A few changes in the use agreement since last year.

Discussion of changes to agreement: Gustafson – Remove requirement for 72-hour meeting notice of KVFS Governance Council to the KRMB and align the meeting notice with public posting compliance requirements. Diagram on page 17 inaccurate as it shows spaces of the library and east garage bay as rented by KVFS. KVFS rental does not include the library and garage spaces. Leis – use last year’s facility schematic as it was correct.

Leis-requested changes to include:

- Page 2 Number 5

ASSIGNMENTS, SUBLETTING. KVFS shall not assign this Agreement in any event, and shall not sublet the Premises, and will not permit the use of said Premises by anyone other than KVFS and the agents, contractors, grantors and grantees, and servants of KVFS, ~~without the prior written approval of the Board, which shall not be unreasonably withheld, conditioned, or delayed.~~

Discussion: Hoel: Seems like a standard contract, can you think of an instance that might happen?

Gustafson: DOA attorneys drew up the contract, nothing comes to mind.

- Page 9 Number 14

If to the Board: Kickapoo Valley Reserve Management Board

S3661 State Hwy 131

La Farge, WI 54639

Attention: Board ~~President~~ Chair

- Page 10 Number 18

END OF TERM; HOLDING OVER. Upon the expiration or sooner termination of the term of this Agreement, KVFS shall surrender vacant possession of the Premises to the Board, in good order and condition, wear and tear and damage from fire or other casualty excepted, broom clean and free of KVFS’s personal property. KVFS agrees that any personal property remaining in the Premises following the expiration or sooner termination of this Agreement shall, for all purposes, be deemed conveyed to and to be the property of the Board, who shall be free to dispose of such property, at KVFS’s cost, in any manner the Board deems desirable. KVFS shall reimburse the Board for the Board’s cost in disposing of any such property within thirty (30) days after receipt of the Board’s written demand, therefore. If KVFS holds over after the term hereof, ~~with or without~~ the express written consent of the Board, such tenancy shall be from month to month only, with no renewal hereof or an extension for any further term, and in such case basic monthly rent shall be payable at 200% of the rate during the last month of the term hereof. Such month-to-month tenancy shall be subject to every other term, covenant and agreement contained herein.

- Page 16 Schedule I Number 14

The Board is to provide all services, supplies and equipment required to clean and keep clean all areas of the buildings, sidewalks, parking areas, and grounds. This includes, but is not limited to, the plowing and removal of snow, ice removal and salting, removal of trash, pest control and the proper disposal of recyclable materials separated by KVFS. Proper disposal of materials shall comply with sections 16.15(3) and 287 Wis. Stats., which require recycling the following items: aluminum containers, corrugated paper or other container board, foam polystyrene packaging, glass containers, magazines, newspapers, office paper, plastic containers, steel containers, and waste tires. The Board shall provide a central collection area and separate collection containers as required for the deposit of all such recyclable and non-recyclable waste generated at the Premises. The Board and KVFS

further agree to comply with all applicable municipal recycling requirements adopted under section 287.13, Wis. Stats.

Discussion: Leis: Restrooms used by KVFS students need to be cleaned daily, KVR does not have cleaning services to clean restrooms every day. Propose KVFS clean restrooms daily. Hoel: Would the rent be decreased? Leis: No, the additional cleaning needed is above what our current cleaning service is scheduled for. An option would be KVR charges more for daily cleaning of the public facing restrooms that are used by KVFS. Nelson: How do we know the additional cleaning needs aren't caused by the public? Leis: When KVFS isn't on the premises, we don't go through as many supplies. Hoel: Two separate issues, supplies, and cleaning. Supplies are considered part of the rent. Leis: Correct, the additional cleaning at the end of each school day is the request. Hoel: What is the definition of cleaned up? How much time will be expected? Leis: Restrooms should be presentable. Free of mud and debris on sink toilet and surfaces, make sure the restrooms are stocked with supplies. Hoel: How long do you estimate that will take? Leis: All depends on how bad it is. Hoel: When cleaning service comes in, will they do a full cleaning? Leis: Yes, twice a week the cleaning service comes. Hoel: Cleaning service comes on scheduled days. Will KVR be asking for KVFS to check for cleanliness on the end of unscheduled days? Leis: Cleaning service comes early in the mornings, so checking restrooms at the end of each day is needed. Gustafson: Would like a clear definition of what is being asked. Requests a checklist. Sarnowski: What is the standard of cleanliness? Downing: Leis to draft a checklist to be posted in each restroom. Nelson: What would the impact be to have the cleaning service come more often? Leis: There would be a financial impact and scheduling may be problematic. Currently each time the service cleans PS1 and PS2 it is an additional \$20 fee per building. Hoel: Can we continue with the contract and Leis put together the cleaning schedule and daily checklist? Downing: Don't want to hold up the contract while we work out specifics of the check list. Leis: Will put together a cleaning schedule and checklist for restroom cleaning. Hoel: A checklist that doesn't exclude the cleaning service from their twice a week contract. Zahm: Would the specifics of checklist and responsibilities need to be listed in the contract? Leis: **The language that KVFS is to keep clean the restrooms daily would be in the contract.** The checklist and schedule will be worked out separately between KVFS and KVR.

Maxwell: Page 15 Number 8 & 9

8. Provide electricity for lights and other electrical equipment necessary for operation of the Premises **[except for PS2 and KVFS office.]**

Maxwell: Does KVFS currently pay for their own electricity? Leis: PS1 and Visitor Center classroom are on KVR meter. PS2 and Office are on their own meter billed to KVFS/La Farge School District.

9. Provide internet for the Premises **except KVFS office.** KVFS agrees that any traffic sent via the Board's internet connection will adhere to the Board's Network Acceptable Use policy and will not violate any of the Board's security policies or federal or state laws. Furthermore, the Board reserves the right to terminate any traffic that it deems to be in violation of these policies or laws. In the event of a security breach of KVFS's network or computer security, KVFS shall immediately notify the Board. KVFS also agrees to inform the Board if there are any changes or planned changes to its connection to the Board's network and to provide any assist requested by the Board necessary to verify that such changes are consistent with the terms and conditions of this Agreement.

Maxwell: Who pays for KVFS internet? Leis: KVR installed partitioned WiFi at the KVR garage. One for public access and one password protected for KVFS. PS2 goes off that WiFi. The KVFS office was intended to use that internet, but the metal office structure doesn't allow for WiFi access, KVFS installed and pays for Star link Satellite internet solely for the office. PS1 has fiberoptic run from the Visitor Center. Gustafson: There isn't much internet usage or needs in either of the classrooms.

Maxwell: Page 17 – Diagram facilities schematic. Red color shows two additional spaces, library, and east garage bay as KVFS occupied. Downing: Talked about it at the beginning of the discussion.

Diagram is the wrong one. The correct diagram excluding the library and east garage bay for KVFS use will accompany the final 24-25 contract. Leis: Added to the diagram are two parking spaces in the general parking lot where the KVFS office is located.

Motion by Hoel to approve 2024-2025 KVFS Facilities Use Agreement contract with the amendments suggested. 2nd by Zahm. All in favor – AYE – Motion carries.

3. Election of Officers to take effect July 1, 2024

Chair

Motion by Hoel to nominate Downing as KRMB Chair. 2nd by Maxwell. Downing Accepts

Vice Chair

Motion by Hoel to nominate Sarnowski as KRMB Vice-Chair. 2nd by Zahm. Sarnowski Accepts

Secretary

Motion by Zahm to nominate Hoel. Hoel declines. Motion by Hoel to nominate Mann. Mann declines. Motion by Hoel to nominate Nelson. Nelson declines. Motion by Hoel to nominate Zahm. 2nd by Mann. Zahm Accepts.

All in favor – AYE – Motions carry

VIII. Other issues

Hoel requests staffing update.

Leis: Interviews in progress for front desk office assistant and police officer. Field crew position is posted. Executive Assistant position is posted with a July 8 deadline for applications, interviews to follow. Working with HR on the position description for Property Manager so it can be posted.

Good field crew this year. Getting a lot done and keeping up with general property and recreation maintenance. Short staffed in the office. Some field crew has been trained on Front Desk and have taken shifts to help fill Visitor Center schedule.

VI. Field trip on the KVR

XI. Motion to adjourn by Hoel, 2nd by Zahm. Meeting adjourned at 8:20pm