Agenda
Warren Selectboard
January 13, 2026
Warren Municipal Building
Zoom (link below) or in-person
Please Note: All times are approximate

6:30 PM – Public Comment

6:35 PM – Agenda Changes

6:40 PM – Tax Bill Discussion

7:00 PM – STR Budget

7:15 PM – 4th of July Discussion w/ Ben Olds MRV Rotary/ Budget

7:45 PM – Property Management Proposals Review

8:00 PM – Town Administrator Update

8:15 PM – Other Business

8:25 PM – Signatures

- Approval of Minutes
- Approval of Accounts Payable and Payroll Warrants
- Approval of Liquor/Tobacco License (if needed)

8:30 PM – Adjourn

Zoom info:
https://us06web.zoom.us/j/87541210058?pwd=dHFncHFzNWdQK2I3VXRWVVRscjM4Zz09

Meeting ID: 875 4121 0058

Passcode: 845301

One tap mobile

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To: Town of Warren Select Board
From: Ben Olds, Chairman of the MRV Rotary 4th of July Parade Planning Committee (info@warren4thofjuly.com)
Date: December 22, 2025
Subject: Propose changes to 2026 Warren 4th of July Parade

Hello everyone – can you believe it's already time to start planning the Warren 4th of July Parade? I'm reaching out to gather your input on two significant changes I'm proposing for the parade this year. Thank you for your input, and I'm looking forward to working with you again.

The two primary changes are listed below. If you have input, I'd welcome a discussion via email, in-person 1:1, or I'd be happy to join a future Selectboard meeting. My only request is that we gather all input by January 21st, as we'll really need to lock in these changes by then.

Changes:

1) Move food vendors, most portlets, and band from Warren Store up to Municipal Parking Lot:
    a. Pros:
        i. Allows us to increase food vendors
        ii. Gets us more control over which food vendors we permit (since we don't have to worry about approval from Warren Store ownership)
        iii. Increases space for dancing and enjoying the music
        iv. Advertises the new vestibule
    b. Cons:
        i. Reduces parking for volunteers and disabled
        ii. Runs the risk of Warren Store hosting a competing band

2) Move the Brooks Field post-parade activities up to Sugarbush
    a. Pros:
        i. Sugarbush can accommodate larger numbers, whereas we've been running out of food, beer, and kids activities at Brooks Field in previous years.
        ii. Reduces expenses for the Town by ~20% (saves >$5K in fees)
        iii. Reduces work required to throw the parade
    b. Cons:
        i. Would require increase in buses to shuttle people up to Sugarbush
        ii. Would require commitment that we don't host anything at Brooks Field or elsewhere to compete with Sugarbush post-parade activities
        iii. Would require lots of advertising to get the word out

We would like to move forward with both of these changes, but welcome your input if you have any questions, concerns, or suggestions. Please don't hesitate to reach out to me at Bolds2006@gmail.com or info@warren4thofjuly.com or 617-519-6690.

KMK Property Management
PO Box 966
Waitsfield, VT 05673

About KMK:

I would like to take the time to introduce KMK Property Management. KMK Property Management was founded in 2008, initially concentrating on residential properties in the Mad River Valley. In 2017 the company's focus grew to include both commercial properties, condominiums and residential properties. Currently KMK Property Management is a full service property management business that services nearly 1,000 clients across Warren, Waitsfield, and Fayston.

KMK has a full time staff of about 20 employees with a wide variety of skillsets and backgrounds. We have built a great team with the skill set to solve nearly any problem and complete any project. We use a combination of our skilled staff members and our vast vendor list to provide a superior product for any and all of our customers. KMK is fully prepared to tackle almost any project in house, a couple of our service departments include but are not limited to:

- Carpentry
- Landscaping
- Gardening
- Commercial Cleaning Services
- Snow removal
- Handyman services
- Bookkeeping
- General Maintenance
- Vendor Management
- Long term planning / Capital Budgeting

Work Order Input and Tracking:

As KMK Property Management has grown, so have our clients' needs. Particularly our commercial and condominium properties. We have transitioned to using work order software called Landport. All of our clients have their own account through Landport which allows them to choose the location where they would like to create a work request, the type of request, add a description and pictures or videos of the issue, and set a timeline / priority. It also allows for one time input for recurring maintenance items that certain locations may need on a regular basis. This software allows the customer to be informed when requests are received, when they are dispatched, and when they are completed. Landport allows for all of the same functions when using one of our vendors as well. Some of our commercial properties and HOA's have also begun to use the end of month & year reporting that Landport can provide to help with property maintenance reports at their year end meetings. Customers are still welcome to reach out to us by email or phone, but many have found Landport to be a very helpful tool to use.

Experience and Qualifications in Property Management:

KMK Property Management consists of 20 full time staff with a wide variety of skills and experience. Of the 20 staff, we have 4 personnel in management rolls, 14 full time field employees, and 2 bookkeepers. While our skill

sets are very diverse, we thrive in communication, time management, problem solving, project oversight / execution, budgeting / planning, vendor coordination, and a strong understanding of general upkeep needs for this area. To highlight some of our relevant experience:

- Chad Koenig - 16 years of experience in property management. 10 years of experience in commercial construction / solar development.
- Mark Koenig - Over 20 years experience in property management. Highly proficient in condo and commercial management. Licensed level 2 water operator.
- Pat Joyce - 4 years experience in property management. 5 years experience in commercial construction / fire suppression systems. Multiple years of experience completing projects in historic structures.
- Garrett Swann - 10+ years experience in property management. 20+ years experience in residential and commercial carpentry.

Past Commercial Experience:

KMK Property Management has / currently manages and works at several commercial properties. A list of some of our commercial properties is as follows:

- Crosspoint (former Customer)
- Bridges Resort
- Mountainside Condominiums
- Forum Condominiums
- Club Sugarbush Condominiums
- Sterling Ridge Condominiums
- Fiddlehead Condominiums
- Snowside Condominiums
- Sugar Run Condominiums
- Butternut Condominiums
- Southface Condominiums
- The Farms Condominiums
- Village Edge Condominiums and Commercial Spaces

Sugarbush Resort also contracts KMK Property Management for a fair amount of landscaping services during the spring, summer, and fall months.

Scope of Work:

We recommend breaking the scope of work into two categories, Property Management and Minor Repairs / Maintenance. For the property management portion of the scope we would offer a contractual agreement. This would cover all of the portions of the scope that we can quantify associated cost and manpower required to complete the project ahead of time. Inclusive in the contractual portion of this agreement are the items listed below.

Work included in the contract:

- General Property Oversight
    - Routine inspections of interior and exterior conditions
    - Coordination of routine and emergency repairs / maintenance
    - Generating and maintaining a 5 year repairs and capital improvements plan
    - Scheduling and oversight of planned repairs and capital improvements
    - Ensuring properties are secure and meet all applicable codes and regulations
- Maintenance Coordination
    - Groundskeeping oversight and general upkeep oversight

    - Scheduling of seasonal maintenance (HVAC, Plumbing, exc.)
- Financial and Administrative Support
    - Prepare and submit monthly property status reports to the town or appointed point of contact
    - Preparing and submitting a monthly itemized bill / variance vs budget for all work preformed outside of the contractual agreement
    - Preparing and submitting monthly contractual billing
    - Assisting the town or appointed point of contact with budgeting for maintenance and repairs
    - Tracking and managing work orders for our vendors invoices
    - Updating of the 5 year capital improvement plan for each associated building as needed
- Support
    - Serve as the point of contact for building / maintenance related matters for the structures noted in the towns RFP.
- Expected Deliverables
    - Monthly report of property condition and action items
    - Documentation of repairs, incidents, and vendor activity
    - Annual property summary
    - Attending (1) select board meeting per month to help answer property management questions and concerns
- Work Flow
    - We recommend working through the associated structures one building/structure at a time for the monthly report and the formation of a 5 year capital improvements plan. The town can choose the order of buildings / structures that they would like KMK Property Management to work on. KMK Property Management will follow this order and direct our focus to the chosen structure of the month.
- Contractual Compensation and Billing
    - For the scope listed above, KMK Property Management will charge the town an 1 year contractual rate of $60,000 / year. This will be divided evenly and billed on a monthly basis to the town. The monthly rate will be $5,000.

Non - Contractual Work:

A portion of the work the town has requested in their RFP makes most sense to bill on a by the hour basis. Items that would be billed on an hourly basis and not included in the contractual agreement are listed below.

- Minor repairs and maintenance
    - Examples of this would be: spot painting, fixing broken steps, repairing a handrail, replacing the latching mechanism on a lock, changing lightbulbs, etc.
- Execution of maintenance projects
    - Examples of this would be: full replacement of the stairs at the town offices, replacing a window at the Village Fire Station, etc.
- All maintenance / repairs completed by outside vendors
    - Examples of this would be: Hiring an electrician to fix or replace a light fixture, hiring a plumber to replace a broken toilet.
- Responding to maintenance requests / safety concerns
    - An example of this would be: KMK Property Management receives a work order that a handrail has fallen off the staircase in the town offices and dispatches a handyman to complete an emergency repair.
- Assistance with inspections
    - An example of this would be: KMK Property Management is called to assist with commercial smoke detector inspections of all applicable structures and dispatches an employee to spend the day assisting the third party vendor with their inspection.
- **Billing of Non - Contractual Work**

- All non contractual work will be billed on a time + material basis. Hourly rates are stated below.
- KMK Property Management will generate an itemized invoice / variance vs budget for all non contractual work.
- KMK Property Management recommends that the town create a $40,000 dollar budget line item for non - contractual work. The town or appointed representative could work with KMK Property Management to set a “do not exceed” dollar amount for time sensitive emergency repairs creating a threat to town property or public safety. These time sensitive emergency repairs can be completed without prior approval so long as they are below the threshold dollar amount.
- For any non-emergent repair or emergent repair over the threshold dollar amount, KMK Property Management must first obtain written approval from the selected town point person.

Note on commercial structures:

When working at any and all commercial structures, KMK Property Management must fully comply with all state and town regulations / code requirements while completing applicable projects. This often means the inclusion of the fire marshal's input and inspections as well as compliance with their recommendations.

Fee Structures:

KMK Property Management works on an hourly and / or contractual basis. Based on the information gathered from our site visit we recommend a combination of hourly and contractual billing for the Town of Warren’s scope of work. Below are our hourly rates:

- General Labor - $70/hr per worker
- Mulch Blower - $130/hr
- After hours support - $130/hr per worker
- KMK Property Management reserves the right to mark up invoices we pay directly 10%

Insurance:

Proof of insurance attached.

References:

1. Crosspoint Associates - Attn. Jonathan Stickley, jstickley@crosspt.com
2. Bridges Resort - Attn. Dylan Funnell, Dylan@bridgesresort.com
3. Sterling Ridge Condominiums - Attn. Brian Rohman, bqr1234@gmail.com

YUKON PROPERTY SERVICES

Property Management Proposal

Town of Warren

1/9/26

1. Introduction

Yukon Property Services is a locally owned and operated property management company with over five years of experience supporting residential and commercial property owners. We specialize in long-term maintenance planning, contractor management, and in-house small project completion. Our mission is to protect your investment, reduce operational stress, and ensure your property remains safe, functional, and well-maintained throughout the year. As a small business, we offer direct communication, consistent oversight, and a level of accountability that larger firms often cannot match.

2. About Yukon Property Services

Founded on the principles of reliability, transparency, and proactive care, Yukon Property Services provides hands-on management tailored to each property's unique needs. With more than five years of service, we have built strong relationships with trusted contractors and developed efficient systems for maintenance planning and project execution. Core strengths include personalized property oversight, long-term maintenance planning, contractor management, and in-house small project completion.

3. Scope of Services

A. Long-Term Maintenance Planning

- Annual and multi-year maintenance plans
- Seasonal inspection schedules
- Budget forecasting for repairs and improvements
- Preventative maintenance recommendations

B. Contractor Management

- Source and vet qualified contractors
- Schedule and coordinate work
- Quality control and project oversight
- Invoice review and cost verification

C. In-House Small Project Completion

- Minor repairs and touch-ups
- Small carpentry or fixture replacements

• Seasonal tasks and property upkeep

• Quick-turnaround maintenance needs

D. Emergency Response Coordination

• After-hours issue coordination

• Contractor dispatch

• Follow-up reporting

4. Service Approach

• Proactive communication

• Transparent reporting

• Timely response to maintenance needs

• Consistent property oversight

5. Pricing Structure

Service Category	Description	Pricing Structure
Base Property Management Fee	Ongoing oversight, communication, scheduling, and general property management	$45000 per year
In-House Small Project Completion	Minor repairs, small carpentry, fixture replacements, and quick-turnaround maintenance tasks	$65 per hour plus Materials
Emergency Response	After-hours or urgent issue coordination, including contractor dispatch and follow-up	$100 per hour, Minimum of 1 hour

Note: All contractor work is billed at cost with prior approval.

6. Terms & Conditions

• All services are subject to availability and seasonal scheduling.

• Emergency response coordination is optional and may be added to any plan.

• Pricing is subject to change with 30 days' notice.

• All contractor work is billed at cost with prior approval.

7. Why Choose Us

• Locally owned and operated

• Personalized service and direct communication

• Proven track record of reliability and responsiveness

• Strong contractor relationships and efficient project execution

8. Acceptance & Next Steps

1. Review the proposal and pricing structure.

2. Contact Yukon Property Services with any questions or customization requests.

3. Sign and return the agreement to initiate services.

4. Schedule initial property walkthrough and planning session.