

VILLAGE OF KIMBERLY, WI

NOTICE OF PUBLIC HEARING and VILLAGE BOARD MEETING

DATE:	Monday, June 3, 2024
TIME:	6:00pm
LOCATION:	Village Hall, Rick J. Hermus Council Chambers
	515 W. Kimberly Ave.
	Kimberly, WI 54136

Notice is hereby given that a Public Hearing and regular Village Board meeting will be held on Monday, June 3, 2024 at the Village Hall. This meeting is open to the public.

- 1) Call to Order
- 2) Roll Call
- 3) Moment of Silent Reflection, Pledge of Allegiance
- 4) President's Remarks
- 5) Approval of Minutes from the 05/28/2024 meeting
- 6) Convene into Public Hearing for the Amended 2024 Special Assessments
- 7) Close Public Hearing and Reconvene regular meeting of the Village Board
- 8) Unfinished Business
  - a) None
- 9) New Business
  - a) Resolution Number 7, Series of 2024 Amending Resolution Number 3, Series of 2024 Final Special Assessment Authorizing Special Assessment Powers for Installation and Construction of Municipal Improvements
  - b) Certificate of Payment #1 to Jossart Brothers, Inc. in the amount of \$237,469.60 for the 2024
     Welhouse Drive & Curtin Ave. Sanitary, Water & Storm Sewer Reconstruction
  - Award bid to Apple Valley Landscaping LLC in the amount of \$12,366.00 for Cedars East Pond
     Prairie Seeding
  - d) Temporary Class "B" (Beer) Picnic Licenses for Kimberly Baseball Organization
    - i) June 7-9, 2024
    - ii) June 21-23, 2024

- iii) July 25-30, 2024
- e) Special Event Permit Applications
  - i) Firefighters for Fireworks- July 3<sup>rd</sup> at Sunset Park
  - ii) Kim-Com Promotions "Paperfest"- July 18th -21st at Sunset Park
  - iii) Krick LLC Three Rivers Roleo- July 20th at Sunset Park

#### 10) Reports

- a) Chief of Police
- b) Director of Public Works/Zoning Administrator
- c) Community Enrichment Director
- d) Library Director
- e) Clerk-Treasurer
- 11) Public Participation
- 12) Closed Session

The village board will meet in closed session pursuant to State Statute 19.85 (1) (g) to confer with legal counsel who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved related to ongoing development agreements and the bid awarded for the Street and Parks Facility Replacement project.

The Board may reconvene into open session pursuant to section 19.85(2) of the Wisconsin Statutes for possible action on the closed session matters.

13) Adjournment

#### Village Board Virtual Meeting Option

Jun 3, 2024, 6:00 – 7:00 PM (America/Chicago)

#### Please join my meeting from your computer, tablet or smartphone.

https://meet.goto.com/405312141

#### You can also dial in using your phone. Access Code: 405-312-141

United States (Toll Free): <u>1 877 309 2073</u> United States: <u>+1 (646) 749-3129</u>

Any person wishing to attend the meeting who because of their disability is unable to attend, is requested to contact the ADA Coordinator at 920-788-7500 at least 48 hours prior to the meeting so that reasonable accommodation may be made.

# VILLAGE OF KIMBERLY BOARD MEETING MINUTES 05/28/2024

A special meeting of the Village Kimberly Board was called to order on Tuesday, May 28, 2024 at 8:30am in the Rick J. Hermus Council Chambers, 515 W. Kimberly Ave by President Chuck Kuen.

Board Present:President Chuck Kuen, Trustees Tom Gaffney, Lee Hammen, Norb<br/>Karner, Mike Hruzek, Dave Hietpas and Marcia TrentlageStaff Present:Clerk Jennifer Weyenberg, Public Works Director Greg Ulman,<br/>Community Enrichment Director Holly Femal, Trevor Frank with S.E.H.<br/>and Judy Hebbe, a member of the media

#### President's Remarks

None

#### Approval of Minutes from the 05-13-2024 Meeting

Trustee Hammen moved, Trustee Karner seconded the motion to approve the Village Board minutes from 05-13-2024. Motion carried by unanimous vote of the board.

#### Unfinished Business

None

#### <u>New Business</u>

#### Enter Contract for Street and Parks Facility Replacement project with SMA Construction Services for a base bid of \$9,160,000 and a unit cost for unsuitable material of \$46.00/cu yd

Trustee Hammen moved, Trustee Trentlage seconded the motion to approve the contract for the Street and Parks Facility replacement project with SMA Construction Services with a base bid of \$9,160,000 and unit cost for unsuitable material of \$46.00/cu yard. Motion carried by unanimous vote of the board.

# Purchase Single-Axle Patrol Truck with Body and Plow Equipment from Truck Country in the amount of \$287,543.00

Trustee Trentlage moved, Trustee Hammen seconded the motion to approve the purchase of a single-axle patrol truck from Truck Country in the amount of \$287,543.00. The cost for the truck will come from the Street Equipment Trust Fund. Motion carried by unanimous vote of the board.

Resolution Number 6, Series of 2024 Supporting and Approving of the New Appleton (Fox Cities) MPO Policy Board Structure and Redesignation Agreement

Trustee Trentlage moved, Trustee Hammen seconded the motion to approve Resolution #6, Series 2024, Supporting and Approving of the New Appleton (Fox Cities) MPO Policy Board Structure and Redesignation Agreement. There was no discussion on this item. Motion carried by unanimous vote of the board.

#### Approve Bills & Claims for April 2024

Trustee Karner moved, Trustee Gaffney seconded the motion to approve the presented bills and claims. Motion carried by unanimous vote of the board.

#### **Receive Minutes of Boards and Commissions**

Water Commission minutes from 04/09/2024, Plan Commission minutes from 01/16/2024, and Library Board minutes from 03/25/2024

There was no discussion or action taken on these items, the minutes will be filed as presented.

#### **Public Participation**

Trustee Trentlage noted that the Memorial Day event was cut short due to rain.

#### Adjournment

Trustee Hammen moved, Trustee Karner seconded the motion to adjourn. Motion carried by unanimous vote at 8:36am.

Jennifer Weyenberg Clerk-Treasurer

Dated 05/29/24 Drafted by: ELZ Approved by Village Board \_\_\_\_\_



# Village of Kimberly REQUEST FOR BOARD CONSIDERATION

**ITEM DESCRIPTION:** Public Hearing on Amended Assessments

**REPORT PREPARED BY:** Jennifer Weyenberg, Clerk-Treasurer

**REPORT DATE:** June 3, 2024

ADMINISTRATOR'S REVIEW / COMMENTS:

No additional comments to this report

See additional comments attached \_\_\_\_\_

#### **EXPLANATION:**

The original Engineer's Report for the 2024 Sanitary Lateral Reconstruction, Storm Sewer Lateral Reconstruction & Concrete Apron Reconstruction project did not include costs for some properties in the project area.

To correct this, we have re-opened the special assessment process per state statutes. Notices of a second public hearing were mailed to affected property owners and published in the Times-Villager.

After tonight's public hearing, the board should take action to amend the prior assessment. This is on the agenda as Resolution Number 7, Series of 2024 "Amending Resolution Number 3, Series of 2024."

Engineer Werner can answer questions related to the additional storm lateral assessments.

#### **RECOMMENDED ACTION:**

Conduct Public Hearing, then approve amended resolution.

#### VILLAGE OF KIMBERLY OUTAGAMIE COUNTY, WISCONSIN RESOLUTION NUMBER 7, SERIES OF 2024

#### A RESOLUTION AMENDING RESOLUTION NUMBER 3, SERIES OF 2024 "FINAL SPECIAL ASSESSMENT AUTHORIZING SPECIAL ASSESSMENT POWERS FOR INSTALLATION AND CONSTRUCTION OF MUNICIPAL IMPROVEMENTS WITHIN AN AREA DESCRIBED HERINAFTER AND PROVIDING FOR THE LEVYING OF SPECIAL ASSESSMENTS AGAINST SAID PROPERTY OWNSERS PURSUANT TO THE PROVISIONS OF SECTIONS 66.0703, 61.36, 66.0701, 66.0703(8), AND 66.0907, OF THE WISCONSIN STATUTES"

WHEREAS, the Village Board of Trustees, Village of Kimberly, as located in Outagamie County, Wisconsin, approved a Preliminary Assessment Resolution Series of 2024, Resolution Number 2, on the 4TH day of March, 2024, declaring the Village's intention to exercise special assessment and police powers under Wisconsin Statutes, in particular Sections 66.0703, 61.34, 61.36, 66.0701, 66.0703(8) and 66.0907 of the Wisconsin Statutes, as amended from time to time, and by Chapter 50, Village of Kimberly Municipal Code, for the following purposes, and within the following described area:

a) DESCRIPTION OF SPECIAL ASSESSMENT PROJECTS:

#### Street Reconstruction Scope

Complete reconstruction of Welhouse Drive and Curtin Avenue from Sunset Drive to Roger Street. This includes full street reconstruction, terrace tree removal, miscellaneous sidewalk and terrace restoration. New concrete aprons will be installed and assessed to affected properties.

Sanitary Sewer, Storm Sewer and Water Main Reconstruction Scope Welhouse Drive from Sunset Drive to Curtin Avenue; complete reconstruction of sanitary sewer and associated laterals to the home, water main and services, storm sewer and associated laterals.

<u>Mini-Storm Sewer and Lateral Construction Scope</u> N. Sidney Street from Kimberly Avenue to Papermill Run; installation of mini-storm sewer and storm laterals to collect sump pump discharge

b) AREA OF SPECIAL ASSESSMENT IMPROVEMENTS:

Welhouse Drive: Sunset Drive to Curtin Street Curtin Street: Welhouse Drive to Roger Street N. Sidney Street: Kimberly Avenue to Papermill Run

WHEREAS, the Village Board of Trustees did provide for the publishing of the required statutory Notice of Public Hearing Special Assessment Preliminary Resolution in the <u>Times-Villager</u>, and did further mail a copy of said Notice of Public Hearing on

Special Assessment Preliminary Resolution to all affected property owners as set forth within the above-described project area, all within the required statutory time; and,

WHEREAS, the specially benefited property affected and the property owners therein affected by the municipal improvement project are as set forth above; and,

WHEREAS, the Village Board of Trustees, Village of Kimberly, did hold a Public Hearing upon said Preliminary Special Assessment Resolution, on the 25th day of March, 2024 at 6:00 p.m., in the Rick J. Hermus Council Chambers of the Village Complex located at 515 W. Kimberly Avenue, Kimberly, Wisconsin, 54136, pursuant to the published Notice of Public Hearing and a mailing of said Notice to affected property owners, for the purpose of informing and hearing all interested persons concerning the Preliminary Special Assessment Resolution and the report of the Village Engineers reference to public property improvement projects, and did hear all persons desiring audience at said hearing (or in the alternative the Report of the Village of Kimberly's Director of Public Works in lieu of the Village Engineer's Report).

NOW, THEREFORE, BE IT RESOLVED by the Village Board of Trustees, Village of Kimberly, as follows:

1. That the *Amended* Report of the Village Engineers for the public improvement projects affecting the special assessment areas as described above, including any and all engineering plans and specifications thereto, are hereby approved and adopted. Pursuant to the *Amended* Report of the Village Engineers and/or the Village Director of Public Works, all said special assessments are determined to be levied on a reasonable basis, being actual construction costs, engineering fees, attorney fees, publication costs, Village Administrative costs and fees, and other special assessment proceeding costs; and, further, that all said municipal improvements are determined to specially benefit the areas/properties being assessed.

2. That the Village of Kimberly is hereby directed and delegated to carry out the work of said improvements in accordance with the *Amended* Report of the Village Engineer/Director of Public Works.

3. That payment for said municipal improvements shall be made by assessing the cost of the abutting/affected property owners whose parcels are specially benefitted pursuant to Chapter(s) 66.0703, 61.34, 61.36, 66.0701, 66.0703(8) and 66.0907 of the Wisconsin Statutes, as amended from time to lime, and as set forth hereinafter (and further by any applicable Village Ordinance dealing with special assessments).

4. That the Village of Kimberly has advertised for bids for this project, and the Village of Kimberly, through the State of Wisconsin, is directed to carry out the work for said improvements, all as aforementioned.

5. That all costs to be assessed to abutting/affected property owners, as shown on the *Amended* Engineer's Report and/or the Report of the Village Director of Public

Works, as modified, are true and correct, have been determined on a reasonable basis, and further determined to specifically benefit the abutting/affected property, and are hereby confirmed.

6. That the assessments shall be paid in cash, in full, in five annual installments, or in ten annual installments with all deferred payments to bear interest at the rate of 7.0%, which will be charged per annum on the unpaid balance. Any installments of special assessments not paid when due shall bear interest for the delinquent date at the rate of eighteen (18) percent per annum.

7. That the Village Clerk for the Village of Kimberly is directed to publish this Resolution as a Class One Notice in the <u>Times-Villager</u>, Kaukauna, Wisconsin.

8. That the Village Clerk for the Village of Kimberly is further directed to mail a copy of this Final Assessment Resolution and a statement of final assessment against affected/abutting property, to each affected/abutting property owner whose name appears on the assessment roll and whose post office address is known or can, with reasonable diligence, be ascertained.

9. That this assessment may be amended and/or revised, where necessary, from time to time, pursuant to Chapter 66.0703(8) of the Wisconsin Statutes, as amended.

10. That the assessment rate has been modified and/or adjusted to reflect the Village of Kimberly's local share, as paid by the Village of Kimberly General Fund where applicable pursuant to Chapter 50, Village of Kimberly Municipal Code.

Date introduced, approved and adopted: June 3, 2024.

VILLAGE OF KIMBERLY

Charles A. Kuen, Village President

Jennifer Weyenberg, Village Clerk



# Village of Kimberly REQUEST FOR BOARD CONSIDERATION

**ITEM DESCRIPTION:** Certificate of Payment #1 – to Jossart Brothers, Inc., in the amount of \$237,469.60 for the 2024 Welhouse Drive & Curtin Avenue Sanitary, Water & Storm Sewer Reconstruction

**REPORT PREPARED BY:** Greg Ulman, Director of Public Works/ Zoning

Administrator

**REPORT DATE:** June 3, 2024

ADMINISTRATOR'S REVIEW / COMMENTS:

No additional comments to this report \_\_\_\_\_

See additional comments attached \_\_\_\_\_

**EXPLANATION:** Certificate for payment #1 issued for \$237,469.60 for work performed through May 17<sup>th</sup>, 2024, for the project.

See attached certificate for Payment #1

Engineer Werner will discuss and address questions from the Board.

**RECOMMENDED ACTION**: Staff recommends approval of Certificate of Payment #1 to Jossart Brothers Inc., in the amount of \$237,469.60 for the 2024 Welhouse Drive & Curtin Avenue Sanitary, Water & Storm Sewer Reconstruction.

#### Attachments:

 Welhouse Drive & Curtin Avenue Sanitary, Water & Storm Sewer Reconstruction, Request #1



May 21, 2024

Village of Kimberly 515 W. Kimberly Avenue Kimberly, WI 54136

Re: Village of Kimberly Welhouse Drive & Curtin Avenue Sanitary, Water & Storm Sewer Reconstruction Certificate for Payment #1 McM. No. K0001-09-23-00727.02

Enclosed herewith is Certificate for Payment #1 for the above referenced project. This Certificate is issued to Jossart Brothers, Inc. in the amount of \$237,469.60 for partial payment for work performed through May 17, 2024.

Please process the enclosed, and forward payment to Jossart Brothers, Inc. Should you have any questions, please contact our office at your convenience.

Respectfully,

McMahon Associates, Inc.

Brad D. Werner, P.E. Vice President / Sr Municipal Engineer

BDW:car

cc: Jossart Brothers, Inc.

Enclosure: Certificate for Payment #1





McMAHON ASSOCIATES, INC.

1445 MCMAHON DRIVE NEENAH, WI 54956 PO BOX 1025 NEENAH, WI 5 NEENAH, WI 54957-1025

FAX: 920.751.4284

# **CERTIFICATE FOR** PAYMENT

	Contract N	No.	K0001-09-23-00727.	.02
VILLAGE OF KIMBERLY	Project File	e No.	K0001-09-23-00727.	02
515 W. Kimberly Avenue	Certificate	e No.	One (1)	· · ·
Kimberly, WI 54136	Issue Date	:	May 21, 2024	
	Project:		Welhouse Drive & C	urtin Avenue
			Sanitary, Water & St	orm Sewer Recon.
This Is To Certify That, In Accordance Wi JOSSART BROTHERS, INC. 1682 Swan Road De Pere, WI 54115	ith The Contract Docu	uments Dated:	April 1	2, 2024
Is Entitled To <u>Partial</u> Payment For Work P Contractor's Appli Itemized Cost Brea	cation for Payment A		May 17, 2	2024
Original Contract	\$1,013,569.00	Cor	npleted To Date	\$249,968.00
Net Change Orders	+ \$147,400.00		ainage 5%	\$12,498.40
Current Contract Amount	\$1,159,969.00		total	\$237,469.60
	<i><i><i>ϕ</i>2<i>j</i>2<i>00j00000</i></i></i>		viously Certified	\$0.00
		Amount Due	e This Payment:	\$237,469.60

Veiner Brad D. Werner, P.E. Vice President / Sr Municipal Engineer

#### **CERTIFICATE FOR PAYMENT**

#### VILLAGE OF KIMBERLY

Welhouse Drive & Curtin Avenue Sanitary, Water & Storm Sewer Reconstruction Contract No. K0001-09-23-00727.02

#### Engineer: McMAHON ASSOCIATES, INC. 1445 McMahon Drive PO Box 1025 Neenah, WI 54956 / 54957-1025

JOSSART BROTHERS, INC. 1682 Swan Road De Pere, WI 54115

#### SANITARY SEWER

Item	Description	Qty	Unit
1.	Mobilization	1	L.S.
2.	8 Inch SDR 35 PVC Sanitary Sewer	1,959	L.F.
3.	4 Inch Sanitary Lateral - Excavated	152	L.F.
4.	4 Inch HDPE DR 17 Sanitary Lateral - Pipe Burst	900	L.F.
5.	4" x 8" Wye Connection Including Riser	46	Ea.
6.	48 inch Sanitary Manhole	66	V.F.
7.	Manhole Casting	6	Ea.
8.	Post-Construction Mainline Cleaning and Televising	1	L.S.
9.	Post-Construction Lateral Televising	46	Ea.
10.	Sanitary Sewer Trench Compaction and Certification	1	L.S.

BID QUANTITIES		CERT-I	PAYMENT 01	COMPLE	TED TO DATE
Unit Price	Total	Qty	Total	Qty	Total
\$5,000.00	\$5,000.00	0.50	\$2,500.00	0.50	\$2,500.00
\$60.00	\$117,540.00	1959.00	\$117,540.00	1959.00	\$117,540.00
\$52.00	\$7,904.00	39.00	\$2,028.00	39.00	\$2,028.00
\$5.15	\$4,635.00		\$0.00	0.00	\$0.00
\$200.00	\$9,200.00	46.00	\$9,200.00	46.00	\$9,200.00
\$425.00	\$28,050.00	66.00	\$28,050.00	66.00	\$28,050.00
\$550.00	\$3,300.00	6.00	\$3,300.00	6.00	\$3,300.00
\$2,520.00	\$2,520.00		\$0.00	0.00	\$0.00
\$101.00	\$4,646.00		\$0.00	0.00	\$0.00
\$3,500.00	\$3,500.00	0.50	\$1,750.00	0.50	\$1,750.00
	\$186,295.00		\$164,368.00		\$164.368.00

#### SANITARY LATERAL WORK ON PRIVATE PROPERTY

SUB-TOTAL (Items 1. through 10., Inclusive)

				BID QUA	NTITIES	CERT-P	AYMENT 01	COMPLET	ED TO DATE
Item	n Description	Qty	Unit	Unit Price	Total	Qty	Total	Qty	Total
11.	4 Inch HDPE DR 17 Sanitary Lateral - Pipe Burst	1,100	L.F.	\$5.15	\$5,665.00		\$0.00	0.00	\$0.00
12.	Outside Spot Excavation	1	Ea.	\$620.00	\$620.00		\$0.00	0.00	\$0.00
13.	Outside Cleanout with Frost Sleeve	1	Ea.	\$775.00	\$775.00		\$0.00	0.00	\$0.00
14.	Inside Excavation for Reconnection	30	Ea.	\$3,040.00	\$91,200.00		\$0.00	0.00	\$0.00
15.	4 Inch Furnco Connection	60	Ea.	\$10.30	\$618.00		\$0.00	0.00	\$0.00
16.	4 Inch Bend	90	Ea.	\$20.60	\$1,854.00		\$0.00	0.00	\$0.00
17.	Inside Cleanout	30	Ea.	\$103.00	\$3,090.00		\$0.00	0.00	\$0.00
18.	Cleanout Cap	30	Ea.	\$10.30	\$309.00		\$0.00	0.00	\$0.00
19.	Floor Drain	30	Ea.	\$154.50	\$4,635.00		\$0.00	0.00	\$0.00
20.	Redi-Crete Floor Restoration	150	BAG	\$41.20	\$6,180.00		\$0.00	0.00	\$0.00
21.	CIPP Liner Set Up Cost	1	Ea.	\$515.00	\$515.00		\$0.00	0.00	\$0.00
22.	4 Inch CIPP Liner	40	L.F.	\$82.40	\$3,296.00		\$0.00	0.00	\$0.00
	SUB-TOTAL (Items 11. through 22., Inclusive)				\$118,757.00		\$0.00		\$0.00

#### BID QUANTITIES Unit Price Tota CERT-PAYMENT 01 COMPLETED TO DATE Description Qty Unit Item Total Qty Total Total Qty 23. Mobilization L.S. \$1,500.00 \$1,500.00 0.50 \$750.00 0.50 \$750.00 Temporary Water Service 8 Inch PVC Water Main 24. 1 L.S. \$13,000.00 \$13,000.00 0.50 \$6,500.00 0.50 \$6,500.00 \$137,970.00 \$1,950.00 25. 1,890 L.F. \$73.00 400.00 \$29,200.00 400.00 \$29,200.00 26. 6 Inch PVC Water Main L.F. \$65.00 30 10.00 \$650.00 10.00 \$650.00 27. 8 inch Valve 4 Ea. \$2,850.00 \$11,400.00 1.00 \$2,850.00 1.00 \$2,850.00 7.5 Foot Bury Hydrant 28. 3 Ea. \$5,600.00 \$16,800.00 1.00 \$5,600.00 1.00 \$5,600.00 29. Salvage Existing Hydrant \$500.00 \$2,000.00 4 Ea. 1.00 \$500.00 1.00 \$500.00 30. 1 Inch Water Service - Excavated 1,372 L.F. \$50.00 \$68,600.00 0.00 \$0.00 \$0.00 31. 1 Inch Service Set 44 Ea. \$500.00 \$22,000.00 . \$0.00 0.00 \$0.00 32. Water Main Trench Compaction and Certification 1 L.S. \$3,500.00 \$3,500.00 \$0.00 0.00 \$0.00 \$278,720.00 \$46,050.00 \$46,050.00

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SUB-TOTAL (Items 23. through 32., Inclusive)

#### STORM SEWER

WATER MAIN

ltem	Description	Qty	Unit
33.	Remove Storm Manhole in Fulcer Avenue Terrace	1	L.S.
34.	4 Foot Diameter Storm Manhole	42	V.F.
35.	Storm Manhole Casting	6	Ea.
36.	Inlet with Casting and Drain Tile Stubs	14	Ea.
37.	21 Inch Storm Sewer	383	L.F.
38.	18 Inch Storm Sewer	980	L.F.
39.	15 Inch Storm Sewer	340	L.F.
10.	12 Inch Storm Sewer	460	L.F.
11.	4 Inch Storm Lateral Connection to Main	14	Ea.
12.	4 Inch Storm Sewer Lateral (Public)	454	L.F.
13.	4 Inch Storm Sewer Lateral (Private) with Turf Restoration	560	L.F.
14.	Collection Riser at House (Private)	14	Ea.
15.	Storm Sewer Clean and Televise	1	L.S.
16.	Storm Sewer Trench Compaction and Certification	1	L.S.

BID QUANTITIES		CERT-	CERT-PAYMENT 01			COMPLETED TO DATE		
Unit Price	Total	Qty	Total		Qty	Total		
\$500.00	\$500.00		\$0.00		0.00	\$0.00		
\$595.00	\$24,990.00		\$0.00		0.00	\$0.00		
\$550.00	\$3,300.00		\$0.00		0.00	\$0.00		
\$3,900.00	\$54,600.00		\$0.00		0.00	\$0.00		
\$113.00	\$43,279.00		\$0.00		0.00	\$0.00		
\$72.00	\$70,560.00		\$0.00		0.00	\$0.00		
\$65.00	\$22,100.00		\$0.00		0.00	\$0.00		
\$60.00	\$27,600.00		\$0.00		0.00	\$0.00		
\$250.00	\$3,500.00		\$0.00		0.00	\$0.00		
\$47.00	\$21,338.00		\$0.00		0.00	\$0.00		
\$40.00	\$22,400.00		\$0.00		0.00	\$0.00		
\$150.00	\$2,100.00		\$0.00		0.00	\$0.00		
\$2,800.00	\$2,800.00		\$0.00		0.00	\$0.00		
\$3,000.00	\$3,000.00		\$0.00		0.00	\$0.00		
	\$302,067.00		\$0.00			\$0.00		

SUB-TOTAL (Items 33. through 46., Inclusive)

MISCELLANEOUS

				BID QU/	ANTITIES	CERT-P/	AYMENT 01	COMPLE	TED TO DATE
Item	Description	Qty	Unit	Unit Price	Total	Qty	Total	Qty	Total
47.	Erosion Control - Inlet Protection and Maintenance	1	L.S.	\$1,500.00	\$1,500.00		\$0.00	0.00	\$0.00
48.	Concrete Pavement Removal	1	L.S.	\$15,000.00	\$15,000.00	0.30	\$4,500.00	0.30	\$4,500.00
49.	Rough Grading	1	L.S.	\$7,500.00	\$7,500.00		\$0.00	0.00	\$0.00
50.	Tree Removal (70 Trees)	1	L.S.	\$28,000.00	\$28,000.00	1.00	\$28,000.00	1.00	\$28,000.00
51.	Remove Mailbox	47	Ea.	\$50.00	\$2,350.00	47.00	\$2,350.00	47.00	\$2,350.00
52.	Temporary Mailbox	47	Ea.	\$100.00	\$4,700.00	47.00	\$4,700.00	47.00	\$4,700.00
				,					
	SUB-TOTAL (Items 47. through 52., Inclusive)			L	\$59,050.00		\$39,550.00		\$39,550.00
	TOTAL BASE BID Items 1. through 52., Inclusive)				\$944,889.00		\$249,968.00		\$249,968.00

W:\PROJECTS\K0001\092300727\Constr\Contract\02 Utilities\Cert-Payments\Cert-Pay 01\Welhouse Dr - Curtin Ave Cert-Pay Spreadsheet

#### **CERTIFICATE FOR PAYMENT**

#### VILLAGE OF KIMBERLY

Welhouse Drive & Curtin Avenue Sanitary, Water & Storm Sewer Reconstruction Contract No. K0001-09-23-00727.02

Engineer: McMAHON ASSOCIATES, INC. 1445 McMahon Drive PO Box 1025 Neenah, WI 54956 / 54957-1025

Total

\$61,680.00

\$5,500.00

\$67,680.00

\$1,012,569.00

\$500.00

JOSSART BROTHERS, INC. 1682 Swan Road De Pere, WI 54115

**BID QUANTITIES** 

Unit Price

\$24.00

\$500.00

\$250.00

#### ALTERNATE BID A | KENNEDY AVENUE DRAIN TILE

Item	Description	Qty	Unit
A-1	6 Inch Drain Tile with Sock with Turf Restoration	2,570	L.F.
A-2	Connect to Inlet per Detail	11	Ea.
A-3	Inserta Tee Connection	2	Ea.
	TOTAL ALTERNATE BID A (Items A-1 through A-3, Inclusive)		

TOTAL CONTRACT PRICE

#### CHANGE ORDER #1 | ALTERNATE BID B | SIDNEY STREET MINI-STORM SEWER

Item	Description	Qty	Unit
B-1	Mobilization	1	L.S.
B-2	Terrace Tree Removal Including Stump	18	Ea.
B-3	6 Inch Schedule 40 PVC Mini-Storm	2,900	L.F.
B-4	4 Inch Schedule 40 PVC Storm Lateral	44	Ea.
B-S	6 Inch Mini-Storm Cleanout	5	Ea.
B-6	Turf Restoration	1	L.S.
B-7	Concrete Apron Restoration	1	L.S.
	TOTAL CHANGE ORDER #1		

TOTAL CONTRACT PRICE + CHANGE ORDER #1

BID QU/	BID QUANTITIES CERT-PAYMENT 01			COMPLETED TO DATE		
Unit Price	Total	Qty	Total	Qty	Total	
\$1,500.00	\$1,500.00		\$0.00	0.00	\$0.00	
\$400.00	\$7,200.00		\$0.00	0.00	\$0.00	
\$27.00	\$78,300.00		\$0.00	0.00	\$0.00	
\$850.00	\$37,400.00		\$0.00	0.00	\$0.00	
\$500.00	\$2,500.00		\$0.00	0.00	\$0.00	
\$13,000.00	\$13,000.00		\$0.00	0.00	\$0.00	
\$7,500.00	\$7,500.00		\$0.00	0.00	\$0.00	
	\$147,400.00		\$0.00		\$0.00	
\$1,159,969.00			\$249,968.00		\$249,968.00	
Cor	npleted to Date:		\$249,968.00		\$249.968.00	
	Retainage:		\$12,498.40		\$12,498.40	
	Subtotal:		\$237,469.60		\$237,469.60	
Drow	ious Application.				¢	

CERT-PAYMENT 01

Total

\$0.00 \$0.00

\$0.00

\$0.00

\$249,968.00

Qty

Previous Application: Amount Due This Application:

\$237,469.60
\$0.00
\$237,469.60
\$12,498.40
\$249,968.00

COMPLETED TO DATE

Total

\$0.00

\$0.00

\$0.00

\$0.00

\$249,968.00

Qty

0.00 0.00

0.00

ENGINEERS ARCHITEC	Neenah, WI 54956 Ne	D. Box 1025 enah, WI 54957-1025	APPLICATION FOR PAYMENT
(Owner) Village of K 515 W. Kim Kimberly, V	berly Áve	PROJECT: CONTRACTOR Contract No. Project No. Application No. Application Date Period From	Welhouse Drive & Curtain Avenue Sanitary,         Water & Storm Sewer Reconstruction         Jossart Brothers, Inc.         K0001-09-23-00727.02         K0001-09-23-00727.02         1         5/20/2024         4/12/2024       To         5/17/2024
Application Is Made For Pay The following documents ar Schedule Of Va Schedule Of Un Inventory Of Sto	e attached: lues † Prices	ne Above Contract.	
The Present Status Of The Ac	count For This Contract Is A	s Follows:	
Original Contract Net Change Orders Current Contract Am	\$ 1,012,259.00         \$ 147,400.00         \$ 1,159,659.00 <b>9</b> 09	Retaina Subtota	
		Amount Due This	Application: <u>\$</u> 237,469.60
	,		******
from the Owner, on accou undersigned to discharge ir Applications For Payment (	nt of work performed unde full all obligations of the ur under said Contract, being Ils and equipment incorpo	r the Contract referred ndersigned incurred in a g Applications For Payr rated in said project or	to above, have been applied by the connection with work covered by prio ment numbered 1 through <u>1</u> otherwise listed in or covered by this
from the Owner, on accoun undersigned to discharge in Applications For Payment ( inclusive; and 2) All materic	nt of work performed unde full all obligations of the ur under said Contract, being Ils and equipment incorpo	r the Contract referred ndersigned incurred in a g Applications For Payr rated in said project or	otherwise listed in or covered by this
from the Owner, on accound undersigned to discharge ir Applications For Payment ( inclusive; and 2) All materic Application For Payment are Dated <u>May 20</u>	nt of work performed unde full all obligations of the ur under said Contract, being als and equipment incorpo e free and clear of all liens, o	er the Contract referred indersigned incurred in or g Applications For Payr rated in said project or claims, security interests Jossart Brothers, Inc.	to above, have been applied by the connection with work covered by prio ment numbered 1 through <u>1</u> otherwise listed in or covered by this and encumbrances. (contractor)
from the Owner, on accound undersigned to discharge in Applications For Payment ( inclusive; and 2) All materic Application For Payment are	nt of work performed unde full all obligations of the ur under said Contract, being als and equipment incorpo e free and clear of all liens, o	er the Contract referred indersigned incurred in or g Applications For Payr rated in said project or claims, security interests Jossart Brothers, Inc.	to above, have been applied by the connection with work covered by prio ment numbered 1 through <u>1</u> otherwise listed in or covered by this and encumbrances. (contractor)

	known to me, who being a				
VP/Secretary		of the C	ontractorated	e membaned;	that he/she
	(title)		° 24.	Ser -	
executed the above A	oplication For Payment and st	atement or	behalf of so	tOT antractor	and that all of the
statements contained th	erein are true, correct and com	iplete.			0 0
		$\sim$	, For P	URIT	•
My Commission Expires:	April 12, 2027	Cofee	Hirr .	EDLIO	b
			. E d	Notary Public)	
		/		WISCO	

PROJECTS \ K0001 \ 092300727 \ ADMIN \ SPEC \ 02 UTILITY \ DIV-0

McM ngineer	AHON IS VARCHINEGIS		D. Box 1025 senah, WI 54957-1025	CERTIFICATE FOR PAYMENT	Г
(Owner)	Village of Kimb 515 W. Kimber Kimberly, WI 5	ly Åve	Contract No. Project File No. Certificate No. Issue Date: Project:	K0001-09-23-00727.02 K0001-09-23-00727.02 1 5/20/2024 Welhouse Drive & Curtain Avenue Sa Water & Storm Sewer Reconstruct	
ihis Is To Ce	rtify That, In Accordar	nce With The Contract	Documents Dated:	(Date Of Contract Agreemen	1t)
Contractor	Jossart Brothe 1682 Swan Ro De Pere, WI 54	ad		April 12, 2024	
		Application For Paym ost Breakdown Attache	nent Attached.	ate Noted On Application For Pay	,
-	nal Contract	1,012,259.00		pleted To Date \$ 249,968.00	
	Change Orders ent Contract Amount	<u>147,400.00</u> 1,159,659.00	\$ Retai \$ Subto	inage <u>5</u> % <u>\$12,498.40</u> otal <b>\$</b> 237,469.60	
00110				ously Certified \$ 0.00	
			Amount Due	This Payment: <u>\$</u> 237,469.60	• <b></b>
			Certified By: McMahon Assoc Neenah, Wiscon		
			(Authorized Sig	nature)	

8	CONTRACTOR'S REQUEST FOR PAYMENT								REQU	REQUEST NUMBER:	MBER: 1
ЪЧ	PROJECT NAME: Village of Kimberly - Welhouse Drive Sanitary, Water	<u>ا</u> لاہ	Storm Sewer					Contrac	t No. K0(	001-09-2;	Contract No. K0001-09-23-00727.02
ITEM	0	SCHEDULED	UNIT	SCHEDULED	Work (	Work Completed	ted	Stored Material		Total Completed and Stored to Date	eted and
0 N	OF WORK	OTV 15nit	PRICE	Amount	CTV Amount		V Amount		2		
SAN	L SANITARY SEWER					3			,		
F	Mobilization	1 L.S.	5,0	\$5,000.00	- \$	0.5	\$		0.5	¢	2,500.00
2	8 Inch SDR 35 PVC Sanitary Sewer	1959 L.F.	\$ 60.00	\$117,540.00	ч 49	1959.0			1,959.0		117,540.00
ო	4 Inch Sanitary Lateral - Excavated	152 L.F.	\$ 52.00	\$7,904.00	۰ ج	39.0	.0 \$ 2,028.00		39.0	s	2,028.00
4	4 Inch HDPE DR 17 Sanitary Lateral - Pipe Burst	900 L.F.			۰ ج	-	ь		0.0	÷	I
ы С	4" x 8" Wye Connection Including Riser	46 Ea.			\$	46.0	ь		46.0	\$	9,200.00
1 0	48 inch Sanitary Manhole	66 V.F.	\$ 425.00	1	, 9 (	66.0	69 (	<del>ю</del> (	66.0	<del></del> ө	28,050.00
- 0	Marinole Casung		٢			0.0 0		<u>ب</u>	0.0 0	л e	3,300.00
0 0	Т	1 L.S. 16 Ea	\$ 2,520.00 € 101.00	_			۱ ب		0.0	<del>به</del>	
2   P	Sanitary Sever Trench Compaction and Certification	1 L.S.	\$ 3.500.00	\$3.500.00	, , , ,	0.5	5 \$ 1.750.00	 	0.5	e ee	1 750.00
	1					-	\$ 164	\$		\$	164,368.00
SAN	SANITARY LATERAL WORK ON PRIVATE PROPERTY							4			
F	4 Inch HDPE DR 17 Sanitary Lateral - Pipe Burst	1100 L.F.	\$ 5.15	\$ 5,665.00	\$	ŀ	، ج	5	0.0	69	,
12			62		н - 69			н 69	0.0	Э	1
13		1 Ea.			s			ч со	0.0	e es	
4	Inside Excavation for Reconnection	30 Ea.	\$ 3,040.00	\$ 91,200.00	• \$		۰ ج	۰ ج	0.0	ь	
15	-	60 Ea.	\$ 10.30	\$ 618.00	ч Ф		•	, &	0.0	ь	
16	_	90 Ea.		\$	۰ ج		۰ ج	- \$	0.0	\$	1
17	-	30 Ea.	\$ 103.00		۰ ب		ہ ب	۔ ج	0.0	\$	1
<u>8</u>		30 Ea.			ج		۰ ب	' &	0.0	ф	1
6		30 Ea.		ю	• •		، ب	' ب	0.0	ъ	1
ន	_	150 BAG		φ	ч 69		ı ج	۰ ج	0.0	க	I
5		1 Ea.	\$ 515.00	\$ 515.00	۔ ج		، جو	, 9	0.0	ь	1
3		40 L.T.	φ <u>8</u> 2.40	ŀ	۰ ه	╉	ч А	- •	0.0	A	1
14/41	ANTED MAIN			\$ 118,757.00	- 9	4	\$	۱ ج		<del>ഗ</del>	1
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ŝ		1 L.S.			۰ ج	0.5	φ		0.5	\$	750.00
7 2			13,0	- 1	·	0.5	<u>به</u>		0.5	69	6,500.00
3 8	6 Inch PVC Water Main	30 L.F.	\$ 73.00 \$ 85.00	\$ 13/,9/0.00 \$ 1 050 00	י א פ	400.0	-		400.0	<del>59</del> 6	29,200.00
51			6	- 			<del>,</del> 4	<del>9</del> 6		<del>9</del> 4	2 050.00
28						20	<del>,</del> м		201	÷ 64	5 600 00
53	Salvage Existing Hydrant	4 Ea.	\$ 500.00	\$ 2,000.00	ч Ф	1.0	÷	69	1.0	es es	500.00
ଚ୍ଚ		1372 L.F.		\$	- \$		ч 69	۰ ج	0.0	69	1
<u>ب</u>		44 Ea.	\$ 500.00	\$ 22,000.00	69 (		۱ دی	۰ ج	0.0	ф	1
3	water wain Trench Compaction and Cermication	1 L.S.	\$ 3,500.00	- H	، ج	_			0.0	\$	-
CT O	CTOPIC SEWED			\$ 278,720.00	۰ ب		\$ 46,050.00	- \$ 0		\$	46,050.00
5	Run OLIVIER I Domonio Storm Montrolo in Eritore Arrowie Torreco	0 I V		I	e	ŀ	ť	e			T
3 2		1 1.0		A 6	- 					֥ e	
5 8		42 V.F.	00-020-00	N A 6	' ље	+		י אפי	0.0	æ	1
8 8			ſ	A 6	- 				0.0	69	•
86		14 Ea.	ກັ	A (			י ج	, ,	0.0	<u>جو</u>	•
δ R	- İ-	383 L.F.	\$ 113.00						0.0 0	\$	1
88	18 incn Storm Sewer			<u>ب</u>	, 9 e		•••	' ୫	0.0	69	1
n N N	Т	340 L.F.	\$ 65.00	<i>ъ</i> (					00	\$	1
₽				9 6 7 6					3	<del></del>	1
₹ ₹			00.062	<u>م</u>	- 		י אפי	1 99 (1	0.0	6 <del>0</del>	'
ł	4 Inch Storin Sewer Lateral (Fublic)	454 L.F.	\$ 47.00	\$ 21,338.00	- -		*	•	0.0	\$	'

Page 1 of 2

8	CONTRACTOR'S REQUEST FOR PAYMENT								-		EQUES	REQUEST NUMBER:
PR	PROJECT NAME: Village of Kimberly - Welhouse Drive Sanitary, Water		& Storm Sewer	ler					Cor	ntract No	o. K000'	Contract No. K0001-09-23-00727.02
LTEN.	DESCRIPTION	SCHENII ED				Work Completed	pleted		Strend Materia	10100	Total (	Total Completed and
			PRICF		Previous Request	equest	This	This Request			Stc	Stored to Date
		QTY Unit			QTY A	Amount	aтy	Amount	ατγ Α	AMT	QTY	Amount
43	4 Inch Storm Sewer Lateral (Private) with Turf Restoration	560 L.F.		\$ 2	\$	1	\$	'	\$	,	0.0	' \$
4		14 Ea.	\$ 150	150.00 \$ 2,100.00	ь	•	\$	•	÷		0.0	1
45		1 L.S.	\$ 2,800	ф	ь	ł	\$		¢	•	0.0	
46	Storm Sewer Trench Compaction and Certification	1 L.S.	\$ 3,000.00		\$	-	÷	'	ŝ		0.0	•
	STORM SEWER Subtotal:			\$ 302,067.00	69	-	\$	'	\$			\$
MIS	MISCELLANEOUS											
47	Erosion Control - Inlet Protection and Maintenance	1 L.S.	\$ 1,500	500.00 \$ 1,500.00	₽	,	Ś	1	69	ŀ	0.0	، ج
48	Concrete Pavement Removal	1 L.S.	\$ 15,000.00	0.00 \$ 15,000.00	ф	1	0.3	4,500.00			$\square$	\$ 4,500.00
<b>6</b> 4		1 L.S.	\$ 7,500.00	0.00 \$ 7,500.00	ь	1	\$	,	6 <del>9</del>		0.0	
20	Tree Removal (70 Trees)	1 L.S.	\$ 28,000.00	0.00 \$ 28,000.00	ь	•	1.0 \$	28,000.00		,	1.0	\$ 28,000.00
2	- 1		\$ 50	50.00 \$ 2,350.00		1	47.0 \$		\$	1	47.0	\$ 2,350.00
52	Temporary Mailbox	47 Ea.		÷	\$	1	47.0 \$			5	47.0	
	MISCELLANEOUS Subtotal:		_	\$ 59,050.00	\$	-	\$	39,550.00	sə	•		\$ 39,550.00
ALTI	ALTERNATE BID A   KENNEDY AVENUE DRAIN TILE											
A-1	A-1 6 Inch Drain Tile with Sock with Turf Restoration	2570 L.F.	\$ 24	24.00 \$ 61,680.00	\$		\$	1	s	-	0.0	\$
A-2		11 Ea.		\$ 2	÷	1	\$	1	\$	-	$\vdash$	69
A-3	Inserta Tee Connection	2 Ea.	\$ 250		ь	-	\$		\$		+	1
	ALTERNATE BID A Subtotal:			\$ 67,680.00	\$	-	↔	-	\$			
ALTI	ALTERNATE BID B   SIDNEY STREET MINI-STORM SEWER											
B-1		1 L.S.	\$ 1,500	500.00 \$ 1,500.00	÷		\$	1	\$	ŀ	0.0	۰ ها
В-2	Terrace Tree Removal Including Stump	18 Ea.	7	400.00 \$ 7,200.00	\$	•	\$	1	÷		0.0	۰ ج
с В	6 Inch Schedule 40 PVC Mini-Storm	2900 L.F.		မာ	\$	1	\$	ı	ь	1	0.0	•
<del>В</del>	4 Inch Schedule 40 PVC Storm Lateral	44 Ea.		850.00 \$ 37,400.00	\$	1	\$		θ	1	0.0	•
В-5		5 Ea.		\$	\$	,	\$	1	\$	1	0.0	۰ ج
9 Н		1 L.S.	-	\$ 1	\$	-	\$	1	÷	,	0.0	۰ ج
B-7	Concrete Apron Restoration	1 L.S.	\$ 7,500.00	<del>6</del> Э	÷	1	\$	'	÷	-	0.0	۰ ج
	ALTERNATE BID B Subtotal:	-		\$ 147,400.00	\$	-	\$	ſ	\$		F	- \$
		TOTALS	10	\$1,159,969.00	\$	-	ŝ	249,968.00	\$	-	\$	249,968.00
					Less	Less Retainage	5%	( Up to 50%	( Up to 50% of Contract AMT	~	67	12,498.40
									P	TOTAL:	40	237,469.60
				-				Amount	Amount Previously Paid:		\$	I
						A	nount	Amount Due This Request:	s Reque		\$	237,469.60

Page 2 of 2



# Village of Kimberly REQUEST FOR BOARD CONSIDERATION

ITEM DESCRIPTION: Cedars East Pond Prairie Seeding
REPORT PREPARED BY: Holly Femal, CED
REPORT DATE: June 3 <sup>rd</sup> , 2024
ADMINISTRATOR'S REVIEW / COMMENTS:
No additional comments to this report
See additional comments attached

#### **EXPLANATION:**

The Village of Kimberly completed the Cedars East stormwater pond project in late 2023. Typical practice following pond construction within the village is to initiate the process of establishing prairie plantings surrounding the pond as an aesthetic enhancement and a regional pollinator positive planting, but also as a natural way to create a barrier to increase safety between the pond and the walking trail adjacent to the pond. Prairie strains include mesic (flowering) prairie varieties. It is essential to begin the planting process this season before weeds and other undesirable plants become established in the area. Waiting for a future planting season will only increase the frequency and volume of herbicide needed to prepare the site for appropriate planting processes.

McMahon and Associates has prepared a request for quotes concerning the prairie work at Cedars East Pond and received 2 quotes back.

Attachment: Cedars East Pond Prairie Seeding Packet prepared by McMahon and Associates.

#### **RECOMMENDED ACTION:**

Village staff support the recommendation of McMahon and Associates to award Contract K0001-09-19-00456.14 to Apple Valley Landscaping LLC in the amount of \$12,438.00. Funding source identified as TID 6 Cedars East Stormwater 702-5370-293.



May 23, 2024

Village of Kimberly Attn: Holly Femal, Community Enrichment Director 515 W. Kimberly Avenue Kimberly, WI 54136

Re: Village of Kimberly Cedars East Pond Prairie Seeding Letter of Recommendation McM. No. K0001-09-21-00400.06

Dear Holly:

On May 14, 2024, quotes were received via email for the above referenced project. Two quotes were received, ranging in price from \$12,366.00 to \$12,438.00 (tabulation enclosed).

Based upon the quotes received, we recommend awarding Contract K0001-09-19-00456.14 to Apple Valley Landscaping LLC based on previous work completed satisfactorily on other McMahon Projects including Regional Ponds in the Village of Kimberly. This Contract does not include prairie seed, McMahon has recommended direct purchase by the Village to save significant markups we have been seeing on other similar projects for seed purchased by the contractor.

If you have any questions, please feel free to contact me.

Respectfully,

McMahon Associates, Inc.

Brad D. Werner, P.E. Vice President / Sr Municipal Engineer

BDW:car



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OWNER:	VILLAGE OF KIMBERLY
Project Name:	Cedars East Pond Prairie See
Contract No.	K0001-09-21-00400.06
Quote Due:	May 14, 2024 @ 4:00 p.m.
Project Manager:	Stuart A. Boerst, P.S.S., P.H.

May 14, 2024 @ 4:00 p.m.	Stuart A. Boerst, P.S.S., P.H.
	May 14, 2024 @ 4:00 p.m.

		ALL-WAYS
		ALL

Neenah, WI 54956 / 54957-1025 McMAHON ASSOCIATES, INC. 1445 McMahon Drive PO Box 1025

Engineer:

APPLE VALLEY LANDSCAPING LLC 1670 Mar-EI Road

De Pere, WI 54115

Unit Price	Total	Unit Price
\$400.00	\$1,200.00	\$600.00
\$5,600.00	\$5,600.00	\$1,200.00
\$1.15	\$5,566.00	\$1.95
	\$12,366.00	

\$12,438.00	
\$9,438.00	\$1.95
\$1,200.00	\$1,200.00
\$1,800.00	\$600.00

Total

TOTAL (Items 1. through 3., Inclusive)

Seed Mesic Prairie and Wet-to-Wet Mesic Seed Mixes (Seed Supplied by the Village) Supply and Install WisDOT Class 1, Type A (DS-150) Erosion Control Blanket

Site Preparation - Herbiciding Prairie Area (1.00 acres)

EVENT ACRE

S.Y.

4,840 1.00 ო

ы. ÷

Unit

Qty

ltem

Description

-

## **APPENDIX A | QUOTATION FORM**

MAY 8, 2024 | McM. No. k0001-09-19-00456.14

#### **CEDARS EAST POND PRAIRIE SEEDING**

Prepared for the VILLAGE OF KIMBERLY Outagamie County, Wisconsin

DUE: Quotations Received Until 4:00 p.m., local time May 14, 2024

Stuart A. Boerst, P.S.S., P.H. Email: <u>sboerst@mcmgrp.com</u>

McMAHON ASSOCIATES, INC. 1445 McMahon Drive PO Box 1025 Neenah, WI 54956 / 54957-1025

#### STATEMENT OF UNDERSTANDING:

Being fully informed of the conditions to be met in the prosecution and completion of this work; having read and examined the Contract Documents and Drawings applicable to this work; agreeing to be bound accordingly; the undersigned proposes to furnish all necessary labor, materials and equipment to complete the construction indicated on the Drawings and described in the Specifications to include all described incidentals and complete project restoration for the price listed. The Contractor's Quoted Price shall include all applicable taxes.

#### ADDENDA ACKNOWLEDGMENT:

We have procured and examined the written Addenda issued prior to Bidding. These Addenda are numbered \_\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_. We further understand that failure to fully list the numbers of all published Addenda may be cause for the Owner to reject this Bid.

REQUEST FOR QUOTATIONS Cedars East Pond Prairie Seeding | VILLAGE OF KIMBERLY

FORM
QUOTATION
<b>APPENDIX A</b>

# CEDARS EAST POND PRAIRIE SEEDING Village of Kimberly | Outagamie County, Wisconsin (continued)

ltem	Quantity / Unit	Description	Unit Price	Total	
÷	3 events	Site Preparation – Herbiciding Prairie Area (1.00 acres)			
	Per EVENT	Six hundred dollars and no cents	<u> </u> \$ 600.00 \$	1800.00	
2.	1_00 acres	(words) Seed Mesic Prairie and Wet-to-Wet-Mesic Seed Mives	(figures)	(total)	
		(Seed Supplied by the Village)			
	Per ACRE	One thousand two hundred dollars and no cents	\$ 1200.00 \$	1200.00	
ſ		(words)	(figures)	(total)	1
ń	4,840 sq. yas.	4,840 sq. yas. Supply and Install WisDOI Class I, Type A (DS-150) Erosion Control Blanket			٢
	Per S.Y.	One dollar and ninety five cents	\$ 1.95   \$	9438.00	
		(words)	(figures)	(total)	1
		TOTAL OLIDTE (Items 1 through 3 inclusive)	<u>6</u>	12438.00	<b></b>

TOTAL QUOTE (Items 1. through 3., inclusive)

Cedars East Pond Prairie Seeding | VILLAGE OF KIMBERLY **REQUEST FOR QUOTATIONS** 

APPENDIX A | 2

#### APPENDIX A QUOTATION FORM

#### CEDARS EAST POND PRAIRIE SEEDING Village of Kimberly | Outagamle County, Wisconsin (continued)

#### CONTRACTOR CERTIFICATION:

I hereby certify that all statements herein are made on behalf of <u>Apple Valley Landscaping LLC</u> (name of corporation, partnership or person submitting Bid) a corporation organized and existing under the law of the State of \_\_\_\_\_\_, a partnership consisting of <u>none</u>

\_\_\_\_\_\_\_, an individual trading as \_\_\_\_\_\_\_Limited Liability Company \_\_\_\_\_\_, of the City of \_\_\_\_\_\_\_ De Pere \_\_\_\_\_\_\_, State of \_\_\_\_\_\_\_ Wisconsin \_\_\_\_\_\_\_, that I have examined and carefully prepared this Bid Form from the Drawings and Specifications, and have checked the same in detail before submitting this Bid Form; that I have full authority to make such statements and submit this Bid Form in (its) (their) behalf; and that said statements are true and correct.

COMPANY NAME:	Apple Valley Landscaping LLC				
Authorized Signature:	- Juny	VanSfer			
Title (if applicable):	manager	/			
Street Address:	1670 Mar-El Road				
PO Box:	1997.999				
City / State / Zip Code:	De Pere, WI 54115				
CONTACT NAME:	Jerry Van Elzen				
	Telephone Number:	920-371-3011			
	Fax Number:	920-336-0825			
	E-Mall Address:	bev@applevalleylic.com			
	Date:	5/13/2024			

REQUEST FOR QUOTATIONS Cedars East Pond Prairie Seeding | VILLAGE OF KIMBERLY

APPENDIX A | 3

## Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

See Additional Information on reverse side. Contact the municipa	I clerk if you have questions.
FEE \$	Application Date: 5824
Town Village City of Kimberly	county of Outagamic
The named organization applies for: (check appropriate box(es).)	ÿ
X A Temporary Class "B" license to sell fermented malt beverage	
Temporary "Class B" license to sell wine at picnics or similar	
at the premises described below during a special event beginning to comply with all laws, resolutions, ordinances and regulations (sta	
and/or wine if the license is granted.	ate, receration locally affecting the sale of refinenced mail beverages
	Church Lodge/Society
Uteran's Orga	
(a) Name Kimberly Baschall Organi	
(b) Address POBOX 52, Kimberly, WI	64 136
(Street)	Town X Village City
(c) Date organized 20+ YEArs	
(d) If corporation, give date of incorporation	
(e) If the named organization is not required to hold a Wiscons box:	in seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this
(f) Names and addresses of all officers:	N. Glass mark order
	Butt Ch. menasha
Vice President Buddy Lisowe, N9016 Pa	
secretary <u>Samantha Looker</u> , Nadur Pa	
Treasurer Emily JONES, NOTTI CONNOR	Cir, menasha
(g) Name and address of manager or person in charge of affair	
Dane Dorn	
2. Location of Premises Where Beer and/or Wine Will Be So Beverage Records Will be Stored:	d, Served, Consumed, or Stored, and Areas Where Alcohol
(a) Street number <u>SUNSCT</u> Park Upper, Kim	berly Are 541310
(b) Lot	Block
(c) Do premises occupy all or part of building?	
	this application, which floor or floors, or room or rooms, license is
to cover:	
3. Name of Event	
	110h state baseball tournaments
	123 and 7125 - 7130
	1 100
The Officer(s) of the organization, individually and together, declare tion is true and correct to the best of their knowledge and belief.	under penalties of law that the information provided in this applica-
	Kimber & Baseball Organization
	(Name of Organization)
Officer Sean 5/9/24	Officer Caro Caro - 24
(Signature/date)	(Signature/date)
Officer Dyman The 205104 49/24	Officer (Signature /dota)
Date Filed with Clerk $5 - 13 - 24$	(Signature/date) Date Reported to Council or Board
Date Granted by Council	License No.

Wisconsin Department of Revenue

AT-315 (R. 6-16)

### Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

See Additional Information on reverse side. Contact the r	nunicipal clerk if you have questions.
FEE \$ 10	Application Date: 5824
Town X Village City of Ki Mher	4 county of Outagamic
Temporary "Class B" license to sell wine at picnics of at the premises described below during a special event be to comply with all laws, resolutions, ordinances and regular	peverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats. r similar gatherings under s. 125.51(10), Wis. Stats.
and/or wine if the license is granted.	
	ber of Commerce or similar Civic or Trade Organization In's Organization $\Box$ Fair Association Y Q A N Z A DON (KBO)
(c) Date organized 20+ Years	
	Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this
box: [] (f) Names and addresses of all officers: President Dane Dorn WUIU2 N	
Vice President Buddy USOWE, N9D	16 Papermaker Pass, Menasha
secretary <u>Samantha Looker</u> , N901 Treasurer <u>Emily Jones</u> , N8771 (c	onnor Cir, menasha
(g) Name and address of manager or person in charge Dahe Dorh	
Beverage Records Will be Stored:	II Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol
(a) Street number <u>SUNSET</u> Park Upper, (b) Lot	Kimberly Ave, 54130 Block
(c) Do premises occupy all or part of building?	
<ul> <li>(d) If part of building, describe fully all premises covere to cover:</li> </ul>	ed under this application, which floor or floors, or room or rooms, license is
3. Name of Event (a) List name of the event SUNSCH CLASSIL C (b) Dates of event U724- U924, (10	Legion state baseball tournaments 121-10/23 and 7/25-7/30
sty wy curr	ECLARATION
	declare under penalties of law that the information provided in this applica-
· · · · · ·	Kimberly Baseball Ordanization
Officer Bedy (Signature/date) 5/9/24	_ Officer Signature/date)
Officer Daman the Los ar St 9/24 (Signature/date)	Officer(Signature/date)
Date Filed with Clerk 5-13-24	Date Reported to Council or Board
Date Granted by Council	License No.
AT-315 (R. 6-16)	Wisconsin Department of Revenue

Application for Temporary Class "B" / "Class B" Retailer's License
See Additional Information on reverse side. Contact the municipal clerk if you have questions.
FEE \$ 10 <sup>-</sup> Application Date: 5824
Town X Village City of Kimberly County of Outagame
The named organization applies for: (check appropriate box(es).)
X A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.
Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.
at the premises described below during a special event beginning <u>125</u> <u>24</u> and ending <u>130 24</u> and agree
to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverage
and/or wine if the license is granted.
1. Organization (check appropriate box) → X Bona fide Club Church Lodge/Society
Chamber of Commerce or similar Civic or Trade Organization
□ Veteran's Organization □ Fair Association
(a) Name Kimberly Baschall Organization (KBO)
(b) Address POBOX 52, Kimberly, WI 54136
(Street) Town X Village City
(c) Date organized $20 + \gamma ears$
(d) If corporation, give date of incorporation
(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check th box:
(f) Names and addresses of all officers: President Dane Dorn WULUZ Maple Buff Lin, Menasha Vice President Buddy Lisowe, N9016 Papermaker Pass, Menasha Secretary Samantha Looker, N9064 Papermaker Pass, Menasha Traasurer Emuly Loves N8771 Gabaack Give Openations
Vise President Buddy Licowle NODILE Papermaker Pass Menasha
Secretary Gamantha Looker Many Papermaker Dace menacha
Treasurer Emily Jones, NOTTI Connor Cir, Menasha
(g) Name and address of manager or person in charge of affair:
Dahe Dorh
Dune Dun
2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcoh Beverage Records Will be Stored:
(a) Street number <u>SUNSET PARK Upper</u> , <u>Kimberly</u> Ave, <u>54136</u> (b) Lot Block
(b) Lot Block
(c) Do premises occupy all or part of building?
(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license to cover:

#### 3. Name of Event

(a) List name of the event <u>SUNSCT CLASSIL</u> · Legion State baseball tournaments (b) Dates of event <u>U724-6924</u>, <u>621-623</u> and <u>725-730</u>

#### DECLARATION

The Officer(s) of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

۰. ۱
Officer Bedy (Signature/date) 5/9/24
Officer Daman the Loc ay St 9/24 (Signature/date)
Date Filed with Clerk 5-13-24
Date Granted by Council

Baseball Ordanization 10-24 Officer § (Signature/date Officer (Signature/date)

Date Reported to Council or Board

License No.

AT-315 (R. 6-16)

Wisconsin Department of Revenue



# Village of Kimberly REQUEST FOR BOARD CONSIDERATION

ITEM DESCRIPTION: 2024 Firefighters for Fireworks Celebration

**REPORT PREPARED BY:** Holly Femal, Community Enrichment Director

**REPORT DATE: 06/03/2024** 

ADMINISTRATOR'S REVIEW / COMMENTS:

No additional comments to this report

See additional comments attached \_\_\_\_\_\_

#### **EXPLANATION:**

The Kimberly Fire Department in partnership with Kimberly Parks and Recreation have been actively meeting and planning the 2024 Firefighters for Fireworks Celebration since the last event ended in 2023.

The KFD has completed the IRP and Special Event permit request with the Village and Metro Police. Event includes live music at the Amphitheater stage from 5:00 p.m. – 9:30 p.m. with fireworks beginning at 9:30 p.m. Sponsorship for the event fireworks comes from Festival Foods this year with entertainment sponsorship and waste removal sponsors also secured. Fireworks permit has been signed and filed with the Village; proof of insurance has been secured from Spielbauer Fireworks listing VOK as an additional insured. Kimberly Fire Department is managing the food trucks participating in the event this year with individual agreements with those trucks.

Fireworks will be launched from the same location as the previous years, inflatables will be on site, fire trucks present, and live music.

#### **RECOMMENDED ACTION:**

Approve the 2024 Firefighters for Fireworks special event permit as presented.

# Village of Kimberly SPECIAL EVENT PERMIT APPLICATION



#### Please include PERMIT FEE with application submission.

This application is a request for a special event. Please refer to the checklist to see if you will need to contact other departments regarding your event. When requesting use of a facility **please be very specific**. Use exact dates, times, shelters, parks, streets, and areas. Doing so will help avoid delays in processing your request. Please call (920) 788-7507 with questions regarding this special event permit.

Event sponsor: VOK FD
Event name: Firefightors for Fireworks
Check one:  Parade Run/Walk Festival Tournament Other
Dates needed: July 3rd
Times needed: <u>50m-110m</u> (Please include beginning and end times, if different times are needed on different dates please specify.)
Buildings, Parks, shelters, open space needed: Amphi-theater Baseball diamond
Will you be requesting street closure or use of street right of way?       YES       NO         If yes, what streets (submit mapped route and/or area requested)?
Will tents or other temporary structures be erected?
Will you be having any kind of animals, performances or amusement rides? Amphi theater performances
Will you be selling or serving alcohol? <u>ye</u> ≤ Does your event include fireworks? <u>yes</u>
Number of people attending:
Other requests: Barricules @ 55 EAST + little lot + no parking signs
Indemnification Agreement
The applicant/organization shall indemnify, defend, and hold hamless the Village and its officers, officials, employees, and volunteers from and against any and all claims, damages, losses, and expenses arising out of the applied for activity/event except where caused by the sole negligence or willful misconduct of the Village. Applicant/Organization also understands and acknowledges that as required by the Village, liability insurance is the financial means to legally defend the Village and cover liability arising from the activity/event. I certify by my signature that I understand and agree to comply with this agreement & the insurance requirements and that I'm a qualified representative of my organization authorized to sign this agreement. I also certify the information is true and accurate.
Address 1403 Sunset Drive
Work Phone Cell Phone_ <u>9つ。 おいっしんろい</u> Home Phone RETURN FORM AND PERMIT FEE TO: Kimberly Parks & Recreation Dept., 515 W. Kimberly Avenue, Kimberly, WI 54136
Date Received:     Amount Received:     Received By:       4/25/24     \$0

Village of Kimberly SPECIAL EVENT PERMIT

المعري المهيد



**THIS AGREEMENT** is intended to clarify the working relationship between the **Sponsor** of the special event and the **Village of Kimberly**. The **Sponsor** agrees to abide by the terms of this agreement, and all existing policies governing use of Village facilities unless specifically noted in the agreement. All Village Departments involved in the event as well as the Village Board must approve this agreement.

PARK FACILITIES must be reserved by the Sponsor through the Parks and Recreation Department and MUNICIPAL COMPLEX FACILITIES must be reserved by the Sponsor through the Village Clerk's Office. Payment is due at that time.

**EQUIPMENT** needed to run the event will be the responsibility of the **Sponsor** except when Village equipment, such as traffic barricades or cones are needed, the **Street Department** will determine use. The cost to repair or replace lost or damaged equipment will be charged to the **Sponsor**.

A CERTIFICATE OF INSURANCE covering the event must be provided by the Sponsor upon approval, <u>naming</u> the Village of Kimberly as additional insured for \$1,000,000.00.

The applicant/organization shall indemnify, defend, and hold harmless the Village and its officers, officials, employees, and volunteers from and against any and all claims, damages, losses, and expenses arising out of the applied for activity/event except where caused by the sole negligence or willful misconduct of the Village. Applicant/Organization also understands and acknowledges that as required by the Village, liability insurance is the financial means to legally defend the Village and cover liability arising from the activity/event. I certify by my signature that I understand and agree to comply with this agreement and the insurance requirements and that I'm a qualified representative of my organization authorized to sign this agreement. I also certify the information is true and accurate.

An **INVOICE** detailing charges for Village services will be sent to the **Sponsor** following the event. Payment is due within 30 days of the date of the invoice.

**NO CHANGES** may be made by the sponsor, regarding items included in this AGREEMENT, unless written permission is attached to this document. Requests will be reviewed with direction given. When questions regarding this AGREEMENT arise, they should be directed to the appropriate Department. If questions arise during the event, and the Department representative is unavailable, the decision of Village Staff on duty shall prevail.

KRISTOPHER CASTILLO Sponsor Representative - Name		<u>4- 25- 24</u> Date
1403 SUNDET PRIVE	Kimberly, WI 54136 Address	
Home Phone	Work Phone	(920) 509-6650 Cell Phone
Approved by Village Board		
Village President	Village Administrator	Date

ACORD <sup>®</sup>	:ERT	<b>IFICATE OF LIA</b>	<b>BILITY INS</b>	URANC	E	DATE (MM/D)	
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.							
IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).							
PRODUCER		·····	CONTACT NAME:				· · · · ·
Acrisure, LLC dba Britton Gallagher & Associates One Cleveland Center, Floor 30 1375 East 9th Street						11	
Cleveland OH 44114			INSURER(S) AFFORDING COVERAGE NAIC #				
		-	INSURER A : Everest	Indemnity Ins	urance Co.	1	0851
INSURED Spielbauer Fireworks Co., Inc.		4	INSURER B : Everest				6044 · · · · · · · · · · · · · · · · · ·
1976 Lane Road Green Bay WI 54311			INSURER D :	Conducty into Co	,		1133
Gleen Day WI 34311			INSURER E :				
		•	INSURER F :	· · · · · · · · · · · · · · · · · · ·	······································	,: ''	
COVERAGES CE	RTIFIC/	ATE NUMBER: 485052774	T MOURER F ;	***	<b>REVISION NUMBER:</b>		
THIS IS TO CERTIFY THAT THE POLICIE INDICATED. NOTWITHSTANDING ANY I CERTIFICATE MAY BE ISSUED OR MAY EXCLUSIONS AND CONDITIONS OF SUC	es of in: Require Pertai	SURANCE LISTED BELOW HA MENT, TERM OR CONDITION IN, THE INSURANCE AFFORE	I OF ANY CONTRACT DED BY THE POLICIE	OR OTHER L	OCUMENT WITH RESPE	CT TO WHICH	I THIS
INSR TYPE OF INSURANCE		UBR	POLICY EFF (MM/DD/YYYY)		LIM	TS	
A X COMMERCIAL GENERAL LIABRITY		Si8GL02141-241	4/1/2024	4/1/2025	EACH OCCURRENCE	\$ 1,000,000	
					DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 500,000	
	-				MED EXP (Any one person)	\$	<u></u>
	-				PERSONAL & ADV INJURY	\$ 1,000,000	
GEN'L AGGREGATE LIMIT APPLIES PER:					GENERAL AGGREGATE	\$ 2,000,000	1981
					PRODUCTS - COMP/OP AGG	\$ 2,000,000 \$	
B AUTOMOBILE LIABILITY		SI8CA00290-241	4/1/2024	4/1/2025	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000	
X ANY AUTO					BODILY INJURY (Per person)	\$	
ALL OWNED AUTOS					BODILY INJURY (Per accident)		
X HIRED AUTOS X AUTOS					PROPERTY DAMAGE (Per accident)	\$	
	┥╍╍┝╍	UXP1048745-02	44 50 0 4	11410005		\$	
C UMBRELLA LIAB X OCCUR X EXCESS LIAB CLAIMS ANAD		UXP1048/45-02	4/1/2024	4/1/2025	EACH OCCURRENCE	\$ 4,000,000	
	E				AGGREGATE	\$ 4,000,000	
WORKERS COMPENSATION	+				PER OTH-	-5	
AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE	4				E.L. EACH ACCIDENT	e	
OFFICER/MEMBER EXCLUDED?	N/A				E.L. DISEASE - EA EMPLOYEE	\$ e	
If yes, describe under DESCRIPTION OF OPERATIONS below			· · ·		E.L. DISEASE - POLICY LIMIT		70999088 TV9519419897
	++-			· · · ·			
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) Additional Insured extension of coverage is provided by above referenced General Liability policy where required by written agreement. DISPLAY DATE: July 3rd, 2024 RAIN DATE: Unknown LOCATION: Kimberly WI ADDITIONAL INSUREDS: Village of Kimberly: Kimberly Fire Department							
The second s			· .				
Certificate Number: 154							
CERTIFICATE HOLDER CANCELLATION							
CERTIFICATE HOLDER CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE							
Should any of the above described policies be cancelled before         The expiration date thereof, notice will be delivered in         Attn: Kris Castillo							
1403 Sunset Drive Kimberly Wł 54136							
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# Village of Kimberly REQUEST FOR BOARD CONSIDERATION

ITEM DESCRIPTION: Special Event Permit Request – Paperfest 2024

**REPORT PREPARED BY:** Holly Femal, Community Enrichment Director

**REPORT DATE: June 3<sup>rd</sup>, 2024** 

ADMINISTRATOR'S REVIEW / COMMENTS:

No additional comments to this report

See additional comments attached \_\_\_\_\_\_

#### **EXPLANATION:**

KimCom Promotions is applying for a Special Event permit for the 2024 Paperfest Event in Sunset Park with park access beginning as early as July 3<sup>rd</sup> for event space preparation and concluding Monday, July 22nd by 7 p.m. for event take-down and clean up.

In this RBC packet please find the additional attachments provided by KimCom for your consideration:

- 5K Route
- No Parking Requests
- General Event Map
- Incident Response Plan
- Village of Kimberly details page provided by KimCom
- The special event application and agreement documents
- Executed Certificate of Insurance

Additional safety enhancements that have been discussed while refining this permit request in partnership with KimCom include:

- Requiring all carnival ride set up vehicles to vacate the park prior to 5:00 p.m. on Tuesday, July 16<sup>th</sup> and Wednesday, July 17<sup>th</sup> with all carnival rides placed as close to the tree line/edge of parking lot as possible to accommodate safe ingress and egress of previously established events such as KSO/KBO Leagues and Kimberly Rec Baseball. Paperfest has reserved the soccer fields for additional dates to allow for stage set up.
- Additional facilities and field times have been booked and will be billed to KimCom at the conclusion of the event to accommodate their need for facility footprint in event set up.
- In the event of inclement weather, the Emergency Operations Director will enact the authority to repeal the Special Event Permit for Paperfest if deemed necessary due to safety or security

concerns that could be caused by loss of power, down trees, down power lines, or questions relating to structural integrity of parks buildings or facilities.

#### **RECOMMENDED ACTION:**

Approve permit with the following amendments:

- It is village staff's recommendation that amendments to the Paperfest 2024 Special Event Permit plan will be submitted in writing for Village Board consideration no later than July 3<sup>rd</sup>, 2024, at 12:00 p.m. to be considered at the July 8<sup>th</sup>, 2024 village board meeting. Changes that are required to be reported at this time include but are not limited to:
  - Changes in scope of events outside of permitting already approved as disclosed in the "Village of Kimberly Details" and "IRP" documents.
  - Changes in layout or footprint of the event that impact additional areas of the park and may or may not impact the parks maintenance team or other user groups in the park.
  - Changes in time requested in the park or time of use for requested facilities may impact the variance requests listed.
- Variance language cited in the "Village of Kimberly Details" document cites a variance specific to Ordinance 372-1B(9)&(10) in reference to turf restoration, parking outside of a designated parking area (i.e. on the grass), and driving vehicles off of the roadways. Staff recommendation to grant said variance with the following contingencies:
  - Village staff will complete a video walk through of park areas that have been requested for use by KimCom before the approved set up dates. Photos will be taken immediately following the conclusion of event take down the week of July 22<sup>nd</sup> documenting any damages to the park buildings and grounds.
  - Turf that has been damaged to include ruts and bare spots that were not indicated in the "pre-fest" video will be repaired by a subcontracted company and invoiced in full to KimCom Promotions as damage to the parks grounds.
  - When bringing equipment into the park to include semi-trailers, job trailers, and trucks, it is required, regardless of turf conditions, that a tracking pad be used to protect turf. Tracking pads may include plywood or other hard portable surfaces which will be used when bringing equipment off paved areas.

# **Village of Kimberly SPECIAL EVENT** PERMIT APPLICATION



#### Please include PERMIT FEE with application submission.

This application is a request for a special event. Please refer to the checklist to see if you will need to contact other departments regarding your event. When requesting use of a facility please be very specific. Use exact dates, times, shelters, parks, streets, and areas. Doing so will help avoid delays in processing your request. Please call (920) 788-7507 with questions regarding this special event permit.

Event sponsor: Kim-Com Promotion (PAPERFEST)
Event name: 36th Annual Paperfest
Check one:   Parade  Run/Walk  Festival  Tournament  Other
Dates needed: Please see additional details attached.
Times needed: <u>Please see additional details attached.</u> (Please include beginning and end times, if different times are needed on different dates please specify.)
Buildings, Parks, shelters, open space needed: Please see additional details attached.
Will you be requesting street closure or use of street right of way?       YES X       NO         If yes, what streets (submit mapped route and/or area requested)?
Please see additional details attached.
Will tents or other temporary structures be erected? Yes
Will you be having any kind of animals, performances or amusement rides? Yes
Will you be selling or serving alcohol? Yes Does your event include fireworks? No
Number of people attending: 25,000 Please be aware that portable toilets will be required if crowd size exceeds toilet capacity.
Other requests: Please see additional details attached.
Indemnification Agreement
The applicant/organization shall indemnify, defend, and hold harmless the Village and its officers, officials, employees, and volunteers from and against any and all claims, damages, losses, and expenses arising out of the applied for activity/event except where caused by the sole negligence or willful misconduct of the Village. Applicant/Organization also understands and acknowledges that as required by the Village, liability insurance is the financial means to legally defend the Village and cover liability arising from the activity/event. I certify by my signature that I understand and agree to comply with this agreement & the insurance requirements and that I'm a qualified representative of my organization authorized to sign this agreement. I also certify the information is true and accurate.
Matthew Boots Matthew J. Boota, DC 3/1/2024
Officer of Sponsoring Organization - Name Signature // Date
Address W5569 Amy Ave, Appleton WI 54915
Work Phone Cell Phone 920-850-7065 Home Phone
RETURN FORM AND \$25.00 PERMIT FEE TO: Kimberly Parks & Recreation Dept., 515 W. Kimberly Avenue, Kimberly, WI 54136
Date Received: Amount Received: Received By:

\$50 Cash

HF

# Village of Kimberly SPECIAL EVENT PERMIT



**THIS AGREEMENT** is intended to clarify the working relationship between the **Sponsor** of the special event and the **Village of Kimberly.** The **Sponsor** agrees to abide by the terms of this agreement, and all existing policies governing use of Village facilities unless specifically noted in the agreement. All Village Departments involved in the event as well as the Village Board must approve this agreement.

**PARK FACILITIES** must be reserved by the **Sponsor** through the **Parks and Recreation Department** and **MUNICIPAL COMPLEX FACILITIES** must be reserved by the **Sponsor** through the **Village Clerk's Office.** Payment is due at that time.

**EQUIPMENT** needed to run the event will be the responsibility of the **Sponsor** except when Village equipment, such as traffic barricades or cones are needed, the **Street Department** will determine use. The cost to repair or replace lost or damaged equipment will be charged to the **Sponsor**.

A **CERTIFICATE OF INSURANCE** covering the event must be provided by the **Sponsor** upon approval, <u>naming</u> the Village of Kimberly as additional insured for \$1,000,000.00.

The applicant/organization shall indemnify, defend, and hold harmless the Village and its officers, officials, employees, and volunteers from and against any and all claims, damages, losses, and expenses arising out of the applied for activity/event except where caused by the sole negligence or willful misconduct of the Village. Applicant/Organization also understands and acknowledges that as required by the Village, liability insurance is the financial means to legally defend the Village and cover liability arising from the activity/event. I certify by my signature that I understand and agree to comply with this agreement and the insurance requirements and that I'm a qualified representative of my organization authorized to sign this agreement. I also certify the information is true and accurate.

An **INVOICE** detailing charges for Village services will be sent to the **Sponsor** following the event. Payment is due within 30 days of the date of the invoice.

**NO CHANGES** may be made by the sponsor, regarding items included in this AGREEMENT, unless written permission is attached to this document. Requests will be reviewed with direction given. When questions regarding this AGREEMENT arise, they should be directed to the appropriate Department. If questions arise during the event, and the Department representative is unavailable, the decision of Village Staff on duty shall prevail.

Matthew Boots & Jeremy Biese	Matthew J. Boots, DC	01/01/2024				
Sponsor Representative – Name	Signature	Date				
Matthew: W5569 Amy Ave, Appleton W	/I 54915 Jeremy: 725 Wind	Flower Way, Kimberly WI 54136				
	Address					
<u>Matthew: 920-850-7065</u>		Jeremy: 920-209-2157				
Home Phone	Work Phone	Cell Phone				
Approved by Village Board						

# Village of Kimberly SPECIAL EVENT PERMIT



#### KIMBERLY PARKS & RECREATION (788-7507)

EQUIPMENT: STAFF:	FACILITIES:	52		
STAFF:	EQUIPMENT:	т:		
	STAFF:			

#### KIMBERLY MUNICIPAL COMPLEX (788-7500)

FACILITIES:	
EQUIPMENT:	
STAFF:	

#### **KIMBERLY STREET DEPARMENT (788-7507)**

STREETS:		
EQUIPMENT:		
STAFF:		

#### FOX VALLEY METRO POLICE DEPARTMENT (788-7505)

EQUIPMENT:			
STAFF:			

#### SPONSOR ADDITIONAL RESPONSIBILTIES

• Mail road closure notices to affected properties.

#### VILLAGE COST ESTIMATES

NOTE: These are estimates. If the Village incurs additional costs as a result of providing services necessary for the above listed activity, the Sponsor will be required to cover those costs.

Facility Rental:	=	\$
Complex Labor:	=	\$
Park Labor:	=	\$
Street Dept. Labor:	=	\$
Police Labor:	=	\$
Other Charges:	=	\$
TOTAL ESTIMATE:		\$

ACORD <sup>®</sup> C	ERTIFICATE OF L	IABILITY INSU	JRANC	E [		(MM/DD/YYYY) /29/2024
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.						
IMPORTANT: If the certificate holder i If SUBROGATION IS WAIVED, subject this certificate does not confer rights to	to the terms and conditions of	the policy, certain polic				
PRODUCER		CONTACT Duon Hut	chinson			
Hutchinson Agency		PHONE 920-86	67-2174	FAX	. 920-86	7-2178
108 W Main St.		(A/C, No, Ext): 020-00 E-MAIL	2114	(A/C, No)	: 020 00	2110
Weyauw ega, WI 54983		ADDRESS:				
				RDING COVERAGE		NAIC #
		INSURER A: West B	end Mutual			15350
INSURED Kim-Com Promotions		INSURER B :				
PO Box 33		INSURER C :				
Kimberly, WI 54136		INSURER D :				
		INSURER E :				
		INSURER F :				
COVERAGES CEF	RTIFICATE NUMBER:	·		<b>REVISION NUMBER:</b>		
THIS IS TO CERTIFY THAT THE POLICIES INDICATED. NOTWITHSTANDING ANY RE CERTIFICATE MAY BE ISSUED OR MAY F EXCLUSIONS AND CONDITIONS OF SUCH F	QUIREMENT, TERM OR CONDITION PERTAIN, THE INSURANCE AFFOR	N OF ANY CONTRACT OF RDED BY THE POLICIES [	R OTHER DOC DESCRIBED H	UMENT WITH RESPECT	TO WHICH	H THIS
INSR	ADDL SUBR	POLICY EFF	POLICY EXP			
	INSD WVD POLICY NUMBE	<u>R</u> (MM/DD/YYYY) 07/15/2024	(MM/DD/YYYY)	LIM		1,000,000
	x B71421900	07/15/2024	0772172024	EACH OCCURRENCE DAMAGE TO RENTED	\$	
CLAIMS-MADE V OCCUR				PREMISES (Ea occurrence)	\$	100,000
	-			MED EXP (Any one person)	\$	excluded
				PERSONAL & ADV INJURY	\$	1,000,000
GEN'L AGGREGATE LIMIT APPLIES PER:				GENERAL AGGREGATE	\$	3,000,000
POLICY PRO- JECT LOC				PRODUCTS - COMP/OP AGG	i \$	3,000,000
OTHER:					\$	
AUTOMOBILE LIABILITY				COMBINED SINGLE LIMIT (Ea accident)	\$	
ANY AUTO				BODILY INJURY (Per person)	\$	
OWNED SCHEDULED AUTOS ONLY				BODILY INJURY (Per accident	t) \$	
HIRED NON-OWNED				PROPERTY DAMAGE (Per accident)	\$	
AUTOS ONLY AUTOS ONLY					\$	
				EACH OCCURRENCE	\$	
CLAIMS-WADE				AGGREGATE	\$	
DED         RETENTION \$           WORKERS COMPENSATION				PER OTH-	\$	
AND EMPLOYERS' LIABILITY Y / N				STATUTE ER	_	
ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?				E.L. EACH ACCIDENT	\$	
(Mandatory in NH) If yes, describe under				E.L. DISEASE - EA EMPLOYE	E \$	
DÉSCRIPTION OF OPERATIONS below				E.L. DISEASE - POLICY LIMI	Г \$	
Liquor Liability	B71422500	07/15/2024				1,000,000
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)						
CERTIFICATE HOLDER		CANCELLATION				
Village of Kimberly						
515 W. Kimberly Ávenue Kimberly, WI 54136			N DATE TH	ESCRIBED POLICIES BE ( EREOF, NOTICE WILL Y PROVISIONS.		
		AUTHORIZED REPRESE		for Hit	m	
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# 36<sup>th</sup> Annual Paperfest – Sunset Park, Kimberly – July 18-21, 2024 VILLAGE OF KIMBERLY DETAILS

#### PAPERFEST SPECIAL EVENT PERMIT:

Kim-Com Promotion presents the 36<sup>th</sup> annual Paperfest free-admission community festival. Paperfest utilizes many aspects of beautiful Sunset Park as well as the surrounding community to create a well thought-out and inviting event. The 36<sup>th</sup> Paperfest will be focused around the East entrance of Sunset Park (800 W Kimberly Ave, Kimberly, WI 54136) unless otherwise noted.

- Event Insurance & Permits Event insurance will be provided through Hutchinson Insurance: event liability insurance listing Village of Kimberly as additionally insured as well as liquor liability insurance. Vendors are required to provide a certificate of insurance, including helicopter, carnival, staging, etc. Food permit through Outagamie County and temporary beer license through Village of Kimberly will be applied for.
- Toilets A mixture of facility toilets as well as portable toilets will be used to serve 10,000+ per day. Amphitheater (500), Baseball Diamond (2000), Softball Diamond (750) + a minimum of 40 Portable Toilet Units
- Published Event Hours (note: some events start prior) Thurs: 5p-11p, Fri: 12p-12a, Sat: 10a-12a, Sun: 11a-7p

- 5K RUN/WALK (*Friday July 19 – 6:30pm*)– registration Sunset Park West soccer field. Route (map attached): Sunset Park Trail to Rivers Edge Dr, continuing on the Papermill Run Trail (using the road where required), all the way to Prospect St and then turn around and follow the same path back.

- CAR SHOW (*Saturday July 20 – 8:00am*)– event will take place on the grass space inside the West entrance of Sunset Park. Vehicle will go straight off of Fulcer Ave over the curb using ramps. Live music from 9:00am-2:00pm. Awards by 2:30pm.

#### PARK UTILIZATION:

East Entrance of Sunset Park -

Wednesday July 3rd - Mosquito Squad Pre-Spray

Friday July 12th – Diggers Hotline Locate

Weekend Prior July 13/14 – Marking Park for Tents, Stages, Fencing, etc. and start perimeter fencing (not amphitheater) Monday July 15 7am-10pm – Limited access to *East Soccer* field for tent – Setup tents, bar sections, parameter fence Tuesday July 16th 7am-10pm (overnight security) – Ticket booths and amphitheater prep. Carnival rides (we will work

with the carnival to limit setup times after 5pm to maintain access to parking spaces for others using the facilities).

Wednesday July 17th 7am-10pm (overnight security) – Electricians wire and ground each generator and connect power panels. Deliveries of portable toilets, dumpsters, staging (preload sound/lights if time allows). Carnival rides (we will work with the carnival to limit setup times after 5pm to maintain access to parking spaces for others using the facilities).

Thursday July 18th 7am-Midnight (overnight security) – Finalize food/beer tent (inspections), food/beer trailers arrive, staging and production, load-in bands, carnival dry-run, inflatables, toilet paper, hole-in-one golf challenge setup, and place event signage. Food trucks arrive, place/fill bumper boats, place vendors, and setup giant yard games. (possible news interviews starting at 5am).

Friday July 19th 7am-1am (overnight security) – Place and fill trout fishing pond, archery, and helicopter rides (youth diamond), volleyball tournament. (possible news interviews starting at 5am).

Saturday July 20th 6am-1am (overnight security) – Setup volleyball tournament. Hot air balloon glow. Family tent – kids games, petting zoo, papermaking, trout fishing pond, family entertainers, sawdust hunt, and balloon drop.

Sunday July 21st 7am-1am (overnight security) – Setup fireman's tug of war event, yoga in the park. Craft fair. Family tent – kids games, petting zoo, diaper derby, fire truck/hose. ThedaStar (softball diamond).

((Begin teardown following event – 7PM-1AM))

Monday July 22nd 7am-7pm – limited access to east soccer field to tear tent down – continue event teardown/cleanup. Pick up portable toilets, dumpsters, tents, staging, trailers, etc.

West Entrance of Sunset Park -

Thursday July 18th 5pm-9pm –Boat landing deck area will be used for river boat cruises.

Saturday July 20th 5am-9pm – access to boat landing and west entrance area – West entrance area for Car Show

registration and event at 8am-3pm. Boat landing deck area for river boat cruises and fishing tournament.

Sunday July 21st 7am-5pm – access to boat landing – Boat landing deck area for river boat cruises.

#### VILLAGE REQUESTS:

Friday July 12 – Keys to facilities, T-Posts for perimeter fencing

Tuesday July 16 - Move & Place Ticket Booths

Wednesday July 17 -

Amphitheater Benches (22) - Amphitheater (8), Soccer Field (8), Original Stage (6)

Picnic Tables (how many?) – Amphitheater (6), Soccer Field (6), Original Stage (8)

West Soccer Bleachers – Family Stage (playground)

Bike Rack - Outside Main Entrance

Barricades (all) – Behind the Amphitheater (to be used at main entrance, car show, and 5k)

Thursday July 18 (AM) - Fire Hydrant Adapter & Hose, No Parking Signs (see attached)

Friday July 19 - No Parking Signs along 5K Route

NO PARKING:

Attached!

#### CHANGES TO THIS PERMIT:

We request the ability to make changes to this permit within a reasonable limit without notification in writing when within approved areas and timeframes (such as adding/subtracting events, changing bands, altering lineup times, and exact event locations). Significant changes will be discussed as they arise and mutually agreed upon.

#### VARIANCE TO ORDINANCES:

#### Noise Ordinance – 372-1 B(2)

Similar to past Paperfest events, we are requesting a variance to the noise ordinance regarding amplified music to accommodate sound checks and performances – Thursday: 9am-11:30pm, Friday: 9am-12:15am, Saturday: 9am-12:15am, and Sunday: 9am-7pm.

#### Motorized Vehicles - 372-1 B(10)

Similar to past Paperfest events, we are requesting a variance to the motorized vehicle park regulation ordinance to allow for vehicles to be driven on the turf and pathways such as UTV's, delivery trucks, vehicles, and car show participants. Public vehicle access is restricted during event hours.

#### Parking within Parks - 372-1 B(15)

Similar to past Paperfest events, we are requesting a variance to the parking within parks park regulation ordinance to allow for vehicles, handicap, band, car show, trailers, staging, etc. to be parked outside of designated parking areas, such as on the grass. Public parking is not allowed within the event grounds.

#### Golfing Activities - 372-1 B(18)

Similar to past Paperfest events, we are requesting a variance to the golfing activities park regulation ordinance to allow for the Hole-in-One Golf Challenge where contestants attempt to chip a golf ball into a kiddie pool of water. This event is secured within the high school baseball field.

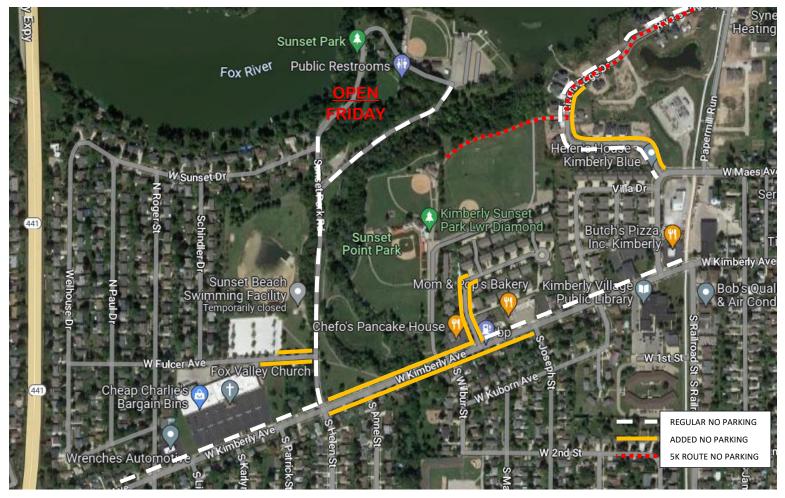
#### Turf Protection - 372-3

Similar to past Paperfest events, we are requesting a variance/leeway to the turf protection on public property ordinance to allow for tents, ticket booths, dumpsters, portable toilets, trout pond, petting zoo, kiddie bumper boats, carnival rides, inflatables, etc. placement on the grass. There will be no digging or removal of trees/flowers as stated in the ordinance. In an effort to maintain turf protection, if wet weather is forecasted and/or the ground is saturated, plywood will be used under semi-trailer wheels. Wet areas will be marked off and avoided whenever possible to limit damage to the turf from vehicles and excessive foot traffic.

#### Park Hours - 372-4

Similar to past Paperfest events, we are requesting a variance to the park hours ordinance to extend the time visitors and volunteers may be present within the park beyond the regular 11pm closure. Extended park hours during Paperfest event for volunteers (visitors) until – Thursday: 1am (11:30pm), Friday: 1am (12:30am), Saturday: 1am (12:30am), and Sunday: 1am (n/a).

# NO PARKING SIGN MAP - 2024



#### THURSDAY - SUNDAY

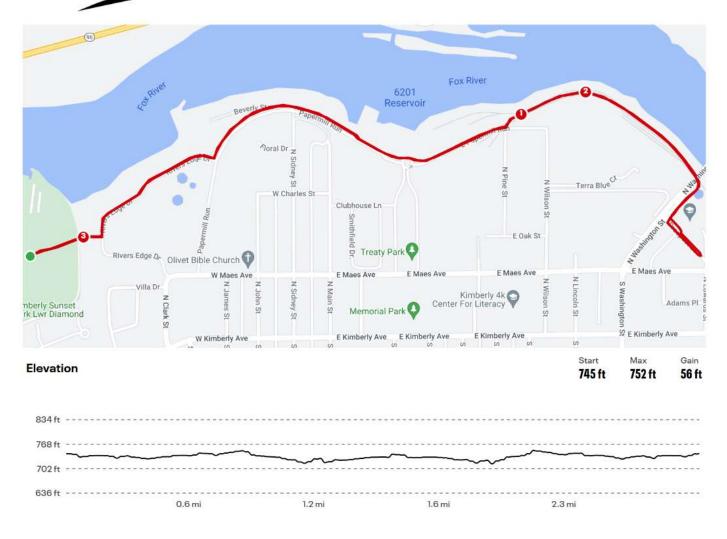
- Kimberly Ave (north side) Permanent No Parking already (add a few from Chefo's to the West entrance?)
- Kimberly Ave (south side) No Parking from Helen St to Joseph St
- Fulcer Ave (north and south sides) from Swim Beach/Church Parking Lots to Sunset Park Rd
- Parkside Ct (west and east sides) from Kimberly Ave to the bend in the road
- Rivers Edge Dr (one side permanent no parking) add no parking from Maes Ave to bend in road north of trail

#### FRIDAY (5K ROUTE)

- Rivers Edge Dr Remainder to Papermill Run
- Prospect St (Edwards to Washington) Closed
- Majority of Route will follow the new trail!

#### Attachment 10- 5K Run/Walk Route





Scheduled Start Time: FRIDAY JULY 19 at 6:30PM

Route will use the trail when possible. Starting on the Sunset Park trail north of the West soccer field, the route will follow Rivers Edge Dr (using the northern most lane). The 5K route will pickup with the trail on Papermill Run continuing along through the North part of the roundabout and then back on the trail as it continues along the Fox River. As the trail comes to an end the runners will use Prospect St to turn around and continue back following the same route and ending where the race began.

#### Paperfest - Schedule 2024:

#### Thursday (5:00pm-11:00pm)

maisaay (o.oopin moopin)	
METRO – 4: 5:30-8:00pm, 6	8:00-11:00
Shuttle Bus (JRG Middle Scl	nool & Antique Up) – 5:00pm-11:00pm
Food & Beverage Tents:	4:30pm [Sunset Stage: 4:30pm]
Food Trucks:	5:00-10:00pm
Amphitheater	
FBI & the Untouchable Horns	5:00pm [6:30pm]
BOOGIE & THE YO-YO'Z	7:00pm [7:00-8:30, 9:00-10:30pm]
50-50 Announcement - 8:30	)pm (sell 5:00-7:30pm)
Event Production Systems Sunset Stage	÷
Smoke Road	5:00pm [5:00-6:15, 6:45-8:00pm]
DIAMOND RIO	8:30pm [10:00pm]
Original Music Stage	
Venture Wisconsin Craft Music Sh	10wcase (ROCK)
More Then Merry	5:00pm [6:15pm]
Harvey Street	6:30pm [8:00pm]
BIG OIL	8:15pm [10:15pm]
Attractions	
Carnival Rides	5:00pm-Close
Giant Lawn Games	5:00-10:00pm
Toilet Paper Toss & Hole-in-One Golf Challenge 5:00-10:	
Axe Throwing	5:00-10:00pm
Riverboat Cruises (\$10, 1/2hr Ride	e) 6:00, 7:00, 8:00pm
Kiddie Bumper Boats	5:00-8:00pm
Henna Tattoos	5:00-9:00pm
Mechanical Bull Rides	5:00-10:00pm
Friday (Noon-Midnight)	
	4: 5:30-8:30pm, 8: 8:30-Midnight
	nool & Antique Up) – Noon-Midnight
Food & Beverage Tent:	11:30am [Sunset Stage: 4:30pm]
	fermerenden undebuil

#### Sunset Park, Kimberly

ity font & Activities
Children's Games & Activities
Inflatables (WKND Wristband \$20)
Family Stage Entertainers:
Jim Cruise "Spoon Man"
Glen Gerard Comedy Magician
Trout Pond
Petting Zoo
Archery
Minnow Racing & 9-Hole Putt Putt
Balloon Tying
Graffiti Fence Painting
Balloon Drop
Sawdust Hunt

Family Tent & Activities

#### Noon-5:00pm Noon-6:00pm 1:00pm & 3:00pm 2:00pm & 4:00pm Noon-6:00pm Noon-4:00pm Noon-5:00pm

Noon-6:00pm

Noon-5:00pm

12:30pm

3:30pm

2:00pm-5:00pm

# Family Tent & Activities Children's Games & Activities Family Stage Entertainers: **Mischief & Magic** Petting Zoo

#### July 18-21, 2024

Inflatables (WKND Wristband \$20) Karate America Demonstration Randy Peterson Children's Music **Trout Pond** Archerv Minnow Racing & 9-Hole Putt Putt **Balloon Tying** Graffiti Fence Painting Balloon Drop Sawdust Hunt

#### 11:00am-5:00pm 11:00am-6:00pm 1:00-4:00pm 11:00am-5:00pm 12:30pm 3:30pm

11:00am-5:00pm

11:00am-6:00pm

1:00pm & 3:00pm

2:00pm & 4:00pm Noon-4:00pm

11:00am-6:00pm

Noon

#### Sunday (11:00am-7:00pm) (church - 9:30-11:30am) METRO - 2: Noon-6:00pm Shuttle Bus (JRG Middle School & Antique Up) - Noon-7:00pm 11:00am [Sunset Stage: N/A] Food & Beverage Tent: Food Trucks: Noon-6:00pm Amphitheater A-Town Unplugged Noon [2:00pm] **KYLE MEGNA & BRASS MONSOON** 2:30pm [2:30-4:00, 4:30-6pm] Venture Wisconsin Original Stage CRAFT MUSIC SHOWCASE (AMERICANA) Austin Skalecki Noon [12:45pm] Morgan Piontek 1:00pm [1:45pm] THE GENTLEMEN GRIFTERS 2:00pm [4:00pm] Pendulum Hearts 4:15pm [5:45pm] Paperfest Sports Cornhole Tournament Noon Firefighter Tug of War 1:00pm Attractions CRAFT FAIR Noon-6:00pm Carnival Rides (\$1 PER RIDE SUNDAY) 11:00am-6:00pm Giant Lawn Games (prize time) 11:00am-6:00pm Toilet Paper Toss & Hole-in-One Golf Challenge 11:00am-6:00pm Helicopter Rides (\$60) Noon-4:00pm River Boat Cruises (\$10, 1/2hr Ride) 1, 2, 3, 4pm Kiddie Bumper Boats 11:00am-6:00pm Henna Tattoos 11:00am-6:00pm Mechanical Bull Rides 11:00am-6:00pm USA Youth Boxing (weigh-ins at 11:00am) 2:00pm-5:00pm Family Tent & Activities Children's Games & Activities Noon-4:00pm Inflatables (WKND Wristband \$20) Noon-5:00pm Family Stage Entertainers: Monty's Secret Theater Noon, 1:00, 2:00 & 3:00pm Petting Zoo Noon-4:00pm Trout Pond Noon-5:00pm Archery Noon-5:00pm Minnow Racing & 9-Hole Putt Putt Noon-5:00pm **Firefighter Experience** 2:00-5:00pm ThedaStar 2:00-3:00pm Graffiti Fence Painting Noon-4:00pm Balloon Drop 12:30pm Sawdust Hunt 3:30pm

#### Saturday (10:00am-Midnight)

Noon-10:00pm

6:30pm

Saturday (10:00am-munight)		
METRO – 2: Noon-5:30pm, 4: 5:30-8:30, 8: 8:30-Midnight		
Shuttle Bus (JRG Middle School & Antique Up) – 11:00am-Midnight		
Food & Beverage Tent: 10:00am [Sunset Stage		set Stage: 4:30pm]
Food Trucks:	11:00am-10:30	Opm
Amphitheater		
Still Cruisin' – 9:00am [9:00-10:30a		
*WEST ENTRANCE* Car, Tru	ick & Motorcycle	Awards – 2:00pm
Skabilly Circus	Noon [Noon-1:	:30, 2:00-3:30pm]
Rising Phoenix	4:00pm [4:00-!	5:30, 6:00-7:30pm]
HALF EMPTY	8:00pm [8:00-	9:30, 10:00-11:30pm]
50-50 Announcement - 9:30	om (sell 5:00-8:3	30pm)
Event Production Systems Sunset Stage		
Inferred	5:00pm [7:00p	m]
American Platinum	7:30pm [9:00p	m]
FOGHAT	9:30pm [11:00	ipm]
Original Music Stage		
BenchFest (Bench Press Competit	ion) - 10:00am-1	:00pm
Venture Wisconsin Craft Music Sh	owcase (FUNK/J/	AM)
The Pool Project	1:30pm [3:00p	m]
Jeremiah Jams Band	3:15pm [4:45p	m]
Diggstown 5:00pm [6:45pm]		m]
Ifdakar	7:00pm [9:00p	m]
SNEEZY 9:15pm [11:15pm]		pm]
Paperfest Sports		
Fishing Tournament 7:00am-5:00pm		
		8:30am
3-on-3 Basketball Tournament 9:00am		
Attractions		
BALLOON GLOW – DUSK (setup:	8:00, glow: 8:30	-10:00pm)
Car, Truck & Motorcycle Show		8:00am-2:00pm
Carnival Rides		11:00am-Close
		10:00am-11:00pm
· · ·		10:00am-11:00pm
Helicopter Rides (\$60)	-	1:00-8:30pm
Hot Air Balloon Rides (\$20)		7:00-10:00pm (2hrs)
River Boat Cruises (\$10, 1/2hr Ride	e)	1, 2, 3, 4, 6, 7, 8pm
		10:00am-9:00pm
		11:00am-9:00pm
Mechanical Bull Rides		11:00am-10:00pm
BenchFest (Bench Press Competit	ion)	10:00am-1:00pm
Log Rolling Competition		11:00am-7:00pm
· · · ·		

Food Trucks: Noon-10:30pm Amphitheater Noon [Noon-1:30, 2:00-3:30pm] Broken Arrow That 90's Band 4:00pm [4:00-5:30, 6:00-7:30pm] THE GLAM BAND 8:00pm [8:00-9:30, 10:00-11:30pm] 50-50 Announcement - 9:30pm (sell 5:00-8:30pm) **Event Production Systems Sunset Stage Eight Second Ride Acoustic** 5:00pm [7:00pm] Nashville Pipeline 7:30pm [9:00pm] MICHAEL RAY 9:30pm [11:00pm] Original Music Stage Venture Wisconsin Craft Music Showcase (INDIE ROCK) The Tamaracks 1:30pm [3:00pm] Horace Greene 3:15pm [4:45pm] **Traveling Suitcase** 5:00pm [6:45pm] Mom Rocks 7:00pm [9:00pm] THE STEWS 9:15pm [11:15pm] Paperfest Sports Volleyball Tournament (Reverse Coed Quad) 5:00pm Sunset Run 5k 6:30pm Attractions Carnival Rides (\$1 OFF PER RIDE NOON-5:00PM) Noon-Close Giant Lawn Games Noon-11:00pm Toilet Paper Toss & Hole-in-One Golf Challenge Noon-11:00pm Noon-10:00pm Axe Throwing Helicopter Rides (\$60) 5:00-8:30pm Hot Air Balloon Rides (\$20) 7:00-10:00pm (2hrs) Riverboat Cruises (\$10, 1/2hr Ride) 1, 2, 3, 4, 6, 7, 8, 9pm Kiddie Bumper Boats Noon-9:00pm Henna Tattoos Noon-9:00pm

Mechanical Bull Rides

Professional Wrestling

#### TUESDAY JULY 2ND

8:00AM Mosquito Squad - Mosquito Pre-Spray

#### **MONDAY PRIOR - 7/8**

7:00PM PAPERFEST MEETING AT PARK

#### FRIDAY PRIOR - 7/12

- Diggers Hotline Mark Park (call to request by July 1st) 8:00AM
- 11:00AM VILLAGE OF KIMBERLY - Deliver T-Posts
- 12:00PM P&C Sanitation - Deliver 2 Portable Toilets for Carnival

#### SATURDAY PRIOR 7/13

2:00PM	Layout Park (need flags, spray paint, tape measures):
	Wristband/Amphitheater Side Bar, Amphitheater Food Tent
	Original Music Stage & Craft Beer Tent, Family Tent Area
	Sunset Stage, Sunset Stage Food Tent & Side Bar

#### SUNDAY PRIOR 7/14

CONDAIL 1	
10:00AM	Perimeter Fencing (need T-Posts, fencing, zip ties):
	Entrance (LEAVE GATE TO CHEFOS & NO AMPHITHEATER
FRONT)	
	Midway
	Sunset Stage
6:00PM	Event Production Systems - SL260 Mobile Stage & Barricades

#### Monday 7/15

	NIGHT SECURITY – NONE
7:00AM	VILLAGE OF KIMBERLY - Mow Lawn
8:00AM	Fox Cities Party Rental - Setup Tents (100x40, 100x40, 80x40)
9:00AM	Penske - Pickup Box Trucks (1- 26ft w/ liftgate, 1- 18ft no liftgate)
10:00AM	Jackson Rents - Deliver Telehandler
10:00AM	Woodman's - Pickup Beverages (soda, gatorade)
11:00AM	General Beer (Miller) - Drop Off Beverages
11:00AM	Festival Foods (Darboy) - Pickup Water
12:00PM	Wisconsin Distributors (Budweiser) - Drop Off Water
12:30PM	Carnival - Arrive at Church
1:00PM	School District Storage - tables, bar sections, pallets, tubs
5:00PM	Tables, Bar Sections, Pallets, Beer Tubs to each area
7:00PM	PAPERFEST MEETING AT PARK

#### Tuesday 7/16

u	esday 7/16	
		NIGHT SECURITY – 4 (10:00pm-7:00am)
		VOLUNTEER – 4 (9am-12pm & 2pm-5pm)
	7:00AM	Carnival - Setup Rides (done by 4:00pm)
	8:00AM	Fox Cities Party Rental - Setup Tents (100x40, 100x40, 80x40)
	8:00AM	Mosquito Squad - Mosquito Final Spray
	8:00AM	UHaul - Pickup Box Truck (20ft)
	9:00AM	Amphitheater Prep (clean/organize, sweep, move chairs)
	9:00AM	VOLUNTEER - Setup 10x20 Tents (5)
		Information, Amp Side Bar, Amp Merch, Sun Side Bar (2x)
	10:00AM	GFL Environmental - Deliver Dumpsters
	10:00AM	Miron - Deliver Generators, Trailers, Light Plants
	10:00AM	P&C Sanitation - Deliver Portable Toilets
	10:00AM	Village of Combined Locks - Deliver Lift
	11:30AM	VILLAGE OF KIMBERLY - Deliver & Place Ticket Booths
	11:30AM	Hietpas & Sons - Generator, Light Plant
	12:00PM	LUNCH – Jersey Mike's (30 People)
	1:00PM	Load Box Trucks:
		UHaul - Amphitheater Food Tent
		Penske - Sunset Stage Food Tent
		Penske w/Liftgate - Power Panels, Cords

#### Sunset Park, Kimberly

2:00PM	VOLUNTEER - Put Up Amphitheater Fencing & Close Chefo Gate
4:00PM	VOLUNTEER - Setup Sunset Stage Fencing (mojo, bike rack)
4:00PM	Ticket Booth Prep (bees, clean, repair)

#### 5:00PM DINNER - Parker John's (40 People)

#### Wednesday 7/17

5:00PM	DINNER – CHICK-FIL-A (40 sandwiches) - Pickup: Sarah
3:00PM	D&W Cash - Deliver ATM & Ticket Machines
2:00PM	VOLUNTEER - Inflate Balloons for Balloon Drop
2:00PM	Review/Organize Beverages (Initial Inventory)
	Penske w/Liftgate - EMPTY (ready to do necessary pickups)
	Penske - Kids Games
	UHaul - Grounds & Signs
1:00PM	Load Box Trucks:
12:00PM	LUNCH – Jimmy John's (40 People)
11:30AM	VILLAGE OF KIMBERLY - Move Benches & Tables
11.00/01	Setup: 2 Main Entrance, 1 Path off Rivers Edge
11:00AM	VILLAGE OF KIMBERLY - Barricades to Park Entrance
11:00AM	Water to the Food Tents
11:00AM	Setup Bar Craft Bar (bar sections, coolers, etc)
11:00AM	Ferrellgas - Delivery of (14) 100# Tanks
11:00AM	Gerzack's - Delivery of Merchandisers & Ice
11:00AM	Amphitheater Prep (sweep, organize, move chairs)
Signs	Gen beer (Piller) - Delivery Hallers (SSII, SZII, 1811), COOLEIS,
10:00AM	Gen Beer (Miller) - Delivery Trailers (53ft, 32ft, 18ft), Coolers,
T0:00AM Signs	
10:00AM 10:00AM	VOLUNTEER - Inflate Balloons for Balloon Drop WI Dist (Bud) - Delivery Trailers (2: 32ft, 2: 18ft), 10 Coolers,
9:00AM 10:00AM	Put Up Original Stage Light Poles (lights go up with the stage)
0.00414	Craft Beer (2), Sunset Stage Merch
	Amp Deep Fryer, Sun Deep Fryer, Wristband,
9:00AM	VOLUNTEER - Setup 10x20 Tents (6)
	Tents: 10x20 Deep Fryer, 10x10 Grill
8:00AM	Setup Food Tents - Amphitheater & Sunset Stage
8:00AM	Electricians - (NEED POWER PANELS & CABLES)
7:00AM	Carnival - Setup Rides (done by 4:00pm)
	VOLUNTEER – 4 (9am-12pm & 2pm-5pm)
	NIGHT SECURITY – 4 (10:00pm-7:00am)
weunesuay	////

# Event Production Systems - Setup SL-260 (need banner)

- 5:00PM
- 6:00PM Put up signs (in tents, sponsors, towers)
- 7:00PM FB LIVE - Wristband Area, Express Bar, Grounds Preview, Q&A

#### Thursday 7/18

9:00AM	BREAKFAST – Dunkin' Donuts (30 People)
8:00AM	Carew Golf Cars – Delivery of 2 Utility Vehicles
8:00AM	Meet Block/Haen Meat - Delivery of Trailers (2) & Grills (4)
7:00AM	Carnival - Setup Rides
7:00AM	US Foods - Delivery of Trailer (28ft)
	VOLUNTEER – 4 (9am-12pm)
	NIGHT SECURITY – 6 (11:00pm-7:00am)

#### VOLUNTEER - Place Garbage & Recycling 9:00AM 10:00AM VOLUNTEER - Finish Inflating Balloons for Balloon Drop

- Setup Original Stage String Lights (poles, lights, cable) 11:00AM
- 11:00AM Water to Beer Tents
- 10:45AM VOLUNTEER - National Band Load In

#### July 18-21, 2024

#### LUNCH – Papa Johns (50 people) 12:00PM

- Food Trucks Arrive 1:00PM 2:00PM BEER TENT PREP (ICE DOWN WATER & LOAD TANKS) 3:00PM Vendors Arrive

#### 5:00PM PAPERFEST

Friday 7/19	
	NIGHT SECURITY – 6 (12:00am-7:00am)
8:00AM	Inventory Beverages - Restock
8:00AM	Setup Family Tent
10:00AM	Setup 5K Area
10:00AM	Valley Liquor - Pickup Ice
10:45AM	VOLUNTEER - National Band Load In
9:00AM	BEER TENT PREP (ICE DOWN WATER & LOAD TANKS)
12:00PM	PAPERFEST
Saturday 7/2	0
	NIGHT SECURITY – 6 (12:00am-7:00am)
7:00AM	Car Show Prep
8:00AM	Inventory Beverages - Restock
8:00AM	3-on-3 Basketball Prep (Setup Hoops, Mark Courts)
8:30AM	Volleyball Prep
8:00AM	Setup 3-on-3 Basketball
9:00AM	BEER TENT PREP (ICE DOWN WATER & LOAD TANKS)
10:45AM	VOLUNTEER - National Band Load In
Sunday 7/21	
	NIGHT SECURITY – 4 (10:00pm-8:00am)
	VOLUNTEER – 4 (12pm-3pm & 6pm-9pm)
8:00AM	Craft Fair Prep (Signs, Blow Off Parking Lot, Etc)
8:00AM	Inventory Beverages - BRING ALL TO AMPHITHEATER
10:00AM	BEER TENT PREP (ICE DOWN WATER & LOAD TANKS)
10:00AM	Event Production Systems - Load Out
12:00PM	VOLUNTEER - Sunset Stage Food Tent Cleanup
6:00PM	VOLUNTEER - Amphitheater Food Tent Cleanup
7:00PM	Inventory Beverages (return to Woodmans)

#### MONDAY AFTER 7/22

	NIGHT SECURITY – NONE
	VOLUNTEER – 4 (10am-1pm)
8:00AM	Cleanup Park
10:00AM	VOLUNTEER - Review Park, Pickup Everything
12:00PM	LUNCH – Chefo's Pancake House (Pay Bill for Nationals?)

#### IDEAS:

Steve Keller's Traveling Snake Show / Age of Reptiles Bench Press Challenge / Boot Camp Workout/Fitness Camp / Color Run Papermaking / Teddy Bear Mobile Art in the Park / Lakeside Luminaries Segways / Knockersuits / Sea Hamsters / Be a Diver Lumberjack Shows / Extreme Motorcycle Stunt Show Mechanical Bull

# **Special Event – Emergency Response Plan**



July 18-21, 2024





### DISCLAIMER

This special events emergency plan template is provided as guidance only. It identifies, defines, and provided recognized standards on the types of information that should be contained in an emergency plan. Sections of the template may not be applicable to every event and the guidance suggested should be modified to reflect specific conditions at your event. Therefore, it is strongly recommended that your organization retain the services of a qualified safety consultant to complete the template and advise you on your specific needs. Reliance on or verification of information contained in this template is the sole responsibility of the user. The Fox Valley Metro Police Department, Village of Kimberly and Village of Little Chute does not accept any liability whatever arising from the implementation or use of this emergency plan template.

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# **Important Public Telephone Numbers:**

<u>Name:</u>	Phone Number:
Fox Valley Metro PD	911 or 920-788-7505 (Non-Emergency)
Kimberly Fire Department	911
Outagamie County Sheriff's Dept.	911 or 920-832-5000 (Non-Emergency)
Outagamie County Emergency Management	920-832-5000 ask for the On Call EM person
Kimberly Streets/Parks Department	920-788-7507
Kimberly Water Department	920-788-7526
WE Energies	Electric 1-800-662-4797 Gas 1-800-261-5325
Diggers Hotline	1-800-242-8511
NWS Green Bay Spotter 24 Hour Hotline	1-800-788-6883
NWS Forecast Operations Desk	920-497-8771 or 920-494-7478
Incident Command Capt. Jeremy Slotke (Thr/Fri) Lt. Mark Ulman (Sat/Sun) Lt. Mark Wery (Thr-Sun)	920-422-5205 920-574-6290 920-574-6967
Public Information Officer Dave Denell- KFD/EMS	On-duty Supervisor 920-540-1850

# **Paperfest Event Board and Coordinators Numbers:**

Name:	Phone Number:
MATTHEW BOOTS – Director – <i>President</i>	920-850-7065
JEREMY BIESE – Head Grounds Crew – Vice President	920-209-2157
KEVIN BOOTS – General, Food/Beverage – Secretary	920-851-8294
VICKI POWERS – Finance – <i>Treasurer</i>	920-851-6364
JULIANNE OSWALD – Food/Beverage	920-851-0308
PAUL OSWALD – Food/Beverage	920-242-6156
PAM LA PLANT – Food/Beverage	920-850-2795
LORI REED – Family Activities	920-422-2119
RYLIE BIESE – Grounds Crew	920-209-2727
RACQUEL GIESE – Food/Beverage	920-419-4123
VICKI TESSEN – Volunteers, Information Booth	920-788-1700
KIMBERLY BOOTS – Food/Beverage	920-636-5267
JAMES BOOTS – General	920-850-7066
JORDAN BAYORGEON – Entertainment/Music	920-277-8994
EVAN FREIMUTH – Entertainment/Original Music	920-851-7327
DELANEY PESTKA – Marketing	920-882-3342

### A. GENERAL PURPOSE

The purpose of this emergency plan is to prepare event officials for either a natural or man-made disaster during *PAPERFEST* in KIMBERLY, WI. The Emergency Plan implemented in this document is hereby established to safeguard lives and properties in the event an emergency or incident occurs during the *PAPERFEST* event.

## **B. EVENT SPONSOR AND VENUE**

The *PAPERFEST* event is a <u>festival & concert</u> and sponsored by *KIM-COM PROMOTION*. This <u>outdoor</u> event is <u>an open event</u> held at <u>Sunset Park, Kimberly</u>. Alcohol is <u>sold at venue</u>. The spectator capacity is <u>15,000</u> and attendance ranges from <u>3,000-10,000</u> people daily. The event operational hours are <u>Thurs: 4:00pm-11:15pm, Fri:</u> <u>11:00am-12:15am, Sat: 8:00am-12:15am, Sun: 10:00am-7:00pm</u> while event sponsors/vendors/volunteers will be on site from <u>Saturday (prior) thru Monday (after): 6:00am-2:00am (with overnight clean-up/security)</u>. See the telephone list for Event Board and Coordinators for contact information.

# C. ASSUMPTIONS

**PAPERFEST** is subject to numerous hazards. Potential emergency incidents during this event could include one or more of the following:

- Natural weather related incidents such as severe storms, tornadoes, etc.
- Technological incidents such as fire, explosion, structure collapse, hazardous materials release
- Transportation motor vehicle accidents
- Medical Emergencies personal health or accident related
- Civil Disorder domestic situations
- Miscellaneous Emergencies

The Incident Command System will be used to manage all emergencies and an Incident Command Post will be set up at <u>FVMPD Squad Car parked in the East Entrance area</u>

#### D. EMERGENCY PLANNING REQUIREMENTS

#### 1. Fox Valley Metro Police Department Requirements

- a) To provide contact information to Vicki Tessen / Information Booth.
- b) Notify the <u>Vicki Tessen / Info Booth</u> as soon as possible of any imminent or potential emergency situations.
- c) Assume responsibility for decision on event operation when an emergency situation arises or is imminent (restricting areas /cancellation of events/event evacuation/restricting traffic or patron access or exit, etc.).
- d) Assist with notification of other emergency organizations (EMT, Fire Department, Outagamie County Sheriff's Dept., Outagamie County Emergency Management, etc.) if assistance is needed.
- e) Return the event to normal operations as soon as feasible to the Event Board/Coordinators Matthew Boots.
- f) Provide direction to <u>Event Board/Coordinators Matthew Boots</u> of their responsibilities or assistance that may be required.
- g) Assist with Incident Command Post and designated media spokesperson if necessary.
- h) Work with <u>Event Board/Coordinators Matthew Boots</u> and other emergency agencies to determine methods for public notification/awareness.

#### 2. Paperfest Event Coordinator/Board Requirements

- a) Establish a contact with Fox Valley Metro Police Department Personnel
- b) Ensure the safety of all Patrons/Volunteers/Staff is primary importance in any emergency situation.
- c) Adhere to all directives and requirements from the Police Department and Incident Command in emergency situations.
- d) Complete and return the Special Event Emergency Response Plan (ERP) template to the Police Department two months prior to the event date. If this is an annual event the ERP must be updated annually two months prior to the event date.
- e) Complete all required permit information.
- f) Submit to Village required liability insurance permits.
- g) Provide the wind rating for (all/general gathering only) tents.
- h) Establish procedure for internal communication with operations staff in case of emergency procedure.
- i) Assist with communication to patrons/volunteers on emergency directives as provided by the Police Department or Incident Command.

- j) Ensure training of all staff and volunteers on emergency response procedures.
- k) Defer all media comment regarding emergency situations the Police Department or designated spokesperson who will coordinate with the event spokesperson.
- 1) In an emergency situation <u>Matthew Boots</u> will respond to the designated Incident Command Post.

#### 3. Event Staff /Volunteers Requirements

- a) Ensure the safety of all Visitors is primary importance in any emergency situation.
- b) Adhere to all directives and requirements from the Police Department in emergency situations.
- c) Assist with communication to patrons/volunteers on emergency directives as provided by the Police Department or Incident Command.
- d) Defer all media comments in an emergency to Fox Valley Metro Police Department or designated spokesperson
- e) Persons must protect themselves first, then proceed to assist others if possible.
- f) Cease all outside activity when the possibility of lightning is present. Unplug all electrical equipment if possible.
- g) During severe weather secure all tools and equipment if possible. (Insure that anything that can blow away is brought indoors or fastened down).
- h) If you are injured, remain as you are. Rescue people will be along shortly and a head count will be taken.
- i) After an emergency event if you escape injury, make yourself available to others who may not have been so fortunate.

#### E. OVERALL INCIDENT OBJECTIVES

- A. Ensure/maintain the safety of all visitors, volunteers, and staff.
- B. Direct, coordinate and control emergency response and recovery operations.
- C. Promptly notify and alert the public of hazardous conditions.
- D. Maintain law and order.
- E. Provide effective traffic management.
- F. Organize and coordinate effective damage assessment.

#### F. WEATHER FORECAST

This is the projected forecast from the National Weather Service-Green Bay Office Thursday, July 18, 2024:

	Night:
Friday, July 19, 2024: Day:	Night:
Saturday, July 20, 2024:	C
Day: Sunday, July 21, 2024:	Night:
Day:	

G. SCHEDULE OF EVENTS (times do not include set-up & clean-up) <u>Projected Schedule is Attachment 8</u>

#### H. INCIDENT COMMAND SYSTEM AND EVENT COORDINATION

KIM-COM PROMOTION Board is ultimately responsible for all events and functions held during *PAPERFEST* or related to it. In the situation that outside events are held on the <u>Sunset Park</u> grounds, the event sponsors shall be responsible for the time and area related to the sponsored event.

The Patrol Lieutenant will serve as <u>initial</u> Incident Commander in all emergency incidents or situations. The Incident Command will be transferred <u>immediately</u> to the appropriate emergency response agency upon their arrival and situation briefing. At that time, an <u>Event Board/Coordinators – Matthew Boots</u> will work with Incident Command in the Liaison Officer role.

The following resources will be <u>(on/near)</u> the event grounds:

• Incident Command Post, Police, Medical First Responders

The Incident Command Post shall be off-limits to staff, vendors, and volunteers during the operational time of the Incident Command Post. <u>Only command staff, section chiefs or other persons authorized by the IC shall be permitted within the Incident Command Post.</u>

#### **Incident Command Post Staff:**

- Incident Commander
- PIO
- Safety Officer
- Liaison Officer (Steering Committee Member)
- Operations Chief
- Logistics Chief

#### **Incident Command Post Supplies:**

- Office Stationary
- One PC's with Internet Access (save website links to NWS and other relative sites)
- Portable Radios (One for each assigned channel)
- Accountability Board (PC) (Outagamie County Electronic Accountability System be used?)
- Emergency Response Guidebook

## I. LINES OF AUTHORITY/ORDER OF SUCCESSION

- 1. The line of succession for the event coordination of *PAPERFEST* is as follows:
  - a. <u>Matthew Boots</u>, Director, 920-850-7065 (cell)
  - b. Jeremy Biese, Director, 920-209-2157 (cell)
  - c. Jim Boots, Director, 920-850-7066 (cell)
- 2. If there is an absence, disability, or incapability of <u>Paperfest Board/Coordinator</u> in line of succession then the line of succession will follow the order of the Incident Commander.
- 3. The line of succession shall remain in effect until a senior member of the line of authority for the event is present or a mutual agreement to release and accept command is made between the above listed event officials.

# J. STAFF AND VOLUNTEER ACCOUNTABILITY

Accountability of event personnel will be divided into two sections as follows:

1. Event Volunteers:

<u>Paperfest Volunteers</u> will be wearing name tags with name and job title and work times printed on them. They will be coordinated and managed by <u>Please see Event Board and Coordinators contact information on page 3.</u>

2. Event Staff:

Paperfest Directors will be wearing RED shirts, Food & Beverage tent Supervisors will be wearing YELLOW shirts, Grounds Crew will be wearing GREEN shirts, and Security will be wearing ORANGE shirts

The accountability of all staff and volunteers working on the event grounds shall be maintained at the <u>Information Booth</u>. The process of personnel checking in and out will be with <u>Vicki Tessen</u>, <u>Director</u>.

Personnel no longer serving in an official capacity and who will become a spectator on the event grounds will be required to change out of their respective uniforms/T-shirt.

### **K. EMERGENCY FUNCTIONS**

1. Incident Command Post

The Incident Command Post for the event operations will be at <u>Information Booth</u> on the event grounds.

### 2. <u>Communications</u>

- a. Event staff will communicate using walkie talkie (Ch 7 non-emergency, Ch 9 emergency).
- b. Incident Command and the Paperfest Coordinator/Board will communicate by private radio/cell phones.

- c. The <u>Paperfest Coordinator/Board</u> will maintain a communications link on the grounds to/and with the Outagamie County Communication Center/911.
- d. <u>Paperfest Coordinator/Board</u> will communicate emergency information with spectators/attendees by <u>stage sound systems</u>. *See Attachment # 1 for Announcements*.
- e. In the event an emergency occurs the <u>Paperfest Coordinator/Board</u> and Incident Command will confer before any emergency action is taken and announced. In extreme life safety circumstances Incident Command will initiate and communicate emergency actions first to the public and update the event coordinator/board as soon as possible.
- f. Additional resources are available through Outagamie County to disseminate emergency warning and notification to the public by:
  - Emergency media release to local television, radio and newspaper services
  - Outdoor Warning System using a siren with a continuous sound for two three minutes
- g. The <u>Paperfest Coordinator/Board (Matthew Boots)</u>, or their designee, shall answer all follow-up inquiries from news media regarding the situation, but only in regards to event inquiries. Information about emergency response agencies shall be provided by their Public Information Officer.

#### 3. Incident Management

- a. Upon declaration of an emergency, the emergency response team and the <u>Paperfest Coordinator/Board</u> shall report to the Incident Command Post. The <u>Paperfest Coordinator/Board</u> will be a liaison between the Incident Command and *PAPERFEST*.
- b. The *PAPERFEST* event will provide onsite security. Security will be on the event grounds <u>during event</u> <u>hours (7:00 PM 12:00AM) as well as overnight hours</u> and the Security base will be by the <u>Info Booth</u>.
- c. Event Security Personnel will assist in maintaining the safety and welfare of all people on the grounds during the event. They will function under the direction of the <u>Volunteer Coordinator</u> and shall assist in crowd control to expedite a safe, prompt exit from the grounds in normal or emergency times.
- d. Event Volunteers/Staff are expected to assist the general public.
- e. Any requested mutual aid for law enforcement, fire and/or EMS will report to the Command Post to receive a situation briefing and directed to the appropriate location and task.
- 4. Medical Emergencies
  - a. Onsite medical care is under <u>Kimberly Fire Dept.</u> and is provided by <u>Kimberly Fire Dept. EMT's</u> located on utility vehicles throughout the park. A first aid tent/stand is at the <u>Information Booth</u>.
  - b. The Kimberly Fire Department First Responders and Gold Cross Ambulance will respond to medically dispatch 911 phone calls at the event.
  - c. FVMPD will monitor Special Event 5 and restrict traffic to allow the First Responders and Gold Cross onto and off the premise.
  - d. Patients requiring additional medical attention are transported by Gold Cross Ambulance or a mutual aid agency to either Appleton Medical Center or St. Elizabeth's Hospital in Appleton.
  - e. Trauma patients are transported to Theda Clark Medical Center in Neenah unless another hospital is designated for the patient.
- 5. Air Medical Transport
  - a. In cases of a medical emergency requiring air medical transport, the Incident Commander will notify the Communication Center to request ThedaStar for air transport and fire department for landing zone setup.
     i. Theda Star communications (dispatch) will contact other air medical resources if necessary.
  - b. Air to ground communications should be established as soon as possible and will be conducted on MARC 2 Outagamie County "Air Ops."
  - c. The Primary Landing Zone is the northwest upper baseball diamond.
    - i. Coordinates N. 44 16.41, W 88 20.76
    - ii. Obstructions noted: Light poles along outfield fence perimeter, S & W of centerfield
  - d. Secondary Landing Zone is the lower baseball diamond (near boat launch)
    - i. Coordinates N 44 16.58, W 88 20.74
    - ii. Obstructions noted: Light poles along outfield fence perimeter, N & E of centerfield
  - e. It is the Fire Department's responsibility to set up, maintain, and operate the helicopter landing zone.
  - f. The fire department should oversee the landing zone until the helicopter is out of the area.

- g. See Outagamie County Fire/EMS Association SOG 1-24 for further information.
- h. See Attachment # 4 and #5 for ThedaStar response and landing guidelines

# L. EMERGENCY RESPONSE ACTIONS

# 1. Severe Thunderstorms

A severe thunderstorm can produce one inch hail or larger in diameter and/or winds equal or exceed 58 miles an hour. These storms also have lighting strikes and can produce tornadoes with little or no advance warning. Common hazards from severe thunderstorm during an outdoor event:

- Straight-line winds: risk of collapsing tents, flying debris, and down tree branches causing injuries and/or fatalities
- Lightning strikes: risk of fire, injuries and/or fatalities
- Hail: risk of injuries and damage to temporary structures and unprotected equipment
- Flash flooding: 6" of water can cause vehicles to stall or loss of control and 12" of water will cause many cars to float.

The Incident Command Post will monitor the weather using NOAA weather radio or text notification system. The NWS Green Bay website is a resource for monitoring weather along with the local media.

#### a) Severe Thunderstorm Watch

This is issued by the National Weather Service when conditions are favorable for the development of severe thunderstorms in and close to the watch area over the next 4 - 8 hours.

- IC will notify <u>Paperfest Board/Coordinator</u> and public safety personnel.
- The <u>Paperfest Board/Coordinator</u> will notify their volunteers by <u>walkie-talkie</u> and attendees by the <u>stage sound systems</u> of the watch.
- IC and the <u>Paperfest Board/Coordinator</u> will assess which events are scheduled during the watch time period and the potential impact on the schedule if shelters are required.
- IC and the <u>Paperfest Board/Coordinator</u> reviews the plans for Severe Thunderstorm Warning and solve any issues if sheltering is required.
- IC and the <u>Paperfest Board/Coordinator</u> monitor the radar and watch the weather.

#### b) Severe Thunderstorm Warning

This is issued when a severe thunderstorm produces hail one inch or larger in diameter and/or winds equal or exceed 58 miles an hour. People at outdoor events in the affected area should seek safe shelter immediately.

- Upon notification of the Severe Thunderstorm Warning for Outagamie County the Incident Commander will assess if the event is in the path of the storm and notify the <u>Paperfest</u> <u>Coordinator/Board</u>.
- The <u>Paperfest Coordinator/Board</u> will notify event staff by <u>walkie-talkie</u> and announce the Severe Thunderstorm Warning and to assist visitors to the shelters.
- The Incident Command Post will notify public safety personnel by radio on SE 2
- <u>Paperfest Coordinator/Board</u> will announce on the <u>stage sound system</u> of the Severe Thunderstorm Warning to all attendees using the announcement in *Attachment # 1* and direct visitors to shelters located <u>see shelter locations on page 10.</u>
- Incident Command Post staff and <u>Paperfest Board/Coordinator</u> must take shelter five minutes before the storms arrival and monitor the weather for the storm to pass.
- After the threat from the thunderstorm has passed, the IC will notify the <u>Paperfest Coordinator/Board</u>. Event staff can notify the attendees to return from the shelter location.

### 2. Tornadoes

A Tornado is a violently rotating column of air within a thunderstorm able to cause devastating destruction. The most common hazard from a tornado during an outdoors event are winds from 65 - 200+ mph winds causing:

- Flying debris including cars
- Destroyed buildings and tents
- High potential for injuries and fatalities
- Blocked roads preventing travel

In rare cases the National Weather Service will predict a tornado outbreak and the Incident Commander and <u>Paperfest Board/Coordinator</u> should decide if the event is cancelled, postponed, or shortened.

#### a) Tornado Watch

This is issued by the National Weather Service when conditions are favorable for the development of tornadoes in and close to the watch area over the next 4-8 hours.

- Incident Commander will notify <u>Paperfest Board/Coordinator</u> and public safety personnel of the warning.
- The <u>Paperfest Board/Coordinator</u> will notify their volunteers by <u>walkie-talkie</u> and attendees by <u>stage</u> <u>sound system</u> of the watch.
- Incident Commander and the <u>Paperfest Board/Coordinator</u> will assess which events are scheduled during the watch time period and the potential impact on the schedule if shelters are required.
- Incident Commander will assess how long it will take to evacuate the event attendees and reach the shelter location.
- Incident Commander and the <u>Paperfest Board/Coordinator</u> reviews the plans for Tornado Warning and solve any issues if sheltering is required.
- Incident Commander and the <u>Paperfest Board/Coordinator</u> monitor the radar and weather watch.

### b) Tornado Warning

- A tornado has been sighted or indicated by weather radar. Take shelter immediately.
- Upon notification of the Tornado Warning for Outagamie County the Incident Commander will assess if the event is in the path or near the storm and notify the <u>Paperfest Board/Coordinator</u>
- The <u>Paperfest Board/Coordinator</u> will notify event staff by <u>walkie-talkie</u> and to activate the sheltering plan.
- The Incident Commander will notify public safety personnel by <u>radio on SE 2</u>.
- <u>Paperfest Coordinator/Board</u> will announce on the <u>stage sound system</u> of the Tornado Warning to all visitors and direct them to the shelters located <u>see shelter location on page 10.</u>
- ICP staff and <u>Paperfest Board/Coordinator</u> must take shelter five minutes before the storm arrives and monitor the weather for the storm to pass.
- After the threat from the storm has passed the Incident Commander will notify the <u>Paperfest</u> <u>Board/Coordinator</u>. Event staff can notify the visitors to return from the shelter location.

### 3. Emergency Shelters

- a. In the event that a situation arises that is or may potentially be hazardous to the health and safety of the attendees of *PAPERFEST*, event staff/volunteers shall direct visitors and guests to an emergency shelter. The shelters shall be opened under the direction of the <u>Paperfest Board/Coordinator</u> and the Incident Commander.
- b. Critical Indicators for sheltering in place:
  - The event is short term, < 1 hour
  - There is no time to evacuate the grounds or the process of evacuating will do more harm.
  - Significant infrastructure damage has occurred to the grounds or the immediate area preventing selfevacuation of the grounds.
- c. It is estimated to take <u>10 minutes</u> for visitors and volunteers to walk to the location and take shelter.
- d. A decision to evacuate must be made <u>30 minutes</u> before any severe weather impacts the event grounds to allow time for visitors, volunteers, and public safety to shelter. Failure to evacuate places lives at risk.
- e. Minors without adult supervision and other seeking assistance or transportation shall be brought to the shelter with <u>at least two</u> event staff and volunteers for supervision and accountability.
- f. See *Attachment #1* for public announcements on weather and evacuation.
- g. Emergency shelters on event grounds are in the following locations:

Shelter Area	Capacity	Weather- Mild (no lighting, low wind)	Weather- Severe (Lightning, high wind)	Human Threat	Fire	Used during event?	Who has keys?
Amphitheater	40	YES	YES	YES	YES	YES	GROUNDS
Concession Stand - Baseball	20	YES	YES	YES	YES	NO	GROUNDS
Bathroom - Baseball	40	YES	YES	YES	YES	YES	GROUNDS
Storage Shed - Baseball	20	YES	YES	YES	YES	YES	GROUNDS
Concession Stand - Softball	60	YES	YES	YES	YES	NO	VILLAGE/KRA
Bathroom - Softball	40	YES	YES	YES	YES	YES	GROUNDS
Shelter #1	100	YES	NO	NO	YES	NO	NONE
Bathroom – Shelter #1	40	YES	YES	YES	YES	NO	VILLAGE
Concession Stand - Lower	70	YES	YES	YES	YES	NO	VILLAGE/KRA
Bathroom – Lower	40	YES	YES	YES	YES	NO	VILLAGE/KRA

h. Emergency shelters are not located on the Sunset Park property:

Shelter Area	Capacity	Weather- Mild (no lighting, low wind)	Weather- Severe (Lightning, high wind)	Human Threat	Fire	Available for this event?	Who has keys?
Westside School	1000	YES	YES	YES	YES	YES	CALL PAGER: 920-616-0150
	1000	165	1ES	1123	IES	165	CALL PASTOR:
Fox Valley Church	2000	YES	YES	YES	YES	YES	920-475-5173

## 4. Medical Emergency

The following guidelines shall be followed during a first aid emergency by event staff and volunteers:

- a. Call the <u>Info Tent or First Responders</u> by <u>Walkie-Talkie channel 9</u> of the medical emergency. Provide the location and the medical emergency
  - OR

Dial 911 or instruct a by-stander to dial 911. Provide the following information:

- Your name
- Location of the emergency
- Any available details of accident or illness
- b. Contact the Kimberly Fire Department (KFD). by walkie-talkie.
- c. <u>KFD</u> will send an event staff or volunteer to meet the emergency unit if dispatched and assist emergency personnel to the location of the victim.
- d. Do not move injured or ill person unless it is necessary to avoid further injury, such as a fire or tornado. Do not touch any bodily fluids.
- e. Reassure the accident victim or ill person that emergency assistance is on the way.
- f. If trained, begin rendering first aid including CPR if necessary. A First Aid Kit(s) and an AED are located with the EMT's and can be requested by contacting <u>EMS Command on the radio.</u>
- 5. Found/Missing Child

A lost child is not uncommon, but consideration must always be given to the possibility of criminal involvement in such cases. In the event that a child is reported missing, the following guidelines should be followed.

- a. Missing Child
  - IMMEDIATELY contact the <u>Information Booth</u> and inform them of the lost child. They will request an Officer to the location and use walkie-talkies to communicate to Paperfest Directors/Volunteers (ch 7) as well as Security and EMS (ch 9) to help quickly locate the child.
  - The <u>Information Booth</u> will be used as the designated meeting location.

- If a Missing Child notice is given by a parent, guardian, or other responsible individual, note the present time and gather the following information: family member's name, address, child's name, description/clothing, location child was last seen and time the child was noted missing.
- The Officer will request to make an immediate announcement over the public address system, <u>Attachment #2.</u>
- The reporter should be requested to remain at the location while others look for the child. If the reporter insists on searching, advise that it is necessary that they return to the <u>Information Booth</u> if they are successful in finding the child because a report to law enforcement will be made after a designated lapse of time.
- If the search for the Lost Child is not successful, after <u>fifteen minutes</u> the Officer shall radio the 911/Communication Center to notify authorities of a missing child.
- The designated "Lost Child Recover Center" will be the INFORMATION BOOTH.
- b. Found Child
  - IMMEDIATELY contact the <u>Information Booth</u> to inform them of a found child. The <u>Information</u> <u>Booth</u> is to be used as a gathering place and a Police Officer is to be requested to the location.
  - Attempt to obtain name of child and the parent's name if possible. If unable to obtain the child's or parent's name, use a description of the child in the announcement.
  - Use walkie-talkies to communicate to Paperfest Directors/Volunteers (ch 7) as well as Security and EMS (ch 9) to help quickly locate the guardian(s).
  - The stage sound system is to be used next to notify the crowd, <u>Attachment #2</u> to announce the parents name and location to meet.
  - ONLY the Police Officer should verify the adult(s) reporting to pick up the child are the parents or legal guardian. The Officer should verify the child was lost because of negligence or by accident.
  - After the Officer verifies the child belongs with the adult the child can be released.
- 6. Fire
  - a. Upon discovery of a fire, call 911 from a safe area and provide the following information: your name, where the fire is located and details of fire emergency.
    - Contact the Paperfest Coordinator/Board and Information Booth.
  - b. The Paperfest Coordinator/Board will immediately contact the IC.
  - c. Evacuate the immediate area.
  - d. IC will send Fire Fighters or Police Officers to the location to control the scene.

#### 7. Bomb Threat

In the even that a bomb threat is reported, the following guidelines should be followed:

- a. Any person receiving a bomb threat should remain calm and obtain as much information as possible, including:
  - i. Where is the bomb?
  - ii. When will it go off?
  - iii. What does the bomb look like?
  - iv. Why was the bomb put there?
  - v. How did the bomb get there?
- b. Listen for any possible background noises (music, train, machinery, or other identifiable sounds).
- c. Write down the exact words of the caller and characteristics of the caller's voice and speech.
  i. Note the time.
- d. Contact 911 and then notify the Paperfest Coordinator/Board and Information Booth.
- e. If a local area search is directed, IC will direct the public safety agencies and request staff/volunteers make a visual check of their area for anything unusual or suspicious. **DO NOT TOUCH** or move anything unusual or suspicious.
- f. If a suspicious package is discovered, do not turn on/off lights; use a cell phone or other electronic devices. Clear the area immediately and contact <u>911 or IC.</u>
- g. In the event that evacuation is ordered, event staff/volunteers shall assist visitors with evacuating the grounds.

#### 8. Civil Disturbance/Disorderly Conduct

Event staff/volunteers are encouraged to notice and pay attention to any situation that seems unusual, even during the light atmosphere of the event. If any scene looks extremely suspicious, event officials should report the suspicious activity to the <u>Public Safety personnel or Paperfest Staff/Volunteers</u>.

#### a) Non-Emergency

If an individual is acting in a suspicious or hostile aggressive manner (distraught, harassing, or abusively angry person), even if that person is not violent and no immediate threat is present, staff/volunteers should:

- Notify Paperfest Event staff or Public Safety personnel.
- Do not argue with him/her. Act in a courteous manner and try to calm the person down. There may be situations where you can use your customer service skills, best judgment and experience to help defuse the situation.
- Keep distance between yourself and the individual.
- Become aware of escape routes.
- Be ready to summon Law Enforcement if the situation escalates to an emergency situation.
- Contact **920-788-7505** to report non-emergency events involving suspicious activity that is not life threatening.

#### b) Emergency

If it is reasonable to believe that an individual is acting in a manner that poses an immediate threat to you or others, staff/volunteers should:

- Seek safety by leaving the area if possible.
- Notify Paperfest Event staff and Public Safety personnel.
- Contact **911** and provide the following information: Name, location and the specifics of the event in a clear and concise manner.
- Make no attempt to control a violent individual.

### M. TRANSPORTATION PLAN

- 1. Main Routes
  - a. The main route into the event ground is <u>Kimberly Avenue</u> including access from County Road N or Railroad Street from CE with access to Highway 441. Traffic patterns to be labeled by the event staff.
- 2. Shuttles/Buses
  - a. Free Shuttle Buses will be utilized from <u>JR Gerritts Middle School & Fox Valley Christian Fellowship</u> parking lots to the event grounds.
  - b. Valley Transit route will drop off and pick up using <u>Route 20 Kimberly Municipal Bldg.</u> location.
- 3. Public Safety Traffic Routes
  - a. All emergency and non-emergency traffic for police, fire and EMS will be using <u>Kimberly Avenue</u> entrance to Sunset Park. A designated space will be created for Public Safety vehicles inside the East entrance along the east grass space or behind the amphitheater stage.
- 4. Entrance and Exits
  - a. The entrances/exits to the event are: <u>Main Entrance Sunset Park East Entrance (800 W Kimberly</u> <u>Ave.</u>) as well as additional access points from Rivers Edge Dr or Sunset Dr.
- 5. Evacuation Routes
  - a. If the IC orders an evacuation of the event grounds pedestrians are to use sidewalks to get to their vehicles. Vehicle traffic to use Kimberly Avenue. FVMPD to assist with directing traffic.
  - b. No pedestrian parking allowed within the event grounds.
- 6. The peak hours of travel to and from the event will be <u>6:00pm-8:30pm and 10:30pm-12:00am</u> though there will be increased traffic throughout the day.
- 7. See *Attachment # 3* for a map of the event area.

### N. PARKING PLAN

<u>Vicki Tessen or (Information Booth)</u> will be coordinating parking activities in conjunction with the Fox Valley Metro Police Department.

- 1. Signage
  - a. "No Parking" signs south side of Kimberly Avenue from Patrick St to Joseph St.
    - i. North side of Kimberly Avenue is already No Parking

- b. Additional "No Parking" signs along Parkside Ct., Rivers Edge Dr., and Sunset Park Dr.
- 2. Director/Staff Parking
  - a. Within event grounds behind the main food tent grass space West of baseball & softball fields.
  - b. Number of available spaces -50
- 3. General Parking (Volunteer & Attendee)
  - a. On Village Streets, Kimberly Municipal Center, Sunset Swim Beach, Sunset Park Boat Landing, Westside Elementary School, and in Shuttle Parking locations
  - b. Number of available spaces for each lot N/A
- 4. Handicapped Parking
  - a. Chefo's Pancake House
  - b. Number of available spaces -30
- 5. Motorcycle Parking
  - a. Along the West side of Wilbur St.
  - b. Number of available spaces -40
- 6. Shuttle Bus Parking
  - a. Locations JRG and Antique Up parking lots
  - b. Number of available spaces 375 & 250 respectively

### O. FIRE / RESCUE BRANCH OPS PLAN

Kimberly Fire Department will be handling EMS/Fire coverage for **PAPERFEST**.

Primary Units for event will be KFD EMS personnel assisted by units from CLFD EMS

EMS command for the event will be Bill Kerkhoff Jr. 35948 (cell # 920-750-3377)

#### **EMS Communications:**

Joint Law/Rescue radio operations will be Special Event 5 See Communications Plan, *Attachment #6* for more details. Primary channel EMS traffic will be Local OP.

Paperfest officials will designate channel 9 as the emergency operations channel. Paperfest staff will use this channel to contact emergency services units on the Paperfest grounds. EMS command monitoring this radio will contact appropriate units via Local Ops. EMS command will also monitor Special Event 5 and will use this channel should they need to contact law enforcement for coordinated action. Closest available EMS unit will acknowledge and respond to call. Ambulance requests will be made via radio thru com center by either responding unit, law (at request of responding units), or EMS command. Request that com center start a screen for any ambulance dispatches to the grounds.

### Fire Call Staffing;

In the event of a working fire response from EMS units on the ground will be as follows:

Vehicle fire: One (1) unit from the grounds will respond directly to the station with any firefighter staff on the grounds. One (1) unit will remain on the grounds.

Working still structural: Two (2) units from the grounds will respond directly to the station with any firefighter staff on the grounds. Law command on site will be notified and EMS duties will be turned over to law enforcement. Fire/EMS command will promptly notify Law command when Fire EMS units have returned to the grounds.

Upon clearing fire call units that left will expedite there return to the Paperfest grounds and immediately notify EMS command of their return to the grounds via local Ops.

### Mass Casualty Incident:

In the event of a mass casualty event of event needing a medical helicopter dispatch to the grounds preplan landing zones will be softball diamond upper sunset adjacent to amphitheater (LZ -1) and lower sunset softball field (LZ-2) LZ will be assigned and staffed based on location and magnitude of the incident. Should this be necessary EMS

command will have Kimberly Fire dispatched to establish and secure designated landing zones. LZ functions will be in accordance with established county protocols. Staging for ground ambulances will be dependent on location of incident: For incidents in the south end of the park (amphitheater to midway area) staging will be along Kimberly Ave with entry being the main entrance and rig parking on Kimberly Ave. Apparatus staging will be in Chefo's Pancake House parking lot or near gas station. For incidents in the middle of the park (midway area to soccer fields) staging will be along Parkside Court with entry to be along Bluebird LN (private road) and rig parking on Parkside Ct. Apparatus staging will be parking lot adjacent to bakery. For incidents in the north end of the park (big hill stage to boat ramp) staging will be in the area of lower sunset softball diamond and boat ramp parking lot with ambulance entry to be along Sunset Park Dr. coming along road adjacent to creek and will exit the scene via Sunset Drive to Roger Street and out Kimberly Ave to the West. Apparatus staging will be along the river to the east of the parking lot.

Personnel from Kimberly Fire Department will act as staging and transportation command. This person will be responsible for staging rigs and keeping a record of which hospital each rig is transporting to.

#### Fireworks (NOT CONFIRMED FOR 2024):

See Attached Fireworks Launch Location and Fallout Zone, Attachment #9

The proposed fireworks are scheduled for **Friday July 19 at 9:15pm** with a **rain date of Saturday July 20**. Volunteer security personnel will secure the perimeter and limit access to drop zone, this includes stopping vehicle traffic to the boat landing during the fireworks show.

## P. LAW ENFORCEMENT BRANCH OPS PLAN

Objective: Work with and support PAPERFEST event staff to provide safe, secure & enjoyable host site.

#### **General Guidelines and Operating Information:**

- a. Officers shall check-in at the Command Post and report for briefing by the times designated in section III.
- b. On site arrests-custodial arrests will be transferred to field personnel for transport to OUSO. Contact the Incident Commander (IC) to arrange for transport.
- c. Alcohol is not allowed outside of <u>Sunset Park</u>. Carry-ins <u>are not</u> permitted.
- d. Animals, with the exception of service animals, are not allowed on event grounds.
- e. Officers shall have the following gear accessible to them:
  - Portable radio ear piece
  - Rain Gear (if necessary)
  - Flashlight

#### I. Areas of Responsibility

### 1) FVMPD Officer Event Responsibilities:

- a. Paperfest Festival Grounds Sunset Park.
- b. Bike Patrol's primary focus should be monitoring the area around Sunset Park. Bicycle officers will float between patrolling Paperfest Grounds (on foot, with bicycles secured), and on the bike. After the grounds close, the bicycle officers will be a visible between Sunset Park and the downtown area.
- c. Foot patrol officer's primary focus should be the Paperfest Festival Grounds.
- 2) **Private Security:** There will be an average of twelve (12) security volunteers on the grounds Thursday, Friday, and Saturday nights. Security Officers will be wearing orange shirts with "SECURITY" printed on the back. Security will be preventing unauthorized people from accessing restricted areas (behind stages) as well as patrolling the crowd to attempt to deter inappropriate behavior.
  - a. Four (4) security at Amphitheater
  - b. Four (4) security at Main Stage
  - c. Four (4) floating
- 3) FVMPD Road Officers: Normal calls for service and support as needed by event detail.

#### II. Communications

See Attached Communications Plan, Attachment #7

### III. Detail Assignments for Paper Fest:

Thursday: Friday: Saturday: Sunday:

# IV. Anticipated Problem (w/ plan of action):

1. Traffic congestion	Monitor & address using existing patrol units.
2. Disorderly behavior	Monitor crowd & address as required. Take enforcement action, if warranted, per
	Dept. policy. Custodial arrests should be transferred to patrol units for transport
	to OUSO.
3. Assaults/Fights	Thoroughly investigate. Take enforcement action, if warranted, per Dept. Policy.
	Custodial arrests should be transferred to Patrol units for transport to OUSO.
4. Intoxication	Monitor event grounds for potential problems. Identify intoxicated patrons and
	proactively work with event staff to intervene early and prevent further issues.
	Deal with intoxicated & incapacitated persons using normal procedures.
5. Public Urination	Cite under ord#30.1s (22).
6. Underage Drinking	Cite & release to parent or with parental approval another responsible adult.
	An Age Verified wristband is required for purchase and/or consumption of
	alcohol at PAPERFEST.
7. Carry INS	They are prohibited by event planners, not by ordinance. Event staff request
	carry-ins be disposed prior to entering event. Cannot arrest for this issue.
8. Open Containers	Open containers are not permitted outside <u>Sunset Park</u> . Persons found with open containers off festival grounds shall be cited.

Offense:	Statute #:	KM Ordinance #	Bond Amount:
Underage 17-20 procures/attempts to	125.07(4)(b)	308-1(g)	\$187/\$313
Underage under 17 procures/attempts	125.07(4)(b)	308-1(g)	\$187/\$313
Underage possess/consumes	125.07(4)(b)	308-1(a)	\$187/\$313
Identification Card violations	125.085(3)(b)	308-23(a)(1)	\$187/\$313
Adult permit/encourage underage violation	125.07(1)(a)(3)	308-24(a)	\$313/\$439
False represents age to buy alcohol	125.085(3)(b)	308-23(b)(1)	\$187/\$313
Underage use tobacco products	938.983(2)(c)	349-6(b)(a)	\$92.50/\$124
		349-6(b)(b)	
Underage possess tobacco products	938.983(2)(c)	349-6(b)(a)	\$92.50/\$124
		349-6(b)(b)	
Possess drug paraphernalia	961.573(1)	377-15(a)	\$124/\$187
Possess THC under 25 grams	961.41(3g)(e)	377-12(b)	\$691
Harassment	947.013(1m)	377-127(a)	\$187/\$313
Disorderly Conduct	947.01(1)	377-11(1)	\$187/\$313
Resisting or Obstructing	946.41(1)	377-156(a)	\$565/\$691
Battery	940.19(1)	377-125(a)	\$565/\$691
Urinate/defecate in public		30-1s22	\$187/\$313

#### Q. PUBLIC WORKS OPS PLAN THERE IS NONE FOR THIS EVENT

#### **Attachment 1 – Weather Emergency Notifications**

#### 1. SEVERE THUNDERSTORM WATCH (ADVISORY)

"Attention all *PAPERFEST* visitors. Outagamie County is now under a Severe Thunderstorm Watch. The National Weather Service has indicated that conditions are favorable for Severe Thunderstorms in our area. We will keep you advised of further developments." (**REPEAT**)

#### 2. SEVERE THUNDERSTORM WARNING (ACTION)

"Attention all *PAPERFEST* visitors, *PAPERFEST* is now being evacuated. Outagamie County is under a Severe Thunderstorm Warning. The National Weather Service has indicated that storms with heavy rain, high winds and/or hail are approaching our area. Please evacuate the grounds and seek shelter such as <u>West Side Elementary School or Fox Valley Christian Fellowship Shelter Locations</u>." (**REPEAT TWICE**)

#### 3. TORNADO WATCH (ADVISORY)

"Attention all *PAPERFEST* visitors. Outagamie County is now under a Tornado Watch. The National Weather Service has indicated that conditions are favorable for severe thunderstorms capable of producing tornados in our area. We will keep you advised of further developments." (**REPEAT**)

#### 4. TORNADO WARNING (ACTION)

"Attention all *PAPERFEST* visitors, *PAPERFEST* is now being evacuated. Outagamie County is now under a Tornado Warning. Please evacuate the grounds and exit the parking area in an orderly fashion. If you see a tornado, seek shelter in a low-lying area or where directed by emergency personnel such as <u>West Side Elementary School or Fox Valley Christian Fellowship Shelter Locations</u>." (**REPEAT TWICE**)

#### 5. GENERAL SEVERE WEATHER ANNOUNCEMENT (ADVISORY)

"Attention all *PAPERFEST* visitors, Outagamie County may be experiencing severe weather later in the day. Please be aware of changing weather conditions. We will keep you advised of further developments." (**REPEAT**)

#### 6. GENERAL SEVERE WEATHER EVACUATION ORDER (ACTION)

"Attention all *PAPERFEST* visitors, *PAPERFEST* is now being evacuated. The National Weather Service has indicated that severe storms are in or are approaching our area. Please evacuate the grounds and exit the parking areas in an orderly fashion." (**REPEAT TWICE**)

#### Attachment 2, Found and Missing Persons Notification

#### 1. FOUND CHILD/ADULT

"Attention *PAPERFEST* visitors a <u>(child/adult)</u> has been separated from their party. Their first name is (<u>person's given</u> <u>name</u>). They are located at the Information Tent near the main entrance. We are looking for <u>(name of family/party)</u>. Please contact the nearest Police Officer or *PAPERFEST* personnel if you have information concerning this person. Thank you." (**REPEAT TWICE**)

#### 2. MISSING CHILD/ADULT

"Attention **PAPERFEST** visitors, a missing <u>(child/adult)</u> has been separated from their party. Their first name is (<u>person's given name</u>). They are <u>(age)</u>. They are wearing <u>(clothing description)</u>. Please contact the nearest Police Officer or **PAPERFEST** personnel if you have information concerning this person. Thank you." (**REPEAT TWICE**)





### **Attachment 4- Landing Zones**

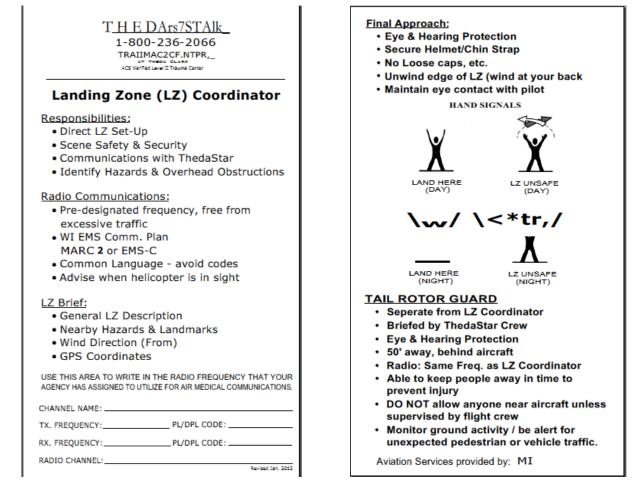
## **Primary Landing Zone**



### Secondary Landing Zone



#### Attachment 5- Theda Star LZ Coordinator



#### **Attachment 6- Paperfest Details/Examples**

- 1) Volunteer Name Tag will be simple stickers with the person's name and nonprofit organization they are supporting written on with sharpie.
- 2) Alcohol/ 21+ Bracelets will be pink age verified wristbands.
- 3) Director Shirts will be red polos with white accents, the Paperfest logo will be embroidered on the left chest.
- 4) Food and Beverage Head Personnel will be wearing a yellow t-shirt with the Paperfest logo printed across the chest.
- 5) Grounds Crew Personnel will be wearing a florescent green/yellow t-shirt with the Paperfest logo printed across the chest.
- 6) Security Personnel will be wearing a florescent orange t-shirt with the Paperfest logo printed across the chest.
- Attachment 7- Communications Attached.

# **Attachment 8- Projected Schedule**

Carnival Rides <b>(\$1 OFF PER RIDE NOON-5:00PM)</b> Giant Lawn Games Tollet Paper Toss & Hole-In-One Golf Challenge Axe Throwing Heticopter Rides <i>(\$60)</i> Hot Air Balloon Rides <i>(\$20)</i> Riverboat Cruises <i>(\$10, 1/2hr Ride)</i> Kiddia Bumper Boats Henna Tattoos Mechanical Bull Rides Professional Wrestling	Volleyball Tournament (Reverse Coed Quad) Sunset Run 5k Attractions	n Craft Music Shou oks ene itcase	Ampunitester N Broken Arrow N That 90's Band 4 50-50 Announcement - 9:30pm Event Production Systems Curset Stage Eight Second Ride Acoustic 5: Nashville Pipeline 7:	on-Midnight) ETRO - 2: Noon-5:30pm, 4:1 nuttle Bus (IRO Middle Scho Beverage Tent: ucks:	Autocuoria Giant Lawn Games Tollet Paper Toss & Hole-in-One Golf Challenge Axe Throwing Riverboat Cruises (\$10, 1/2hr Ride) Kiddie Bumper Boats Henna Tattoos Mechanical Bull Rides	usic Stege ure Wisconsin Craft Music Shov More Then Merry Harvey Street BIG OIL	uchable Horns E <b>VO-YO'Z</b> mouncement - 8:30pr stems Sunset Stage	Paperfest - Schedule Thursday (5:00pm-11:00pm) METRO - 41: 5:30-8:00pm, 61: 8:00-11:00 Shuttle Bus (JRG Middle School & Antiq Food & Beverage Tents: 5:00-10:0 Food Trucks: 5:00-10:0
OK-5:00PM) Noon-Close Noon-11:00pm 5:00-8:30pm 7:00-10:00pm (2hs) 1, 2, 3, 4, 6, 7, 8, 9pm Noon-9:00pm Noon-9:00pm Noon-9:00pm Noon-9:00pm Noon-9:00pm	Quad) 5:00pm 6:30pm	9:30pm [11:00pm] 9:30pm [11:00pm] 1:30pm [3:00pm] 3:15pm [4:45pm] 5:00pm [6:45pm] 7:00pm [9:00pm] 9:15pm [11:15pm]	Neon [Noon-1:30, 2:00-3:30pm] 4:00pm [4:00-5:30, 6:00-7:30pm] <b>8:00pm</b> [8:00-9:30, 10:00-11:30pm] 9:30pm [sell 5:00-8:30pm] tage 5:00pm [7:00pm] 7:30pm [9:00pm]	5:30-8:30pm, 8: 8:30-Midnight ol & Antique Up) - Noon-Midnight 11:30am [Sunset Stage: 4:30pm] Noon-10:30pm	5:00pm-Close 5:00-10:00pm 5:00-10:00pm 5:00-10:00pm 6:00,7:00,8:00pm 5:00-8:00pm 5:00-9:00pm 5:00-10:00pm	vcase (ROCK) 5:00pm (6:15pm) 6:30pm [8:00pm] 8:15pm [10:15pm]	5:00pm [6:30pm] 7:00pm [7:00-8:30, 9:00-10:30pm] 8:30pm (sell 5:00-7:30pm) Itage 5:00pm [5:00-6:15, 6:45-8:00pm] 8:30pm [10:00pm]	Paperfest - Schedule 2024: (5:00pm-11:00pm) METRO - 4: 5:30-8:00pm, 6: 8:00-11:00 Shuttle Bus (JRG Middle School & Antique Up) - 5:00pm-11:00pm & Beverage Tents: 4:30pm [Sunset Stage: 4:30pm] % Beverage Tents: 5:00-10:00pm

July	
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Randy Peterson Children's Music Petting Zoo Trout Pond Archery Minnow Racing & 9-Hole Putt Putt Balloon Tying Graffiti Fence Painting Balloon Doop Balloon Doop Sawdust Hunt	Family Tent & Activities Children's Games & Activities Inflatables (WKND Wistband \$20) Family Stage Entertainers: Karate America Demonstration Mischard & America
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12:30pm 3:30pm	1:00-4:00pm 11:00am-5:00pm	11:00am-6:00pm 11:00am-5:00pm 11:00am-6:00pm	1:00pm & 3:00pm 2:00pm & 4:00pm Noon-4:00pm	Noon	11:00am-5:00pm 11:00am-6:00pm
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Shuttle Bus (JRG Middle S	Shuttle Bus (JRG Middle School & Antique Up) = 11:00am-Midnight
ood & Beverage Tent:	10:00am [Sunset Stage: 4:30pm]
ood Trucks:	11:00am-10:30pm
heater	
ill Cruisin' - 9:00am (9:00-10:3	ill Cruisin' - 9:00am (9:00-10:30am, 10:45am-12:15pm, 12:30-2:00pm)
*WEST ENTRANCE* Car, '	*WEST ENTRANCE* Car, Truck & Motorcycle Awards – 2:00pm
cabilly Circus	Noon [Noon-1:30, 2:00-3:30pm]
sing Phoenix	4:00pm [4:00-5:30, 6:00-7:30pm]
ALF EMPTY	8:00pm [8:00-9:30, 10:00-11:30pm]
50-50 Announcement - 9:30pm (sell 5:00-8:30pm)	30pm (sell 5:00-8:30pm)
oduction Systems Sunset Stage	Je
ferred	5:00pm [7:00pm]
nerican Platinum	7:30pm [9:00pm]
DGHAT	9:30pm [11:00pm]
Music Stage	
anchFest (Bench Press Competition) - 10:00am-1:00pm	tition) - 10:00am-1:00pm
enture Wisconsin Craft Music Showcase (FUNK/JAM)	Showcase (FUNK/JAM)
The Pool Project	1:30pm [3:00pm]
Jeremiah Jams Band	3:15pm [4:45pm]
Diggstown	5:00pm [6:45pm]
lfdakar	7:00pm [9:00pm]

Firdfighter Experience ThedaStar Graffiti Fence Painting Balloon Drop Sawdust Hunt	Childrein's Games & Activities Inflatables (WKND Wristband \$20) Family Stage Entertainers: Monty's Secret Theater Petting Zoo Trout Pond Archery Minnow Racing & 9-Hole Putt Putt	Carrival Rides ( <i>ST PER RIDE SUNDAY</i> ) Giant Lawn Games ( <i>prize time</i> ) Toilet Paper Toss & Hole-In-One Golf Challenge Helicopter Rides ( <i>\$60</i> ) River Boat Cruises ( <i>\$60</i> ) Kiddle Bumper Boats Henna Tattoos Mechanical Bull Rides USA Youth Boxing (weigh-ins at 11:00am) Family Tent & Activities	C Original Stage C SHOWCASE (AMERIC Skalecki Skalecki ENTLEMEN GRIFTERS lum Hearts Jg of War	Sunday (11:00am-7:00pm) METRO - 2: Noon-6:00pm Shuttle Bus (JRG Middle Schoe Food & Beverage Tent: Food Trucks: Amphitheater A-Town Unplugged KYLE MEGNA & BRASS MONSOON
2:00-5:00pm 2:00-3:00pm Noon-4:00pm 12:30pm 3:30pm	Noon, 1:00, 2:00 & 3:00pm Noon-5:00pm Noon-5:00pm Noon-5:00pm Noon-5:00pm	11: 11: 11: 11: 11: 11: 2:	(12:45pm] om [1:45pm] om [4:00pm] [5:45pm]	11:00am-7:00pm)     (church - 9:30-11:30am)       METRO - 2: Noon-6:00pm     Shuttle Bus (JRG Middle School & Antique Up) - Noon-7:00pm       Shuttle Bus (JRG Middle School & Antique Up) - Noon-7:00pm     In:00am [Sunset Stage: N/A]       & Beverage Tent:     11:00am [Sunset Stage: N/A]       frucks:     Noon-6:00pm       er     Noon-6:00pm       on Unplugged     Noon [2:00pm]       4EGNA & BRASS MONSOON     2:30pm [2:30-4:00, 4:30-6pm]

#### **Attachment 9- Fireworks Details**

\*\*\*NOT PLANNED FOR 2024\*\*\*

## Launch Location and Drop Zone



Launch Location: 44.275137, -88.347046 Drop Zone: 350ft Radius

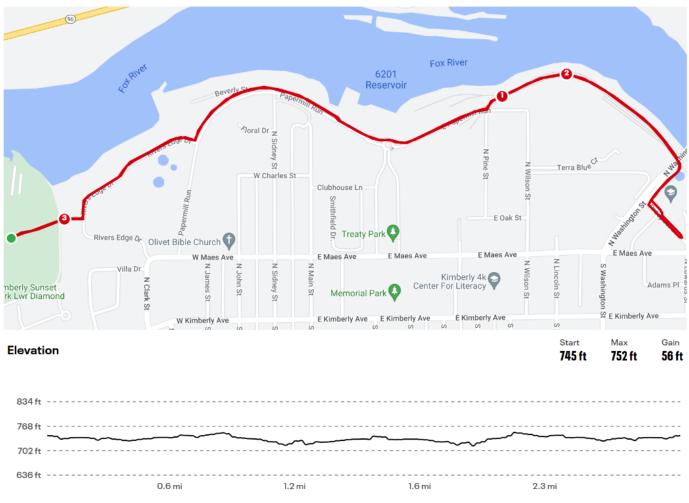
Scheduled Launch Time: FRIDAY JULY 19 at 9:15PM

#### Attachment 10- 5K Run/Walk Route





# Sunset Park, Kimberly July 19th 2024



#### Scheduled Start Time: FRIDAY JULY 19 at 6:30PM

5K Route will use the trail when possible. Starting on the Sunset Park trail north of the West soccer field, the route will follow Rivers Edge Dr (using the northern most lane). The 5K route will pickup with the trail on Papermill Run continuing along through the North part of the roundabout and then back on the trail as it continues along the Fox River. As the trail comes to an end the runners will use Prospect St to turn around and continue back following the same route and ending where the race began.



# Village of Kimberly REQUEST FOR BOARD CONSIDERATION

ITEM DESCRIPTION: Special Event Permit Application – 3 Rivers Roleo
REPORT PREPARED BY: Holly Femal, CED
REPORT DATE: 6/3/2024
ADMINISTRATOR'S REVIEW / COMMENTS:
No additional comments to this report
See additional comments attached
<b>EXPLANATION:</b> Krick, LLC is applying for a permit in reference to the Three Rivers Roleo for the second year. The event

crick, LLC is applying for a permit in reference to the Three Rivers Roleo for the second year. The event organizers are again requesting the use of Sunset Beach for their event. Logistics of how to manage the event in tandem with typical beach operations are ongoing. The event will not be held in the diving well this year and will move to the portion of the beach that is roped off/not used for swimming.

Permit application is completed, certificate of insurance is on file, and permit fee has been paid.

#### **RECOMMENDED ACTION:**

Approve the Special Event Permit Application for the Krick LLC Three Rivers Roleo to be held at Sunset Beach Swimming Facility on July 20<sup>th</sup> with prep work on July 18th, 19<sup>th</sup>, and 21<sup>st</sup>. This event overlaps with Paperfest but is sperate from Paperfest's festivities.

# Village of Kimberly SPECIAL EVENT PERMIT APPLICATION



#### Please include PERMIT FEE with application submission.

This application is a request for a special event. Please refer to the checklist to see if you will need to contact other departments regarding your event. When requesting use of a facility **please be very specific**. Use exact dates, times, shelters, parks, streets, and areas. Doing so will help avoid delays in processing your request. Please call (920) 788-7507 with questions regarding this special event permit.

Event sponsor:KRICK_LLC
Event name: Three Rivers Koleo
Check one: Parade Run/Walk Festival Tournament Other Thursday or Dates needed: Saturday July 20 Event take dawn Sunday
Times needed: Saturday Morning 8:00 - 12:00 (Please include beginning and end times, if different times are needed on different dates please specify.)
Buildings, Parks, shelters, open space needed: <u>Sunset</u> Beach
Will you be requesting street closure or use of street right of way?       YES       NO          If yes, what streets (submit mapped route and/or area requested)?       N/ />
Will tents or other temporary structures be erected?
Will you be having any kind of animals, performances or amusement rides? $N_o$
Will you be selling or serving alcohol? $No$ Does your event include fireworks? $No$ Number of people attending: $Connected \omega'$ Paper lease be aware that portable toilets will be required if crowd size exceeds toilet capacity.
Other requests: See Contract included
Indemnification Agreement
The applicant/organization shall indemnify, defend, and hold harmless the Village and its officers, officials, employees, and volunteers from and against any and all claims, damages, losses, and expenses arising out of the applied for activity/event except where caused by the sole negligence or willful misconduct of the Village. Applicant/Organization also understands and acknowledges that as required by the Village, liability insurance is the financial means to legally defend the Village and cover liability arising from the activity/event. I certify by my signature that I understand and agree to comply with this agreement & the insurance requirements and that I'm a qualified representative of my organization authorized to sign this agreement. Latso certify the information is true and accurate.
Officer of Sponsoring Organization - Name Signature Date Address 1871 Mistique Lane Defere WI 54115
41/0
Work Phone N/H Cell Phone 608-769-3583 Home Phone 774- RETURN FORM AND PERMIT FEE TO: Kimberly Parks & Recreation Dept., 515 W. Kimberly Avenue, Kimberly, WI 54136
Date Received!     Amount Received:     Received By:       5     8     24     \$00.00

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

# ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

#### SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s): Village of Kimberly 515 W Kimberly Ave, Kimberly, WI 54136-1335



To: Village Board of Trustees
From: Daniel M. Meister – Chief of Police
Date: May 29, 2024
Re: Fox Valley Metro Police Department Monthly Report – June 2024

# New and Noteworthy

#### PERSONNEL

Metro Anniversaries for May:

Officer Michael Grumann: 21 years Officer Laura Oster: 17 years Investigator Nicholas Uebelher: Eight years

Another school crossing guard has terminated their employment with us. While this guard was a substitute, they were filling in for one of the vacant, full-time positions.

#### HIRING

Meghan Krause has accepted an employment offer as our new administrative manager. Meghan will be starting on June 3<sup>rd</sup>.

Sarah Lenz has accepted an employment offer as our new police clerk. She is scheduled to start on June 10<sup>th</sup>.

Steven Jacobson is our newest patrol officer. Steven graduated from the Fox Valley Technical College Law Enforcement Academy on May 17<sup>th</sup> and started his training with us on May 20<sup>th</sup>. Steven will undergo 12 weeks of field training with various patrol officers.



Officer Jacobson

#### TRAINING

Four more officers are scheduled to participate in drone training this year to obtain their FAA Part 107 pilot's license. This would bring us to a total of six pilots.

Officer Serres is attending Emergency Vehicle Operations Course (EVOC) instructor training and will also be attending heavy truck enforcement training.

Officer Radka has attended Internet Crimes Against Children (ICAC) training. He will be conducting ICAC investigations with our other, ICAC certified investigator.

#### **RECOGNITION / AWARDS**

During an April 26<sup>th</sup> retirement recognition event for Lieutenant Mark Ulman and Clerk Fran Diedrick, State Representative Joy Goeben presented Lt. Ulman with a state citation recognizing his over 30 years of public safety service.



Clerk Diedrick was presented with a shadow box honoring her service...



Officer Logan Hietpas was presented with the 2023 FVMPD Officer of the Year Award.



#### National Police Week was May 11th – 17th...

In 1962, President Kennedy proclaimed May 15 as National Peace Officers Memorial Day and the calendar week in which May 15 falls, as National Police Week. Established by a joint resolution of Congress in 1962, National Police Week pays special recognition to those law enforcement officers who have lost their lives in the line of duty for the safety and protection of others.

National Police Week is a collaborative effort of many organizations dedicated to honoring America's law enforcement community.

https://nleomf.org/memorial/programs/national-police-week-2024/

A black mourning band has a history going back to the 1600's. It was often worn on the upper arm to signify a person who was mourning the loss of someone they knew or cared for. Law enforcement wears a mourning

band over their badge to symbolize the loss of a fellow officer in the line of duty. The blue line variant symbolizes law enforcement's stand between evil and the public they serve and protect.



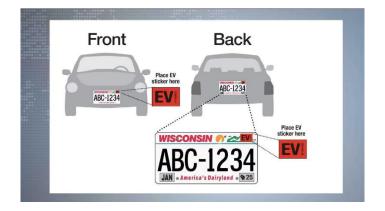
#### FACILITIES

The Little Chute Department of Parks, Recreation and Forestry recently planted these flowers in the planter in front of our building.



#### FLEET

You may have started seeing some new stickers on various registration plates on some vehicles in our state. The State has mandated that electric and hybrid electric vehicles have special stickers on both the front and rear plates identifying the vehicle as being a electric or hybrid electric vehicle. The purpose of the stickers is to alert first responders of the potential dangers of the electrical systems when responding to a motor vehicle crash involving one of these types of vehicles. Our department currently has four hybrid electric vehicles – two patrol SUV's and two, non-patrol sedans.



#### **ADMINISTRATION**

The department has been receiving an influx of alcohol-related license applications from both villages. Applications are for individual operator's (bartender) licenses and alcohol business agent licenses for those businesses or organizations wishing to sell alcohol within the village. Some applications are for new applicants, and some are renewals. Our department conducts a background check on the applicants and the business to determine if there is a violation history. We then make *recommendations* as to issuance or denial.

## **Monthly Activity**

Below is a *three-month* comparison for calls for service in the Village of Kimberly.





## FOX VALLEY METRO POLICE DEPARTMENT

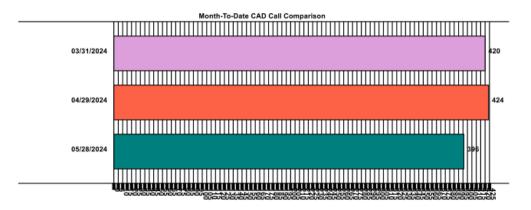
Month-to-Date CAD Call Detail

## Month-To-Date CAD Received Calls

		iteeen eu v	cuito		
	04/30/2024	04/01/2024	1 mo %	03/03/2024	2 mo %
Call Nature	to 05/28/2024:	to 04/29/2024:	change:	to 03/31/2024:	change:
911 Misdial	25	19	31.6%	14	78.6%
Abandoned Vehicle	1	3	-66.7%	0	N/A
Abdominal A-Adam Response	0	0	N/A	1	-100.0%
Accident in a Parking Lot	2	1	100.0%	3	-33.3%
Accident with Injury	0	1	-100.0%	0	N/A
Accident with Scene Safety	0	1	-100.0%	0	N/A
Allergies A-Adam Response	1	0	N/A	0	N/A
Animal Bite	2	1	100.0%	0	N/A
Animal Call	7	11	-36.4%	9	-22.2%
Assist Citizen or Agency	29	22	31.8%	25	16.0%
Back Problem A-Adam Response	2	0	N/A	1	100.0%
Battery	0	1	-100.0%	0	N/A
Bicycle Stop	1	0	N/A	0	N/A
Bleeding B-Boy Response	0	0	N/A	2	-100.0%
Breathing Problem C-Charles	0	0	N/A	1	-100.0%
Breathing Problem D-David	1	0	N/A	0	N/A
Chest Complaint C-Charles	1	1	0.0%	0	N/A
Chest Complaint D-David	2	1	100.0%	1	100.0%
Choking A-Adam Response	0	0	N/A	1	-100.0%
Civil Matter Assist	1	0	N/A	0	N/A
Civil Process	9	1	800.0%	1	800.0%
Crime Prevention	11	34	-67.6%	20	-45.0%
Damage to Property	1	1	0.0%	0	N/A
Diabetic Issue C-Charles	0	1	-100.0%	1	-100.0%
Disorderly Conduct	1	0	N/A	0	N/A
Disturbance	6	5	20.0%	4	50.0%
Domestic Disturbance	1	0	N/A	0	N/A
Drug Complaint	2	1	100.0%	0	N/A
Emergency Committal	1	1	0.0%	0	N/A
Fainting A-Adam	0	1	-100.0%	0	N/A
Fainting C-Charles	1	1	0.0%	0	N/A

Falls A-Adam Response	2	4	-50.0%	5	-60.0%
Falls B-Boy Response	2	0	N/A	4	-50.0%
Falls D-David Response	1	2	-50.0%	0	N/A
Fire Alarm Commercial	0	2	-100.0%	0	N/A
Fire Unauthorized Burning	1	0	N/A	0	N/A
Fire Vegetation or Grass	0	0	N/A	1	-100.0%
Fireworks Complaint	1	0	N/A	0	N/A
Follow Up	13	9	44.4%	7	85.7%
Fraud Complaint	2	1	100.0%	5	-60.0%
Garbage or Rubbish Fire	0	1	-100.0%	0	N/A
Harassment	5	4	25.0%	8	-37.5%
Hazard in Roadway	5	3	66.7%	2	150.0%
Heart Problem D-David	0	1	-100.0%	1	-100.0%
Jail GPS Checks	11	0	N/A	1	1,000.0%
Juvenile Complaint	4	4	0.0%	7	-42.9%
K9 Assist	2	0	N/A	0	N/A
Law Alarms - Burglary Panic	1	1	0.0%	2	-50.0%
Lost or Found Valuables	3	5	-40.0%	9	-66.7%
Medical Assistance No Injury	10	8	25.0%	14	-28.6%
Medical Pre-Alert	5	4	25.0%	4	25.0%
Missing Person	1	1	0.0%	0	N/A
Motorist Assist	1	7	-85.7%	5	-80.0%
Natural Gas or Propane Leak	0	1	-100.0%	0	N/A
Noise Complaint	0	5	-100.0%	0	N/A
Ordinance Violation	11	13	-15.4%	12	-8.3%
Overdose C-Charles	1	0	N/A	1	0.0%
PNB E-Edward Response	0	0	N/A	1	-100.0%
Parking Enforcement	9	35	-74.3%	7	28.6%
Parking Request	0	0	N/A	1	-100.0%
Reckless Driving Complaint	2	5	-60.0%	7	-71.4%
Residence Lockout	0	0	N/A	1	-100.0%
Restraining Order Tracking	5	2	150.0%	0	N/A
Retail Theft	1	0	N/A	0	N/A
Runaway Juvenile	0	7	-100.0%	2	-100.0%
Scam	0	2	-100.0%	1	-100.0%
School Safety	34	28	21.4%	38	-10.5%
Seizure A-Adam Response	1	0	N/A	0	N/A
Seizure D-David Response	0	0	N/A	1	-100.0%
Sex Offense	1	0	N/A	0	N/A
Sick A-Adam	2	2	0.0%	3	-33.3%
Sick C-Charles	1	1	0.0%	4	-75.0%
	-				

Sick D-David	1	0	N/A	1	0.0%
Stroke C-Charles	4	2	100.0%	1	300.0%
Structure Fire Smoke or Flame	1	0	N/A	2	-50.0%
Suspicious Incident	12	6	100.0%	14	-14.3%
Suspicious Person	3	2	50.0%	6	-50.0%
Suspicious Vehicle	6	3	100.0%	7	-14.3%
Theft Complaint	2	5	-60.0%	1	100.0%
Traffic Enforcement	2	7	-71.4%	14	-85.7%
Traffic Stop	69	89	-22.5%	102	-32.4%
Traumatic Injuries B-Boy	1	0	N/A	0	N/A
Trespassing	1	2	-50.0%	1	0.0%
Unconscious D-David	1	0	N/A	1	0.0%
Unlocked or Standing Open Door	4	1	300.0%	4	0.0%
Vacant House Check	1	5	-80.0%	0	N/A
Vehicle Accident	10	4	150.0%	10	0.0%
Vehicle Lockout	3	4	-25.0%	2	50.0%
Violation of Court Order	2	4	-50.0%	1	100.0%
Wanted Person or Apprehension	3	0	N/A	1	200.0%
Welfare Check	24	16	50.0%	14	71.4%
Wire Down	0	8	-100.0%	0	N/A



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# **Department Report**

To: Village Board

From: Greg Ulman | Director of Public Works/Zoning Administrator

Date: June 3, 2024

Re: Public Works Monthly Report

## **HIGHLIGHTS FOR MAY**

- Street crews finished planting trees in Rivers Edge Subdivision, Sunset Dr, as well as 15 other locations on the west side of the Village that were available due to the removal of ash trees.
- The department collected residential tree branches for 3 days following the Tuesday May 21<sup>st</sup> storms.
- We removed 6 trees that were damaged from the May 21<sup>st</sup> storms.
- The Village has been helping Kaukauna with the cleanup efforts from the tornado that struck that city on May21st.
- The Street/Parks facility project was awarded to SMA construction Services.
- The demolition crew stated the current Street/Parks building will be demolished by the end of June.
- Work is progressing on Welhouse Dr. and Curtin Ave.; crews are currently working on utility lines and private connections to sanitary laterals.
- With the rainstorms during the weekend of Memorial Day, we had flooding on S. Sidney St and discovered a big mud ball blocking the sewers, with the help of Speedy Clean Village crews were able to dismantle the mud ball and get the sewer open again.
- Jossart Brothers Utility Company did an emergency repair on a Village Main in the 500 block of E. Third St to fix a collapsed connection point with a lateral.
- Greg Ulman attended the APWA Conference in Madison on May 1-3.
- The street crew have been trying to keep up with the rapid pace of growing grass in the right-of-ways this spring with the abundance rainfall and warm temperatures.

• The Public Works department has been gathering quotes from tree companies to remove select dead trees in the Village that are intertwined with overhead power lines.

## **TOP PRIORITIES FOR JUNE**

- Start street line painting.
- Start street concrete patching.
- Get a construction timeline with SMA for the Street/Parks facility project.
- Work with the maintenance team to help during Craig Gerrits' surgery absence.

## **UPCOMING EVENTS**

• Before the street department building is demolished, and if possible, I have extended an invitation to local emergency services to see if they would like to use the building for training purposes.

						\$0.0	) Solid V	Vaste Su	mmarv							
DATE	Ticket #	TRUCK	Automated Garbage Weight	COST	Business & Parks Dumpster Collection Weight	COST	Large Item Collection Weight	COST	Sweepings Weight	COST	Yard Waste Weight	соят	Tires Weight - Free Collection	Village Streets, Library, Complex Recycle Weight - No Charge	Estimated Leaves Collected - Yards	Total Cost
05/01/24	876118	32	14240	\$ 384.48		\$-		\$-		\$-		\$-				\$ 384.48
05/01/24	876279	32	11060	\$ 298.62		\$-		\$-		\$-		\$-				\$ 298.62
05/02/24	876536	32	13120	\$ 354.24		\$-		\$-		\$-		\$-				\$ 354.24
05/02/24	876696	32	7460	\$ 201.42	4000	\$ -		\$ -		\$ -		s -				\$ 201.42
05/03/24 05/03/24	876832 877058	49		<u>\$</u> - \$-	1200	\$ 32.4 \$ -	)	\$ - \$ -		\$ - \$ -	12160	\$ - \$ 218.88				\$ 32.40 \$ 218.88
05/03/24	877090	38		\$ - \$ -		\$ - \$ -		s - \$ -		s - \$ -	12100	\$ 181.08				\$ 181.08
05/03/24	877114	38		\$ -		\$-		\$ -		\$-	6460	\$ 116.28				\$ 116.28
05/03/24	877141	38		\$-		\$-		\$-		\$-	6940	\$ 124.92				\$ 124.92
05/03/24	877726	49		\$-		\$-		\$-		\$-	5940	\$ 106.92				\$ 106.92
05/07/24	878123	32	16860	\$ 455.22		\$-		\$-		\$-		\$-				\$ 455.22
05/07/24	878245	32	8960	\$ 241.92		\$-		\$ -		\$ -		\$ -				\$ 241.92
05/08/24 05/08/24	878455 878621	32	13880 10400	\$ 374.76 \$ 280.80		\$ - \$ -		\$ - \$ -		\$ - \$ -		\$ - \$ -				\$ 374.76 \$ 280.80
05/08/24	878862	32 k228	13200	\$ 356.40		\$- \$-		s - \$ -		\$- \$-		s - s -				\$ 356.40
05/09/24	879054	k228	7040	\$ 190.08		\$ -		\$ -		\$ -		\$ -				\$ 190.08
05/13/24	880060	49		\$ -		\$ -		\$ -		\$ -	2520	\$ 45.36				\$ 45.36
05/13/24	880247	38		\$-		\$-		\$-		\$ -	11500	\$ 207.00				\$ 207.00
05/13/24	880281	38		\$ -		\$-		\$ -		\$ -	11000	\$ 198.00				\$ 198.00
05/13/24	880332	38		<u>\$</u> -		\$ -	-	\$ -		\$ -	10660	\$ 191.88				\$ 191.88 \$ 148.68
05/14/24 05/14/24	880413 880553	38 32	16000	\$ - \$ 432.00		\$ - \$ -		\$ - \$ -		\$ - \$ -	8260	\$ 148.68 \$ -				\$ 148.68 \$ 432.00
05/14/24	880697	32	10620	\$ 286.74		\$ - \$ -		s - \$ -		s - \$ -		s -				\$ 286.74
05/14/24	880701	49	720	\$ 19.44		\$-		\$-		\$-		\$-				\$ 19.44
05/15/24	881145	32	11580	\$ 312.66		\$ -		\$ -		\$ -		\$ -				\$ 312.66
05/15/24	881013	38		\$-		\$-		\$-	12120	\$ 339.36		\$-				\$ 339.36
05/15/24	880979	38		\$-		\$-		\$ -		\$-	13920	\$ 250.56				\$ 250.56
05/15/24	880970	32	15100	\$ 407.70		\$ -		\$ -		\$ -		\$ -				\$ 407.70
05/16/24 05/16/24	881394 881567	32 32	14120 7240	\$ 381.24 \$ 195.48		\$ - \$ -		\$ - \$ -		\$ - \$ -		\$ - \$ -				\$ 381.24 \$ 195.48
05/17/24	881808	32	1140	\$ 30.78		\$ - \$ -		s - \$ -		s -		s -				\$ 30.78
05/17/24	881881	38		\$ -		\$-		\$-		\$-	10220	\$ 183.96				\$ 183.96
05/17/24	881970	38		\$-		\$-		\$-		\$-	10420	\$ 187.56				\$ 187.56
05/20/24	882558	49		\$-		\$-	7360	\$ 198.72		\$-		\$-				\$ 198.72
05/21/24	882875	49		\$ -		\$ -	7620	\$ 205.74		\$ -		\$-				\$ 205.74
05/21/24 05/21/24	882986 883014	49 32	18640	\$ - \$ 503.28		\$ - \$ -	5580	\$ 150.66 \$ -		\$ - \$ -		\$ - \$ -				\$ 150.66 \$ 503.28
05/21/24	883035	32	10040	\$ 503.20		\$- \$-		s - \$ -	6960	7		s -				\$ 194.88
05/21/24	883081	38		\$ -		\$-		\$ -	0000	\$ -	7600	\$ 136.80				\$ 136.80
05/21/24	883153	38		\$ -		\$ -		\$ -		\$ -	8240	\$ 148.32				\$ 148.32
05/21/24	883175	32	8960	\$ 241.92		\$-		\$ -		\$-		\$ -				\$ 241.92
05/21/24	883186	38		\$ -		\$-		\$ -		\$ -	5740	\$ 103.32				\$ 103.32
05/21/24	883267	38		\$ -	<u> </u>	\$ -	-	\$ -		\$ -	7120	\$ 128.16				\$ 128.16
05/22/24 05/22/24	883382 883386	49 32	12640	\$ - \$ 341.28		\$ - \$ -		\$ - \$ -		\$ - \$ -	4760	\$ 85.68				\$ 85.68 \$ 341.28
05/22/24	886431	32	12040	\$ 341.28 \$ -	1	\$ - \$ -		s - \$ -	13220	\$ 370.16		s - s -				\$ 341.20 \$ 370.16
05/22/24	883466	38		\$ -		\$-		\$-	13660			\$ -				\$ 382.48
05/22/24	883558	38		\$ -		\$-		\$ -		\$ -	7600	\$ 136.80				\$ 136.80
05/23/24	883863	32	13960	\$ 376.92		\$-		\$ -		\$ -		\$ -				\$ 376.92
05/23/24	884080	32	7260	\$ 196.02		\$ -		\$ -		\$ -		\$ -				\$ 196.02
05/24/24 05/28/24	884440 884990	49 38		\$ - \$ -		\$ - \$ -	1060	\$ 28.62 \$ -		\$ - \$ -		\$ - \$ -		5720		\$ 28.62 \$ -
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			129.20	\$ 8,014.14	0.60		10.81		22.98	\$ 1,286.88	80.56		0.00	2.86	0.00	\$ 12,817.32
			Tons		Tons		Tons		Tons		Tons		Tons	Tons	Yards	

	May Building Permit & Fees Report						
Perm	it Category	Monthly Summary					
Category Prefix	Category Name Value		Fees Collected Acct 01- 44300-00	Number of Permits / Structures	Number Dwelling Units		
Residential Building							
100	New Single Family	\$1,598,580.30	\$900.00	4	4		
110	New Two Family	\$0.00	\$0.00	0	0		
120	New Multi-Family	\$0.00	\$0.00	0	0		
130	Residential Additions	\$0.00	\$0.00	0	0		
140	New Accessory Buildings	\$0.00 \$0.00	\$0.00 \$0.00	0			
141 150	Addn Accessory Bldg Interior Alterations	\$0.00	\$0.00 \$0.00	0			
150	Exterior Alterations	\$71,740.00	\$0.00 \$146.00	2			
160	Decks/Patios	\$500.00	\$15.00	1			
170	Fences	\$17,880.00	\$105.00	7			
180	In-Ground Pools	\$0.00	\$0.00	0			
181	Above Ground Pools	\$0.00	\$0.00	0			
190	Raze Residential	\$0.00	\$0.00	0			
Sub-Total Re	esidential Building	\$1,688,700.30	\$1,166.00	14	4		
		ndustrial Building					
200	New Buildings	\$0.00	\$0.00	0			
210	Additions Interior Alterations	\$0.00	\$0.00	0			
220 221	Exterior Alterations	\$0.00 \$0.00	\$0.00 \$0.00	0			
230	Signs	\$0.00 \$156.500.00	\$0.00 \$225.00	2			
240	Raze Com'l/Ind	\$150,500.00	\$0.00	0			
	rcial/Industrial Building	\$156,500.00	\$225.00	2			
		ectric	7				
300	Residential Services	\$0.00	\$0.00	0			
310	Residential Alterations	\$0.00	\$0.00	0			
320	Commercial/Industrial Services	\$0.00	\$0.00	0			
	Commercial/Industrial						
321	Alterations	\$0.00	\$0.00	0			
Sub-T	otal Electric	\$0.00	\$0.00	0			
400		VAC to co	ć0.00	0			
400 401	Residential Heating Residential AC	\$0.00 \$4,500.00	\$0.00 \$21.00	0			
401	Residential - Both	\$13,920.00	\$44.00	1			
410	Com'l & Ind Heating	\$0.00	\$0.00	0			
411	Com'l & Ind AC	\$0.00	\$0.00	0			
412	Com'l & Ind - Both	\$0.00	\$0.00	0			
420	Other	\$0.00	\$0.00	0			
Sub-	Total HVAC	\$18,420.00	\$65.00	2			
	Plu	mbing					
500	Residential Laterals	\$0.00	\$0.00	0			
501	Residential Alterations	\$600.00	\$35.00	1			
510 511	Com'l & Ind Laterals Com'l & Ind Alterations	\$0.00	\$0.00 \$80.00	0			
512	Other	\$30,650.00 \$0.00	\$0.00	0			
	tal Plumbing	\$31,250.00	\$115.00	2			
	mit Totals	\$1,894,870.30	\$1,571.00	20	4		
			Fees				
	Miscellaneous Fees		Collected	Number			
	UDC Seals		\$140.00	4			
	Parkland Dedication Fee		\$0.00	0			
	Grade Fee	\$300.00	4				
	VoK Sanitary Sewer Connection Fe	\$3,200.00	4				
	HOVMSD Sanitary Sewer Connection	\$6,060.00 \$0.00	4				
	Storm Water - Erosion Control Permits Admin Fee						
	Erosion	\$0.00 \$0.00	0				
	Storm Sewer Fee	\$0.00 \$0.00	0				
	Total Miscellaneou	s Fees	\$9,700.00	0			
	Total All Fees	\$11,271.00					



# **Department Report**

To: Village Board

From: Holly Femal | Community Enrichment Director

Date: June 3<sup>rd</sup>, 2024

Re: Community Enrichment Director's Report

## **MAY HIGHLIGHTS**

## PARKS

- With the 2024 ball season also arrived monsoon season. Parks staff prepped the Roosevelt Diamond and 4 Sunset Park diamonds for 142 individual uses this month including Kimberly Rec Baseball, KRA 14" and Paper Valley Leagues, the Grafmeier Tournament, KHS Varsity and JV Baseball, KHS Varsity and JV Softball, Kimberly Softball Organization and Kimberly Baseball Organization. We are thankful our seasonal staff that specializes in diamonds has officially arrived for the summer!
- The Sunset Park splash pad was scheduled to begin in early May. The contractor has been delayed due to delays in receiving the underground piping needed to begin the project. The contractor will be directional boring the line through the sand to connect the pad site to the hydrant we are tapping into at the Fulcer Street Pumphouse we hope this allows minimal conflicts with beach users as beach season swiftly approaches. The Parks have received 2 large shipments of the components needed for the pad spray elements. Project schedule includes installation of the pad fencing early in the project to double as construction fencing while we remain operational as a beach facility during construction.
- The Sunset Park Upper Diamond lighting project is progressing. The electrical engineering team at McMahon have been working through details on locations of transformer cabinets and conduit runs. Soil borings were completed with supporting documentation allowing the lighting company (Musco) to complete their foundation drawings for the light poles. We hope to go to bid soon with the information McMahon has gathered for the village. Upon selecting a contractor for the project, the lighting is about 12 weeks out from order date to delivery date. The intention is to gather educated pricing as we prepare to apply for a tourism grant from the FCCVB. The CED is on the grants committee and will abstain from voting as part of the application. Application is due in June. The lighting updates will not be ready for the 2024 season at this point but should be 100% operational for the 2025 season.
- We continue our partnership with Westside Elementary in that the students use the pickleball and soccer fields in Verhagen Park for physed classes when it's not raining.
- The flag poles at the Amphitheater and the Baseball Diamond both received paint this month in preparation for "Amphitheater Season" and Sunset Park hosting regional and sectional baseball as well as the Legion Tournament. The Amphitheater flagpole will receive a solar light kit to light the flag if/when it stays up overnight.

- In continuation with April's Arbor Day celebration, all trees planted in Sunset Park were added to our GIS inventory and plaques for the Living Forest display were ordered. The Village received a surprise generous donation from American Transmission Company to support Arbor Day in Sunset Park \$700! In return, 4 trees that hadn't been "named" as part of the Living Forest program were added to the Living Forest display in ATC's name to say thank you for their donation.
- Parks staff met with staff of Timber Innovations at Verhagen Park. The intention of this meeting was to brainstorm ideas to improve the Verhagen Park shelter to increase the rentability and curb appeal in tandem with the new playground coming this year. Staff have gleaned some very cost-effective ideas which we hope to enact yet this year including paint and adding a small "sink closet" with outdoor counter space for a retrofitted kitchen option as well as a few smaller concrete repairs.
- The Adopt-a-Spots are all adopted for 2024 (it's been a few years since there was an actual adopter for all the spots). The Parks team is so grateful for the creative energy and love that has been poured into these locations throughout the village and the pride that the adopters take with their selected/assigned locations many thanks to all who share their time and creativity with the village to make it a better more beautiful place. Thanks to Robinson's for providing recommendations to our adopters on which plants to use and for growing much of what we plant throughout the village!
- We are happy to report 99% plant survival with the perennial plants along Eisenhower Drive! The Russian sage and lavender plants have been weeded out and dead headed for the season thanks to both volunteer efforts and seasonal staff. Thanks to all the rain we haven't had to water them either 😳 Next steps include fertilizer and mulch as time allows.
- The Street and Parks departments came together in Sunset Park for a seasonal weekend operations training session. All staff in attendance were trained in proper cleaning techniques, how to refill the various dispensers within the parks and discussion on coordinated duties throughout the summer. It was also a good opportunity for all staff to come together and communicate as we continue to navigate being within 3-4 separate campuses.

## RECREATION

- This May we got 56 people "On the Bus" as we led an adult field trip to Door County in
  partnership with Little Chute and Sherwood. The tour included bingo and snacks on the bus,
  stops at Wood Orchard Market, Egg Harbor, Sister Bay, Peninsula State Park, and Door Peninsula
  Winery. Trip adjustments were made as the bus ran an hour late for the initial pick up due to
  unforeseen circumstances. The 3 communities are planning another bus trip to the Warrens
  Cranberry Fest this fall for our next Adult Field Trip!
- We said "Thanks for Everything" to Patty Ebben who celebrated her retirement in May. We have hired a seasonal assistant to support Parks and Street operations for the summer as we navigate the best approach to filling this vacancy in the coming months.
- This was the first season we used local Kimberly business Brand Image and Apparel for our Recreation shirts. They have completed our orders with amazing speed and professionalism. We are very impressed!
- The village hosted the annual Spring Community Wide Rummage Sale in partnership with Combined Locks and Buchanan with 102 sales listed with the group. This was a free service provided the community in an effort in assist people in increasing their rummage sale sales as well as reducing the volume of rummage sales that happen sporadically throughout the warmer months and the terrace signage associated with those sales.

- In partnership with 95 Yoga House the village will be able to offer 6 free yoga sessions in Sunset Park in July and August. The event dates have been posted to social media.
- The Northeastern Region for the Girl Scouts will be offering a paddle boarding clinic for local scouts and scout recruits this summer as a one-day event at Sunset Beach. Sunset Beach will also be hosting the Papermaker Football program for their annual event as well as local YMCA field trip groups.
- Sunset Beach staff attended their annual orientation date at the beach. Staff schedules have been completed, cleaning dates have been scheduled, the Coca-Cola cooler has been removed from the concession stand with the village purchased fridge/freezer installed into the stand and we are counting down the dates until the first belly flop off the high dive. Operating our own fridge will allow us to purchase products from whomever we please without allegiance to any one distributor.
- The 3<sup>rd</sup> Grade from Westside came to Sunset Beach for an annual clean up event picking up trash and sticks throughout the facility.
- The Amphitheater is ready for concert season! Opening date is June 2<sup>nd</sup> with FBI and the Untouchable Horns. The Amphitheater hosted its first event of the season with the Memorial Day ceremony scattered showers complicated the event but the planning that went into it was wonderful.

## **EVENTS AND OUTREACH**

- CED attended Mock Interview Day at JRG Middle School. The CED interviewed 14 8<sup>th</sup> grade students as they practice professional interviews for future jobs. Interviews were conducted in 15-minute increments from 8 a.m. – 3 p.m.
- Students from the KHS Triumph program volunteered to plant all the flower boxes for Kimberly Avenue. Village staff located an additional 17 boxes within the Streets Garage campus so we will see more pops of color along the ave this summer with almost double the flower boxes!
- We are geared up for the June 5<sup>th</sup> ribbon cutting of Loop the Locks see you at the boat launch at 1 p.m.

## **TOP PRIORITIES FOR JUNE**

- Sunset Beach Opening Day June 7<sup>th</sup>
- FCCVB Grant Deadline of June 20<sup>th</sup>
- Facilitate costume parade event on June 21<sup>st.</sup>
- Tot sports begin the week of June 11<sup>th</sup> with 3 sections of soccer and 4 sections of baseball.
- June 5<sup>th</sup> Ribbon cutting on Loop the Locks
- Prep for July 3<sup>rd</sup> Fireworks.
- Prep for July Touch a Truck event.
- Continue to manage baseball program with weather related issues.
- Prep for Parks Lead leave in July and August.
- Go to bid on Upper Ballfield lights.



# **Department Report**

Village Board

To:

From: Holly Selwitschka | Library Director

Date: May 2024

Re: Library Report



# **MAY HIGHLIGHTS**

- The library hatched 7 baby chicks and hosted more than 150 people at baby chick story time.
- Garden beds are planted with one featuring a pollinator garden to attract insects like bees and butterflies.
- Friends of the Library hosted a used book sale bringing in more than \$500 over the weekend of village-wide rummage sales.
- Miss Ann hosted preschool and 3<sup>rd</sup> grade class visits!
- Kimberly High School got new sewing machines! The library helped them re-home the old machines to neighboring libraries and nonprofits. Sewing machines will be added to the library Collection of Things to circulate soon.
- The library received a grant from the Community Foundation to purchase a piano/ keyboard and provide music programming for the community!
- The library replaced an old self-check machine with a new one.

# **TOP PRIORITIES FOR JUNE**

- Summer Reading Program!
- Replacing copy machines.
- Quick Tips Series on Navigating Mis-, Dis-, and Non- Information in News Media
- June 11 Friends of the Library Meeting

## **UPCOMING EVENTS**

## Kimberly Reads The Pulitzer: The 2024 Reading Challenge

Kimberly Reads: The Pulitzer. We're launching our 2024 Pulitzer Prize Reading Challenge, a 9 month challenge to get you reading award-winning books!

Here's how it works. Challenge yourself to read 8 of the last 12 Pulitzer Prize winners in fiction. Readers will get a punch card to track their progress.

Anyone who gets 4 punches by 9/16/24, will get entered into the midway prize drawing. Anyone with 8 punches by 12/30/24 (the last day of the challenge), will get entered into the grand prize drawing. Just stop at the circulation desk to get signed up. Happy Reading!



WI State Park Passes Available for Checkout! Beginning June 10, the library will have a limited number of WI State Park passes available to checkout. Passes provide entrance for one car to any state park in WI for one day. Passes are limited to one per family per summer.

LitFix Book Club – Meets the 1<sup>st</sup> Thursday of each month @10am; In Person @ the Kimberly Public Library. June: "Midnight Library" by Matt Haig

Writer's Group – 2<sup>nd</sup> Thursday of each month at 10am-Noon The writing group is for fun; no critiques are done, just support. At each meeting, members spend time writing from a prompt then share what they've written. There is no pressure to read your writing out loud, just encouragement.

Senior Movies – 2<sup>nd</sup> Thursdays @12:30pm Come for the popcorn. Stay for the movie! The senior movie matinee begins at 12:30PM in the Evergreen Room. Call the library at 920-788-7515 to get the movie title.

**Short Story Group Discussions** - May 21 @9-10am Short Story Group reads a classic and a contemporary short story then meets once a month to discuss what they read.

**Evening Book Club for Adults – Tuesday**, **June 25 @5:30-6:15pm** Join us for an adult book club in the evening. Come after work in your scrubs. Come with an afterwork snack. Take a break from your kids. All adults welcome.

Memory Café, a collaboration of the Fox Valley Memory Project - 4<sup>th</sup> Wednesday of each month from 1:30-3pm; In Person at the Kimberly Public Library/ Municipal Center Complex Community Room Memory Cafes are for those experiencing memory loss and their loved ones. For safety, all participants must attend with a partner.

**Friday Reads - Every Friday @ 11am**; Virtual on Facebook Live – Hear about great book recommendations from Librarians Jill and Julie every week on facebook, then come into the library to check out the best ones!



## Adventure Begins at Your Library Summer Reading Program!

June 10 – August 3

# Fun Summer Events and Reading Incentives for Readers of all ages!

## SUMMER EVENTS In JUNE

- Steam Transportation Modes (grades 305), Tuesday, June 11 @1:30pm
- All About Henna Educational Program and Demonstration (older teens and adults), Tuesday, June 11 @5pm
- Summer Kick Off Concert with Tom Pease, Wednesday, June 12 @10:30am and 1:30pm at Sunset Park Amphitheater
- Rob Zimmer Presents a Scenic Tour of Our National Parks, Tuesday, June 18 @5:30pm
- Animal Adventures with J&R Animal Rescue, Wednesday, June 19 @10:30am and 1:30pm
- Teen Scavenger Hunt Adventure in your Neighborhood (grades 6-12), Thursday, June 20 @1:30pm at Sunset Park
- Jungle Adventures Story Time, Monday, June 24 @10:30am
- Fishing with Lee Hammen (ages 8+), Tuesday, June 25 @9am at Sunset Park lower shelter
- Dragon Training Academy Adventures, Thursday, June 27 @10:30am and 1:30pm

Check out the library's Full Summer 2024 Events Schedule at www.kimberlypubliclibrary.org



## **Department Report | Clerk-Treasurer**

To: Village Board

From: Jennifer Weyenberg | Clerk-Treasurer

Date: June 3, 2024

### REPORTS

I am working with Fire Chief Hietpas to file the newly-created state report, Maintenance of Effort (MOE) SL-308. The report certifies that the level of fire and EMS services provided this year is at least equivalent to what was provided in the prior year. Failure to file results in a 15% reduction in shared revenue.

Working with Kerber Rose, we filed the Form-C and the PSC report by the deadline extensions.

The Room Tax Report and the Expenditure Restraint Form were filed on May 1<sup>st</sup>. Our general fund budget percentage change came in at 6.95% which is less than the 7.2% cap to qualify for a 2025 payment.

The Final 2023 Worker's Comp Payroll Audit is completed, and the village will receive a \$1,509.00 refund.

#### **LICENSING & PERMITS**

We are still collecting liquor licensing renewal information from some of our bar owners. Solicitors permits were issued to Kingdom Roofing and Tasty Treat Ice Cream.

#### MISC.

The Open Book and Board of Review (BOR) were held in May. There were no objections heard during the BOR. The village's assessor, Bowmar Appraisal, reported the following:

Estimated Level of Assessment:	<b>2024</b> 75%	<b>2023</b> 80%
New Construction Reported:	<b>2024</b> \$7,118,300	<b>2023</b> \$ 15,109,299
Total Value of Taxable Property:	<b>2024</b> \$703,346,800	<b>2023</b> \$ 699,871,500