



VILLAGE OF KIMBERLY, WI
NOTICE OF VILLAGE BOARD MEETING

DATE: Monday, April 7, 2025
TIME: 5:00pm
LOCATION: Village Hall, Rick J. Hermus Council Chambers
515 W. Kimberly Ave.
Kimberly, WI 54136

Notice is hereby given that a Village Board meeting will be held on Monday, April 7, 2025 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) Arbor Day Proclamation 2025
- 6) Approval of Minutes of the 03/24/2025 meeting
- 7) Report of the April 2025 Election
- 8) Unfinished Business
 - a) None
- 9) New Business for Consideration or Action
 - a) Award Bid for Kennedy Ave. Street Patching-Dowel Bar Retrofit-Surface Diamond Grind
 - b) Special Event Permit Application from Pups' n' Peeps- April 12, 2025 @ Sunset Park
 - c) Special Event Permit Application from Fox Cities Marathon- September 21, 2025

10) Public Participation

11) Closed Session

The village board will meet pursuant to State Statute 19.85 (1)(e) to negotiate development agreements for properties located in TID No. 6.

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.

12) Possible Action on Closed Session matters

13) Adjournment

Village Board Virtual Meeting Attendance

April 7, 2025

5:00 – 5:30 PM (America/Chicago)

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

<https://meet.goto.com/893822205>

You can also dial in using your phone.

Access Code: 893-822-205

United States (Toll Free): [1 877 309 2073](tel:18773092073)

United States: [+1 \(646\) 749-3129](tel:+16467493129)

Get the app now and be ready when your first meeting starts:

<https://meet.goto.com/install>

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.



Arbor Day Proclamation

Whereas, In 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and

Whereas, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and *Whereas*, Arbor Day is now observed throughout the nation and the world, and

Whereas, trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife, and

Whereas, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and

Whereas, trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, and

Whereas, trees, wherever they are planted, are a source of joy and spiritual renewal.

Now, therefore, I, President Chuck Kuen, President of the Village of Kimberly, do hereby proclaim April 25th, 2025, as Arbor Day in the Village of Kimberly. I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and

Further, I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

Dated this 7th day of April, 2025.

President Chuck Kuen

**VILLAGE OF KIMBERLY
BOARD MEETING MINUTES
03/24/2025**

A meeting of the Village Kimberly Board was called to order on Monday, March 24, 2025 at 5:00pm in the Rick J. Hermus Council Chambers, 515 W. Kimberly Ave by President Chuck Kuen.

Board Present: President Chuck Kuen, Trustees Lee Hammen, Norb Karner, Marcia Trentlage, Dave Hietpas, Mike Hruzek and Tom Gaffney
Board Excused: None
Staff Present: Clerk-Treasurer Jennifer Weyenberg, Administrator/Director of Public Works Danielle Block, Community Development Director Sam Schroeder, Community Enrichment Director Holly Femal, Library Director Holly Selwitschka and Brad Werner of McMahon

President's Remarks

None

Approval of Minutes from the 03-10-2025 Meeting

Trustee Trentlage moved, Trustee Hammen seconded the motion to approve. Motion carried by unanimous vote of the board.

Presentation and Approval of the 2024 Annual Municipal Separate Storm Sewer System (MS4) Permit

Trustee Hammen moved, Trustee Gaffney seconded the motion to approve the 2024 Annual Municipal Separate Storm Sewer System (MS4) Permit. Administrator Block gave a brief overview of the report. Motion carried by unanimous vote of the board.

Unfinished Business

None

New Business

Goly & Eve Puerto Rican Kitchen LLC Application for Class "B" Fermented Malt Beverage License (Agent: Evelyn Malave)

Trustee Trentlage moved, Trustee Karner seconded the motion to approve the Class "B" Fermented Malt Beverage License for Goly & Eve Puerto Rican Kitchen LLC, located at 114 S. John Street. Motion carried by unanimous vote of the board.

Resolution No. 2, Series of 2025 Determining Certain Property to be Blight and Approving the Acquisition of 442 N Main Street

Trustee Trentlage moved, Trustee Hammen seconded the motion to approve. Motion carried by unanimous vote of the board.

Papermill Circle Condominium First Addendum (Lot 43 Rivers Edge Plat)

Trustee Hammen moved, Trustee Karner seconded the motion to confirm the Plan Commission's recommendation to approve the Papermill Circle Condominium First Addendum (Lot 43 Rivers

Edge Plat). This would remove Unit 5 which is the only unit with direct access off Papermill Run. Motion carried by unanimous vote of the board.

Award Construction Engineering Services Professional Agreement for the 2025 Marcella Street WisDOT State Project

Trustee Trentlage moved, Trustee Hammen seconded the motion to award the Construction Engineering Services Professional Agreement for the 2025 Marcella Street WisDOT State Project to McMahon Associates in an amount not to exceed \$101,000 funded by the Transportation Utility. Motion carried by unanimous vote of the board.

Award Bid for 2025 Sanitary Sewer Cleaning & Televising Area 4/ Area 5 Project

Trustee Hammen moved, Trustee Karner seconded the motion to award Great Lakes TV Seal the bid for the 2025 Sanitary Sewer Cleaning and Televising Area 4 & 5 project in the amount of \$56,489.34. Motion carried by unanimous vote of the board.

Award Painting Contract for the Kimberly Public Library

Trustee Trentlage moved, Trustee Hruzek seconded the motion to award the painting contract to Action Painting in the amount of \$28,920 funded by the Complex Trust Fund. Motion carried by roll call vote of the board, 7-0.

Award Flooring Replacement Contract for the Kimberly Public Library

President Kuen moved, Trustee Gaffney seconded the motion to table this item for more clarification on the scope of work being performed until the next board meeting. Motion carried by unanimous vote of the board.

Award Bid to Remove and Salvage Village's Existing Salt Shed

President Kuen moved, Trustee Karner seconded the motion to award the bid to Red Line Fencing & Construction to remove the existing salt shed. Motion carried by unanimous vote of the board.

Certificate of Payment #6 to SMA Construction Services in the amount of \$757,976.50 for the Kimberly Street & Parks Dept. Building

Trustee Hammen moved, Trustee Trentlage seconded the motion to approve. Motion carried by unanimous vote of the board.

Purchase Two (2) Pedestrian Crossing Rectangular Rapid Flashing Beacons

Trustee Trentlage moved, Trustee Karner seconded the motion to approve the purchase of two pedestrian crossing rectangular rapid flashing beacons (RRFB's) in the amount of \$17,276.00. The proposed locations of the RRFB's are: Kimberly Ave at Railroad St and Maes Ave at Papermill Run. The funding would come from the Transportation Utility Sidewalks. Motion carried by unanimous vote of the board.

Approve Bills & Claims from 02/14/2025-03/19/2025 in the amount \$288,607.41

Trustee Hammen moved, Trustee Karner seconded the motion to approve. Motion carried by unanimous vote of the board.

Receive Minutes of Boards and Commissions

Water Commission minutes from 02/11/25; Library Board minutes from 01/20/25; Fire Commission minutes from 12/16/24; and Plan Commission minutes from 12/17/24. There was no discussion or action taken on these items, the minutes will be filed as presented.

Reports

The reports from the Chief of Police, Administrator-Director of Public Works, Community Development Director, Community Enrichment Director, Library Director, and Clerk-Treasurer were presented. The reports are on file with the Village Clerk's Office.

Public Participation

None

Closed Session

Trustee Karner moved, Trustee Trentlage seconded the motion to enter closed session pursuant to State Statute 19.85 (1)(e) to deliberate the development of properties and investments of funds located in TIF District No. 6. Motion carried by unanimous vote of the board at 5:25pm.

Trustee Karner moved, Trustee Trentlage seconded the motion to reconvene into open session. Motion carried by unanimous vote of the board at 5:37pm.

There was no action taken on closed session matters.

Adjournment

Trustee Hammen moved, Trustee Trentlage seconded the motion to adjourn. Motion carried by unanimous vote of the board at 5:38pm.

Jennifer Weyenberg
Village Clerk-Treasurer

Dated 03/25/25

Drafted by: ELZ

Approved by Village Board: _____

VILLAGE OF KIMBERLY
REPORT OF SPRING ELECTION
APRIL 1, 2025

TOTAL NUMBER OF BALLOTS CAST: 2913
PROVISIONAL BALLOTS CAST: 1
TOTAL REGISTERED VOTERS: 5090
ABSENTEE BALLOTS: 1017
TOTAL ELECTION DAY REGISTRATIONS: 54
VOTER TURNOUT: 57%

Village Trustee (vote for not more than 3)

Norb Karner received	1375 votes
Lee W. Hammen received	1760 votes
Tom Gaffney received	1497 votes
Brian Finman received	1121 votes
Write-Ins (scattering)	40 votes

Note that these results are not official until the Canvas has been completed.

Submitted by:

Jennifer Weyenberg, Village Clerk



March 28, 2025

Village of Kimberly
Attn: Jennifer Weyenberg, Clerk-Treasurer
Email: jweyenberg@vokimberlywi.gov

Re: Village of Kimberly
Kennedy Avenue
Street Patching – Dowel Bar Retrofit – Surface Diamond Grind
Letter of Recommendation
McM. No. K0001-09-24-00753

Dear Jennifer:

On March 28, 2025 two bids were for the Kennedy Avenue Street Patching – Dowel Bar Retrofit – Surface Diamond Grind project. Base Bids ranged in price from \$237,584.05 to \$267,350.00 (bid tabulation enclosed).

Based upon the bids received, we recommend awarding Contract K0001-09-24-00753 Base Bid (\$237,584.05) plus Alternate Bid A (62,150.00) to the low bidder, Vinton Construction Co., in the amount of \$299,734.05.

If you agree with our recommendation, please date and sign the enclosed Notices of Award, and return it to our office for incorporation into the Contract Documents.

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

Respectfully,

McMahon Associates, Inc.

A handwritten signature in black ink, appearing to be "Brad D. Werner", written over the printed name.

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

BDW:car

cc: Danielle Block, Administrator/DPW

Enclosures: Notice of Award
Bid Tabulation

SECTION 00 51 00.00

NOTICE OF AWARD

Dated: _____

To: VINTON CONSTRUCTION CO.
1322 33rd Street
PO Box 137
Two Rivers, WI 54241

Contract No. K0001-09-24-00753

Project: KENNEDY AVENUE
STREET PATCHING – DOWEL BAR RETROFIT – SURFACE DIAMOND GRIND
For The VILLAGE OF KIMBERLY | Outagamie County, Wisconsin

You are notified that your Bid, dated March 28 2025, for the above Contract has been considered. You are the apparent successful Bidder and have been awarded a Contract for the Kennedy Avenue Street Patching – Dowel Bar Retrofit – Surface Diamond Grind for the Village of Kimbrly, Outagamie County, Wisconsin.

Base Bid\$237,584.05
Alternate Bid A62,150.00
Contract Price.....\$299,734.05

The Contract Price of your Contract is Two Hundred Ninety-Nine Thousand Seven Hundred Thirty-Four & 05/100 Dollars (\$299,734.05).

You must comply with the following conditions precedent within **15-days** of the date of this Notice of Award, that is by _____.

1. You must deliver to the OWNER three (3) fully executed counterparts of the Agreement including all the Contract Documents.
2. You must deliver with the executed Agreement the Contract Security (bonds), as specified in the Instructions to Bidders, General Conditions (Paragraph 5.01) and Supplementary Conditions.
3. You must deliver Insurance Certification complying with the General Conditions and Supplemental Conditions of the Contract Documents.

Failure to comply with these conditions within the time specified will entitle OWNER to consider your Bid abandoned, to annul this Notice of Award and to declare your Bid Security forfeited.

Section 00 51 00.00 | NOTICE OF AWARD

One (1) fully signed counterpart of the Agreement, with the Contract Documents attached, will be returned to you within 15-days after you comply with the above noted conditions.

VILLAGE OF KIMBERLY
Outagamie county, Wisconsin

(authorized signature)

(title)

Witness: _____

BID TABULATION

OWNER: VILLAGE OF KIMBERLY
Project Name: Kennedy Avenue Street Patching - Dowel Bar Retrofit t- Surface Diamond Grind
Contract No. K0001-09-24-00753
Bid Date/Time: March 28, 2025 @ 10:00 a.m., local time
Project Manager: Brad Werner

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

VINTON CONSTRUCTION CO.
 1322 33rd Street
 PO Box 137
 Two Rivers, WI 54241

SOMMERS CONSTRUCTION CO., INC.
 W7841 Smith Street
 Shiocton, WI 54170

BASE BID

Item	Qty	Unit	Description	Unit Price	Total	Unit Price	Total
1.	1	L.S.	Mobilization and Bonding	\$26,000.00	\$26,000.00	\$48,665.00	\$48,665.00
2.	650	Ea.	#6 Epoxy Coated Tie Bar	\$8.50	\$5,525.00	\$10.50	\$6,825.00
3.	100	Ea.	#4 Epoxy Coated Tie Bar	\$7.50	\$750.00	\$1.00	\$100.00
4.	7,200	S.Y.	Continuous Diamond Grinding Concrete Pavement	\$7.95	\$57,240.00	\$7.24	\$52,128.00
5.	1,900	L.F.	Sawcut 8 Inch Concrete Pavement	\$2.50	\$4,750.00	\$1.95	\$3,705.00
6.	1,215	S.Y.	8 Inch Concrete Pavement Patching	\$75.97	\$92,303.55	\$83.85	\$101,877.75
7.	11,000	L.F.	Remove Existing Joint Sealant and Clean Joint	\$0.65	\$7,150.00	\$1.25	\$13,750.00
8.	11,400	L.F.	Seal Joint with Hot Rubberized Asphaltic Material	\$0.65	\$7,410.00	\$0.95	\$10,830.00
9.	600	L.F.	6 Inch Curb Head	\$25.00	\$15,000.00	\$21.00	\$12,600.00
10.	215	S.F.	Remove and Replace 6 Inch Concrete Sidewalk and Apron	\$12.50	\$2,687.50	\$9.15	\$1,967.25
11.	128	S.F.	Petina Detectable Warning Field	\$36.00	\$4,608.00	\$28.00	\$3,584.00
12.	400	L.F.	12 Inch Wide White Epoxy Pavement Marking	\$16.50	\$6,600.00	\$16.50	\$6,600.00
13.	112	L.F.	Yellow Epoxy Painted Curb Head	\$10.25	\$1,148.00	\$10.25	\$1,148.00
14.	200	S.Y.	4 Inch Topsoil / Seed / E-Mat	\$15.00	\$3,000.00	\$8.00	\$1,600.00
15.	2	Ea.	Install V-Lock and Crosswalk Signage	\$950.00	\$1,900.00	\$250.00	\$500.00
16.	21	Ea.	Inlet Protection	\$72.00	\$1,512.00	\$70.00	\$1,470.00
TOTAL (Items 1. through 16., Inclusive)				\$237,584.05		\$267,350.00	

ALTERNATE BID A | ADDITIONAL CONTINUOUS DIAMOND GRINDING CONCRETE PAVEMENT (Station 21+00 - 35+80)

Item	Qty	Unit	Description	Unit Price	Total	Unit Price	Total
A-1	6,000	S.Y.	Continuous Diamond Grinding Concrete Pavement	\$8.30	\$49,800.00	\$7.55	\$45,300.00
A-2	9,500	L.F.	Remove Existing Joint Sealant and Clean Joint	\$0.65	\$6,175.00	\$1.25	\$11,875.00
A-3	9,500	L.F.	Seal Joint with Hot Rubberized Asphaltic Material	\$0.65	\$6,175.00	\$0.95	\$9,025.00
TOTAL ALTERNATE BID A (Items A-1 through A-3, Inclusive)				\$62,150.00		\$66,200.00	

ALTERNATE BID B | DOWEL BAR RETROFIT

Item	Qty	Unit	Description	Unit Price	Total	Unit Price	Total
B-1	3,300	Ea.	Pavement Dowel Bars Retrofit Warranty	\$98.00	\$323,400.00	\$78.53	\$259,149.00
B-2	140	Ea.	Dowel Bar Drilled and Set	\$20.00	\$2,800.00	\$16.00	\$2,240.00
B-3	150	Ea.	Dowel Bar with Basket	\$8.00	\$1,200.00	\$87.00	\$13,050.00
TOTAL ALTERNATE BID B (Items B-1 through B-3, Inclusive)				\$327,400.00		\$274,439.00	

Bid Security	5% Bid Bond	5% Bid Bond
Addendum Acknowledgement	Yes - #1 and #2	Yes - #1 and #2

	Subcontractor	Subcontractor
Traffic Control	Warning Lites of Appleton	Warning Lites of Appleton
Pavement Marking	Brickline Inc.	Brickline
Landscaping	Double D Landscape LLC	N/A
Diamond Grinding	Diamond Companies	Diamond Surface
Sawing	N/A	Hard Rock
Restoration	N/A	Fox River



Village of Kimberly REQUEST FOR BOARD CONSIDERATION

ITEM DESCRIPTION: Special Event Permit Application – Pups’n’Peeps
REPORT PREPARED BY: Holly Femal, CED
REPORT DATE: 04/07/2025
ADMINISTRATOR'S REVIEW / COMMENTS: No additional comments to this report _____ See additional comments attached _____
EXPLANATION: The Non-Profit group, Unforgettable Underdogs, has applied for their 4 th annual Pups ‘n’ Peeps fundraiser event. They are applying to host the event on April 12 th at Sunset Park’s shelter area. This is a recurring event with a history of no concerns from village staff. Event fees have been paid, special event applications have been submitted and reviewed by staff, proof of insurance has been provided, and the group is working with FVMPD for any security concerns pertaining to the event. ATTACHMENT: Special Event Permit Application Proof of Insurance Event Map
RECOMMENDED ACTION: Staff recommends approval of the Special Event Permit Application for Unforgettable Underdogs pertaining to their Pups ‘n’ Peeps event in Sunset Park, April 12 th , 2025, from 11 a.m. – 12 p.m.



Village of Kimberly REQUEST FOR BOARD CONSIDERATION

ITEM DESCRIPTION: 2025 Special Event Permit Request – Fox Cities Marathon
REPORT PREPARED BY: Holly Femal, Community Enrichment Director
REPORT DATE: 4/7/2025
ADMINISTRATOR'S REVIEW / COMMENTS: No additional comments to this report _____ See additional comments attached _____
EXPLANATION: The Fox Cities Marathon is submitting a Special Event Permit Application for their annual “Fox Cities Marathon” race. The group is submitting the permit application for the Kimberly portion of the race. The event is scheduled for September 21 st , 2025, and will tentatively impact the Kimberly community from 7:30 a.m. – 10:30 a.m. with established runner lanes on some streets and much of the race relocated to the Papermill Run trail reducing impacts on Maes Avenue and Wilson Street in previous year’s routes. The marathon requests assistance from FVMPD and the Kimberly Street and Parks Operations crews for event security facilitation and route set up. Security meetings are held throughout the year for this event due to the size and route impacting multiple jurisdictions throughout the Fox Cities. ATTACHMENTS: Special Event Permit Application and required documents including the marathon crisis plan, flyer information concerning road access concerns for “The Current on the Fox” development, course details, and street impacts.
RECOMMENDED ACTION: Approve special event permit application for the 2025 Fox Cities Marathon as presented.

	individual sporting events, events with carnival rides, parades with floats, marathons or similar races.
Concessionaire	Concession stand operation for league and tournament activities.

Attachment A: Village of Kimberly Special Event Permit Application

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.

This application must be fully complete and on file with the Community Enrichment Director in person at 515 W. Kimberly Avenue or electronically at hfemal@vokimberlywi.gov at least **90 days prior** to the event.

1. Application Information: Contact information for the person completing the application on behalf of an organization	
Name in First, M.I., Last Format Julie K Johnson	Date of Birth 9/2/69
Address 600 W. Kimberly Ave, Kimberly, WI 54136	
Phone Number 920/716-4283	Email Address julie.johnson@communityfirstcu.org

2. Organization Information: Information about the organization having the special event	
Organization Name: Community First Fox Cities Marathon	Organization Email: info@foxcitiesmarathon.org
Organization Address: 1575 Dresang Way, Neenah, WI 54956	
Organization Phone Number: 920/882-9499	Organization Website: www.foxcitiesmarathon.org
Applicant's relationship to Organization: Marathon Race Director	

3. Event Details	
Name of event Community First Fox Cities Marathon	Estimated event attendance: 2,000

Event Location(s) Runners will enter Kimberly from Prospect St to Papermill Run Trail	Event Start Time(s) Runners will come thru approx 7:30am
Event Date(s) Sept 21, 2025	Event End Times(s) approx 10:30am
Event Rain Date (if any):	Event type Other : Parade <u>Run/Walk</u> Festival Tournament Other
Event description including purpose, if event has been held before, and the buildings, parks, shelters and open spaces requested for event: Fox Cities Marathon is an annual event since 1991 with the full marathon course going through Kimberly.	
Please include name and contact information for "Head of Event" identified for your event. If multiple "Head of Event" persons are scheduled, please include date and time schedule of all persons scheduled. Amanda Secor - 920/427-8465	
Please share the scheduled date of pre-event planning meeting with FVMPD Police/Fire/EMS meeting will be in May, July & September	

4. Additional Permitting Details			
1. Does your permit request include street closure or use of street right of way?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	If yes, please include a traffic control plan and a copy of the mailer for affected properties with your permit application
2. Will tents or other temporary structures be erected?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	If yes, please include the date in which you will schedule public and private locates at the event sponsor's cost.
3. Does your event include any kind of animals, performances, or amusement rides?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Please submit the appropriate level of insurance based on insurance parameters outlines in Attachment C
4. Are you requesting to sell or serve alcohol?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	If yes, please provide correspondence and documentation of liquor license application & complete the alcohol sales portion of the Incident Response Plan in Attachment B.
5. Does your event include fireworks?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	If yes, additional documentation and insurance is required.
6. Does your event anticipate an attendance of over 300 people?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	If yes, please attach your detailed security plan as part of the Incident Response Plan including the contact information for the head of security.

7. Does your event include a parade?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	If yes, please include parade map with barricade plan for review.
---	---------------------------------	---	---

Additional required attachments for permit applications:

- ☒ A detailed overhead map of the event including event amenities and details.
- ☒ If you answered "yes" to any of the questions in section 4.1-5 please attached additional forms or documentation as requested in this section.
- ☐ Parking Plan: overhead map of parking accommodation, estimated parking stalls and addresses of locations, written permission to access these lots, plans for shuttles from lots further than 1 mile from event location.

Please read carefully before signing!

By signing below, I certify that I am at least 18 years of age, that I have read and understand the Special Event Policy, and that I agree to the terms and conditions contained in the Special Event Policy. My signature further confirms (i) that I understand the filing of this application does not ensure the issuance of a Special Event Permit, (ii) that the Special Event Permit Fee is non-refundable, (iii) I will be responsible for ensuring the event and event participants comply with all applicable village ordinances, traffic rules, park rules, state health laws, fire codes and liquor licensing regulations and any other applicable laws, rules and regulations included in the Special Event Guidebook, (iv) that fees for park facilities, food sales permits, tent and fireworks permits, etc., are in addition to the Special Event Permit Fee, (v) that I am authorized to apply for this Special Event Permit on behalf of the organization holding the event (if applicable), and (vi) that the information contained in this Application is true to the best of my knowledge. I understand that intentionally providing false or misleading information in this Application may lead to civil or criminal penalties.

INDEMNIFICATION: BY SIGNING BELOW I ACKNOWLEDGE THAT FOR GOOD AND VALUABLE CONSIDERATION, I, THE APPLICANT, ON BEHALF OF MYSELF AND THE SPONSOR/ORGANIZATION, IF APPLICABLE, AGREE TO INDEMNIFY, DEFEND AND HOLD HARMLESS THE VILLAGE OF KIMBERLY AND ITS OFFICERS, OFFICIALS, EMPLOYEES AND AGENTS FROM AND AGAINST ANY AND ALL LIABILITY, LOSS, DAMAGE, EXPENSES AND COSTS, INCLUDING ATTORNEY FEES, ARISING OUT OF THE ACTIVITIES PERFORMED AS DESCRIBED HEREIN, CAUSED IN WHOLE OR IN PART BY ANY NEGLIGENT ACT OR OMISSION OF THE APPLICANT/ORGANIZATION, ANYONE DIRECTLY OR INDIRECTLY EMPLOYED BY ANY OF THEM OR ANYONE WHOSE ACTS ANY OF THEM MAY BE LIABLE, EXCEPT WHERE CAUSED BY THE SOLE NEGLIGENCE OR WILLFUL MISCONDUCT OF THE VILLAGE.

I hereby certify that the foregoing facts concerning my Special Event are true to the best of my knowledge:

Julie Johnson

3/21/25

Authorized Applicant Signature and Date

For Village Staff Use Only			
Date Application was received:		Liquor License Submitted?	Yes/No/Not Applicable
COI on file with appropriate level of coverage:	Yes/No	Permit Fee Payment received:	Resident: \$50 Non-Resident: \$100
Temporary Traffic Control Plan	Yes/No/Not Applicable	Parking Plan Submitted?	Yes/No/Not Applicable

Are locates required?	Yes/No	Date of Locate Call In if needed:	
Security Plan Submitted?	Yes/No/Not Applicable	Application Approval or Denial.	A/D
Signature of Permit Reviewer		Date Signed	

Attachment B: Incident Response Planning Document

Security Plan Details

Please identify a main point of contact covering the duration of your event. Events that span multiple dates or longer periods of time should identify multiple people and specify the spans of time in which they are considered the Coordinator. As a reminder, the coordinator should maintain absolute sobriety for their scheduled dates and times.

Event Board & Coordinator Contact Information			
First and Last name	Cell phone number	Date scheduled as Coordinator	Time(s)
Capt Tom Van Sambeek	920-886-6470	9/21/25	6am-2pm

Please provide the contracted service information for private security to include name, point of contact, and contact information: We use police staff from each municipality thru our Command Center

Please attach a narrative outlining the event security plan, this document may be provided by the security company and should outline how many security personnel will be on site, when, where they will be located, and the objectives of their presence/services the company is providing.

Event personnel are defined as Volunteers and Staff. Please provide information on the identification of these key personnel. Please indicate the following identifiers:

1. Volunteer Shirt Color Teal Blue
2. Identifying features of shirt "Volunteer" printed on front of shirt
3. Staff member coordinating the volunteers including name and phone number Heather Smarzinski 920/830-5328
4. Staff Shirt Color Teal Blue
5. Additional identifying information for event staff: Safety vest with "Team Lead"

Alcohol Sales

Please provide a description of event alcohol sales as well as a description or drawing of sale locations.

N/A



2025 Kimberly Course Details –

Course Directions

- Enter Kimberly at the intersection of Woodstock Ln and Emons Rd
- Follow Woodstock Ln
- Turn left (north) on Pat's Dr
- Turn right (east) on Railroad St
- Turn right (east) on Better Way
- Turn left (north) to follow trail and tunnel going under Hwy. CE near the YMCA
- Follow the Hwy. CE Trail east & exit into Combined Locks

Re-Enter Kimberly at Edward Street/Prospect

- Follow Prospect West
- Turn right (north) on Papermill Run Trail (just before Washington Street)
- Turn left (west) on Papermill Run
- Turn right (north) on Rivers Edge Drive
- Turn right to connect to the Sunset Park Trails
- Turn right (west) on Kimberly Ave
- Turn right (north) on Sunset Park Rd
- Turn left (west) on Fulcer Ave
- Turn left (south) on Paul Dr
- Turn left (east) on Curtin Ave
- Turn right (south) on Roger St
- Turn right (west) on Kimberly Ave
- Follow W Kimberly Ave west to Hwy. 441 overpass and exit Kimberly

Runner's Side of the Road

KIMBERLY

- | | |
|--|--------------|
| ▪ Railroad St (Pat's Dr-Better Way) | East side |
| ▪ Better Way (Railroad St-Hwy CE Tunnel) | South side |
| ▪ Hwy CE Tunnel | ENTIRE TRAIL |
| ▪ Hwy CE Trail | ENTIRE TRAIL |

Leave Kimberly, Enter Combined Locks

Re-enter Kimberly

- | | |
|--|-----------------------------------|
| ▪ Prospect St (Edward St – Washington St) | North side |
| ▪ Papermill Run (Papermill Run Trail) | ENTIRE TRAIL to Rivers Edge Drive |
| ▪ White/Red Cedar Roundabout (Papermill Run) | North side |
| ▪ Rivers Edge Drive | North side |
| ▪ Sunset Park Trail | ENTIRE TRAIL |
| ▪ Kimberly Ave (Sunset Park east entrance to
Sunset Park west entrance) | North side |
| ▪ Sunset Park Rd (Kimberly Ave-Fulcer Ave) | East side |

- | | |
|--|------------|
| ▪ Fulcer Ave (Sunset Park Dr-Paul Dr) | North side |
| ▪ Paul Dr (Fulcer Ave-Curtin Dr) | West side |
| ▪ Curtin Dr (Paul Dr-Roger Dr) | South side |
| ▪ Roger St (Curtin Dr-Kimberly Ave) | West side |
| ▪ Kimberly Ave (Roger St-Hwy 441 overpass) | North side |

Officers needed at the following intersections (with estimated race day times)

- | | |
|---|-------------------|
| 1) Papermill Run/White Cedar/Red Cedar Roundabout | 7:35 – 9:50 a.m. |
| 2) Sunset Park Rd @ Fulcer Ave | 7:55 – 10:10 a.m. |
| 3) Roger St @ Kimberly Ave | 7:55 – 10:10 a.m. |

Public Works/Street Department

- Cones, barricades and any needed signage
 - Cone a 'Runner's Lane' on Woodstock Lane, Pat's Dr, Railroad St, Prospect (to trailhead before Washington Street), Papermill Run (from east of roundabout to trail continuation by scenic overlook), Rivers Edge Drive, Kimberly Ave, Sunset Park Rd, Fulcer Ave, Paul Dr, Curtin Ave, Roger St & Kimberly Ave
 - FCM will provide directional spray chalk arrows on streets, Hwy. CE Trail, Papermill Run Trail and Sunset Park Trail

Other Course Features:

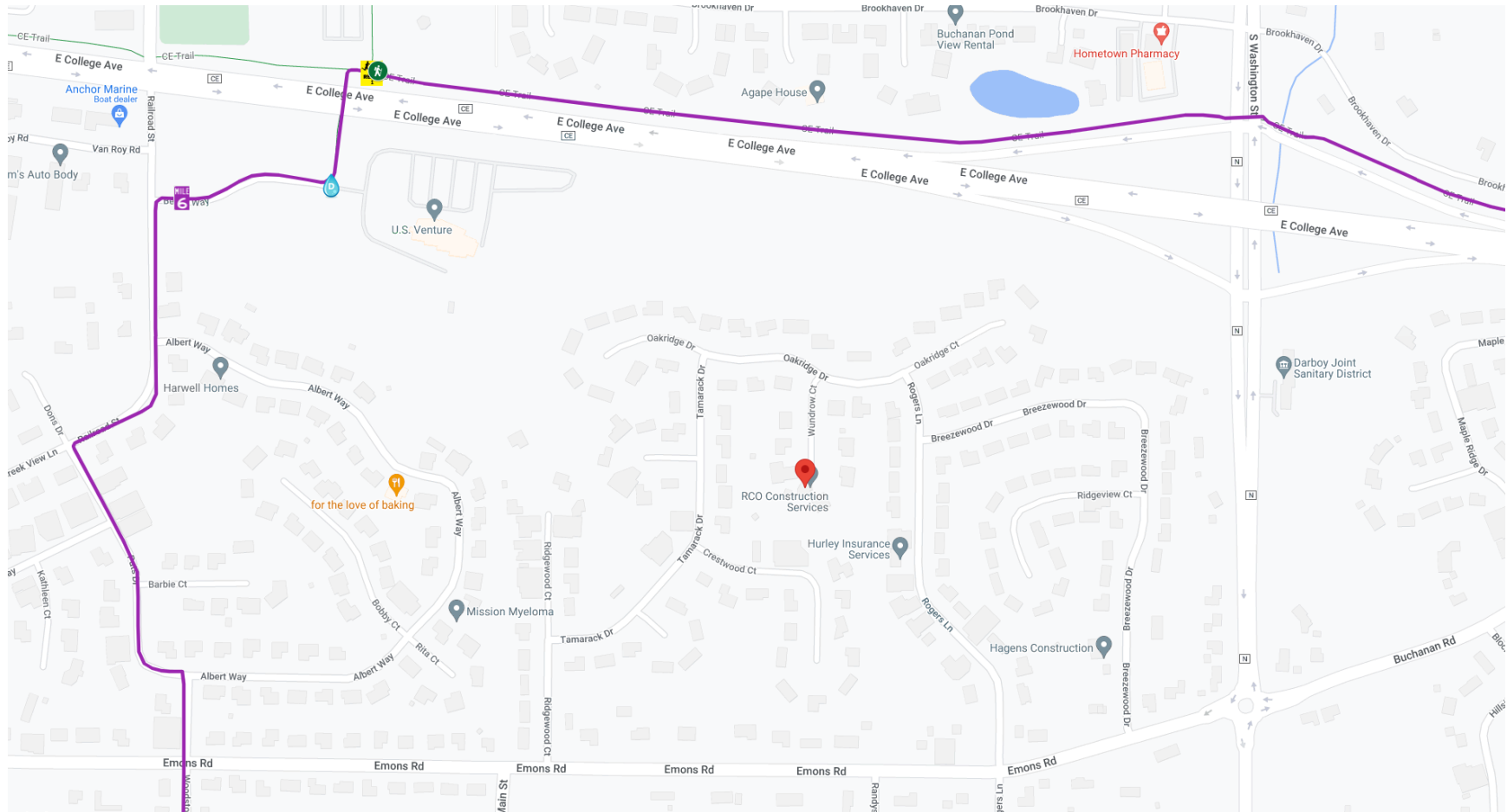
- **Water Station locations**
 - Hwy CE Tunnel/Heart of the Valley YMCA (south side of tunnel)
 - 100 Papermill Run
 - Sunset Park Rd/Fulcer Ave (just west of Sunset Park Rd by the swimming area parking lot)
- **Medical Station locations**
 - Papermill Run Trail and Sunset Park Trail coverage from Kimberly First Responders and FCM bike/moped medical volunteers
 - Sunset Park Rd/Fulcer Ave (just west of Sunset Park Rd by the swimming area parking lot)
- **Relay Exchange Zone locations**
 - Heart of the Valley YMCA (just north of Hwy. CE tunnel) #1
 - Papermill Run at Papermill Run Trailhead (east of trailhead) #2

Other Areas of Concern/Tasks:

- Village of Kimberly will place cones as needed on Papermill Run Trail & Sunset Park Trails (in addition to directional spray chalk arrows)
- FCM will place trail use signs at least 1 week prior to race weekend on trails
- Sunset Park Trails – FCM will provide volunteers at all trail intersections as well as key locations (i.e. turns, parking lot, etc.)
- Papermill Run Trail & Sunset Park Trail – sweeping/cleaning (if needed) prior to race day? Holly Femal will take care of this prior to race day
- Pace car or other vehicles on trails in Sunset Park, Kimberly
 - Motorcycle will lead (and follow) from Papermill Run Trail (Prospect Street) to Kimberly Ave/Sunset Park Rd intersection
- Heart of the Valley YMCA – use of parking lot for Relay Exchange Zone #1
 - Remind Sue Pawlowski prior to race day so they can communicate with YMCA members
- Relay Exchange Zone #2 – Papermill Run Trail & Papermill Run
 - Relay Marathon participants directed to park on surrounding streets (Pine/Wilson)

2025 Community First Fox Cities Marathon Course

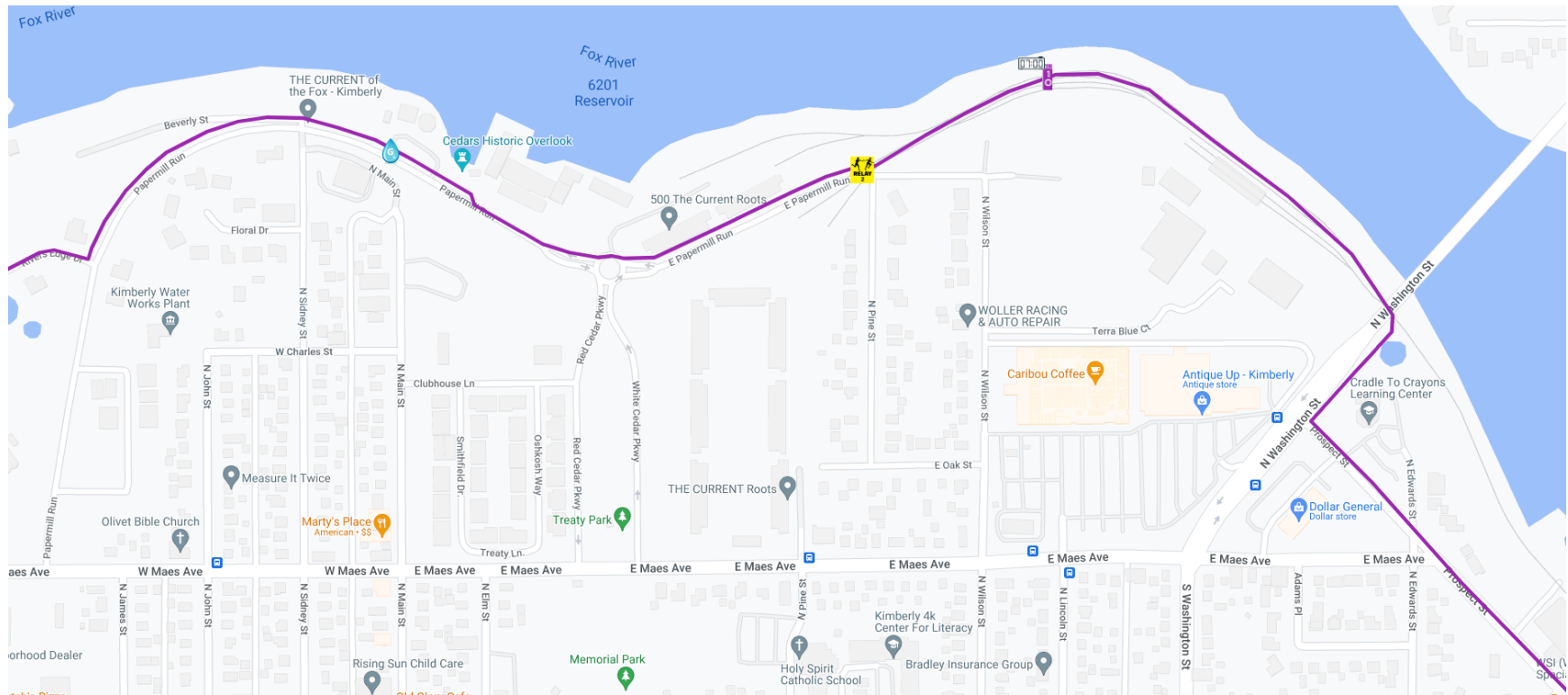
Kimberly, Map – 1



Updated 3/5/25

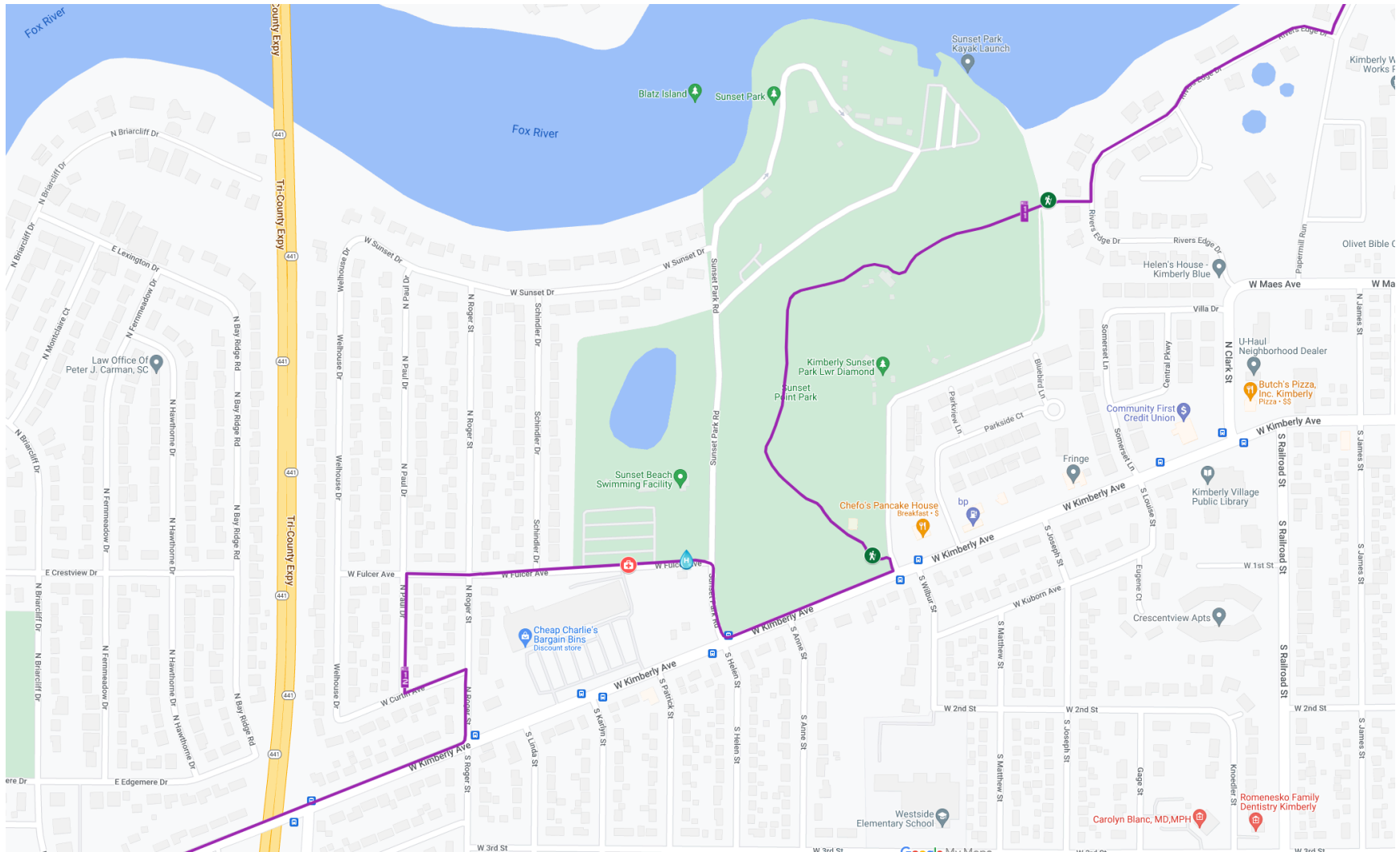
2025 Community First Fox Cities Marathon Course

Kimberly, Map – 2



2025 Community First Fox Cities Marathon Course

Kimberly, Map – 3



Updated 3/5/25



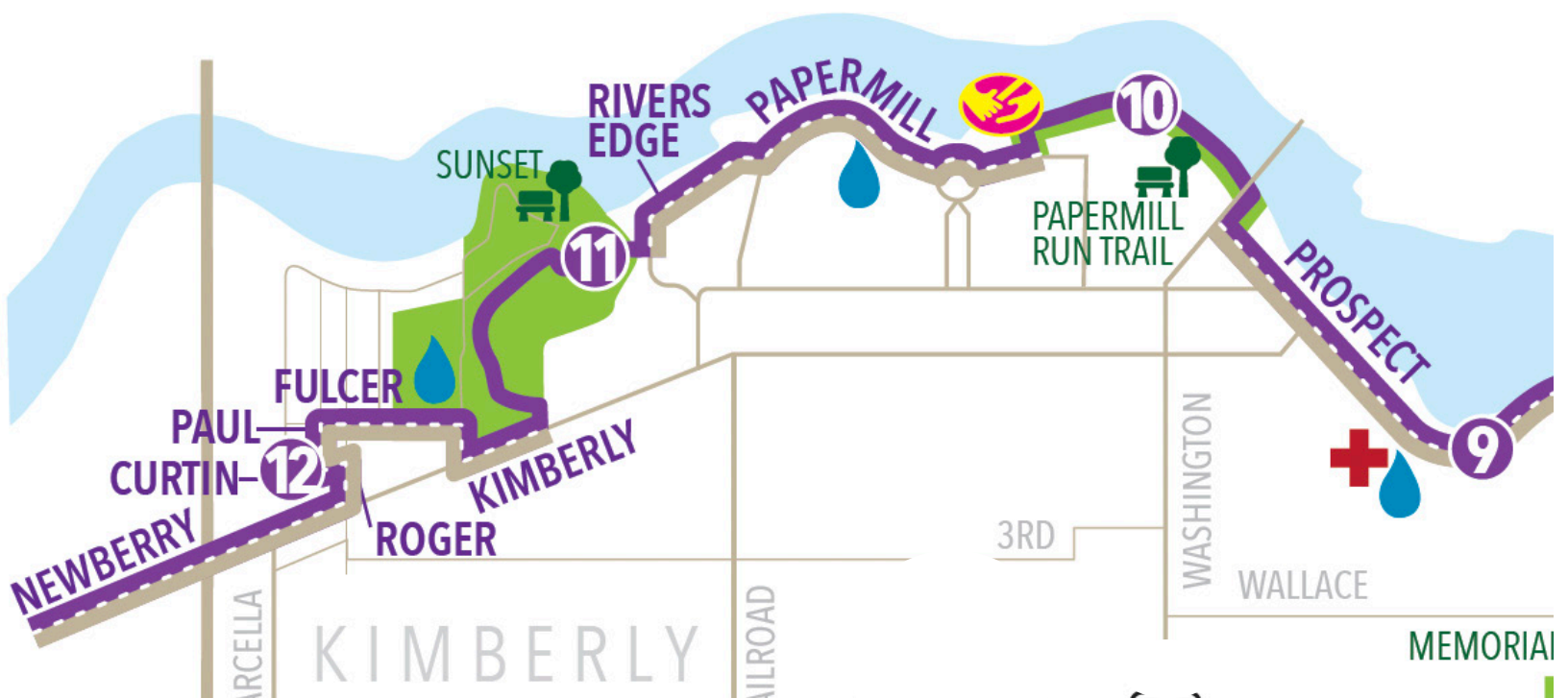
We're coming to your neighborhood.

Sunday, September 22; 8:00am-10:00am

Course enhancements implemented for 2024 have adjusted the full marathon route in Kimberly to include the newly developed Papermill Run Trail along the water and continue down Papermill Run between Pine Streets & Rivers Edge Drive.

Path Use

Runners will enter from the east using the Papermill Run Trail from Washington Street to Rivers Edge Drive, including the concrete path along Papermill Run and the trail through Sunset Park. Please plan your walks and path use accordingly to avoid use of these paths between the 8:00am – 10:00am timeframe on Sunday, September 22nd.



Driveway Access

Volunteers will be at each driveway entrance to help vehicles safely pass in gaps between the runners. Please allow extra time for potential delays and be patient with volunteers. If possible, park your vehicle on a nearby street in advance.

Traffic Changes

There will be some traffic changes on Papermill Run. Please follow all posted detours, road closures and No Parking signs.

Water Station

A water station will be located in the parking lot of The Current Clubhouse at 100 Papermill Run. Please avoid parking in that lot overnight or on Sunday morning.



You have a front row seat!



We encourage you to come outside to cheer participants on including those at the back of the pack who may need it most. Thank you for your cooperation in advance. We are excited for this year's event and are grateful for the support of our communities and residents in making it possible. **THANK YOU!**



CRISIS PLAN 2025

FOX CITIES MARATHON CRISIS PLAN

Table of Contents

Emergency Telephone Numbers	2
Crisis Management Procedures	3
▪ 1 st to Respond Emergency Protocol	4-9
▪ FCM Volunteer Emergency Protocol	10
▪ FCM Volunteer Emergency Checklist	11
On-site Emergency Situation Analysis	12
Types of Emergencies (in alphabetical order)	13-19
▪ Accident with Death	
▪ Accident with Injuries/Medical	
▪ Assault/sexual Assault	
▪ Explosives/Threat	
▪ Fire	
▪ Gas Leak	
▪ Injury with Weapon	
▪ Power Outage	
▪ Theft	
▪ Traffic Accident	
▪ Vandalism	
▪ Weather (thunderstorms, tornadoes)	
Lost Child Protocol	19
Incident Report Form.....	20-21
Contact Sheet	22
Media	23-24
▪ Security Media Reference	
▪ What to Know About Media	
▪ Media Do's and Don'ts	
Safety & Security Measures.....	25

EMERGENCY TELEPHONE NUMBERS

Emergency Police/Fire/Medical/Sheriff or State Patrol	911
FCM Command Center	920-886-6470
Weather News Report WBAY Channel 2	920-432-3331
Neenah Police Department	Non-emergency 920-886-6000
Neenah Fire Department	Non-emergency 920-886-6200
Menasha Police Department	Non-emergency 920-967-3500
Menasha Fire Department	Non-emergency 920-886-6200
Appleton Police Department	Non-emergency 920-832-5500
Appleton Fire Department	Non-emergency 920-832-5810
Fox Valley Metro Police Department (Kimberly & Combined Locks)	Non-emergency 920-788-7505
Kimberly Fire Department	Non-emergency 920-788-7500
Fox Crossing Police Department	Non-emergency 920-720-7109
Fox Crossing Fire Department	Non-emergency 920-720-7125
Wisconsin State Police	Non-emergency 920-929-3700
Outagamie County	Non-emergency 920-832-5605
Winnebago County	Non-emergency 920-727-2888
Calumet County	Non-emergency 920-849-2335

CRISIS MANAGEMENT PROCEDURES

1. Volunteer takes action necessary to create a safe environment, notifies authorities as needed, and contacts Fox Cities Marathon Command Center.
2. Call **911 if emergency** or FCM Command Center **(920) 886-6470** or **(920) 886-6471**
3. Command Center Liaison **Captain Tom Van Sambeek** in Command Center determines which Fox Cities Marathon Representatives will follow up to assure the correct action has been taken (see Site Supervisor Emergency Protocol).
4. Command Center Liaison **Captain Tom Van Sambeek** (Neenah PD) will contact FCM Representatives as needed:
 - Race Director (**Julie Johnson**) (920) 716-4283
 - Community First Credit Union Chief of Staff (**Amanda Secor**) (920) 427-8465
 - Community First Credit Union President/CEO (**Cathie Tierney**) (920) 841-2220
 - Medical Director (**Dr. David Hirschi**) (208) 404-7675
 - On-course Medical/Ambulance (**Katie Halbach**) (715) 644-8248
 - Red Shoes PR Representative (**Danielle León**) (920) 878-0864
5. FCM Representatives arrive on scene. Team obtains facts, conducts “On-site Situation Emergency Analysis.”
6. Complete Incident Report Form where necessary. Located in back of Operations Binders.
7. Team takes any needed further action.
8. Determine if other staff should be contacted/on-site and media procedure.
9. Alert all parties to route media to **Danielle León**, Red Shoes PR; they provide a simple statement to security and appropriate departments on procedures for responding to any incident inquiries.

Follow-up Procedures (Post Event):

1. Team meets at Community First Credit Union offices or on-site at Riverside Park, Neenah:
 - 1575 Dresang Way, Neenah, WI
 - Riverside Park – Park Pavilion, Neenah
2. Team presents facts. Team develops strategy and key messages.
3. Formulate basic media strategy and designate appropriate spokesperson.
 - **Cathie Tierney, Amanda Secor, Julie Johnson** draft internal fact statement, as they are known at that time.
 - Red Shoes (**Danielle León**) Develop and distribute external statements as necessary for communication. For each piece, note date and time.
4. Consider existing and realistic internal communications.
5. Monitor situation. Update FCM staff with internal and external statements as necessary. Determine next internal meeting time and place if needed.

COMMUNITY FIRST FOX CITIES MARATHON PRESENTED BY **MIRON CONSTRUCTION** **1st TO RESPOND EMERGENCY PROTOCOLS**

Injury or Death of a Participant or Spectator on Race Day

All accidents or incidents including injury or death shall be handled according to the following protocol:

1. Immediate notification of the Emergency Service/Police shall be made by telephoning “911”. The Marathon Representative/Volunteer discovering the incident should stay with the injured person and create as safe an environment as possible.
2. Through the FCM’s Command Center notification should be given for medical assistance from the closest Medical Team Member, if possible and reasonable under the circumstances. If not, the person responding to the incident shall exercise reasonable efforts to offer first aid and/or other appropriate assistance. Marathon volunteers shall always defer to authorized Medical Emergency Personnel.
3. Command Center Liason **Captain Tom Van Sambeek** notifies appropriate FCM Representatives.
4. In the event of an accident or injury situation, after care has been rendered, FCM Representatives should attempt to obtain statements from all witnesses; at a minimum obtain name, addresses and telephone numbers of witnesses.
5. The FCM Medical Director **Dr. Hirschi** and Medical Team are headquartered at the Riverside Park Finish Line Pavilion, Neenah on race day. At no time should any Fox Cities Marathon volunteer talk to the media, members of the public, runners or other volunteers about any emergency incident.
6. Any communications required with the media shall be made jointly by **Dr. Hirschi, Cathie Tierney, Amanda Secor, or Katie Halbach**. Other FCM Volunteers are not authorized to talk to the media, members of the public, participants or other volunteers about any emergency incident. Marathon personnel should not discuss incidents among themselves, their family members or other volunteers except on a “need to know” basis.
7. Volunteers shall give their name, address and telephone number so that appropriate investigators may follow up. Incident Report Forms are completed where necessary by FCM Representatives.

PROPERTY DAMAGE

All accidents or incidents involving property damage only shall be handled according to the following protocol:

1. In the event of property damage and personal injuries, the protocol above dealing with injuries must be followed first and injured persons cared for before attention be given to damaged property. Volunteers shall always allow emergency personnel to take control of the situation. Then this protocol should be followed.
2. In the event of property damage only, police shall be notified by **Captain Tom Van Sambeek** (through the FCM Volunteer). The Volunteer shall stay with the damaged property until a police officer arrives and assist the police officer in making an official report.
3. The Volunteer shall report to the Command Center the extent of any damage to property, describing it in detail and taking names, addresses and telephone numbers of any witnesses to the damage.
4. A full report shall be made by the FCM Command Center and FCM Representatives, forwarding the report to the FCM office, attention: **Amanda Secor**
5. **Amanda Secor** shall consult with **Cathie Tierney** to determine that appropriate insurance company notification is made on a timely basis.
6. Damaged property shall be removed only after Police Department officials have concluded their investigation and approved the removal. (i.g. automobile towed or pushed out of a public street.)
7. Volunteers shall give their name, address and telephone number so that appropriate insurance investigators may follow up on property damage investigations. Incident Report Forms are completed where necessary by FCM Representatives.
8. The protocol on Page 4 dealing with personal injuries shall apply to property damage with respect to any communications with the press.

Other Incidents

1. In the event of eminent danger to participants, volunteers, or spectators immediate notification of the Emergency Service/Police shall be made by the FCM Volunteer first noticing the incident by telephoning “911”.
2. In the event the police have been notified, the Volunteer shall stay at the sight until the police arrive and assist in making an official report.
3. The Volunteer shall report to **Captain Tom Van Sambeek** at the Command Center the incident, describing it in detail and taking names, addresses, and telephone numbers of any witnesses.
4. **Captain Tom Van Sambeek** in the Command Center shall take action to correct the situation and/or notify appropriate FCM Representatives responsible for that area.
5. When appropriate, a full report shall be made by the Volunteer with the assistance of appropriate FCM Representatives.
6. **Amanda Secor** will assure that appropriate follow up action is taken including timely notification of the insurance company if appropriate
7. Volunteers shall give their name, address and telephone number so that appropriate follow actions can be taken. Incident Report Forms shall be completed where necessary with the assistance of appropriate FCM Representatives.

The protocol on Page 4 dealing with personal injuries shall apply other incidents with respect to any communications with the media.

Inclement Weather on Race Day

Inclement weather on Race Day shall be handled according to the following protocol:

1. **Dr. Hirschi, Katie Halbach, Captain Tom Van Sambeek Law Enforcement Liaisons, Julie Johnson, Cathie Tierney, and Amanda Secor** will be in communication with local and national weather sources regarding potential inclement weather prior to the start of and during the Fox Cities Marathon.
2. The following text message will be delivered to all on-course volunteers in the event of a course closure: “Due to hazardous course conditions the Fox Cities Full, Half and Relay Marathon is cancelled. Please go to the nearest water station or relay exchange for transportation to the finish line.”
3. If an impending weather situation is apparent, the above mentioned shall make a determination whether to delay or postpone the race based on information obtained from the National Weather Service. The specific criteria used to delay or postpone the race shall be:
 - **Lightning** - If you can hear it, clear it. Resume in 30 minutes after the last lightning.
 - **Heat/Humidity** – Based on the Wet Bulb Globe Temperature (WBGT) – which is a calculation based on heat and humidity, also known as the heat stress index – set forth by the American College of Sports Medicine, the following readings will determine the level of caution the race will be run under:
 - **Black Flag –WBGT above 82F**
 - Extreme – Event cancelled/extreme & dangerous conditions
 - **Red Flag – WBGT 73-82F**
 - High – Potentially dangerous conditions
 - **Yellow Flag – WBGT 65-73F**
 - Moderate – Less than ideal conditions
 - **Green Flag – WBGT below 65F**
 - Low – Good conditions
 - **Cold**-The race will be cancelled if the temperature is < 0 degrees F.
 - **Snow/Ice**-The race will be cancelled if the roads are icy and traction is deemed unsafe.

Additional information used to decide shall include, but not be limited to:

- What time did the weather report come in?
 - What areas are affected?
 - How long will these areas be affected?
 - Is there a risk of potential danger to Fox Cities Marathon participants, spectators, or volunteers?
4. Based on information from the National Weather Service, if it is determined there is risk of potential danger to Fox Cities Marathon participants, spectators or volunteers, the start of the race will be delayed until it is deemed safe to start the race or cancelled in extreme situations.

At the Start Line:

5. If the start of the race is delayed, announcements will be made continuously. The start area will be evacuated and all participants, spectators and volunteers will be advised to seek shelter inside the UW-Oshkosh Fox Valley building (enter by Planetarium doors, adjacent to start line).
6. Periodic updates will be provided to participants on the weather condition.

7. Once it is determined safe to start the race, area assessments will be conducted to ensure safety prior to race start. These assessments will include: assessing the course to ensure it is free from debris, assessing the finish area, contacting local police.

Along the Course:

8. If the start of the race has been delayed, **Captain Tom Van Sambeek** is responsible for contacting Volunteer Coordinators of Aid Stations and Medical Stations regarding any decisions to delay the start of the race via one message to cell phones and followed up with a phone call.
9. Should a severe weather condition occur on the course: all volunteers, spectators and participants are encouraged to seek shelter in an adjacent building or in a vehicle. On-Course Volunteer Coordinators need to report the current status of the protection and road conditions to **Captain Tom Van Sambeek**.
 - 72-passenger busses will be deployed on the course to pick up race participants (the actual deployment of the busses will be dependent on at what point the race was cancelled, i.e. sending busses to pick up participants throughout the course – early cancellation – or specific miles – later cancellation)
10. Severe weather will be monitored and communicated in two categories:
 - A. Watch (Race officials will be aware of the situation and will closely monitor the projected path and intensity of the possible weather-related issues).
 - B. Warning (Race officials will officially close the course)
 - Closing of the race course includes the following steps to be taken:
 - Finish Line clock will be turned off
 - Finish Line announcer will discontinue announcing race finishers (the PA system may continue to be used to notify participants and spectators in the vicinity of recommended actions and instructions)
 - All Water and Aid Stations on the race course will be closed
 - No Law Enforcement (police) and FCM intersection volunteers will be present on the race course
 - Race participants will not be able to finish with an “official” race time
 - Race participants will assume all future health and safety risks once the race course is closed

At the Finish Line:

11. In the event the start of the race is delayed, **Captain Tom Van Sambeek** shall notify Finish Line leaders, who will take the appropriate action.
12. Should a severe weather condition occur at the finish area; all volunteers, spectators and participants will be encouraged to seek shelter in the Riverside Park Pavilion or on shuttle buses that will take volunteers, spectators and participants to the Neenah/Menasha YMCA.
13. **Captain Tom Van Sambeek** will keep the Finish Line leaders apprised of the current status.

General:

14. If an evacuation of the Fox Cities Marathon course is imminent, the proper authorities will be notified to help with the evacuation. An assessment will be made to determine if there were any weather-related injuries or deaths. Local authorities and the FCM Race Operations Committee will determine clean-up efforts jointly.
15. The safety of the volunteers as well as participants and spectators is of primary importance. The volunteers need to take shelter in their vehicles, Fox Cities Marathon buses, or nearby homes in the event of dangerous conditions.

16. Any communications required with the media shall be made jointly by the **Dr. Hirschi, Cathie Tierney, Amanda Secor, or Katie Halbach** with assistance from **Red Shoes (Danielle León)**. Other FCM Volunteers are not authorized to talk to the press, members of the public, participants or other volunteers about any emergency incident. Marathon personnel should not discuss incidents among themselves, their family members or other volunteers except on a “need to know” basis.
17. Volunteers shall give their name, address and telephone number so that appropriate investigators may follow up.
18. Any requests for interviews of statements from investigators or insurance personnel shall be referred to **Cathie Tierney** or **Amanda Secor**.

Volunteer Emergency Protocol

1. FCM Volunteer determines if the situation poses an immediate medical safety hazard to self, volunteers, spectators or participants.
2. FCM Volunteer determines if a medical emergency situation is present. If yes, call 911. If unsure, call command center at **(920) 886-6470** or **(920) 886-6471**.
3. FCM Volunteer takes appropriate action to stabilize or correct the situation while waiting for emergency personnel.
4. FCM Representatives obtain facts regarding situation and names and number of witnesses.
5. FCM Volunteer stays involved until relieved by emergency personnel. Incident report form completed when necessary, with assistance of FCM Representatives.
6. The FCM Representatives determine the next steps based on information from security and witness.
7. FCM Representatives analyze:
 - Life Threatening – Call 911
 - Non-Life Threatening – Call FCM Command Center at **(920) 886-6470** or **(920) 886-6471**

Volunteer Emergency Checklist
(Summary of Page 10)

- Immediate Safety Hazard?
- Call 911 or FCM Command Center?
- Create a safe environment
- Stabilize/Correct situation if possible
- Assist FCM Representatives or emergency personnel as needed
- **Do not talk to the Media!**

ON-SITE EMERGENCY SITUATION ANALYSIS

Conducted by Fox Cities Marathon Representatives at each incident

1. What occurred?
2. Where in marathon?
 - Block?
 - Tent?
 - House/Apartment address?
 - Inside/Outside?
3. Who is involved?
 - Sponsor?
 - Spectator?
 - Volunteer?
 - Child or adult?
 - Get names of all of the above.
4. Are all persons accounted for?
5. Number of spectators?
 - Where are they?
6. Have emergency vehicles been called?
7. Injuries/Deaths
 - Number of injuries?
 - Weapons?
 - Number of deaths?
 - Have victims been taken to hospital? Which hospital?
 - Who are victims - Sponsor, Spectator, Runner, Volunteer, Media, Child or Adult?
 - Have families been contacted? By whom? When?
8. Determine other areas within the Fox Cities Marathon course area that are connected with emergency.
 - Does entire area need to be evacuated?
 - Is everyone in a safe area now? If not, evacuate immediate area.
9. Media
 - Determine FCM Representative spokesperson (same person for duration of crisis)
 - Call and get media on-site (if they are not already)
 - Coordinate how/when FCM Representative spokesperson can be reached by media (**Amanda Secor or Cathie Tierney only**)
 - Determine time/location for media updates
 - Determine what areas are safe for media to photograph, if any.
10. Departmental
 - Draft and distribute simple statement for departments/managers to use in case of media phone inquiries, spectator inquiries. Determine distribution system.
 - Draft statement for FCM Representative responsible for communicating with staff, volunteers, media, public and officials. Determine distribution system.

TYPES OF EMERGENCIES

1. Crisis/emergencies that MAY require Fox Cities Marathon comment:
 - Accidents with Injuries
 - Medical (heart attack, fall)
 - Traffic Accident
 - Vandalism
 - Severe Weather (including extreme conditions)
2. Crisis/emergencies that DO require comment:
 - Accident Resulting in Death
 - Accident with Injury/Medical
 - Assault/ Sexual Assault
 - Explosives/Threat
 - Fire
 - Gas Leak
 - Injury with weapon
 - Power Outage
 - Protest
 - Theft

ACCIDENT RESULTING IN DEATH

DETERMINE

1. What happened?
2. What time?
3. Where?
4. Inside/Outside?
5. Where did this happen?
6. How did this happen?
7. Was he/she taken to the hospital?
 - Which hospital?
 - When?
8. How many other people were hurt?
 - How seriously?
 - Were they taken to the hospital?
 - Which one?
 - When?
 - Were they staff, runners, spectators, volunteers?
9. Is the area safe?
10. Is an evacuation necessary?
11. Have names been released?
12. Have relatives been notified?
13. Are there more specifics?
14. How soon were the Fox Cities Marathon Medical Director and emergency personnel notified?
15. Is this the first such incident at the marathon?

ACCIDENT WITH INJURY/MEDICAL

DETERMINE

1. What happened?
2. What time?
3. Where?
4. Inside/Outside?
5. Where in the Fox Cities Marathon course did this happen?
6. How many people were hurt?
7. How seriously?
8. Were they taken to the hospital?
9. Which hospital?
10. When?
11. Was anyone killed? (See accident with death)
12. How did this happen?
13. Have names been released?
14. Were these participants? Staff? Volunteers? Sponsors? Spectators?
15. What is the condition of the victim(s)?
16. How soon were Fox Cities Marathon and emergency personnel notified?
17. Have victim(s) families been notified?
18. Is this the first such incident at the marathon?

ASSAULT/SEXUAL ASSAULT

DETERMINE

1. What happened?
2. What time?
3. Where?
4. Inside/Outside?
5. Were there witnesses?
6. Is the assailant caught?
7. What security precautions has Fox Cities Marathon put into place for streets, neighborhoods?
8. Do police have any information on the suspect?
9. How soon were Fox Cities Marathon and emergency personnel notified?
10. What is the victim's condition?
 - Was she/he taken to the hospital?
 - Which one?
 - When?
11. Is this the first such incident at the marathon?
12. How does security monitor the area/parking lot?
13. Does Fox Cities Marathon use cameras, sound detectors, security checks, other?
14. What precautions will Fox Cities Marathon take in the future?
15. Was the victim/assailant a participant, spectator, staff, volunteer?

EXPLOSIVES/THREAT

DETERMINE

1. What happened?
2. What time?
3. Where?
4. Inside/Outside?
5. When did the call come in?
6. What did the caller say?
7. Who checked the area?
8. Are police searching for the caller?
9. Was Fox Cities Marathon evacuated? Why not?
10. When were authorities notified?
11. How and when were the Fox Cities Marathon officials alerted?
12. When did authorities arrive?
13. Was anything found?
14. Is the area safe?
15. How soon were Fox Cities Marathon officials and emergency personnel notified?
16. Is this the first such incident at the marathon?

FIRE

DETERMINE

1. What happened?
2. What time?
3. Where?
4. Inside/Outside?
5. Was anyone hurt?
6. How many people?
7. How seriously?
8. Pinpoint location of fire.
9. How did it start?
10. When did it start?
11. Is the fire under control? How quickly was it under control?
12. What part of the Fox Cities Marathon course was involved?
13. Names of those involved?
14. When did emergency personnel arrive—Fox Cities Marathon security, city, fire, ambulance, other?
15. Was any part of the area evacuated?
16. For how long?
17. Was the evacuation smooth?
18. Is the fire under control? How quickly was it under control?
19. What is the extent of the damage?
20. Estimate when the area is usable.
21. How soon were Fox Cities Marathon and emergency personnel notified?
22. What steps are being taken to ensure this doesn't happen again?
23. Is this the first such incident at the marathon?

GAS LEAK

DETERMINE

1. What happened?
2. What time?
3. Where?
4. Inside/Outside?
5. How was the leak detected?
6. How was it caused?
7. How many people were hurt?
 - How seriously?
 - Were they taken to the hospital?
 - Which one?
 - When?
 - Were these staff, runners, spectators, volunteers?
8. Have families been notified?
9. Does the area need to be evacuated?
10. Is the gas company on the scene?
11. Is it safe now?
12. When is the marathon course expected to reopen?
13. What are symptoms associating with inhaling gas?
14. What are potential health hazards?
15. What is the Fox Cities Marathon's evacuation policy in such cases?
16. How soon were Fox Cities Marathon and emergency personnel notified?
17. Is this the first such incident at the marathon?

INJURY INVOLVING WEAPONS

DETERMINE

1. What happened?
2. What time?
3. Where?
4. Inside/Outside?
5. How many people were involved?
6. What weapons were involved? How many?
7. Was anyone hurt?
8. How many?
9. How seriously?
10. How did injuries happen?
11. What is/are the victim's condition?
12. Were they taken to the hospital?
 - Which one?
 - When?
13. Was anyone killed?
14. Was the assailant caught/arrested?
15. How soon were Fox Cities Marathon and emergency personnel notified?

16. Was the area totally/partially evacuated?
 - For how long?
 - Is it safe now?
 - When will it be safe?
17. Is this the first such incident?

POWER OUTAGE

DETERMINE

1. What happened?
2. What time?
3. Where?
4. Inside/Outside?
5. Was anyone hurt?
 - What is/are the victim's condition?
 - Were they taken to the hospital?
 - Which one?
 - When?
 - How many people?
6. Pinpoint location of power outage.
7. How did it start? When did it start?
8. Is it a Fox Cities Marathon issue or a City issue?
9. What part of the marathon is affected?
 - Is the marathon affected?
 - Will the marathon continue?
10. When were the police notified?
11. Are power crews on-site now?
12. What is the extent of the damage?
13. Estimate when the power will return?
14. What steps are being taken to ensure this doesn't happen again?
15. Is this the first such incident at the marathon?

THEFT

DETERMINE

1. What happened?
2. What time?
3. Where?
4. Inside/Outside?
5. What was taken?
6. How much?
7. Were there monitoring devices in place?
8. Do we know if the suspect left the Fox Cities Marathon?
9. Has there been an arrest?
10. How soon were Fox Cities Marathon and emergency personnel notified?
11. Was anyone hurt?
12. Have they been assisted? Taken to the hospital?
13. Was a firearm/weapon involved?
14. Is this the first such incident at Fox Cities Marathon?

TRAFFIC ACCIDENT

DETERMINE

1. What happened?
2. What time?
3. Where in the Fox Cities Marathon course did this happen?
4. At which intersection?
5. How many people were hurt?
6. How seriously?
7. Were they taken to the hospital?
8. Which one?
9. When?
10. Was anyone killed? (see accident with death)
11. How did this happen?
12. Have names been released?
13. Were they runners? Staff? Spectators? Volunteers?
14. What is the condition of the victim(s)?
15. How soon were Fox Cities Marathon and emergency personnel notified?
16. Have victim(s) families been notified?
17. Is this the first such incident at the marathon?

VANDALISM

DETERMINE

1. What area of Fox Cities Marathon course, capitol was vandalized?
2. Where specifically?
3. What happened?
4. What time did this happen (overnight, etc.)?
5. Inside/Outside?
6. Type of damage
7. Estimated cost of damage
8. When was this discovered?
9. Is this legal in the confines of the marathon?
10. How soon were Fox Cities Marathon and emergency personnel notified?
11. What steps are being taken to ensure this doesn't happen again?
12. What are the clean-up efforts? If any?
13. Is this the first such incident at the marathon?

WEATHER (TORNADO/THUNDER STORMS, EXTREME CONDITIONS)

DETERMINE

1. Repeat the current weather forecast from Doppler radar.
2. What time did this come in?
3. What areas are affected?
4. How and when were the Fox Cities Marathon runners, spectators, volunteers alerted?
5. Was Fox Cities Marathon area evacuated?
 - Why?
 - Why not?
 - Where were they evacuated?
 - When were they evacuated?
6. When were authorities notified to help with evacuation?
7. When did authorities arrive?
8. Is the area safe now?
9. What areas were damaged?
10. Are clean-up efforts underway?
11. Will the marathon re-open?
 - Estimated day/time
12. Are _____ insured for this type of weather?
13. Was anyone hurt? (See accident with injury)
14. Was anyone killed? (See accident with death)
15. Is this the first such incident at the Fox Cities Marathon?

LOST CHILD/PARTICIPANT PROTOCOL

1. Use FCM Command Center to inform all parties of a lost child/participant.
2. Indicate where the child/participant was last seen. Be as specific as possible.
3. If possible, give a physical description of the child/participant: name, gender, age, race, and description of clothing, anything else that would be helpful.
4. If possible, obtain a photo of the child.
5. Once the child is found he/she will be taken to the main information booth.
6. TELL THE PARENTS/FAMILY/FRIENDS TO STAY AT THE COMMAND CENTER!!
7. If the parent is lost, have the child also remain at the FCM Command Center. Follow the same child/participant procedures.



INCIDENT REPORT

Date: _____ Time: _____ AM PM

Location: _____

Persons Involved: (list additional on separate sheet)

1) Name: _____ 2) Name: _____

Address: _____ Address: _____

City: _____ City: _____

Zip Code: _____ Phone: (____) _____ Zip Code: _____ Phone: (____) _____

Age: _____ Other: _____ Age: _____ Other: _____

Type of Incident: Accident | Assault | Bomb Threat | Fire | Gas Leak | Injury with Weapon |

Power Outage | Theft | Traffic Accident | Vandalism | Weather | Lost Child

Description of Incident: _____

Was 911 called? Yes No Was the Involved Injured? Yes No (if yes, complete the injury section)

Witnesses: (List additional on separate sheet)

1) Name: _____ Phone: (____) _____

2) Name: _____ Phone: (____) _____

3) Name: _____ Phone: (____) _____

Description of Injury: _____

Was First Aid Given? Yes No By: _____

Describe aid given (in detail): _____

Transported: Home | Hospital | Finish Area | Stayed on site | Other: _____

Follow-Up by Office: _____

CONTACT SHEET

Fox Cities Marathon and Media Phone Numbers

<u>NAME/TITLE</u>	<u>CELLULAR</u>	<u>OFFICE</u>
Danielle León Red Shoes PR Representative	920-878-0864	N/A
Julie Johnson Race Director	920-716-4283	920/830-7200 x.5107
Amanda Secor CFCU Chief of Staff	920-427-8465	920-830-7200
Cathie Tierney CFCU President	920-841-2220	920-830-7200

MEDIA

TELEVISION

(5) WFRV-TV	Desk: 800-236-5550
(2) WBAY-TV	Desk: 920-438-3264
(26) NBC 26-TV	Desk: 920-494-2626
(11) FOX-TV	Desk: 920-494-8711
(1) Spectrum News	Desk: 414-277-4100

NEWSPAPERS

The Post Crescent Main number:	920-933-1000
-----------------------------------	--------------

RADIO

(1150) WHBY-AM	Studio Line: 920-734-9226	Business Line: 920-831-5647
----------------	---------------------------	-----------------------------

Media

WHO SHOULD THE MEDIA CONTACT?

Fox Cities Marathon PR Agency – Red Shoes PR

Danielle León Red Shoes PR Representative 920-878-0864

Cathie Tierney, Community First Credit Union President/CEO (920) 841-2220

Amanda Secor, Community First Credit Union Chief of Staff (920) 427-8465

Julie Johnson, Race Director (920) 716-4283

All inquiries made by the media should be directed to Red Shoes PR who will work with the above mentioned FCM Media Spokespersons. FCM Volunteers are NOT to give any information, talk to or provide statements, or comment on emergency or non-emergency situations regarding any aspect of the FCM. If a FCM Volunteer is approached or questioned by a member of the media, they are to refer them to the FCM Media Spokespersons.

MEDIA DO'S AND DON'TS FOR FCM VOLUNTEERS/REPRESENTATIVES

DO be polite in all of your dealings with the media; treat them with the same courtesy you extend to runners, volunteers, and spectators.

DO ask the reporter or photographer for his or her name, the name of the media organization they work for, and the nature of the inquiry.

DON'T volunteer information to media representatives or feel pressured to respond to questions. Always remember to refer media to the Public Relations Agency (Red Shoes) or a FCM spokesperson.

DO offer to locate Red Shoes or a FCM spokesperson who can speak with the reporter or photographer.

DO ask the reporter or photographer to wait for the FCM spokesperson at the Marathon Command Center or, if safety is an issue, escort the reporter or photographer to another pre-determined waiting area.

DON'T forcibly try to prevent the media from doing its job—asking questions and taking pictures/video/recording. Do not touch a photographer's camera or try to cover the camera lens. If a situation is extremely sensitive, escort the media outside the building and inform those present that Fox Cities Marathon policy does not allow media inside the area during crisis situations. Again, offer to locate the FCM spokesperson.

DO respond to the media by saying something similar to: "Danielle, who handles publicity for the Fox Cities Marathon, would be happy to help you. I'll contact her for you if you would please give me your name, the news organization you're with, and what you need."

WHAT TO KNOW ABOUT THE MEDIA

Who is the media?

The media is groups of print, radio and electronic news gathering organizations. They gather information and present it to their readers, listeners or viewers. It is very competitive and each media outlet wants to get the information to the public before the other. Although aggressive, most reporters are not hostile and do not have a hidden agenda.

How can the media help the Community First Fox Cities Marathon?

The media is an obvious and attainable means of communicating and this provides Fox Cities Marathon with the opportunity to show the public what it is. The media is interested in the marathon as a human interest, peek at what participants, volunteer, and spectators are doing on the weekend, etc. story.

Although a crisis situation appears to be a time when the media is not wanted, it can actually be a very positive opportunity for Fox Cities Marathon to portray its image as a caring entity within the community.

How do the media respond so quickly?

Most media outlets have police radio scanners; as soon as the police are called to the scene of a crime, news organizations are aware of the situation, have the location of the incident, and the basic information as to the nature of the incident—at the same time police do.

The general public has a fascination with the media and often will call news organization with potential stories. A witness to a crime, or even someone who received poor service, is likely to contact a newspaper or television station to tell their story before reporting it.

New organizations have “crews” of reporters and/or photographers who are on the streets in search of news stories. The number of crews available and accessible as well as the location of those crews determines how quickly the media arrives on the scene. For example, if a photographer calls in sick, the station has fewer cameras to send out. On weekends, sports often get the first nod for camera use.

What do the media know?

That depends on where the information came from initially. Typically, a photographer or news crew that responds to a “spot news” or crime scene has minimal information and needs to gather the information in a timely manner so that the correct information is presented to the public. For the Fox Cities Marathon, the media is familiar with the event through media kits and news releases, as well as their own experiences at the marathon as a runner or spectator.

Why can't Fox Cities Marathon volunteers talk to the media?

It is very important that Fox Cities Marathon staff assess a situation and determine what media response, if any, is appropriate. In addition, that response must be clearly thought out and clearly presented so that there is no room for error on the part of the media. Legal issues also need to be assessed before information is disseminated.

What if the media becomes overzealous?

If the volunteer (the first people the media will come in contact with at Fox Cities Marathon) are polite and firm, it is doubtful that any photographer would be belligerent. However, if the camera is on and a microphone put in a volunteer's face, the volunteer should remain calm and state that information will be made available as soon as possible. Then, escort them to the Marathon Command Center and contact a FCM spokesman to deal with any and all media questions and concerns.

Safety & Security Information

At the Community First Fox Cities Marathon presented by Miron Construction, the safety of our participants, volunteers and spectators is of utmost importance. Therefore, Community First Fox Cities Marathon presented by Miron Construction will be utilizing the “If You See Something, Say Something” program from the Department of Homeland Security (DHS).

“If You See Something, Say Something” is a simple and effective program to raise public awareness of indicators of terrorism and terrorism related crime, and to emphasize the importance of reporting suspicious activity to proper local law enforcement authorities.

All those in attendance at the Community First Fox Cities Marathon presented by Miron Construction are encouraged to be vigilant in reporting suspicious behavior and situations (e.g., an unattended backpack in a public place or someone trying to break into a restricted area).

If suspicious activity is suspected, attendees are encouraged to call (920) 886-6470, (920) 886-6471. This special event law enforcement phone number will be posted throughout the event areas (e.g. Sunday Start Line, Sunday Finish Line and along the Sunday route) for attendees to call to report suspicious activity. **This number will be made available all day Sunday. Remember the easiest and fastest way to report an emergency is to dial 911.**

Factors such as race, ethnicity, national origin, or religious affiliation alone are not suspicious. For that reason, the public should only report suspicious behavior and situations (e.g., an unattended backpack in a public place or someone trying to break into a restricted area) rather than beliefs, thoughts, ideas, expressions, associations, or speech unrelated to terrorism or criminal activity.



FOXCITI-01

ANELSON

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/27/2025

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 have ADDITIONAL INSURED provisions or 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 Paroubek Insurance Agency Inc. 400 Destiny Drive De Pere, WI 54115	CONTACT NAME: Andy Nelson
	PHONE (A/C, No, Ext): (920) 347-9333 FAX (A/C, No):
	E-MAIL ADDRESS: anelson@paroubekinsurance.com
	INSURER(S) AFFORDING COVERAGE NAIC #
	INSURER A: Secura Insurance Companies 22543
INSURED Fox Cities Marathon Inc PO Box 1487 Appleton, WI 54912	INSURER B:
	INSURER C:
	INSURER D:
	INSURER E:
	INSURER F:

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:			CP3195781	2/1/2025	2/1/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			A3195782	2/1/2025	2/1/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 0			CU3218934	2/1/2025	2/1/2026	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / <input checked="" type="checkbox"/> N If yes, describe under DESCRIPTION OF OPERATIONS below		N / A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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 Ave
Kimberly, WI 54136

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE