



VILLAGE OF KIMBERLY, WI
NOTICE OF VILLAGE BOARD MEETING

DATE: Monday, May 12, 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, May 12, 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) Approve Minutes of the 05/05/2025 meeting
- 6) Unfinished Business
 - a) None
- 7) New Business for Consideration or Action
 - a) Special Event Permit Applications
 - i) Sporty Salsman Tournament, May 16-18th at Sunset Park
 - ii) Jack Grafmeier Memorial Softball Tournament, May 31st-June 2nd at Sunset Park
 - iii) Firefighters for Fireworks, July 3rd at Sunset Park
 - iv) Paperfest, July 17-20th at Sunset Park
 - v) Bike to the Beat, August 2nd throughout the Village
 - b) Paperfest Temporary Class "B" Picnic (Beer) License- Fox Valley Chorus of Sweet Adelines, July 17-20th at Sunset Park
 - c) Award Bid for 2025 Hazardous Sidewalk Sawcutting
 - d) Certificate of Payment #8 to SMA Construction Services in the amount of \$533,567.50 for the Kimberly Street & Parks Dept. Building
- 8) Public Participation
- 9) Closed Session

The village board will meet pursuant to State Statute 19.85 (1)(e) to conduct specific public business related to a services contract in which competitive or bargaining reasons require a closed session.

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.

10) Possible Action on Closed Session matters

11) Adjournment

Village Board Virtual Meeting Attendance

May 12, 2025

5:00 – 6:00 PM (America/Chicago)

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

<https://meet.goto.com/933568997>

You can also dial in using your phone.

Access Code: 933-568-997

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.

**VILLAGE OF KIMBERLY
BOARD MEETING MINUTES
05/05/2025**

A meeting of the Kimberly Village Board was called to order on Monday, May 5, 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, Tom Gaffney, and Trustee Dave Hietpas via telephone
Board Excused: Trustee Mike Hruzek
Staff Present: Clerk-Treasurer Jennifer Weyenberg, Administrator/Director of Public Works Danielle Block

President's Remarks

None

Proclamations

Provider Appreciation Day May 9, 2025

President Kuen read the proclamation. Trustee Karner moved, Trustee Gaffney seconded the adoption of the proclamation.

56th Annual Municipal Clerks Week May 4-10, 2025

President Kuen read the proclamation. Trustee Trentlage moved, Trustee Hammen seconded the adoption of the proclamation.

Fox Cities Chamber Regional Partnership Q1 Economic Development Report

The report was received and is filed as presented with the Clerk's Office. There was no discussion on this item.

Approval of Minutes from the 04-28-2025 Meeting

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

Unfinished Business

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

Trustee Hammen moved, Trustee Karner seconded the motion to award the contract to Gene Frederickson Trucking and Excavating in the amount of \$25,680.00 funded through the 704 Capital Projects Account and bond proceeds. Motion carried by unanimous vote of the board.

New Business

Six-Month Class "B" Fermented Malt Beverage License application for Kimberly Recreation Assoc., Inc. (Agent: Tim Wettstein)

Trustee Hammen moved, Trustee Trentlage seconded the motion to approve the 6-month Class "B" Fermented Malt Beverage License, located at 800 W. Kimberly Ave (Sunset Park) from May 15-November 15, 2025. Motion carried by unanimous vote of the board.

Kerber Rose, S.C. Professional Services Agreement 2025-2027

Trustee Trentlage moved, Trustee Karner seconded the motion to approve the professional services agreement with Kerber Rose, S.C. for years 2025-2027, funded by the central office expense account within the General Fund and TID 6. Motion carried by unanimous vote of the board.

Public Participation

Resident Charles Reetz, 370 Roger St, spoke regarding the water drainage issues in his backyard. The Village will look into the backyard drainage plans and possibly televise to see what can be done until the mini storm project happens in the future.

Resident Becky McMorrow, 245 S Pine St, spoke about a program called the Community Wildlife Habitat Certification Program that helps attract different species of butterflies by planting native wild plants. She is hoping to implement this program within the Village by getting a letter of support from the Village Board. Trustee Hammen volunteered to work with Ms. McMorrow on the project.

President Kuen received a letter from the Arbor Day Foundation giving the Village of Kimberly the 2024 Tree City USA status. This is the 37th year the Village has received this status.

Closed Session

Trustee Karner moved, Trustee Trentlage seconded the motion to enter closed session pursuant to State Statute 19.85 (1)(e) to conduct specific public business related to a services contract in which competitive or bargaining reasons require a closed session. Motion carried by unanimous vote of the board at 5:24pm.

Trustee Hammen moved, Trustee Gaffney seconded the motion to reconvene into open session. Motion carried by unanimous vote of the board at 5:57pm.

No action was 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 5:58pm.

Jennifer Weyenberg
Village Clerk-Treasurer

Dated 05/06/25

Drafted by: ELZ

Approved by Village Board: _____



Village of Kimberly REQUEST FOR BOARD CONSIDERATION

ITEM DESCRIPTION: Special Event Permit Request – Sporty Salsman Tournament
REPORT PREPARED BY: Holly Femal, CED
REPORT DATE: 5/12/2025
ADMINISTRATOR'S REVIEW / COMMENTS: No additional comments to this report <u>DLB</u> See additional comments attached _____
EXPLANATION: The Kimberly Recreation Association has submitted a completed Special Event Permit Application for a new softball tournament. The organization is applying for a permit to host the Sporty Salsman Adult Softball Tournament May 16 th – 18 th from 9 a.m. – 11 p.m. each day with tentative utilization of the Upper, Lower, and Youth ball fields. ATTACHMENTS: COI Permit Application
RECOMMENDED ACTION: Approve the special event permit application for Kimberly Recreation Association to host the Sporty Salsman Softball Tournament, May 16 th – 18 th in Sunset Park 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 <i>Dan J Bolwerk</i>	Date of Birth <i>10-15-1962</i>
Address <i>511 Dorothy Ct. Kimberly WI. 54136</i>	
Phone Number <i>920-788-1878</i>	Email Address <i>danbolwerk@yahoo.com</i>

2. Organization Information: Information about the organization having the special event	
Organization Name: <i>KRA</i>	Organization Email: <i>Kimberly Recreation@gmail.com</i> <i>IKRA.com</i>
Organization Address: <i>515 W Kimberly Ave. Kimberly WI. 54136</i>	
Organization Phone Number:	Organization Website: <i>IKRA.com</i>
Applicant's relationship to Organization: <i>President</i>	

3. Event Details	
Name of event <i>Sporty Salsman</i>	Estimated event attendance: <i>100</i>

Event Location(s) <i>Softball (3)</i> <i>Lower Diamond Sunset Park</i>	Event Start Time(s) <i>9:00 am</i>
Event Date(s) <i>May 16-18</i>	Event End Times(s) <i>11:00 pm</i>
Event Rain Date (if any): <i>None</i>	Event type <u>Tournament</u> Other Parade Run/Walk Festival
Event description including purpose, if event has been held before, and the buildings, parks, shelters and open spaces requested for event: <i>Memorial Tournament First Time</i> <i>Request use of all 3 Softball Fields.</i> <i>tentative only upper + lower, permanent mound distances</i>	
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. <i>Dan Bolwerk 920-788-1878</i> <i>Justin Columbo 920-585-0179</i>	
Please share the scheduled date of pre-event planning meeting with FVMPD <i>None</i>	

4. Additional Permitting Details			
1. Does your permit request include street closure or use of street right of way?	Yes <input type="checkbox"/>	No <input checked="" 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 checked="" type="checkbox"/>	No <input 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 type="checkbox"/>	No <input checked="" 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.

Are locates required?	Yes/No <u>(No)</u>	Date of Locate Call In if needed:	<u>n/a</u>
Security Plan Submitted?	Yes/No/Not Applicable <u>(Not Applicable)</u>	Application Approval or Denial.	<u>A/D</u>
Signature of Permit Reviewer	<u>(Signature)</u>	Date Signed	<u>4/28/25</u>

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)
Justin Colombo	920-585-0179	May 16 - 18	9A - 11P
Dan Bolwerk	920-788-1878	" "	" "
Mitch Bolwerk	920-850-8127	" "	" "

Please provide the contracted service information for private security to include name, point of contact, and contact information: n/a

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 Red
2. Identifying features of shirt KRA Logo
3. Staff member coordinating the volunteers including name and phone number Justin Colombo
920-585-0179
4. Staff Shirt Color Red
5. Additional identifying information for event staff: _____

Alcohol Sales

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

upper + lower concession stand.
Alcohol purchased through WI Distributors.

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

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:

Don Bolink DB 3-17-25

Authorized Applicant Signature and Date

For Village Staff Use Only			
Date Application was received:	4/28/25	Liquor License Submitted?	Yes/No/Not Applicable
COI on file with appropriate level of coverage:	Yes/No	Permit Fee Payment received:	Resident: \$50 <u>check</u> Non-Resident: \$100
Temporary Traffic Control Plan	Yes/No/Not Applicable	Parking Plan Submitted?	Yes/No/Not Applicable



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/28/2025

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 THE INSURANCE RESOURCE 409 W. Kimberly Avenue Kimberly, WI 54136	CONTACT NAME: Karla McChesney PHONE (A/C, No. Ext): (920)788-4264 E-MAIL ADDRESS: karla@theinsres.com FAX (A/C, No): (920)273-6143
INSURED Kimberly Recreation Association, Inc Dan Bolwerk PO Box 111 Kimberly, WI 54136	INSURER(S) AFFORDING COVERAGE INSURER A: Secura INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES**CERTIFICATE NUMBER:** 00002955-135393**REVISION NUMBER:** 1


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 OTHER:	Y	Y	CP5163507	05/01/2025	05/01/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N <input type="checkbox"/>	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 \$
A	Liquor Liability	Y	Y	CP5163507	05/01/2025	05/01/2026	Aggregate Limit 3,000,000
A	Liquor Liability			CP5163507	05/01/2025	05/01/2026	Each Common Cause 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Covering the events of 2 softball tournaments, craft/car show, and designated "sports activities" of basketball & softball. Village of Kimberly, its officers, council members, agents, employees or authorized volunteers are additional insureds on this policy. They are also filed under the forms of primary and non-contributory; and waivers of subrogation.

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  (KJM)
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Village of Kimberly REQUEST FOR BOARD CONSIDERATION

ITEM DESCRIPTION: Special Event Permit Request – Jack Grafmeier Memorial Softball Tournament

REPORT PREPARED BY: Holly Femal, CED

REPORT DATE: 5/12/2025

ADMINISTRATOR'S REVIEW / COMMENTS:

No additional comments to this report DLB

See additional comments attached _____

EXPLANATION: The Kimberly Recreation Association has submitted a completed Special Event Permit Application for an annual softball tournament. The organization is applying for a permit to host the Jack Grafmeier Memorial Adult Softball Tournament May 31st – June 2nd, 2025 from 9 a.m. – 11 p.m. each day with utilization of the Upper, Lower, and Youth ball fields.

ATTACHMENTS:

COI

Permit Application

RECOMMENDED ACTION:

Approve the special event permit application for Kimberly Recreation Association to host the Jack Grafmeier Memorial Softball Tournament, May 31st – June 2nd 2025 in Sunset Park 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 <i>Dan J Bolwerk</i>	Date of Birth <i>10-15-1962</i>
Address <i>511 Dorothy Ct. Kimberly WI. 54136</i>	
Phone Number <i>920-788-1878</i>	Email Address <i>danbolwerk@yahoo.com</i>

2. Organization Information: Information about the organization having the special event	
Organization Name: <i>KRA</i>	Organization Email: <i>KimberlyRecreation@gmail.com</i>
Organization Address: <i>515 W Kimberly Ave. Kimberly WI. 54136</i>	
Organization Phone Number: <i>None</i>	Organization Website: <i>IKRA.com</i>
Applicant's relationship to Organization: <i>President</i>	

3. Event Details	
Name of event <i>Jack Grafmeier Memorial Tournament</i>	Estimated event attendance: <i>300</i>

Event Location(s) 3 softball diamonds at Sun Set Park	Event Start Time(s) 9:00am
Event Date(s) May 31 - June 2	Event End Times(s) 11:00pm
Event Rain Date (if any): None	Event type <u>Other</u> I: Parade Run/Walk Festival <u>Tournament</u> Other
Event description including purpose, if event has been held before, and the buildings, parks, shelters and open spaces requested for event: Memorial Tournament event has been held before 3 softball Diamonds, mound set w/ permanent rubber	
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. Dan Bolwerk - 920-788-1878 Justin Columbo 920-585-0179	
Please share the scheduled date of pre-event planning meeting with FVMPD None	

4. Additional Permitting Details			
1. Does your permit request include street closure or use of street right of way?	Yes <input type="checkbox"/>	No <input checked="" 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 checked="" type="checkbox"/>	No <input 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 type="checkbox"/>	No <input checked="" 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.

Are locates required?	Yes/No	Date of Locate Call In if needed:	(n/a)
Security Plan Submitted?	Yes/No/Not Applicable	Application Approval or Denial.	A/D
Signature of Permit Reviewer	(Signature)	Date Signed	4/28/25

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)
Mitch Bolwerk	920-850-8127	May 31 - June 2nd	9am - 11pm
Dan Bolwerk	920-788-1878	" "	" "
Justin Columbus	920-585-0179	" "	" "

Please provide the contracted service information for private security to include name, point of contact, and contact information: (n/a)

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 Red
2. Identifying features of shirt KPA Logo
3. Staff member coordinating the volunteers including name and phone number Mitch Bolwerk
4. Staff Shirt Color Red
5. Additional identifying information for event staff: (n/a)

Alcohol Sales

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

Upper + Lower Concession Stand

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

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:

Van Bergh 4/28/25

Authorized Applicant Signature and Date

For Village Staff Use Only			
Date Application was received:	4/28/25	Liquor License Submitted?	Yes/No/Not Applicable
COI on file with appropriate level of coverage:	Yes/No	Permit Fee Payment received:	Resident: \$50 check Non-Resident: \$100
Temporary Traffic Control Plan	Yes/No/Not Applicable	Parking Plan Submitted?	Yes/No/Not Applicable



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/28/2025

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 THE INSURANCE RESOURCE 409 W. Kimberly Avenue Kimberly, WI 54136	CONTACT NAME: Karla McChesney PHONE (A/C, No. Ext): (920)788-4264 FAX (A/C, No): (920)273-6143 E-MAIL ADDRESS: karla@theinsres.com INSURER(S) AFFORDING COVERAGE INSURER A: Secura INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	NAIC #
INSURED Kimberly Recreation Association, Inc Dan Bolwerk PO Box 111 Kimberly, WI 54136		

COVERAGES**CERTIFICATE NUMBER: 00002955-135393****REVISION NUMBER: 1**


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 OTHER:	Y	Y	CP5163507	05/01/2025	05/01/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / 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 \$
A	Liquor Liability	Y	Y	CP5163507	05/01/2025	05/01/2026	Aggregate Limit 3,000,000
A	Liquor Liability			CP5163507	05/01/2025	05/01/2026	Each Common Cause 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Covering the events of 2 softball tournaments, craft/car show, and designated "sports activities" of basketball & softball. Village of Kimberly, its officers, council members, agents, employees or authorized volunteers are additional insureds on this policy. They are also filed under the forms of primary and non-contributory; and waivers of subrogation.

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  (KJM)
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Village of Kimberly REQUEST FOR BOARD CONSIDERATION

ITEM DESCRIPTION: Special Event Permit Application - 2025 Firefighters for Fireworks

REPORT PREPARED BY: Holly Femal, Community Enrichment Director

REPORT DATE: 05/12/2025

ADMINISTRATOR'S REVIEW / COMMENTS:

No additional comments to this report DLB

See additional comments attached _____

EXPLANATION:

The Kimberly Fire Department has submitted a Special Event Permit Application for consideration. The Firefighters for Fireworks group is applying for a permit to host the annual Festival Foods Fireworks presented by Firefighters for Fireworks in Sunset Park on July 3rd, 2025, from 3:00 p.m. – 11:00 p.m.

The 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. A 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.

Fireworks will be launched from the same location as previous years, inflatables will be on site, fire trucks and food trucks present, and live music. The Fire Department will facilitate additional waste removal and portable restrooms in the park to accommodate the additional park patrons. Liquor licensing is covered by the Kimberly Recreation Association for the event. Parking permissions and site map have been submitted with the permit request. Site security planning is in the planning phase.

RECOMMENDED ACTION:

Approve the special event permit application for the Firefighters for Fireworks to host the Festival Foods Fireworks event on July 3rd, 2025, in Sunset Park as presented with rain out date set of July 5th.

	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	Date of Birth
Address	
Phone Number	Email Address

2. Organization Information: Information about the organization having the special event	
Organization Name:	Organization Email:
Organization Address:	
Organization Phone Number:	Organization Website:
Applicant's relationship to Organization:	

3. Event Details	
Name of event	Estimated event attendance:

Event Location(s)	Event Start Time(s)
Event Date(s)	Event End Times(s)
Event Rain Date (if any):	Event type (please circle): Parade Run/Walk Festival Tournament Other
Event description including purpose, if event has been held before, and the buildings, parks, shelters and open spaces requested for event:	
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.	
Please share the scheduled date of pre-event planning meeting with FVMPD	

4. Additional Permitting Details			
1. Does your permit request include street closure or use of street right of way?	Yes	No	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	No	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	No	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	No	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	No	If yes, additional documentation and insurance is required.
6. Does your event anticipate an attendance of over 300 people?	Yes	No	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	No	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:

Kristopher Castillo

Authorized Applicant Signature and Date

For Village Staff Use Only			
Date Application was received:	5.7.2025	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:	n/a
Security Plan Submitted?	Yes/No/Not Applicable	Application Approval or Denial.	A/D
Signature of Permit Reviewer		Date Signed	5.8.25

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)

Please provide the contracted service information for private security to include name, point of contact, and contact information: _____

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 _____
2. Identifying features of shirt _____
3. Staff member coordinating the volunteers including name and phone number _____
4. Staff Shirt Color _____
5. Additional identifying information for event staff: _____

Alcohol Sales

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

Please provide the manner of ID verification that will be used to identify people of legal drinking age:

Please provide details on any restrictions concerning where event attendees are allowed to consume alcohol:

Attachment C: Village of Kimberly Insurance Requirements

Small Event

It is hereby agreed and understood that the insurance required by the Village of Kimberly is primary and non-contributing coverage and that any insurance or self-insurance maintained by the Village of Kimberly, its officers, council members, agents, employees or authorized volunteers will not contribute to coverage of any loss. All insurance shall be in full force prior to commencing the event and remain in force throughout the entire event, including the cleanup period after the event. Contractor/organizer shall provide proof of insurance to Village of Kimberly in writing before the event commences.

COMMERCIAL GENERAL LIABILITY COVERAGE

Commercial General Liability coverage at least as broad as Insurance Services Office Commercial General Liability Form CG 00 01, including coverage for Products Liability, Completed Operations, Contractual Liability (including joint negligence coverage), and Explosion, Collapse, Underground coverage with the following minimum limits and coverage:

Each Occurrence limit \$ 1,000,000

Personal and Advertising Injury limit \$ 1,000,000

General aggregate limit (other than Products–Completed Operations) **per event/location** \$ 2,000,000

Products–Completed Operations aggregate \$ 2,000,000

Fire Damage limit — any one fire \$50,000

Medical Expense limit — any one person \$5,000

BUSINESS AUTOMOBILE COVERAGE – If used before, during or after the event (Clean-up, etc.)

Automobile Liability coverage at least as broad as Insurance Services Office Business Automobile Form, with minimum limits of \$1,000,000 combined single limit per accident for Bodily Injury and Property Damage, provided on a Symbol #1–“Any Auto” basis.

WORKERS COMPENSATION AND EMPLOYERS LIABILITY - as required by Wisconsin State Statute or any Workers Compensation Statutes of a different state. Also, if applicable the work coverage must include Maritime (Jones Act) or Longshore & Harbor Worker’s Compensation Act coverage.

Must carry coverage for Statutory Workers Compensation and an Employers Liability with limits of:

\$100,000 Each Accident

\$500,000 Disease Policy Limit

\$100,000 Disease – Each Employee

SITE PLAN



Note: Fireworks measuring 4-inches in diameter and requiring a fall-out area of 250 feet in all directions from their discharge site to be fired from the grass area between the Recreational Baseball Field and the Varsity Baseball Field (red circle). Note that the discharge location shown was estimated and can be moved to any location on the grounds that allows for the appropriate fall out of the debris associated with the fireworks.

Designated Fall Out Area

I, John Smith, as the owner/manager/authority do hereby grant permission to the Elmhurst Fire Department to use the parking lot at the address of 123 S. Main St. (Business) John Smith on July 4th for the Independence Day Celebration.

The Elmhurst Fire Department would like to thank you for your support.

Owner/Manager/Authority John Smith
(Signature)

I, Betsy Brown, as the owner/manager/authority do hereby grant permission to the Elmhurst Fire Department to use the parking lot at the address of 456 S. Main St. (Business) Betsy Brown on July 4th for the Independence Day Celebration.

The Elmhurst Fire Department would like to thank you for your support.

Owner/Manager/Authority Betsy Brown
(Signature)

I, John Smith, as the owner/manager/authority do hereby grant permission to the Elmhurst Fire Department to use the parking lot at the address of 123 S. Main St. (Business) John Smith on July 4th for the Independence Day Celebration.

The Elmhurst Fire Department would like to thank you for your support.

Owner/Manager/Authority John Smith
(Signature)



Village of Kimberly REQUEST FOR BOARD CONSIDERATION

ITEM DESCRIPTION: Special Event Permit Request – Paperfest

REPORT PREPARED BY: Holly Femal, Community Enrichment Director

REPORT DATE: May 12th, 2025

ADMINISTRATOR'S REVIEW / COMMENTS:

No additional comments to this report DLB

See additional comments attached _____

EXPLANATION:

KimCom Promotions has submitted a Special Event Permit Application for Paperfest. The applicant is requesting utilization to the entire east side of Sunset Park July 17th – 20th with additional dates prior to the festival for event amenity set up, west side park usage for additional events such as a tentative fireworks show and trail usage for the Paperfest 5K. The listed times in the application include:

- July 17th, 5 p.m. – 11 p.m.
- July 18th, 12 p.m. – Midnight
- July 19th, 10 a.m. – Midnight
- July 20th, 11 a.m. – 7 p.m.

The permit request also includes requests for street closures, tents, amusement rides, alcohol, fireworks, and a projected attendance of more than 300 participants at a time. As a result, additional planning documents have been provided by the applicant, and the applicant will be required to meet the insurance requirements listed for a large event as defined in the application guidebook.

The applicants had a scheduled security meeting with FVMPD and have presented a preapproved security plan with their application. This plan is a hybrid model including contracted security and volunteers with emphasis on FVMPD patrolling predominantly outside of festival grounds/the areas surrounding the park. The plan has been discussed with and approved by FVMPD.

Due to the size and variety of attractions the event offers, the applicant has submitted a manual outlining the required supplemental documents required by the Special Event Guidebook application. Items to highlight include:

- Page 9 – Requested Variances including amplified music, parking, park hours, golfing, and turf protection.
- Page 11 – 12 – Timeline highlighting requested support from the Village including parks maintenance, no parking, barricades, etc.

- Page 36 – Special Events – highlights events scheduled to happen during the festival on adjacent grounds but outside of the nucleus of where the main stages are in the park.
- Page 38 Car Show Map will be updated to reflect the roadway NOT being closed for that event and instead hosting some parking in Sunset Beach and keeping the roadway open to thru traffic.

Parking and shuttle locations have been reviewed collaboratively with discussion related to municipally owned lots and reducing overflow fest parking to these lots when adjacent municipal service hours are in operation – ie Saturday hours for the library, operating hours at Sunset beach, rentals within the Civic wing, etc. Written permissions have been acquired for other private lots throughout the area used within the parking plan.

Paperfest is working with Sweet Adelines for the liquor licensing component of their permit application as in previous year.

RECOMMENDED ACTION:

Approve permit with the following recommendations:

- Application approval is tentative pending submission of COI meeting village requirements.
- It is village staff's recommendation that amendments to the Special Event Permit will be submitted in writing by the applicant for Village Board consideration no later than July 2nd, 2025, at 12:00 p.m. to be considered at the July 7th, 2025, 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 that was previously approved.
 - 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 "Paperfest Manual" 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 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 setting up dates. Photos will be taken immediately following the conclusion of the event take-down the week of July 21st documenting any damage to the park buildings and grounds.
 - The turf that has been damaged to include ruts and bare spots that were not indicated in the pre-event walkthrough will be repaired by a subcontracted company and invoiced in full to KimCom Promotions for damage to the park's 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.
- 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. This could be due to safety or security concerns caused by loss of power, down trees, down power lines, or for any other reason deemed pertinent by the Emergency Operations Director.

	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	Date of Birth
Matthew J Boots DX	10/28/1991
Address	
1020 Truman St Suite B Kimberly WI 54136	
Phone Number	Email Address
920-850-7065	Matthew.Boots@paperfest.com

2. Organization Information: Information about the organization having the special event	
Organization Name	Organization Email
Kim-Low Promotion	Director@Paperfest.com
Organization Address:	
PO Box 33, Kimberly WI 54136	
Organization Phone Number	Organization Website
920-776-8275	www.Paperfest.com
Applicant's relationship to Organization:	
President	

3. Event Details	
Name of event	Estimated event attendance
Paperfest	7,500 Daily

Event Location(s) 800 W Kimberly Ave Kimberly WI 54136	Event Start Time(s) Thurs: 5pm Fri: Noon Sat: 10 AM Sun: 11 AM
Event Date(s) July 17-20, 2025	Event End Times(s) Th: 11pm F: Midnight Sat: Midnight Sun: 7pm
Event Rain Date (if any): N/A	Event type Other: Parade Run/Walk Festival Tournament Other
Event description including purpose, if event has been held before, and the buildings, parks, shelters and open spaces requested for event: This will be the 37th Paperfest event. Sunset Park will be home, primarily focused around the 800w Kimberly Ave entrance.	
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. Matthew Boots 920-856-7065 matthew.boots@paperfest.com Jeremy Biese 920-209-2157 jeremy.biese@paperfest.com	
Please share the scheduled date of pre-event planning meeting with FVMPD 3/27/2025	

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 checked="" type="checkbox"/>	No <input 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 checked="" type="checkbox"/>	No <input 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 checked="" type="checkbox"/>	No <input 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 checked="" type="checkbox"/>	No <input 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:

 3/24/2025

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)
Matthew Boots	920-850-7065	All	
Jeremy Brice	920-209-2157	All	

Please provide the contracted service information for private security to include name, point of contact, and contact information: Star Protection & Patrol

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 Orange
2. Identifying features of shirt "Security"
3. Staff member coordinating the volunteers including name and phone number Vicki Tessen
4. Staff Shirt Color TBD (most likely Blue) Directors - Red
5. Additional identifying information for event staff: Volunteer Crew

Alcohol Sales

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

800 w Kimberly Ave Kimberly WI 54136

Please provide the manner of ID verification that will be used to identify people of legal drinking age:

Wristband Areas verify ID's and apply wristband

Please provide details on any restrictions concerning where event attendees are allowed to consume alcohol:

No Alcohol beyond curbs to the grounds (IN or OUT)

Attachment C: Village of Kimberly Insurance Requirements

Small Event

It is hereby agreed and understood that the insurance required by the Village of Kimberly is primary and non-contributing coverage and that any insurance or self-insurance maintained by the Village of Kimberly, its officers, council members, agents, employees or authorized volunteers will not contribute to coverage of any loss. All insurance shall be in full force prior to commencing the event and remain in force throughout the entire event, including the cleanup period after the event. Contractor/organizer shall provide proof of insurance to Village of Kimberly in writing before the event commences.

COMMERCIAL GENERAL LIABILITY COVERAGE

Commercial General Liability coverage at least as broad as Insurance Services Office Commercial General Liability Form CG 00 01, including coverage for Products Liability, Completed Operations, Contractual Liability (including joint negligence coverage), and Explosion, Collapse, Underground coverage with the following minimum limits and coverage:

Each Occurrence limit \$ 1,000,000

Personal and Advertising Injury limit \$ 1,000,000

General aggregate limit (other than Products–Completed Operations) **per event/location** \$ 2,000,000

Products–Completed Operations aggregate \$ 2,000,000

Fire Damage limit — any one fire \$50,000

Medical Expense limit — any one person \$5,000

BUSINESS AUTOMOBILE COVERAGE – If used before, during or after the event (Clean-up, etc.)

Automobile Liability coverage at least as broad as Insurance Services Office Business Automobile Form, with minimum limits of \$1,000,000 combined single limit per accident for Bodily Injury and Property Damage, provided on a Symbol #1–“Any Auto” basis.

WORKERS COMPENSATION AND EMPLOYERS LIABILITY - as required by Wisconsin State Statute or any Workers Compensation Statutes of a different state. Also, if applicable the work coverage must include Maritime (Jones Act) or Longshore & Harbor Worker's Compensation Act coverage.

Must carry coverage for Statutory Workers Compensation and an Employers Liability with limits of:

\$100,000 Each Accident

\$500,000 Disease Policy Limit

\$100,000 Disease – Each Employee

PAPERFEST SPECIAL EVENT MANUAL

Paperfest

...it's all about community!

37th Annual – July 17-20, 2025

Sunset Park, Kimberly

www.Paperfest.com



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IMPORTANT CONTACTS

Kim-Com Promotion – Paperfest Committee

Matthew Boots, Event Director/President	920-850-7065	matthew.boots@paperfest.com
Jeremy Biese, Grounds/Vice President	920-209-2157	jeremy.biese@paperfest.com
Kevin Boots, General/Secretary	920-851-8294	kevin.boots@paperfest.com
Vicki Powers, Finance/Treasurer	920-851-6364	vicki.powers@paperfest.com
Jim Boots, General/Past President	920-850-7066	jim.boots@paperfest.com
Dennis Smits, General	920-540-4571	dennis.smits@paperfest.com
Vicki Tessen, Volunteer Coordinator	920-788-1700	vicki.tessen@paperfest.com
Rylie Biese, Grounds	920-209-2727	rylie.biese@paperfest.com
Jordan Bayorgeon, Entertainment	920-277-8994	jordan.bayorgeon@paperfest.com
Delaney Pestka, Marketing	920-882-3342	delaney.pestka@paperfest.com
Lori Reed, Activities	920-422-2119	lori.reed@paperfest.com
Kimberly Boots, Foods	920-636-5267	kimberly.boots@paperfest.com
Julianne Oswald, Foods	920-851-0308	julianne.oswald@paperfest.com
Paul Oswald, Foods	920-242-6156	paul.oswald@paperfest.com
Kevin Hietpas, Grounds	920-851-3983	kevin.hietpas@paperfest.com
Tom Schendler, Electrician	920-427-5759	tom.schendler@paperfest.com
Griffin Freimuth, Beverage	920-636-0541	griffin.freimuth@paperfest.com
Sydney Quesada, Beverage	715-572-7772	sydney.quesada@paperfest.com
Evan Freimuth, Craft Midway	920-851-7327	evan.freimuth@paperfest.com
Mark Mader, Original Music	920-585-8931	mark.mader@paperfest.com

IMPORTANT CONTACTS

Village of Kimberly

Administrator – Danielle Block	920-788-7500	dblock@vokimberlywi.gov
Community Enrichment – Holly Femal	920-788-7507	hfemal@vokimberlywi.gov
Clerk Treasurer – Jennifer Weyenberg	920-788-7500	jweyenber@vokimberlywi.gov
Public Works	920-788-7507	streets@vokimberlywi.gov
Water Department – Jerry Verstegen	920-788-7526	water@vokimberlywi.gov
Fox Valley Metro Police	920-788-7505	telecommunicators@fvmpd.org
Kimberly Fire Department	920-788-7500	kimberlyfd@vokimberlywi.gov
Kimberly Emergency Medical Services	920-788-7500	kimberlyems@vokimberlywi.gov

Public Resources

Outagamie County Public Health	920-832-5100
Outagamie County Sheriff's Department	920-832-5000
Outagamie County Emergency Management	920-832-5000
WE Energies – Electric	800-662-4797
WE Energies – Gas	800-261-5325
Diggers Hotline	800-242-8511
National Weather Service	920-497-8771
Kimberly School District	920-788-7900
Fox Valley Church	920-991-1117

Essential Vendors

Josie – Star Protection & Patrol (Private Security)	920-252-6913
P&C Sanitation (Portable Toilets)	920-540-5593
Tim – GFL Environmental (Garbage & Recycling)	920-315-0941
Fox Cities Party Rental (Tents)	920-733-1166
Larry – D&W Cash (ATMs)	920-422-4087
Jesse – Event Production Systems (Production)	920-750-0144
Stewart “Bud” – S&J Enterprizes (Carnival)	920-427-8302

KIM-COM PROMOTION

About Kim-Com Promotion

Kim-Com Promotion, a 501(c)(3) nonprofit organization founded in 1989, is dedicated to uniting the community through Paperfest, a free-admission festival that blends live music, family activities, and local partnerships to create a lasting impact. More than just an event, Paperfest is a celebration of what makes our community strong.

“It’s all about community!” isn’t just a tagline – it’s the guiding principle behind everything Kim-Com Promotion does. Through the dedication of volunteers, sponsors, and local partners, Paperfest fosters a vibrant atmosphere where people gather, celebrate, connect, and give back. Proceeds from Paperfest are donated to charitable organizations that volunteer at Paperfest, amplifying its positive impact and strengthening the Fox Cities region. Priority is given to charitable organizations based in the Village of Kimberly.

Kim-Com Promotion is committed to making Paperfest a cornerstone event that brings people together, supports local initiatives, and enriches the fabric of the Village of Kimberly. Every aspect of the festival is carefully designed to showcase the community’s hospitality, values, and pride. By blending entertainment, family-friendly activities, and community collaboration, Paperfest reflects a commitment to the Village of Kimberly’s well-being, growth, and long-term success – proving that when a community comes together, great things happen!

Kim-Com Promotion - 501(c)(3) - 39-1662196

Phone: 920-776-8275

Email: Director@Paperfest.com

Address: PO Box 33, Kimberly WI 54136

Website: www.Paperfest.com

Board of Directors

Matthew Boots DC – <i>President</i>	James Boots DC	Jordan Bayorgeon	Lori Reed
Jeremy Biese – <i>Vice President</i>	Dennis Smits	Delaney Pestka	Evan Freimuth
Kevin Boots DC – <i>Secretary</i>	Rylie Biese	Kimberly Boots	Paul Oswald
Vicki Powers – <i>Treasurer</i>	Vicki Tessen	Julianne Oswald	Kevin Hietpas

INTRODUCTION

Purpose

This manual serves as a comprehensive guide for planning and executing the annual Paperfest event, reflecting Kim-Com Promotion's leadership in delivering a premier community festival. With an unwavering commitment to enhancing safety and experience, optimizing facilities, and fostering community well-being, this document outlines the strategies and protocols to ensure an exceptional event. As a beloved community tradition, Paperfest continues to build upon its longstanding history, evolving each year to create a meaningful experience for all who participate.

Event Overview

Paperfest is a vibrant, multi-day community festival designed to celebrate the spirit and heritage of the Fox Cities region, uniting people of all ages through a free-admission, fun-filled experience. Hosted in beautiful Sunset Park in the heart of the Village of Kimberly, this beloved tradition draws tens of thousands annually with a dynamic mix of live music across multiple stages, carnival rides, food trucks, and beverage offerings. Signature attractions – such as a hot air balloon glow, car show, 5K run, and craft fair – complement family-friendly activities and interactive experiences, maximizing enjoyment while leveraging the beautiful public spaces.

History & Goals

Founded by Kim-Com Promotion in 1989, Paperfest has been a cornerstone of the Village of Kimberly for nearly four decades, celebrating local heritage and supporting area charitable organizations. Over \$1.2 million have been donated since its inception. Paperfest is focused on both immediate and long-term community development, aiming to foster economic growth and civic engagement. Paperfest aims to enhance community engagement and expand family-friendly features – adding new activities and entertainment – while preserving the safe, inclusive environment Village of Kimberly residents expect.

CHARITABLE DONATIONS

Supporting the Community

As a nonprofit, community-driven event, Paperfest is dedicated to giving back to local organizations that make a difference in Northeast Wisconsin. Event proceeds are donated directly to area nonprofits, school groups, and service organizations. With funds allocated based on volunteer participation, this ensures that those who actively contribute to the event's success receive support.

Kim-Com Promotion operates on a volunteer-based funding model, where donations are distributed based on the number of volunteer hours contributed by each organization. As a result of this structured approach, Kim-Com Promotion is unable to provide funding for grant requests.

Community Impact

Funds donated through Paperfest help support and strengthen a variety of initiatives such as supporting local volunteer fire departments, school groups, youth programs such as Scouts and sports teams, civic organizations, and other community-enhancing projects.

2024 Contributions: \$125,178.42

• Heart of the Valley Dance Academy	\$12,745.25
• Kimberly Fire & EMS	\$6,787.25
• Kimberly High School Choir	\$5,869.25
• Kimberly High School Dance	\$4,687.75
• Green Bay Elite Booster Club	\$4,496.50
• Holy Spirit Church	\$4,160.75

2023 Contributions: \$115,120.00

• Heart of the Valley Dance Academy	\$9,989.25
• Kimberly High School Dance	\$7,476.50
• Kimbelry Fire & EMS	\$6,755.75
• Kaukauna High School Band	\$5,016.00
• Holy Spirit Church	\$4,132.50

VILLAGE OF KIMBERLY

Strong Partnership

Paperfest is proud to call the Village of Kimberly home. As a community-driven festival, Paperfest is committed to maintaining a positive and collaborative relationship with village officials, businesses, and residents. The event is designed to complement the character and values of Kimberly while ensuring that all festival operations align with local regulations, safety measures, and community expectations.

Benefits to Kimberly & Surrounding Areas

Paperfest strengthens community ties and boosts the local economy by integrating nonprofits, schools, and service organizations, which benefit from volunteer efforts and event proceeds. Priority is given to Kimberly-based charitable organizations, which receive event proceeds in exchange for volunteer efforts. Beyond its charitable impact, Paperfest drives economic activity by attracting thousands to area businesses with an annual economic impact estimated around \$1 million. It also fosters civic engagement through volunteer-led operations and delivers safe, family-friendly entertainment through thoughtful planning. These efforts highlight Kimberly as a vibrant, active community, reinforcing its reputation as a great place to live, work, and visit.

A Tradition of Community & Celebration

Paperfest is more than an event – it's a celebration of what makes Kimberly special. With a commitment to responsibility, Paperfest operates with respect for the Village of Kimberly. Open communication with officials ensures compliance with regulations and promotes a shared vision for success, which includes working with local law enforcement, emergency services, and security teams to provide a safe environment. The festival's impact extends far beyond the four days of festivities, leaving a lasting positive effect on the village, its residents, and its future.

Changes to Permit

Kim-Com Promotion requests the flexibility to make reasonable adjustments to the special event permit without written notification, provided the changes remain within the approved areas and timeframes. These adjustments may include adding or removing events, modifying the band lineup, or adjusting event locations. Any significant changes will be discussed promptly and mutually agreed upon. Above all, Paperfest is committed to being a responsible steward of the Village of Kimberly, ensuring that every aspect of the festival reflects the values, pride, and hospitality of our community. We remain committed to making decisions that reflect the best interests of the Village of Kimberly and maintaining a strong, positive relationship with the community.

REQUESTED VARIANCES

Amplified Music – 372-1 B(2)

In line with previous Paperfest events, we request a variance to the noise ordinance concerning amplified music to accommodate sound checks and performances. Requested hours are:

Thursday: 9:00 AM – 11:30 PM

Friday: 9:00 AM – 12:15 AM

Saturday: 9:00 AM – 12:15 AM

Sunday: 9:00 AM – 7:00 PM

Motorized Vehicles – 372-1 B(10)

As with past Paperfest events, we request a variance to the motorized vehicle regulation ordinance to permit vehicles such as UTVs, delivery trucks, cars, and car show participants to be driven on turf and pathways. Public vehicle access will be restricted during event hours.

Parking Within Parks – 372-1 B(15)

Similar to previous years, we request a variance to the parking regulation ordinance to allow for parking of vehicles, handicap spaces, band equipment, car show participants, trailers, staging, etc., outside of designated parking areas, such as on grass. Public parking will not be permitted within event grounds.

Golfing Activities – 372-1 B(18)

We request a variance to the golfing activities ordinance to allow the Hole-in-One Golf Challenge, where contestants will attempt to chip a golf ball into a kiddie pool. This activity will be secured within the high school baseball field.

Turf Protection – 372-3

As with previous Paperfest events, we request leeway from the turf protection ordinance to allow placement of tents, ticket booths, dumpsters, portable toilets, carnival rides, inflatables, and other structures on the grass. No digging or removal of trees/flowers will occur. If weather conditions are wet, plywood will be used under semi-trailer wheels, and wet areas will be marked and avoided to protect the turf from vehicle and foot traffic damage.

Park Hours – 372-4

We request a variance to the park hours ordinance to extend park hours for Paperfest volunteers and visitors to 1:00 AM daily, beyond the regular 11:00 PM closure. Please note that security personnel will be on grounds during the overnight hours Tuesday-Sunday.

EVENT DETAILS

37th Annual Paperfest – July 17-20, 2025

Sunset Park, 800 W. Kimberly Avenue, Kimberly, WI 54136

Mailing: PO Box 33, Kimberly, WI 54136

Website: <https://www.paperfest.com/>

Paperfest will be focused within the East Entrance of Sunset Park unless noted in the Special Events

Published Event Hours

Note: Some events start prior to published hours such as the car show and sporting events.

Thursday: 5:00PM – 11:00PM
Friday: 12:00PM – 12:00AM
Saturday: 10:00AM – 12:00AM
Sunday: 11:00AM – 7:00PM

Permits

Special Event Permit <i>Application due April 1st</i>	Village of Kimberly	\$50
Temporary Class “B” Beer <i>Application due June 15th</i>	Village of Kimberly	\$10
Transient Retail Food License <i>Application due June 1st</i>	Outagamie County	\$116

TIMELINE

Note: These times are weather dependent. *Village Requests in Bold and Italics*

- Wed July 2 Mosquito Squad Pre-Spray
- Fri July 11 ***Keys to Facilities & T-Posts for Perimeter Fencing.***
Diggers Hotline Locate and portable toilets to rear church for carnival
- Sat July 12 Layout and mark grounds for tents, staging, fencing, etc.
- Sun July 13 Begin installing perimeter fencing
(except leave gate from Chefo's and none in front of Amphitheater)
- Mon July 14 ***Mow Lawn.***
Tens go up starting with Amphitheater food tent, working back to soccer fields.
Pickup box trucks and run for nonalcoholic beverages. Begin bringing equipment to the grounds and setting up bar sections, tables, etc. after tents are up.
Carnival arrives – rides parked at JRG Middle School, campers at Fox Valley Church.
- Tue July 15 ***Move & Place Ticket Booths.***
Mosquito Squad final spray. Clean and organize the Amphitheater. Carnival rides go up (done by 4:00pm to maintain access). Deliveries of generators, dumpsters, portable toilets.
- Wed July 16 ***Move Soccer Goals, Bleachers, Benches, & Tables. Deliver Water Hookup.***
Electricians wire and ground each generator and connect power panels. Setup staging and load in sound and lights. Carnival setup continues (done by 4:00pm to maintain access). Deliveries of beer trailers and food trailers, ice machines, ticket machines, and ATMs.
- Thu July 17 ***No Parking Signs.***
Carnival finish setup and testing. Finalize food/beer tent (inspections), load-in national band, toilet paper and hole-in-one golf challenge setup, and place event signage. Food trucks arrive, place/fill bumper boats, place vendors, and set up giant yard games.
Paperfest Day 1

- Fri July 18 ***No Parking Signs along 5K Route.***
Prep for fireworks. Place and fill trout fishing pond, archery, and helicopter rides (youth diamond), volleyball tournament. Load in national band and setup youth boxing event. Kids Zone – kids games, petting zoo, trout fishing pond, family entertainers, sawdust hunt, and balloon drop. Prep for 5k Run.
Paperfest Day 2
- Sat July 19 Setup volleyball tournament, hot air balloon glow, load in national band, and pickup additional ice. Car show is taking place. Kids Zone – kids games, petting zoo, trout fishing pond, family entertainers, sawdust hunt, and balloon drop.
Paperfest Day 3
- Sun July 20 Setup craft fair and the firefighter's tug of war. Kids Zone – kids games, petting zoo, trout fishing pond, family entertainers, sawdust hunt, and balloon drop. ThedaStar (softball diamond).
Paperfest Day 4
((Begin teardown following event))
- Mon July 21 ***Move Ticket Booths, Bleachers, Tables, Benches, etc.***
Complete tear-down/cleanup. Majority of rentals will be picked up within the morning hours.

TENTATIVE SCHEDULE OF EVENTS

Thursday

Music			
Amphitheater	5:00pm - 10:30pm	Giant Lawn Games	5:00pm - 10:00pm
Event Production Systems Sunset Stage	5:00pm - 10:00pm	Toilet Paper Toss & Hole-in-One Golf	5:00pm - 10:30pm
Original Music Stage	5:00pm - 10:15pm	Axe Throwing	5:00pm - 10:00pm
		Mechanical Bull Rides	5:00pm - 10:00pm
Attractions		Sports	
Carnival Rides	5:00pm - Close	Lacrosse Tournament	4:00pm

Friday

Music		Family Tent & Activities	
Amphitheater	12:00pm - 11:30pm	Children's Games & Activities	12:00pm - 4:00pm
Event Production Systems Sunset Stage	5:00pm - 11:00pm	Inflatables	12:00pm - 6:00pm
Original Music Stage	12:00pm - 11:15pm	Family Stage Entertainers	12:00pm - 4:00pm
Attractions		Trout Pond	12:00pm - 6:00pm
Fireworks	9:20pm	Petting Zoo	12:00pm - 4:00pm
Carnival Rides	12:00pm - Close	Archery	12:00pm - 5:00pm
Giant Lawn Games	12:00pm - 11:00pm	Balloon Drop	12:30pm
Toilet Paper Toss & Hole-in-One Golf	12:00pm - 11:00pm	Sawdust Hunt	3:30pm
Axe Throwing	12:00pm - 10:00pm	Sports	
Helicopter Rides	5:00pm - 8:00pm	Volleyball Tournament	5:00pm
Mechanical Bull Rides	12:00pm - 10:00pm	Sunset Run 5k	6:30pm
USA Youth Boxing	5:00pm		

Saturday

Music		Family Tent & Activities	
Amphitheater	12:00pm - 11:30pm	Children's Games & Activities	11:00am - 5:00pm
Event Production Systems Sunset Stage	5:00pm - 11:00pm	Inflatables	11:00pm - 6:00pm
Original Music Stage	11:00am - 11:15pm	Family Stage Entertainers	12:00pm - 5:00pm
Attractions		Trout Pond	11:00am - 6:00pm
Balloon Glow	8:00pm - 10:00pm	Petting Zoo	12:00pm - 4:00pm
Carnival Rides	10:00am - Close	Archery	11:00am - 5:00pm
Giant Lawn Games	10:00am - 11:00pm	Balloon Drop	12:30pm
Toilet Paper Toss & Hole-in-One Golf	10:00am - 11:00pm	Sawdust Hunt	3:30pm
Axe Throwing	11:00am - 10:00pm	Sports	
Helicopter Rides	1:00pm - 8:00pm	Fishing Tournament	7:00am - 4:00pm
Mechanical Bull Rides	11:00am - 10:00pm	Volleyball Tournament	8:30am
Paperfest's Next Act Talent Show	11:00am - 1:00pm	Basketball Tournament	9:00am
USA Youth Boxing	6:00pm	Cornhole Tournament	1:00pm

Sunday

Music		Children's Games & Activities	
Amphitheater	12:00pm - 6:00pm	Inflatables	12:00pm - 4:00pm
Original Music Stage	12:00pm - 5:45pm	Family Stage Entertainers	12:00pm - 5:00pm
Attractions		Trout Pond	12:00pm - 4:00pm
Craft Fair	12:00pm - 6:00pm	Petting Zoo	12:00pm - 5:00pm
Carnival Rides	11:00am - 6:00pm	Archery	12:00pm - 4:00pm
Giant Lawn Games	11:00am - 6:00pm	ThedaStar	12:00am - 5:00pm
Toilet Paper Toss & Hole-in-One Golf	11:00am - 6:00pm	Balloon Drop	2:00pm - 3:00pm
Axe Throwing	11:00am - 6:00pm	Sawdust Hunt	12:30pm
Helicopter Rides	12:00pm - 4:00pm		3:30pm
Mechanical Bull Rides	11:00am - 6:00pm	Sports	
Family Tent & Activities		Firefighter Tug of War	1:00pm



EVENT INSURANCE

Insurance Agent: Hutchinson Insurance, 920-867-2174, Ryan@HutchinsonInsurance.com

Insurance

General Liability Insurance – West Bend \$3,000,000 occurrence / \$5,000,000 aggregate

Liquor Liability Insurance – West Bend \$1,000,000 occurrence / \$2,000,000 aggregate

Workers Compensation Insurance N/A

Automobile Coverage N/A

Umbrella Coverage – West Bend \$2,000,000 occurrence?

Rain Insurance – Beasley 0.33” or Greater based on Appleton Airport

Thursday: \$75,000 Coverage 6:00-11:00PM

Friday: \$90,000 Coverage 6:00-11:00PM

Saturday: \$90,000 Coverage 6:00-11:00PM

Sunday: N/A

Vendor Insurance Policy Certificate of Insurance Required from Vendors

VOLUNTEER LIABILITY

Kim-Com Promotion is a completely volunteer-run organization with a volunteer board of directors. As such, Kim-Com Promotion does not employ individuals and does not provide workers' compensation coverage for volunteers.

Wisconsin Law

Under Wisconsin law (Chapter 102 of the Wisconsin Statutes), workers' compensation is designed to protect employees – those working under a contract of hire for wages or other compensation. Volunteers, who provide services without pay, are not classified as employees and are not automatically entitled to workers' compensation coverage. According to Wis. Stat. §102.07, volunteers are generally not covered under Wisconsin's Workers' Compensation Act unless specifically included by statute or policy. Exceptions exist for certain volunteer roles, such as volunteer firefighters and emergency responders, who may be classified as employees for workers' compensation purposes.

Nonprofits are not required to provide workers' compensation for volunteers unless they voluntarily choose to do so through their insurance policies. Kim-Com Promotion does not have employees and does not provide workers' compensation insurance to volunteers. Volunteers are provided a notice while signing up for shifts that they acknowledge that they are participating at their own risk.

Volunteer Liability

All individuals volunteering at Paperfest are required to agree to a liability waiver prior to their scheduled shift. This waiver serves to clarify expectations and reduce potential misunderstandings regarding liability and coverage. By participating as a volunteer, individuals acknowledge and agree that:

- Paperfest, Kim-Com Promotion, and its affiliated organizations do not provide workers' compensation insurance for volunteers and are not liable for any injuries, damages, or losses sustained while volunteering.
- Volunteers participate at their own risk and assume full responsibility for their personal safety while participating in event related activities.
- Volunteers under the age of 18 must have a parent or legal guardian agree to the waiver on their behalf.

VOLUNTEER WAIVER

Paperfest reserves the right to modify event details, volunteer schedules, and assignments at any time. Volunteers must comply with all event policies and directives from organizers. Failure to do so may result in removal from volunteer duties.

I acknowledge that I am volunteering at Paperfest of my own free will. I understand that Paperfest is a volunteer-run event and does not provide workers' compensation coverage for volunteers. I am not an employee of Kim-Com Promotion, Paperfest, or any affiliated organizations, and I am not eligible for workers' compensation benefits.

I recognize that volunteering at Paperfest involves inherent risks, including but not limited to physical exertion, large crowds, varying weather conditions, equipment use, and unforeseen hazards. I voluntarily assume all risks associated with my participation. I release, discharge, and agree to indemnify and hold harmless Kim-Com Promotion, Paperfest, its directors, officers, volunteers, sponsors, and affiliated organizations from any claims, liabilities, damages, or losses arising from my participation, except in cases of gross negligence or intentional misconduct.

By volunteering at Paperfest, I implicitly agree that Kim-Com Promotion (Paperfest) may use any photos or videos of me for promotional purposes, whether taken by event photographers or shared by other attendees. Said photos and videos may be used by Paperfest on our website, social media, TV spots, or any printed materials.

If I am under the age of 18, my parent or legal guardian must acknowledge and agree to this waiver on my behalf.

SPORTS & ACTIVITY WAIVER

WAIVER OF LIABILITY AND ASSUMPTION OF RISK AGREEMENT

MUST BE SIGNED TO PARTICIPATE: For good and valuable consideration, including permission to participate in Paperfest sporting events, activities, and/or any Paperfest related activities; I, for myself, my successor, parents, heirs, assigns, executors, and administrators:

1. Agree that prior to participating I will inspect the facilities, equipment, and areas where the event or activity is being conducted, and if I believe any of them are unsafe, I will immediately advise the person supervising the event, activity, facility, or area;
2. Acknowledge that I fully understand that my participation may involve risk of serious injury or death, including economic losses which may result not only from my own actions, in-actions, or negligence, but also from the actions, inactions, or negligence of others, the conditions of the facilities, equipment, or areas where the even or activity is being conducted, the rules of play, or the type of event or activity;
3. Release, waive, discharge, and relinquish Paperfest (Kim-Com Promotion) and their directors, officers, employees (volunteers), agents, partners, sponsors, benefactors, host township, and associated parties from any liability, loss, damage, claim, demand or cause of action against them arising from or attributable to my participation in the even or activity, whether same shall arise by the negligence or otherwise;
4. Assume any and all risks of personal injuries to myself and authorize Paperfest (Kim-Com Promotion) to contact or employ (volunteer) a licensed physician to render any medical treatment that may be deemed necessary, or to take and admit to any hospital. If such medical treatment or hospitalization is required, I agree to pay all medical and hospital bills relating thereto, permanent or partial disability, death, and damage to my property, caused by or arising from my participation in this event or activity;
5. Covenant not to sue or present any claim for personal injury, property damage, or wrongful death against Paperfest (Kim-Com Promotion) and their directors, officers, employees (volunteers), partners, benefactors, host township, associated parties, and agents attributable to my participation in the event or activity;
6. Agree that photographs, pictures, slides, movies, or videos may be taken in connection with my name and participation in this event or activity, prior, during, and/or after, without compensation from Paperfest (Kim-Com Promotion), and consent to the use of my name, these photographs, pictures, slides, movies, or videos for the use on social media, print media, broadcast, websites, or for any purpose;
7. Warrant that participating is a potentially hazardous activity and that I am in good health and have no physical condition that would prevent me from participating in this event or activity;

This document relieves Paperfest (Kim-Com Promotion) and others from liability for personal injury, wrongful death, and property damage. I have read and understand this document, I understand by voluntarily signing I am giving up substantial rights. I understand that without signing this form I will not be eligible to participate in any sporting events or associated activities held at Paperfest.

For Parents of Minors Only: I, the parent/guardian of the minor (print name above), hereby authorize permission for the “minor” to participate in Paperfest (Kim-Com Promotion) sporting events, activities, and/or related activities without restriction, and fully agree to the “Release and Waiver of Liability and Assumption of Risk Agreement” as stated above.

VENDOR LIABILITY

By participating at Paperfest as a vendor, businesses agree to these liability terms and conditions.

Vendor Insurance Requirements

All vendors – including food, beverage, merchandise, and activity providers – must carry their own liability insurance. Paperfest does not provide coverage for vendor operations.

- Vendors must submit a valid Certificate of Insurance (COI) listing **Kim-Com Promotion, LTD d/b/a Paperfest** as an Additional Insured for the event dates.
- Vendors are solely responsible for any injuries, damages, or losses resulting from their operations, products, or employees.
- Vendors are required to carry their own workers' compensation insurance as required by law.
- Failure to provide proof of insurance before the event may result in denial of participation.

Vendor Responsibility & Liability

Vendors must sign an agreement outlining event details, policies, and participation terms, including:

- Full responsibility for their operations including setup, sales, and interactions with event attendees.
- Compliance with all federal, state, and local regulations, including health, safety, and licensing requirements.
- Release and hold harmless Kim-Com Promotion, Paperfest, its directors, officers, volunteers, sponsors, and affiliated organizations from any claims, liabilities, or damages arising from their participation, except in cases of gross negligence or intentional misconduct.
- Maintaining a clean, safe, and compliant workspace, with responsibility for any damage caused to event property or other vendors' areas.
- Adherence to event policies or safety protocols – violators may be asked to leave the event without refund or reimbursement.
- Granting permission for Kim-Com Promotion to use photos or videos of their booths, products, or services for promotional purposes. These may be used on websites, social media, TV spots, or printed materials.

VENDOR AGREEMENT

Paperfest is an outdoor event by Kim-Com Promotion, a 501(c)3 nonprofit. Amplified music is prohibited. No animals or pets will be permitted within the Paperfest grounds with the exception of service animals. Food and Beverages are not provided to the Vendor. If the vendor wishes to giveaway event related items, Paperfest can help coordinate with products, attractions, or food/beverage tickets.

FOOD & BEVERAGE SALES ARE STRICTLY PROHIBITED

Booth Location and Parking. Paperfest reserves the right to assign booth locations and due to the outdoor nature of the event, all Vendor spaces are uncovered either on grass or pavement. Vendor may bring a canopy tent (must be secured down). Electricity is not provided; small portable generators are allowed if electricity is required. The Vendor parking area is located near the center of the event grounds and with limited parking available, we request Vendor employees carpool and plan accordingly.

Operation. Vendor shall have discretion and supervision over their space and hours of operation. Vendor must be self-sufficient. Vendor may be operational at any hours they choose within the Event Hours listed above. There will be no refunds of the Sponsorship Fee for reduced hours. There is restricted access to the Vendor spaces by vehicle during festival hours including for setup and tear down. Overnight event security is provided and Vendor is allowed to keep their area setup at their own risk. Vendor is responsible for complying with Federal, State and IRS laws and regulations.

Fraud and Misrepresentation. Each Vendor is expected to deal honestly and fairly with the public and its employees. Paperfest reserves the right to cancel this agreement if, in the judgement of Paperfest, the business or exhibition carried on by the Vendor or the manner conducting same, is objectionable or not as represented at the time of making of agreement, and to have property of the Vendor removed from the event grounds, without refund of any sponsorship payments. Vendor agrees not to conduct any sales, gambling, or games in any manner contrary to that which has been agreed in writing. Paperfest reserves the right to deny display and/or giveaway of items which, in the judgement of Paperfest, are inappropriate. If any problem or situation arises that cannot be resolved, the final decision will be made by the Paperfest Board of Directors.

Cost of Participation. Vendor sponsorship payment must be received prior to participation. Thank you!

Indemnification. Paperfest shall not be responsible for any loss or damage suffered by the Vendor or Vendor's employees or guests from act of theft, vandalism, accidental injury, or act of God. Vendor agrees to indemnify and hold harmless Paperfest and its officers, directors, agents, employees, committee members, sponsors, and volunteers, from any and all liability, claim, loss, damage, cost or expense, including attorney's fees, which may arise out of or result from attending Paperfest by the Vendor, and/or employees, agents and contractors. Vendor assumes all liability for damages caused by the actions of the Vendor and their employees or agents in their attendance at Paperfest.

A copy of the Vendor's Certificate of Liability insurance naming Kim-Com Promotion (Paperfest) as "Additional Insured" with the address of PO Box 33, Kimberly WI 54136 for the dates of Paperfest, listed above, prior to participating.

By signing below, you are hereby acknowledging that you have read and agree to the terms and conditions set forth in this Agreement. Violation or non-compliance of this agreement will result in Paperfest's decision to request your immediate removal from the event grounds. Such removal will result in the loss of the Sponsorship fee and may result in your inability to return in future years. Any modifications to this Agreement must be made in writing and signed by both parties. Event and Vendor representatives signing this agreement certify that they sign as properly authorized representatives and do not assume any personal liability.

BY: X _____

SIGNATURE OF VENDOR

NAME: _____

TITLE/ROLE: _____

ADDRESS: _____

EMAIL: _____

PHONE: _____

Please sign and return by email: Director@Paperfest.com

DEPARTMENTS

Directors – RED POLOS/SHIRTS

Lead: Matthew Boots 920-850-7065 matthew.boots@paperfest.com

Grounds Crew – SAFETY YELLOW SHIRTS

Lead: Jeremy Biese 920-209-2157 jeremy.biese@paperfest.com

Security – UNIFORM

Star Protection & Patrol 920-252-6913 security@paperfest.com

Volunteer Security – SAFETY ORANGE SHIRTS

Lead: Chad Smith 920-851-5170 kimberlyfd@vokimberlywi.gov

Finance – SHIRTS N/A

Lead: Vicki Powers 920-851-6364 vicki.powers@paperfest.com

Food/Beverage – YELLOW SHIRTS

Food Lead: Kimberly Boots 920-636-5267 kimberly.boots@paperfest.com

Drink Lead: Griffin Freimuth 920-636-0541 griffin.freimuth@paperfest.com

Technology – GREY SHIRTS

Lead: Ben Marsh 920-851-2184 it@paperfest.com

Stage Crew – BLACK SHIRTS

Lead: Jesse Kohl 920-750-0144 jesse@eventproductionsystems.com

Media – BLUE SHIRTS

Lead: Delaney Pestka 920-882-3342 delaney.pestka@paperfest.com

General Volunteer – NAME TAG & SHIRT W/ “VOLUNTEER CREW” GRAPHIC

Lead: Vicki Tessen 920-788-1700 vicki.tessen@paperfest.com

VOLUNTEERS

Volunteers are the backbone of Paperfest, contributing over 7,000 hours from setup to teardown. While all the amazing volunteers play a crucial role in the success of Paperfest; they do not hold decision-making authority regarding event operations or emergency decisions. Their primary duty is to assist with assigned tasks under the direction of event leadership.

Volunteer Shifts

To ensure accountability, all volunteers must check in and out for their shift, with records maintained by the Volunteer Coordinator. Volunteers may sign up for shifts online via SignUp Genius in various event categories. In addition to these scheduled roles, Event Directors and essential volunteers operate outside of designated shifts and oversee event operations.

Categories

BARTENDING: Responsible service of alcoholic beverages, restricted to 21+

FOOD SERVICE & PREP: Must comply with all state and county food safety regulations.

WRISTBAND & TICKET SALES: Verifying IDs and selling 21+ wristbands and food/drink tickets.

LIVE MUSIC: Includes stagehands, spotlight operators, photographers, and merch sellers.

ACTIVITIES: Primarily focused on the Kids Zone, but this also includes the 5k Run and Car Show.

SECURITY: Volunteer security includes gate, stage, roaming, and overnight security.

GENERAL: Includes poster distribution, information tent staffing, facility cleanup, and event setup.

Staffing & Support

Nearly all Paperfest volunteer shifts include floater positions to cover last-minute gaps. Additionally, the Grounds Crew remains on standby to assist wherever needed, ensuring smooth event operations.

FOOD & NON-ALCOHOLIC DRINK SALES

License

Food Permit – Outagamie County

Sales Locations

Food and non-alcoholic drink sales will be available at multiple locations throughout the event grounds including:

Amphitheater Main Tent

Sunset Stage Main Tent

Craft Midway – Food Truck Rally

Kids Zone

Vending Machines on Grounds

Car Show (Saturday)

Sales & Service Guidelines

Food service and food vendors must comply with all state and local health regulations, including proper food handling and sanitation procedures. Sales must be conducted at only designated locations, with no roaming vendors permitted. Non-alcoholic beverages will be available at all food sales locations and designated beverage stations throughout the event grounds.

Service Times

Thursday: 5:00PM – 10:30PM

Friday: 12:00PM – 11:30PM

Saturday: 10:00AM – 11:30PM

Sunday: 11:00AM – 6:30PM

**Food Truck hours may vary by vendor*

FOOD TRUCK RALLY

Food Vendors

All food trucks must be pre-approved by the event committee and adhere to all licensing and inspection requirements set forth by Outagamie County. Food vendors will be assigned designated spaces in the Craft Midway to ensure proper spacing and traffic flow. Each food vendor is responsible for maintaining cleanliness of their area and surroundings, including disposing of waste. Food vendors must accept Paperfest tickets as a method of payment.

ALCOHOL SALES & CONSUMPTION

Wristband required to purchase or consume alcohol!

License

Temporary Class “B” Beer License – Village of Kimberly

Sales Locations

Alcohol will be sold exclusively at designated bars throughout the event grounds including:

Amphitheater Main Tent	Amphitheater Express Bar	Craft Midway
Sunset Stage Main Tent	Sunset Stage Express Bar	Kids Zone

Consumption Areas

Alcohol open carry is permitted only within the designated event grounds, which includes the upper portion of Sunset Park (East Entrance) as well as the car show location (West Entrance). No alcohol may be brought into or taken out of the event area.

Sales & Service Guidelines

Alcohol sales will comply with applicable state and local laws. Only malt-based beverages will be served. Responsible serving practices will be enforced to prevent overconsumption, and service will be refused to anyone who appears intoxicated. Alcohol sales will only be conducted at designated locations, and no roaming vendors will be permitted. The “last call” for alcohol sales will occur at the conclusion of the band’s performance on the corresponding stage.

ID Verification will take place at wristbanding locations. Once paid and age verified, an age-verified wristband will be placed on the attendee’s wrist. This is good for the entire weekend as long as there is no visual evidence of tampering.

Storage: Alcohol will be stored in each bar location in locked reefer trailers Wednesday – Monday.

Service Times

Thursday:	4:00PM – 11:00PM
Friday:	11:00AM – 12:00AM
Saturday:	10:00AM – 12:00AM
Sunday:	10:00AM – 7:00PM

TICKETS, WRISTBANDS & ATM'S

Paperfest is a CASH ONLY event.

Food, Drink & Ride Tickets

\$1.00 PER TICKET – Tickets can be redeemed for food, beverages, carnival rides, kids' games, and more. Food & Beverage tickets, \$1.00 each, are available for purchase onsite at multiple ticket booths and self-serve ticket machines located throughout the event grounds. ATMs are available next to ticket machines for convenience.

ALL tickets are branded with the Paperfest logo and are primarily red, white, or blue. Old tickets may be used as long as they feature the Paperfest logo printed on the ticket. Tickets are valid for use throughout the event grounds and at all vendors (except the Craft Fair).

Age Verified Wristbands

\$2.00 PER WRISTBAND – Age Verified Wristbands are required to purchase and/or consume alcohol – helping quickly and conveniently confirm ages, reducing wait times at the bars. Wristbands are available for purchase, \$2.00 each, at designated wristband/ticket booths located throughout the event.

21+ wristbands will be branded with the Paperfest logo and are colored either pink or green for easy identification.

ATMs

Numerous ATMs provided by D&W Cash are available throughout the event grounds. These are placed near self-service ticket machines for quick and convenient cash access, helping to reduce wait times for attendees.

TICKET MAP

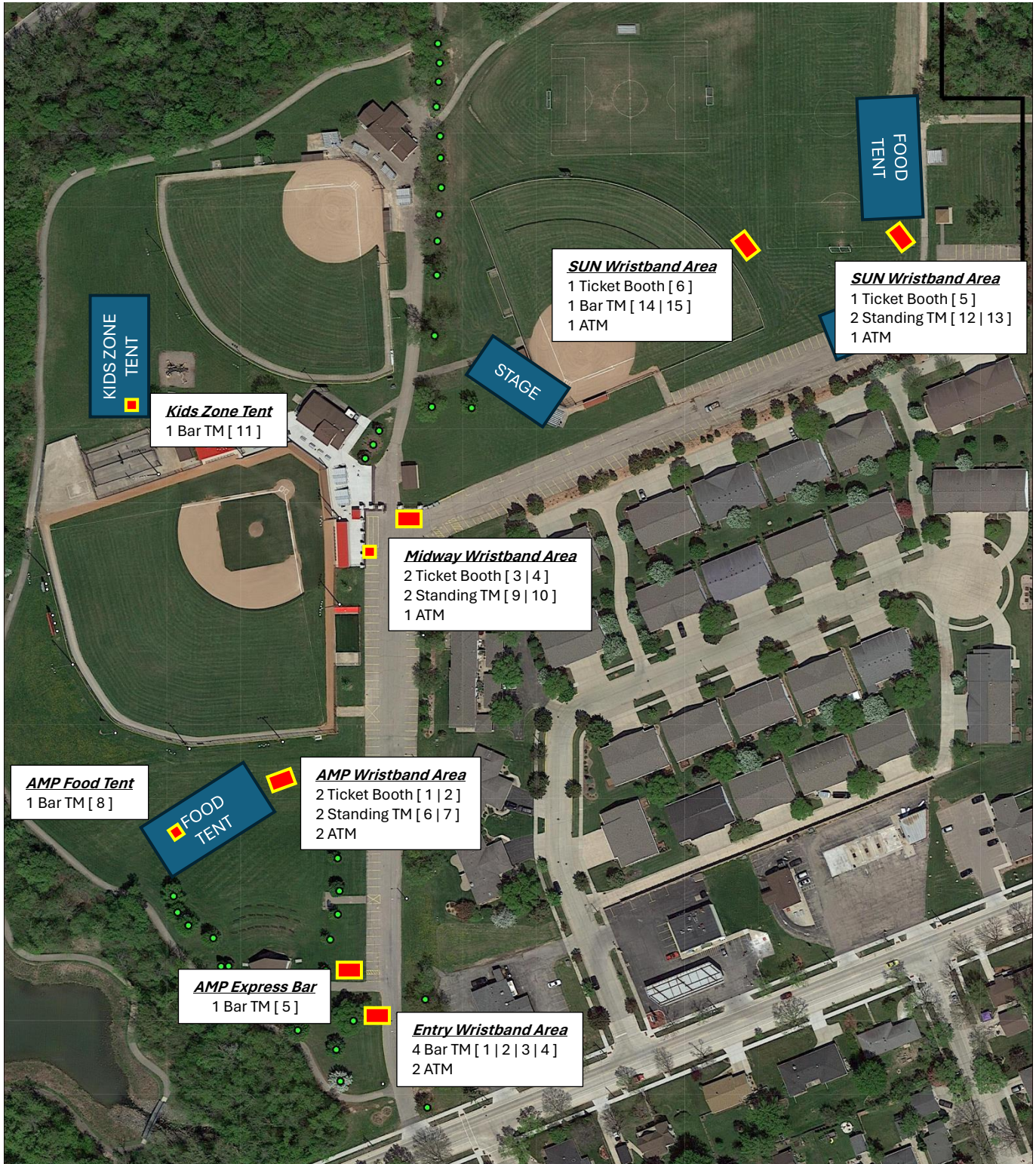
6 – Ticket Booths

15 – Ticket Machines

7 – ATMs

Delivery: Tuesday

Delivery: Wednesday



LIVE MUSIC

One of the most exciting aspects of Paperfest is the live music. With over 35 bands performing across three stages over the course of four days, Paperfest brings together top national and local talent – all for free! Each stage offers a unique experience, catering to a variety of musical tastes and providing something for everyone.

Amphitheater – *Thursday, Friday, Saturday, & Sunday*

Located just inside the main entrance, the Amphitheater provides a home to top local cover bands with a laid-back vibe for performances featuring classic hits, tribute bands, and party anthems. This stage is the perfect spot to kick back, enjoy a drink, and soak in the evening entertainment.

Attendance Estimate: 2,000

Original Music Stage – *Thursday, Friday, Saturday, & Sunday*

Positioned in the heart of the Paperfest grounds, the Original Music Stage celebrates up-and-coming artists and local musicians. This stage is dedicated to original compositions and fresh sounds, making it a must-visit for those who love discovering new talent.

Attendance Estimate: 500

Sunset Stage – *Thursday, Friday, & Saturday NIGHTS ONLY*

Located on the soccer fields, the Sunset Stage hosts high-energy performances from national touring acts. This stage is designed for larger crowds, offering a true festival atmosphere with a stunning natural backdrop, making it the prime destination for headlining performances and unforgettable live shows.

Attendance Estimate: 3,500

STAGE LOCATIONS

AMPHITHEATER – **Hours: Thursday, Friday, Saturday & Sunday**

ORIGINAL MUSIC – **Hours: Thursday, Friday, Saturday & Sunday**

SUNSET STAGE – **Hours: Thursday, Friday, Saturday NIGHTS ONLY**



ACTIVITIES

Paperfest is packed with exciting attractions and entertainment for all ages! Whether looking for high-energy thrills or unique experiences, there's something for everyone to enjoy

Carnival Rides

Bringing a mix of thrilling rides and family-friendly attractions to the midway.

Hot Air Balloon Glow

A stunning evening display of glowing balloons lighting up the night sky. This is located on the soccer fields near the Sunset Stage.

Craft Fair

Taking over the Sunset Stage area on Sunday, the Craft Fair allows attendees to browse handcrafted goods, unique gifts, and local artisan products.

Paperfest: Next Act!

An *America's Got Talent* inspired competition set to take place on the Original Stage on Saturday morning, with the winner performing during the break on the Amphitheater later that night.

See [Special Events](#) for events that extend beyond or are located outside primary grounds.

KIDS ZONE

A dedicated area filled with fun and engaging activities for children and families, centered around the playground area between the softball and baseball fields.

Kids Games and Family Entertainers

Located within a large tent, this area provides a comfortable shaded space for families to enjoy interactive performances from magicians, balloon artists, and more!

Trout Fishing Pond

A hands-on fishing experience for kids to catch trout. This is an exciting opportunity for first-time anglers looking to experience a tug on the end of the line.

Petting Zoo

A fun and educational experience where attendees can get up close with friendly farm animals.

Inflatables

Bounce houses, obstacle courses, and slides provide endless fun for children of all ages.

See [Special Events](#) for events that extend beyond or are located outside primary grounds.

SPORTS

With a variety of competitions and tournaments throughout the festival, Paperfest is a great place to get in on the action! Promoting health and wellness in the community?

Sunset 5K Run/Walk

A scenic race along the Fox River, this event is open to runners and walkers of all levels.

Volleyball

Friday – Reverse Coed Quad, located on the softball field under the lights.

Saturday – Triples Men’s and Women’s divisions, located on the West soccer field.

Corn Hole

Located in the softball field on Saturday afternoon, this is a friendly yet competitive bean bag toss tournament.

Basketball

The 3-on-3 streetball style tournament is for men 18+ years of age.

Lacrosse

Lacrosse is an exciting sport that continues to grow in popularity. The Kimberly Lacrosse club organizes this Thursday afternoon speed lacrosse tournament, as a way to promote the sport. This fast-paced variation of the game uses tennis balls and smaller field. For spectator safety the fields will be located within the fenced softball and youth diamonds.

See [Special Events](#) for events that extend beyond or are located outside primary grounds.

SPECIAL EVENTS

Special events that extend beyond or are located outside primary grounds.

Sunset 5K Run/Walk – Friday | 6:30 PM – 8:00 PM

Registration will take place at the Sunset Park West soccer field. The route (see attached map) follows the Sunset Park Trail to Rivers Edge Drive, continues along the Papermill Run Trail (using the road where necessary), reaches Prospect Street, then turns around to follow the same path back.

5K RUN/WALK MAP – Attached

ROAD CLOSED – Rivers Edge Dr (North Side) and Prospect St

Car Show – Saturday | 7:00 AM – 3:00 PM

The event will take place on the grass inside the West entrance of Sunset Park. Vehicles will enter directly from Fulcer Avenue, crossing the curb using ramps. Live music will be featured from 9:00 AM – 2:00 PM, with awards presented by 2:30 PM. Vehicles will park on the grass inside the West entrance as well as the Swim Beach lawn.

CAR SHOW MAP – Attached

ROAD CLOSED – Sunset Park Rd (Kimberly Ave to Fulcer Ave)

Fireworks – Friday | 9:20 PM

The 5-Minute Finale is an action-packed experience packed into electrifying bursts of color, light and heart pounding booms, getting attendees back to the action. Fireworks will be launched from the grassy area between Shelter 1 and Shelter 2. To ensure safety, this section of the park will be restricted access for the day on Friday to secure the perimeter allowing for preparation during the day. During the fireworks show, starting around 9:00am and ending around 9:30pm, the drop-zone perimeter of 350ft will be enforced by volunteers, this includes stopping vehicle traffic to the boat landing during the fireworks show.

RAIN DATE – Saturday

FIREWORKS MAP – Attached

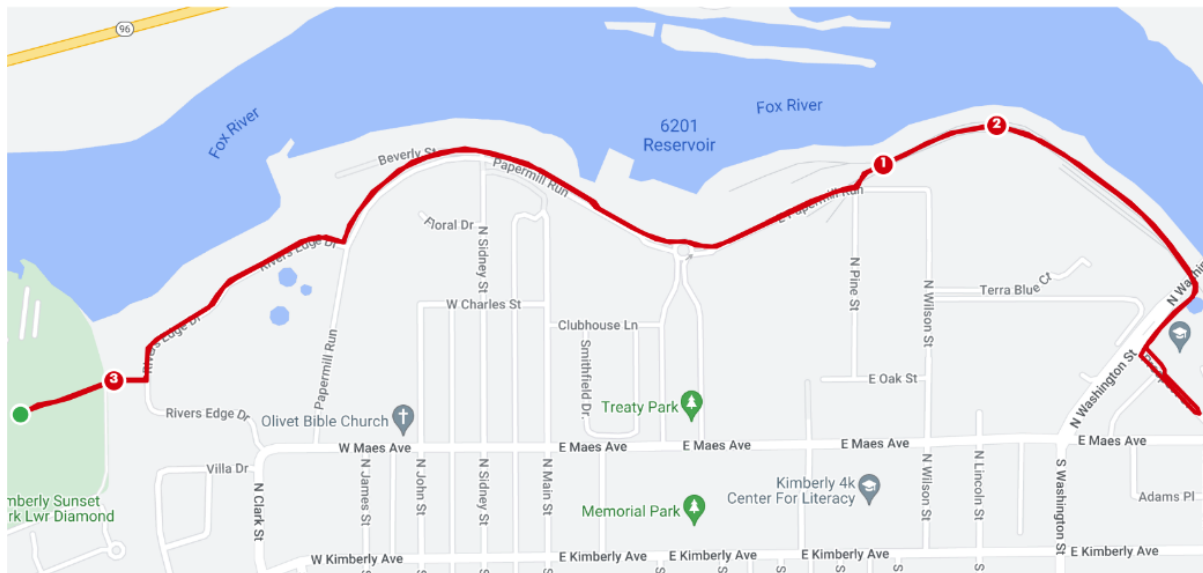
Fishing Tournament – Saturday | 8:00 AM – 4:00 PM

The Paperfest Fishing Tournament is directed more towards youth and family involvement. The tournament will be held at the Sunset Park boat landing. Participants may fish from shore or launch boats from the ramp to explore the Fox River.

SUNSET 5K RUN/WALK ROUTE MAP

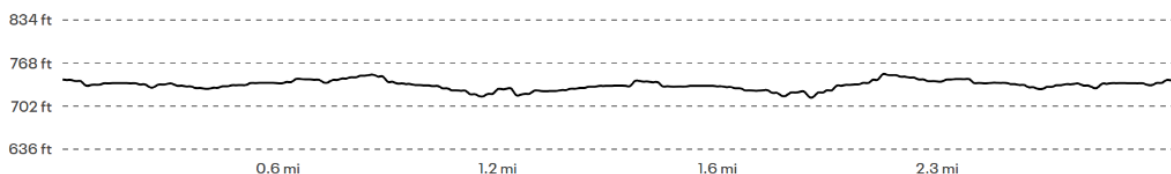


Sunset Park, Kimberly



Elevation

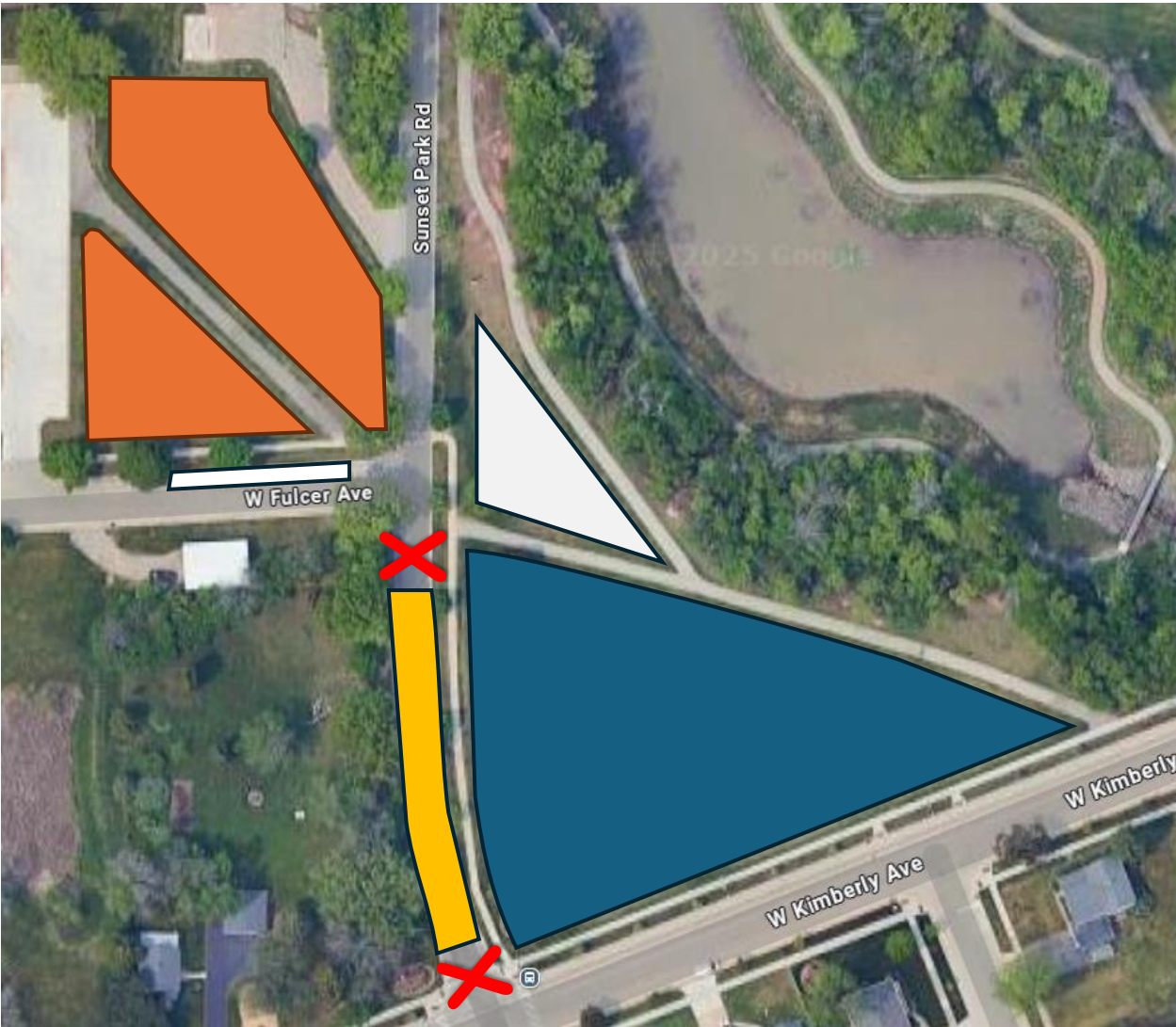
Start	Max	Gain
745 ft	752 ft	56 ft








Scheduled Start Time: FRIDAY 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 pick up 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.

CAR SHOW MAP

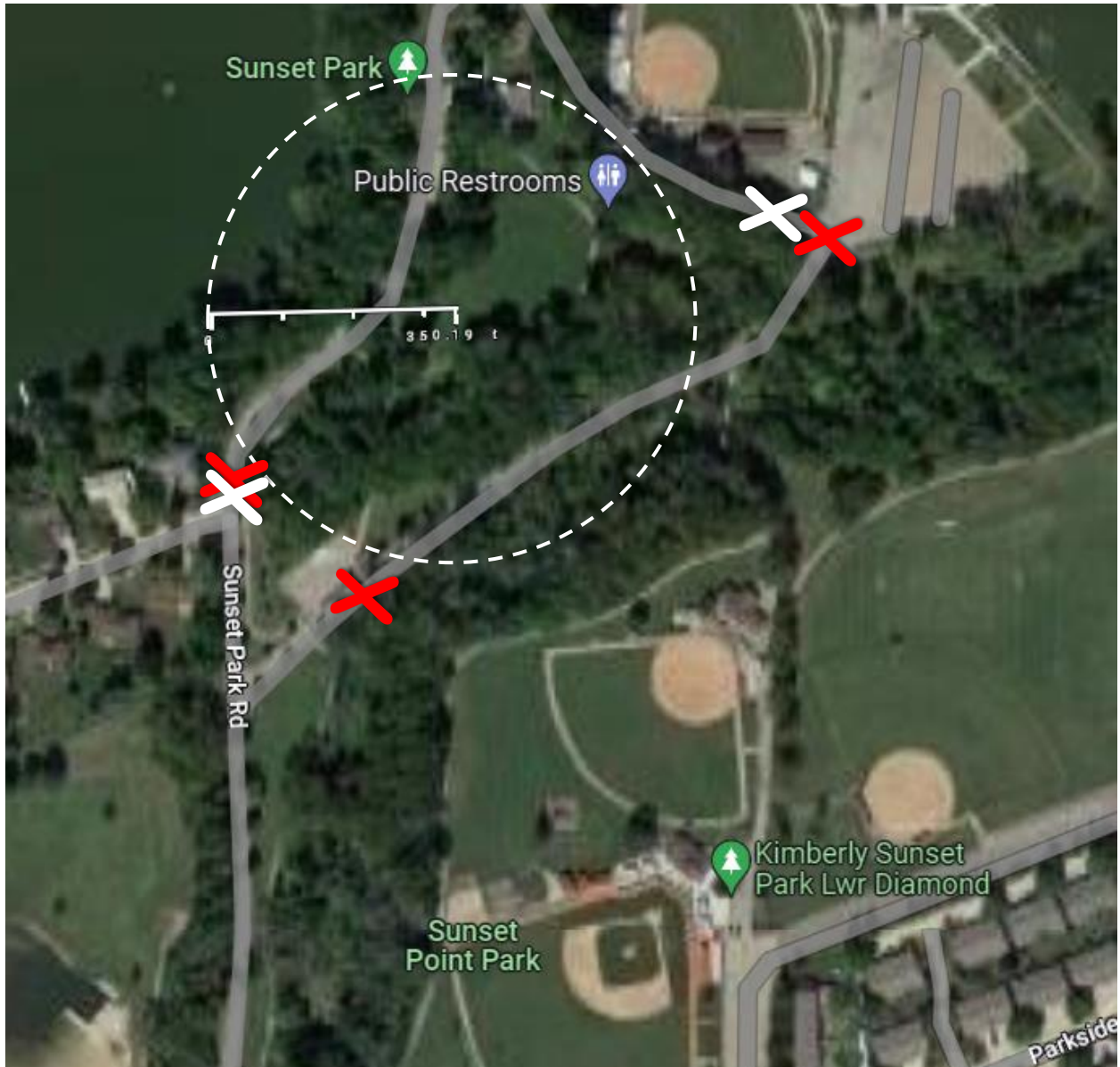


Scheduled Event Hours: SATURDAY 8:00AM – 2:30PM

-  **Primary Car Show Area**
-  **Secondary Car Show Parking**
-  **Motorcycle/Mixed Use Parking**
-  **Food Vendor/Vendors/Overflow**
-  **Road Closed from 7am-3pm**

Detour to follow Roger St and Fulcer Ave connecting back with Sunset Park Rd

FIREWORKS MAP



Scheduled Launch Time: FRIDAY at 9:20PM

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

Rain Date: SATURDAY at 9:20PM



Barricade placed early Friday morning for security of setup and to prevent parking and the need to have vehicles towed before the fireworks show.



Security placed around 9PM to prevent traffic into the drop zone during the show.

PUBLIC RELATIONS

Public relations play a vital role in the success of Paperfest. As a free-admission event, its long-term viability relies on providing positive experiences for attendees.

Communication Strategies

The Paperfest planning committee is committed to effective communication. From direct text messaging through PaperPulse Text Club to a Facebook page with countless posts, we strive to keep our attendees informed. Additionally, we submit detailed press releases to area media outlets to enhance communication with attendees.

Event Spokesperson

MEDIA/INTERVIEWS – Matthew Boots, Event Director

STAGE ANNOUNCEMENTS – Jordan Bayorgeon, Entertainment Director

ORIGINAL MUSIC STAGE HOST – Evan Freimuth, Craft Midway Director

Social Media Monitoring

A team of Paperfest Directors have admin access to the Paperfest Facebook page to quickly respond to inquiries, comments, and posts, ensuring a fast and helpful response.

Guest Relations

It is the responsibility of all volunteers to create a positive experience for each attendee. In the event of a conflict or concern, a Paperfest Director will be available to listen, communicate effectively, and resolve the issue promptly.

Feedback

Continuous improvement is essential to Paperfest's success. Gathering guest feedback, both positive and constructive, is a key strategy for growth. Input from attendees help shape future events, ensuring that Paperfest consistently delivers a high-quality experience for all.

ENTRANCES

Entrances

MAIN ENTRANCE: SOUTH (KIMBERLY AVE) – 800 W Kimberly Ave (*Sunset Park East Entrance*)

NORTH (SUNSET PARK RD) – Trail to Sunset Park Boat Landing

EAST (RIVERS EDGE DR) – Trail to Rivers Edge Dr, between 270-280 Rivers Edge Dr

Entry Policy

Free Admission! By attending Paperfest you are implicitly agreeing that Kim-Com Promotion (Paperfest) may use any photos or videos of you for promotional purposes whether taken by our photographers/videographers or shared by other attendees. Said photos may be used by Paperfest on our website, social media, TV spots, or printed materials. Persons entering the grounds assume all risks incidental to the event. No liability is assumed by directors, managers, agents, promoters, sponsors, vendors, or any other individuals or entities associated with the event. Paperfest reserves the right to enact policy changes at any time as well as the right to refuse admission or eject any person violating any law, rule, or policy.

Carry-In Policy

No Carry-Ins. All bags are subject to search. Officials reserve the right to refuse admission or eject any person violating any law, rule or policy. Certain items may not be brought on the premises including without limitation: weapons (including, but not limited to, firearms, knives of any kind, explosives), alcohol, contraband, illegal drugs and controlled substances. The following items are also not permitted: carry-in food or beverage, large umbrellas, skateboards, bicycles, kites or frisbees, drones or remote-controlled flying devices.

Signage

Clear signage will be posted at each entrance to inform attendees about the entry and carry-in policies. Additionally, electronic message centers will be placed on each side of the entrance to provide real-time updates and additional information.

Enforcement

A combination of paid and volunteer security personnel will be responsible for enforcing policies and managing gate security. When possible, paid security personnel will oversee bag checks and ask attendees to dispose of or return prohibited items to their vehicles when necessary.

ADA ACCESSIBILITY

Parking

The Chefo's Pancake House parking lot is designated for Handicap Parking after **3:00pm daily**. Due to a limited number of spaces, in the event that all handicap parking spots are filled, and an individual is unable to use the shuttle, they may notify gate security for assistance. In this case, handicapped individuals will be instructed to park near the event grounds, and a member of the grounds crew will pick them up at their vehicle and drop them off inside the main entrance. Please note that no handicap parking is available within the event grounds.

Grounds

The primary throughfare is a flat, paved parking lot, making it easy to traverse – including in inclement weather. Permanent restroom facilities are located near the Craft Midway, while handicap-accessible portable toilets are available near the Amphitheater and Sunset Stages.

Stages

The Amphitheater offers an ADA Accessibility pad that provides direct access from the parking lot walkway. However, the viewing bowl in the Amphitheater has a sloped grass surface.

The Sunset Stage and Original Music Stage do not have dedicated ADA Accessible features, but both stages offer a flat grass surface viewing area for attendees.

Food

Food and drink are accessible at the food truck rally and craft beer tents. Food vendors participating in the food truck rally will be located on paved surfaces, allowing for ADA Accessibility.

Individuals with ADA Accessible questions or concerns should contact: info@paperfest.com

LOST & FOUND

Lost & Found

All lost items should be turned in to the Information Tent, where they will be safely stored and can later be retrieved. To ensure items are returned to their rightful owners, proof of identification may be required before releasing any lost property.

Many items are discovered overnight during the daily cleanup. Following Paperfest, reasonable efforts will be made to reunite owners with their lost property. If these efforts are unsuccessful, unclaimed items will either be donated to charity or disposed of.

For immediate assistance with lost items during the event, please visit the Information Tent.

TRANSPORTATION

Transportation Accommodations

While there will be overall increased traffic throughout the day, peak hours of travel will be between 6:00pm – 11:00pm.

Primary Routes: Labeled by event staff, the main routes to Sunset Park utilize County Road CE, County Road N, Railroad Street and Kimberly Avenue. Highway access includes Highway 441.

Public Safety Routes: A designated space will be created for Public Safety vehicles inside the main entrance, within the grass space to the East of the entry. Emergency vehicles should use alternate routes when possible.

Shuttle Services: These shuttles help alleviate traffic congestion around the Paperfest grounds. Pickup locations are noted below with drop off location being outside the main entrance. Shuttle buses from area establishments are encouraged with a pickup and drop off location to the West of the main entrance.

Directions To Paperfest

FROM NORTH (GREEN BAY): Take I-41 Southbound, merge onto WI-441 South (exit 145) toward Kimberly, take the CE/College Ave. exit (exit 8) and turn left onto CE/College Ave. heading East. Turn left on Railroad Street (shuttle parking: turn right on Papermaker Dr.) and continue until taking a left on Kimberly Ave. Paperfest grounds will be on the right.

FROM SOUTH (OSHKOSH): Take I-41 Northbound, merge onto WI-441 North (exit 134) towards Appleton, take the CE/College Ave. exit (exit 8) and merge right onto CE/College Ave. heading East. Turn left on Railroad Street (shuttle parking: turn right on Papermaker Dr.) and continue until taking a left on Kimberly Ave. Paperfest grounds will be on the right.

FROM WEST (NEW LONDON): Take WI-15 Eastbound, merge onto I-41 Northbound towards Green Bay, merge onto WI-441 South (exit 145) towards Kimberly, take the CE/College Ave. exit (exit 8) and turn left onto CE/College Ave. heading East. Turn left on Railroad Street (shuttle parking: turn right on Papermaker Dr.) and continue until taking a left on Kimberly Ave. Paperfest grounds will be on the right.

FROM EAST (MANITOWOC): Take US-10 Westbound, turn right onto County Road N heading North. Turn left on Kimberly Avenue (shuttle parking: turn right on Lincoln St.) and continue ahead. Paperfest grounds will be on the right.

PARKING

Parking On Grounds

Event directors, vendors, and performers are permitted to park on-site in designated areas upon presenting a valid parking pass to gate security. To maintain clear walkways for pedestrians, most parking areas are located on grass surfaces away from attendee areas. Vehicles should use the trail to the West and North, around the outside of the Paperfest grounds, to safely navigate the crowds.

<u>LOCATION</u>	<u>DETAILS</u>	<u>STALLS</u>
Amphitheater	Band Parking	20
Main Food Tent	Director Parking, Grounds, Finance, Lead Volunteers	50
Kids Zone	Vendor Parking, Family Tent Entertainers	40
Original Stage	Band Parking	10
Sunset Stage	Band Parking (with Tour Bus and Trailers)	25
Command Center	Police, Fire, EMS (<i>additional parking inside main entrance</i>)	35

Parking Accommodations

Parking on event grounds is not permitted without a valid parking pass. To accommodate the high volume of visitors, several parking lots throughout the Village of Kimberly will be utilized, and shuttle services will be available for transportation. Roadways are open for parking, except in areas designated as “no parking,” which are outlined in the No Parking section.

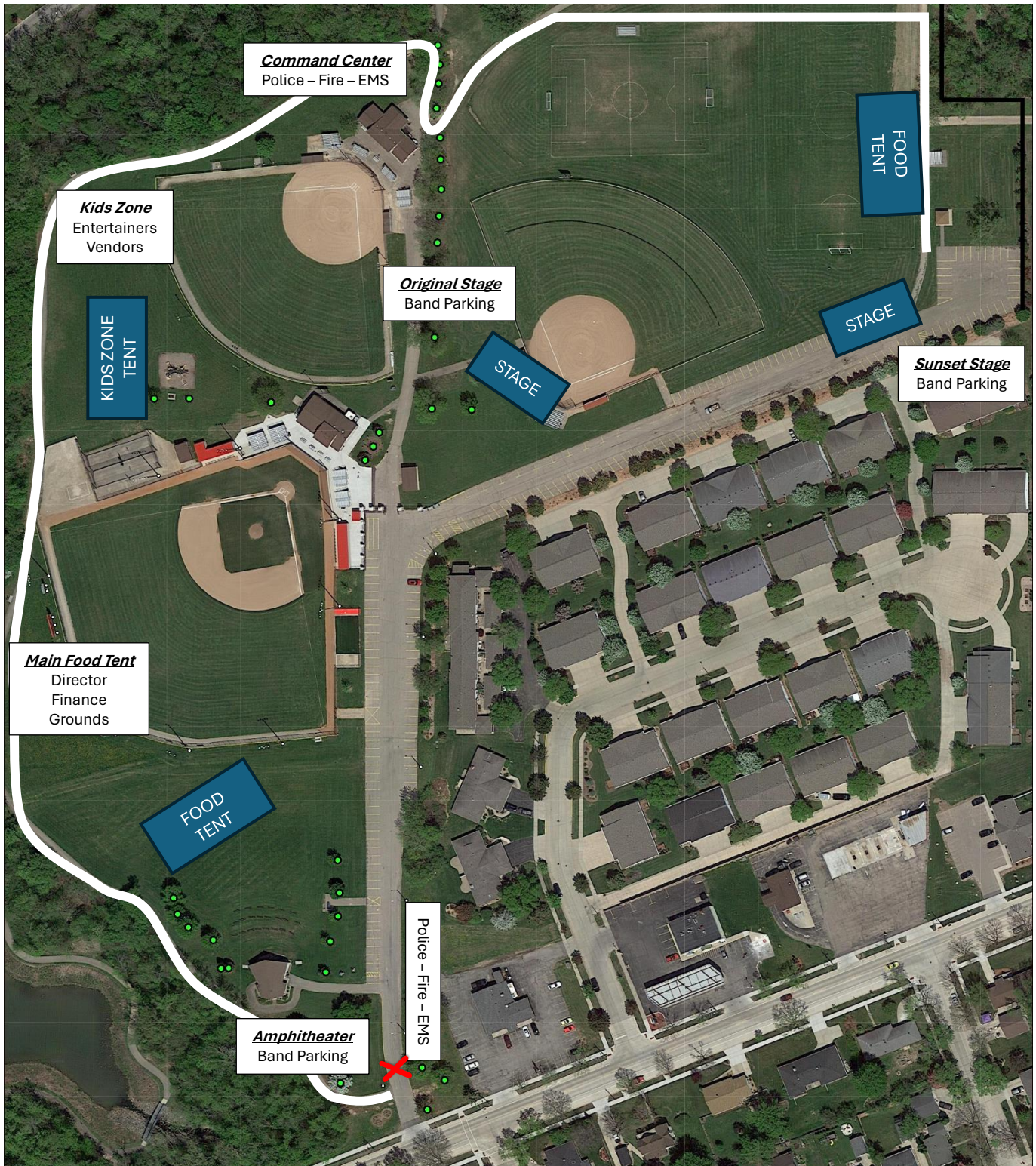
<u>LOCATION</u>	<u>ADDRESS</u>	<u>STALLS</u>
Chefo’s Pancake House (HANDICAP)	760 W Kimberly Ave	40
West Side of Wilber St (Motorcycle)	N Wilber St	50
Sunset Park (West Entrance/Boat Landing)	900 W Kimberly Ave	180
Sunset Swim Beach	1010 W Fulcer Ave	240
Fox Valley Church	1200 W Kimberly Ave	250
Municipal Center & Community First	515 W Kimberly Ave	140
Westside Elementary School	746 W 3 rd St	50
Verhagen Park	829 W 3 rd St	35

<u>SHUTTLE</u>	<u>ADDRESS</u>	<u>STALLS</u>
Valley Transit (Route 20)	800 W Kimberly Ave	N/A
Antique Up	850 E Maes Ave	650
JRG Middle School	545 S John St	400

SHUTTLE - THUR: 5-11pm, FRI: 12pm-12am, SAT: 11am-12am, SUN: 11am-6:30pm

GROUNDS PARKING MAP

On site parking is extremely limited – only individuals with parking passes are permitted.
For attendee safety, extreme caution must be used when traveling through the event grounds.
ALL TRAFFIC SHOULD BE KEPT TO THE OUTSIDE TRAIL DURING EVENT HOURS.



PARKING MAP



Lot A – Boat Landing

Lot B – Upper Sunset Park

Lot C – Parking Lot

Lot D – Sunset Swim Beach

Lot E – Fox Valley Church

Lot F – Verhagen Park

Lot G – Kimberly Municipal Center

Lot H – Community First Credit Union

SHUTTLE ROUTE – NORTH LOT

Antique Up – 850 E Maes Ave. Kimberly, WI 54136

Pickup approximately every 20 mins.

Paperfest Free Shuttle Bus - Route & Times

:00 – Leave Antique Up	:11 – Right on Fulcer Ave
:01 – Right on Maes Ave	:12 – Right on Sunset Park Dr
:03 – Right on Kimberly Ave	:12 – Left on Kimberly Ave
:04 – Arrive Sunset Park	:15 – Left on Lincoln St
:10 – Leave Sunset Park	:15 – Arrive Antique Up
:11 – Right on Roger St	:20 – Leave Antique Up



SHUTTLE ROUTE – SOUTH LOT

JRG Middle School – 545 S John St, Kimberly WI 54136

Pickup approximately every 20 mins.

Paperfest Free Shuttle Bus - Route & Times

- | | |
|---------------------------------|--------------------------------|
| :00 – Leave JRG Middle School | :11 – Right on Fulcer Ave |
| :00 – Straight on Papermaker Dr | :12 – Right on Sunset Park Dr |
| :01 – Right on Railroad St | :12 – Left on Kimberly Ave |
| :02 – Left on Kimberly Ave | :13 – Right on Railroad St |
| :04 – Arrive Sunset Park | :15 – Left on Papermaker Dr |
| :10 – Leave Sunset Park | :15 – Arrive JRG Middle School |
| :11 – Right on Roger St | :20 – Leave JRG Middle School |



RIDE SHARING

Drop-Off & Pick-Up Zone

Kimberly Swim Beach – 1010 W Fulcer Ave, Kimberly WI 54136

To accommodate attendees using ride-sharing services, the Kimberly Swim Beach should be used as the designated drop-off and pick-up zone for safety and to ensure a smooth flow of traffic near event grounds. This location provides a safe and convenient area for arrivals and departures without causing congestion near the main entrance. Signage will be posted to guide drivers to the correct location. Attendees should coordinate their pick-up and drop-off accordingly and communicate this designated location with their drivers.

Paperfest Bar Bus Shuttle

The Paperfest Bar Bus provides a safe and convenient transportation option for festival attendees traveling to and from participating bars and restaurants. This program helps reduce traffic congestion and promotes responsible transportation choices. Establishments will determine their hours of operation, but they will mainly be Thursday, Friday, and Saturday Nights. Their designated drop-off and pick-up zone is on the North side of Kimberly Ave between the East and West Entrances of Sunset Park (just to the West of the main entrance).

SafeRide Program

While Paperfest does not currently participate in the Outagamie County Tavern League SafeRide Program, attendees needing a safe ride home are encouraged to use ride-sharing services, designated drivers, or the Paperfest Bar Bus to a local Tavern League member establishment.

NO PARKING

No Parking Sign Locations

No parking signs are to be placed on locations including main thoroughfares, locations of high foot traffic, locations where emergency vehicles may need access, and the 5k route. No parking signs are to be placed late Wednesday night or first thing Thursday morning. Additionally, they should be removed on Sunday night or Monday morning. Below are the locations of No Parking signs:

Kimberly Ave – South side, between Patrick St and Joseph St

North side of Kimberly Ave is already No Parking, reinforced between park entrances

Parkside Ct – Both sides, from Kimberly Ave to the bend in the road

Fulcer Ave – Both sides, from Swim Beach to Sunset Park Rd

Rivers Edge Dr – between Maes Ave and corner beyond the Park Entrance

One side of Rivers Edge Dr is already designated as No Parking

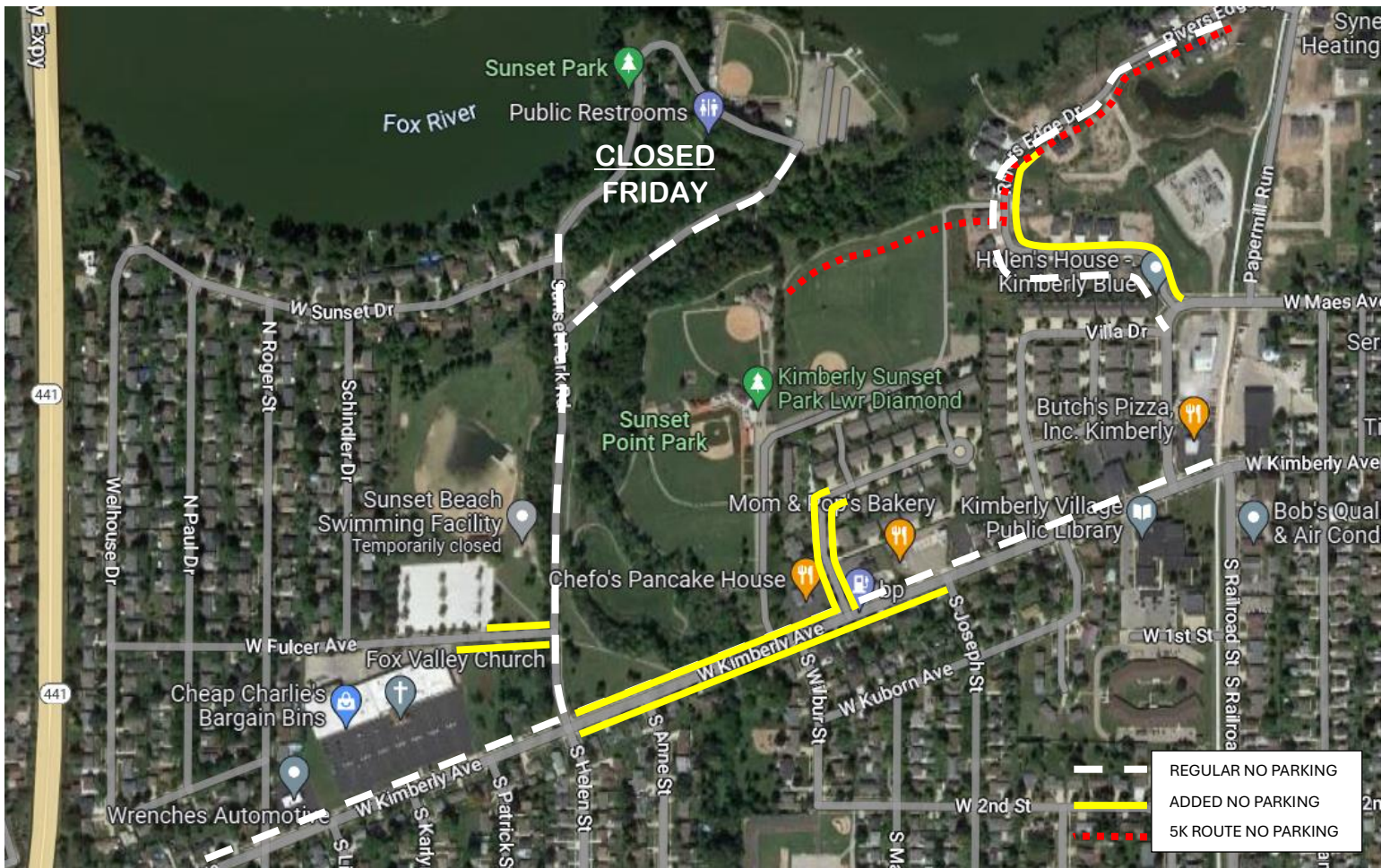
5K Route

A majority of the 5K Run / Walk route will utilize the trail alongside Papermill Run and the Fox River. No parking locations include:

Rivers Edge Dr – Trail entrance to Sunset Park to Papermill Run

Prospect St (Edwards to Washington) – Closed

NO PARKING MAP



Barricades – 16

Traffic Cones – 20

- 3 – Main Entrance
- 1 – Rivers Edge Trail
- 5 – Fireworks (FRI)
- 6 – 5K Run (FRI)
- 6 – Car Show (SAT)

FACILITIES

Temporary Structures

Diggers Hotline will be contacted by July 1st to assess the entire event area by Friday prior.

Tents: Multiple temporary structures, including large event tents, will be erected throughout the event grounds. These tents will be used for food & drink service and the kids zone. Smaller carport canopies and pop-up tents will be set up for express bars, information tent, and sports/activities.

Stages: Portable staging is used for the Sunset Stage and the Original Stage.

Restroom Access

A combination of permanent and portable restrooms will be available throughout the event to accommodate daily attendance of 10,000+ guests. All restrooms will be maintained and serviced regularly to ensure cleanliness and functionality. Portable restrooms will be placed at least 100 feet away from open-air food preparation areas to comply with health and safety regulations.

<u>AREA</u>	<u>PERMANENT</u>	<u>PORTABLE</u>	<u>UNITS</u>
Amphitheater	500	7,000	28
Midway	2,000	1,000	4
Kids Zone	N/A	500	2
Sunset Stage	N/A	7,000	28
Car Show	N/A	750	3
Miscellaneous	750	750	3
TOTAL:	3,250	17,000	68

Waste Management

To maintain a clean, organized, and environmentally responsible event:

Garbage Collection: Over 100 cardboard boxes will be placed throughout the event grounds as garbage receptacles, ensuring easy access for attendees. Volunteers will monitor and replace these as needed, with at least one scheduled cleanup each morning prior to opening for the day.

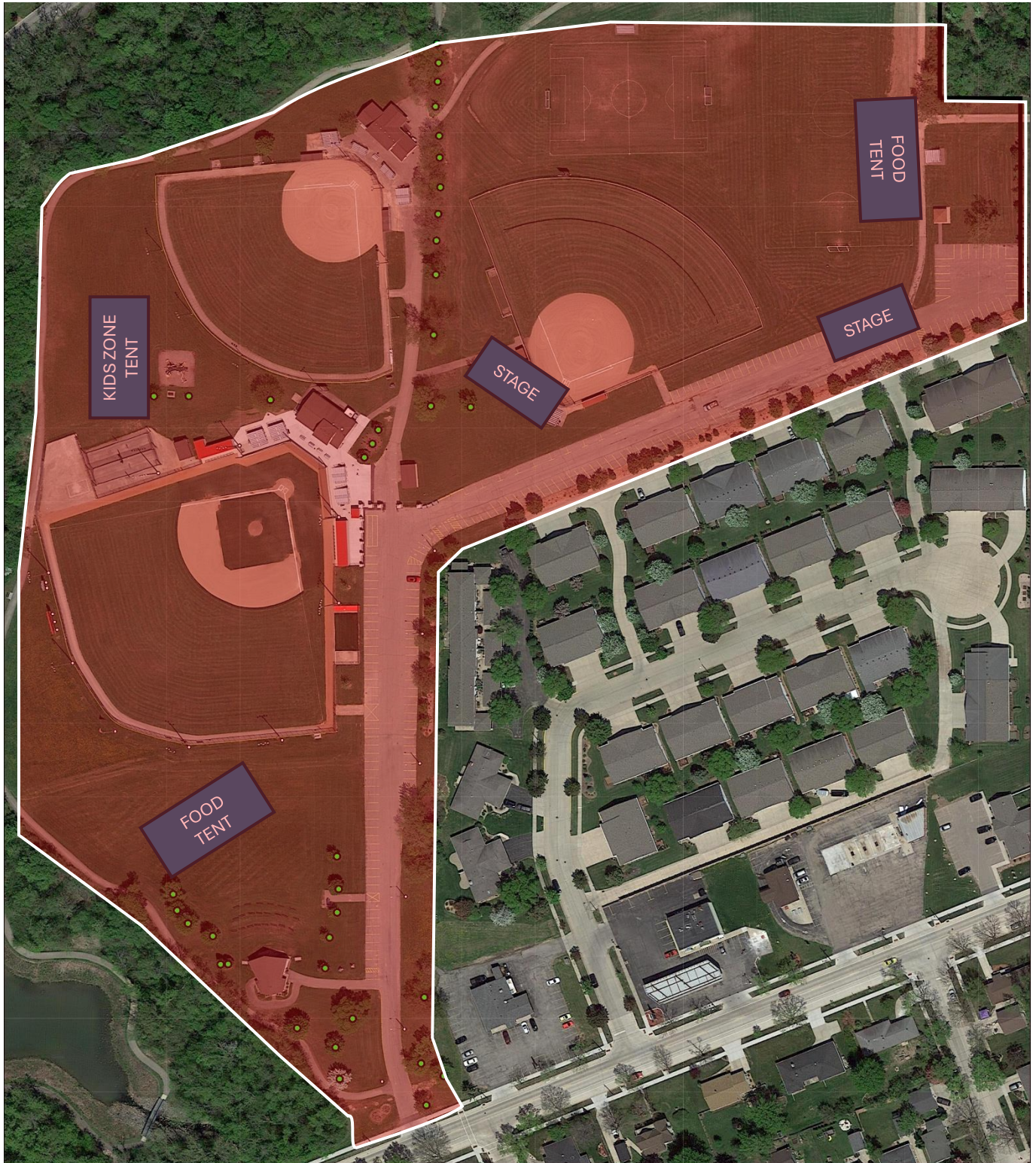
Recycling Program: Dedicated recycling bins for cans are placed next to garbage receptacles, and can corrals strategically located in high-traffic areas to prevent overflow and allow easy collection.

Disposal Services: A waste management sponsor will provide dumpsters and oversee the removal of waste and recycling, utilizing multiple dumpsters placed throughout the grounds.

Cleanup Operations: Volunteers ensure ongoing waste collection and disposal throughout the event and conduct a final cleanup to restore the event grounds to their original condition.

DIGGERS HOTLINE MAP

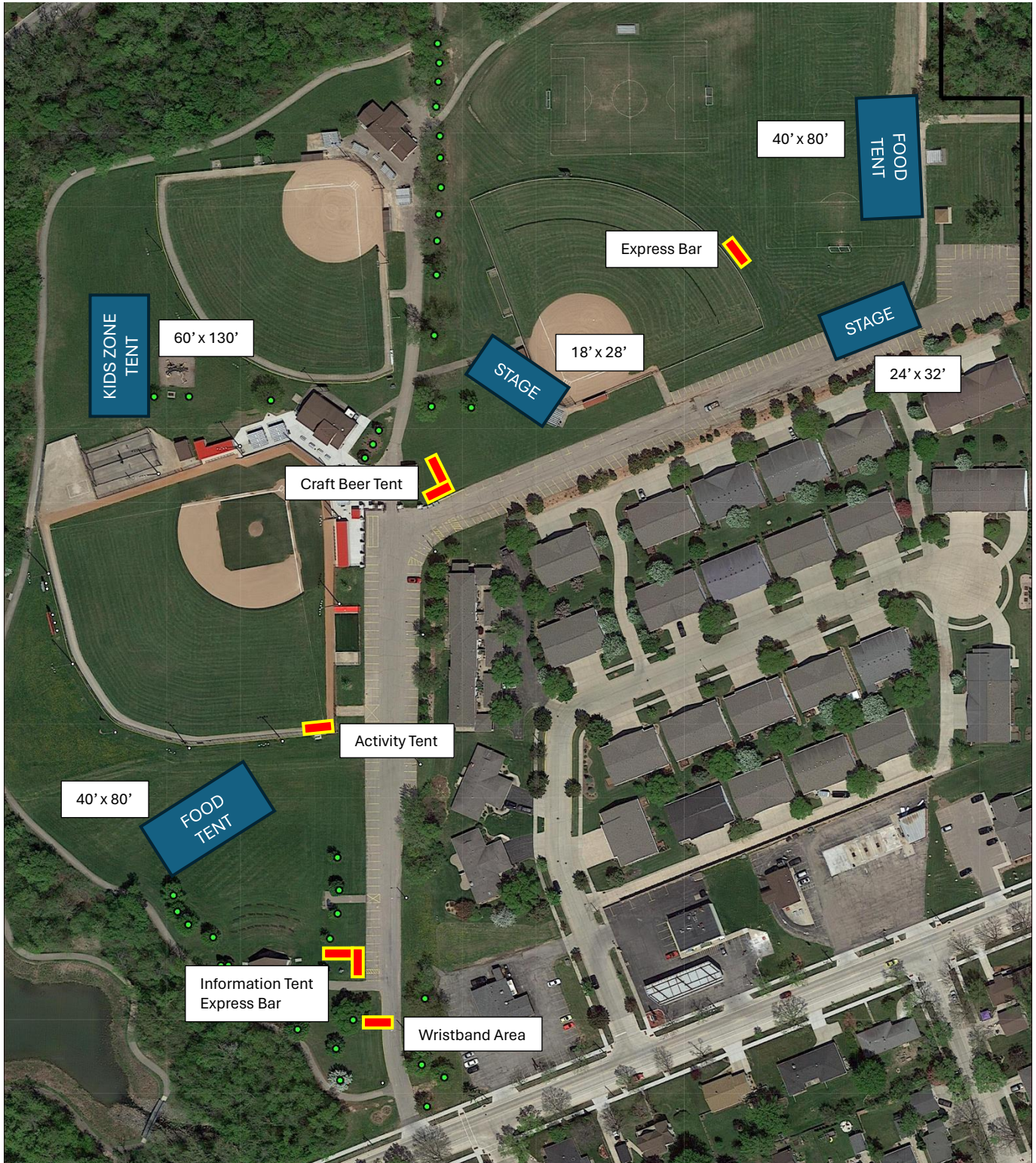
SCHEDULED – Friday Prior



TEMPORARY STRUCTURE MAP

TENTS – Mon/Tues Delivery

STAGING – Monday Delivery & Wednesday Delivery



PORTABLE TOILET MAP

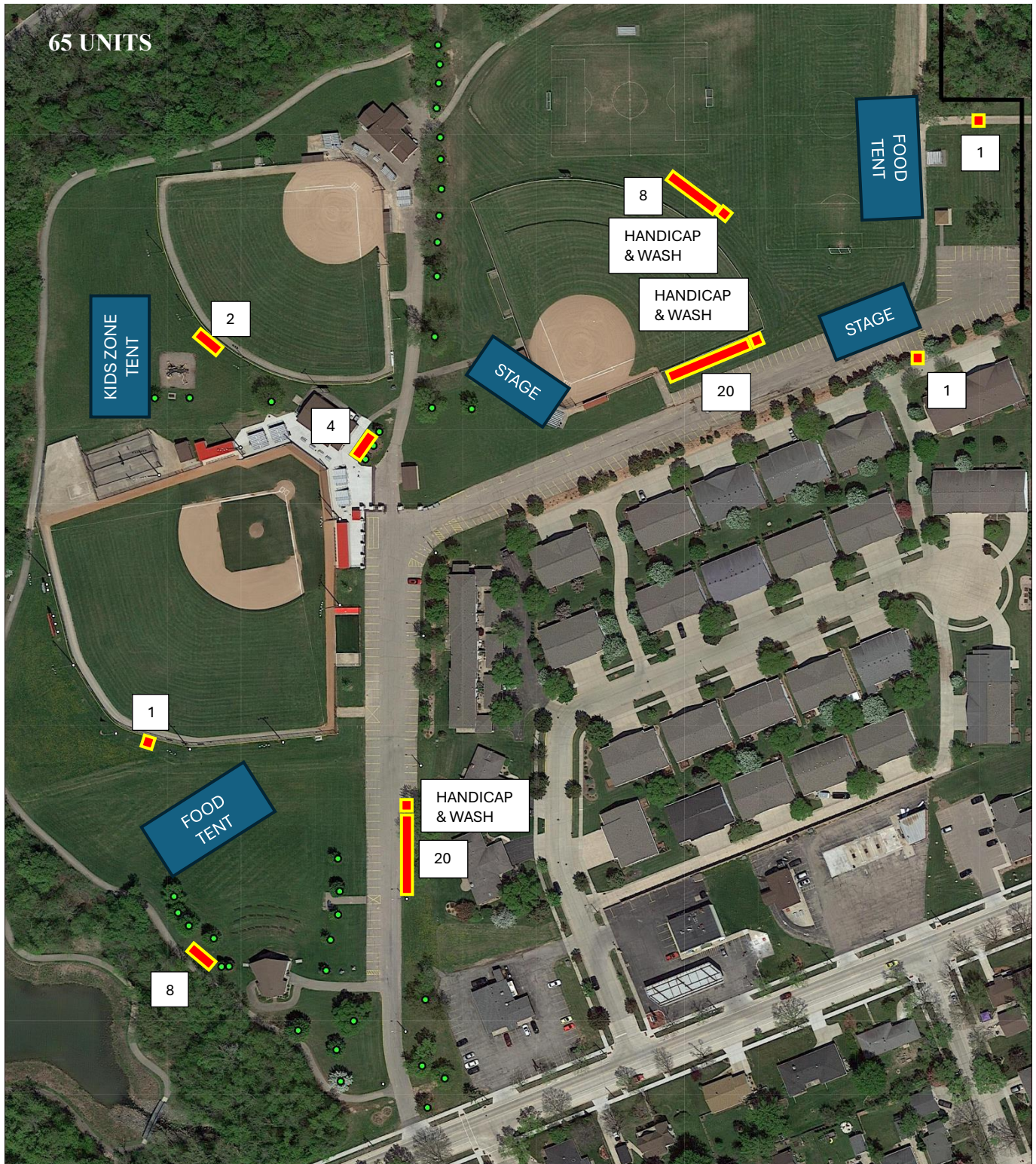
70 – Regular Units (65 below)

3 – Handicap Units

3 – Handwashing Stations

3 – Car Show (grass space at 900 W Kimberly Ave) – **Tuesday Delivery**

2 – Fox Valley Church (Rear for Carnival) – **Friday Prior Delivery**



DUMPSTER MAP

A) 1 - 30 yard GARBAGE

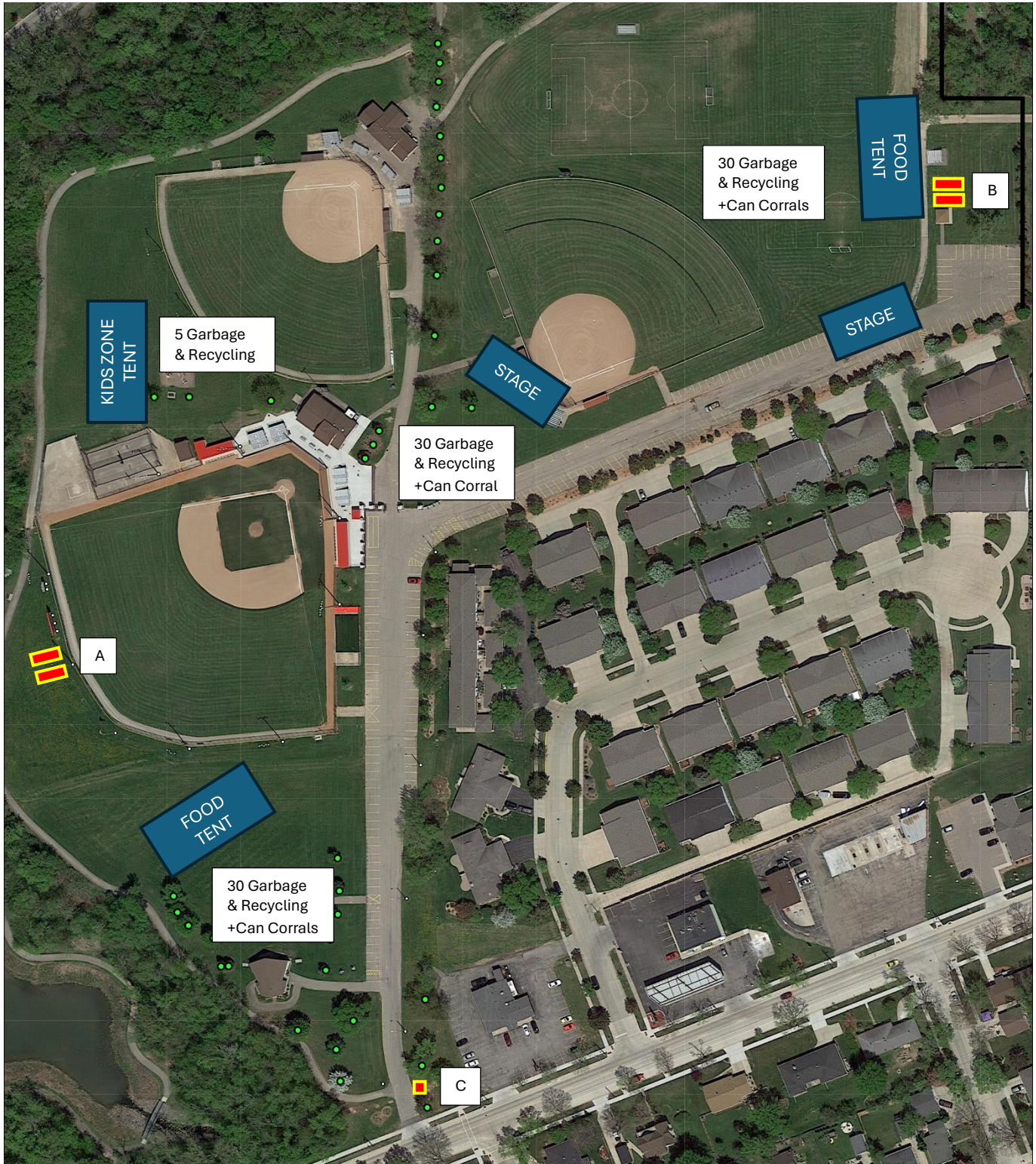
1 - 20 yard RECYCLING

Tuesday Delivery

B) 1 - 20 yard GARBAGE

1 - 20 yard RECYCLING

C) 1 - 4 yard MIX near the entrance



VENDOR MAP

On site parking is extremely limited – only individuals with parking passes are permitted.
For attendee safety, extreme caution must be used when traveling through the event grounds.
ALL TRAFFIC SHOULD BE KEPT TO THE OUTSIDE TRAIL DURING EVENT HOURS.

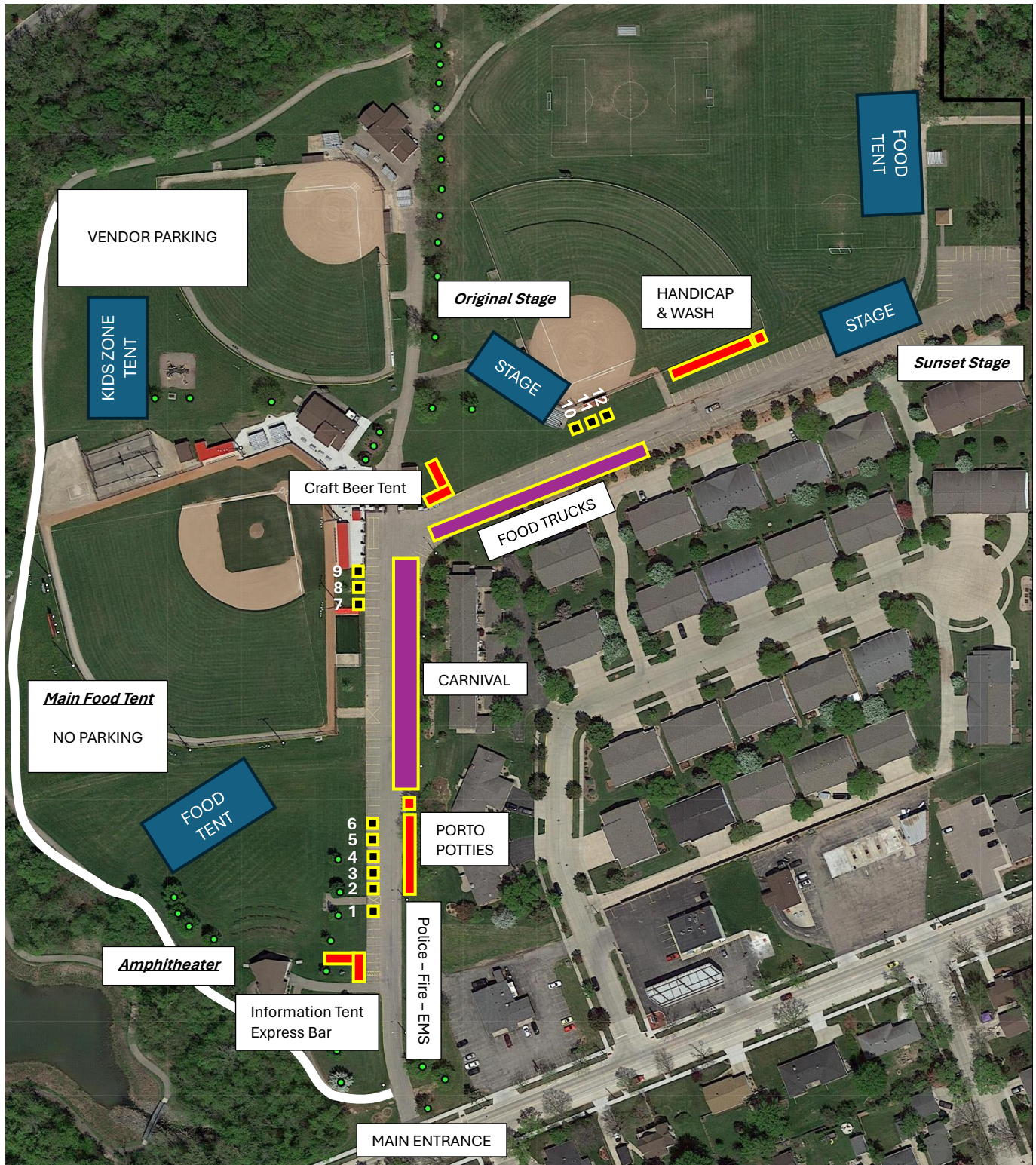


TABLE & BENCH MAP

TOTALS: 22 Benches
1 Bleacher Section & 1 Bike Rack
20 Picnic Tables

Wednesday Delivery





Village of Kimberly REQUEST FOR BOARD CONSIDERATION

ITEM DESCRIPTION: Special Event Permit Request – Bike to the Beat
REPORT PREPARED BY: Holly Femal, Community Enrichment Director
REPORT DATE: 5/12/2025
ADMINISTRATOR'S REVIEW / COMMENTS: No additional comments to this report <u>DLB</u> See additional comments attached _____
EXPLANATION: The Fox Cares Foundation has submitted a completed Special Event Permit Application for their annual group bike ride – Bike to the Beat. The permit request indicates a scheduled event date of August 2 nd , 2025 with event impacts from 7 a.m. – 3 p.m. in Kimberly. The 2025 event will begin and end at Christ the King Church in Combined Locks but impacts intersections throughout Kimberly on the route. Full ride routes can be accessed here: https://ridewithgps.com/routes/45842495 A special event permit fee has been paid. Certificate of insurance is not yet on file but will be forthcoming closer to the event date. This event requires ongoing coordination with FVMPD annually for intersection control. Intersection control impacts have been significantly reduced with recent trail infrastructure additions. ATTACHMENTS: Special Event Permit Application
RECOMMENDED ACTION: Approve the Special Event Permit Application for 2025 Bike to the Beat to the Fox Cares Foundation/Fox Communities Credit Union to be held on August 2 nd , 2025 - pending receipt of their COI.

	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 Luke R Freitag	Date of Birth 3/18/19
Address 2201 E Enterprise Ave Appl	
Phone Number 920-225-9632	Email Address lfreitag@foxcu.org

2. Organization Information: Information about the organization having the special event	
Organization Name: Fox Cares Foundation/Fox	Organization Email: lfreitag@foxcu.org
Organization Address: 2201 E Enterprise Ave Appl	
Organization Phone Number: 920-993-9000	Organization Website: foxcu.org
Applicant's relationship to Organization: Team member	

3. Event Details	
Name of event Bike to the Beat	Estimated event attendance: 3,000

Event Location(s) Event passing through Kimb	Event Start Time(s) 7a-3p
Event Date(s) 8/2/25	Event End Times(s) 8/2/25
Event Rain Date (if any): N/A	Event type Parade Run/Walk Festival Tournament Other
Event description including purpose, if event has been held before, and the buildings, parks, shelters and open spaces requested for event: Bike to the Beat is a 3,000 r	
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. Sean Ryan 920-606-2458 /l	
Please share the scheduled date of pre-event planning meeting with FVMPD TBD. Previous years were l	

4. Additional Permitting Details			
1. Does your permit request include street closure or use of street right of way?	Yes <input type="checkbox"/>	No <input checked="" 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.
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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:

Melanie Dahlein 3/28/25

Authorized Applicant Signature and Date

For Village Staff Use Only			
Date Application was received:		Liquor License Submitted?	Yes/No/Not Applicable
4.22.25			
COI on file with appropriate level of coverage:	Yes/No	Permit Fee Payment received:	Resident: \$50 Non-Resident: \$100
			check ✓
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)
Sean Ryan	920-606-2458	Current - 8/2/25	24/7
Heather Wessley	920-419-6684	Current - 8/2/25	24/7
Luke Freitag	920-225-9632	Current - 8/2/25	24/7

Please provide the contracted service information for private security to include name, point of contact, and contact information: _____

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 Orange, Green & Blue
2. Identifying features of shirt Volunteer or Lead printed on
3. Staff member coordinating the volunteers including name and phone number Luke Freitag 920-225-9632
4. Staff Shirt Color Orange, Green & Blue
5. Additional identifying information for event staff: _____

Alcohol Sales

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

N/A



BIKE TO THE BEAT

**SITE PLAN FOR
TANNERS
GRILL & BAR
KIMBERLY, WI**

Porta-Potties (3)

Bike Racks (8 rows of 3 poles = 24 poles)

Station "B" - Tanners

Fluores Inside Pool Area

2-3 flaggers to direct inbound cyclists

Cones (3 @ each driveway & side = 9 total)

2-3 flaggers to direct outbound

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 \$ \$10.00

Application Date: 3/23/2025

☐ Town ☒ Village ☐ City of Kimberly

County of Outagamie

The named organization applies for: (check appropriate box(es).)

☒ A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.

☐ A 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 _____ and ending _____ and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) →

☒ Bona fide Club

☐ Church

☐ Lodge/Society

☐ Chamber of Commerce or similar Civic or Trade Organization

☐ Veteran's Organization

☐ Fair Association

(a) Name Fox Valley Chorus of Sweet Adelines, Int'l

(b) Address _____

(Street)

☐ Town

☐ Village

☐ City

(c) Date organized _____

(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 this box: ☒

(f) Names and addresses of all officers:

President Sue Schmid 447 W 18th Ave Oshkosh, WI

Vice President _____

Secretary Vicki Krause Maricopa Dr Oshkosh, WI

Treasurer Terrie Williams 211 E Main St Omro, WI

(g) Name and address of manager or person in charge of affair: Vicki Powers

514 Royal St Pats Dr Wrightstown, WI

2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number Sunset Park - 800 W Kimberly Ave, Kimberly WI 54136

(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 is to cover: _____

3. Name of Event

(a) List name of the event Paperfest

(b) Dates of event July 17-20, 2025

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.

Officer Terrie Williams 4/8/25
(Signature/date)

Officer _____
(Signature/date)

Date Filed with Clerk 4-21-25

Date Granted by Council _____

Fox Valley Chorus of Sweet Adelines

(Name of Organization)

Officer Sue Schmid 4/8/25
(Signature/date)

Officer _____
(Signature/date)

Date Reported to Council or Board 5-12-2025

License No. _____



Village of Kimberly REQUEST FOR BOARD CONSIDERATION

ITEM DESCRIPTION: 2025 Hazardous Sidewalk Sawcutting

REPORT PREPARED BY: Anna Huber, Deputy Director of Public Works

REPORT DATE: May 12, 2025

ADMINISTRATOR'S REVIEW / COMMENTS:

No additional comments to this report DLB

See additional comments attached _____

As part of our ongoing effort to enhance pedestrian safety and maximize our sidewalk maintenance budget, staff contacted three qualified vendors to solicit not to exceed bids for trip hazard mitigation via sawcutting. Of the three companies contacted, only one submitted a bid.

Asti Sawing, Inc. \$20,000.00

Their pricing is consistent with recent contracts awarded by a nearby municipality that received multiple competitive bids, indicating the proposed cost is reasonable and within market standards.

Due to limited sidewalk reconstruction over the past few years, there is a growing need to address both surface-level hazards and larger areas of deterioration. To make the most of our available funds, we are pursuing a combination of targeted panel replacement and sawcutting. This will allow us to repair more sidewalk segments while maintaining cost efficiency.

RECOMMENDED ACTION: Award the 2025 Hazardous Sidewalk Sawcutting Services to the sole bidder, Asti Sawing, Inc., in an amount not to exceed \$20,000, funded by the Transportation Utility, 401-5700-908.



VILLAGE OF KIMBERLY

515 W. Kimberly Avenue

Kimberly, WI 54136

Anna Huber

DEPUTY DIR., PUBLIC WORKS

P 920-788-7507

F 920-788-9723

ahuber@vokimberlywi.gov

APRIL 9, 2025

REQUEST FOR QUOTE (RFQ)

2025 Hazardous Sidewalk Saw Cutting Services

Village of Kimberly

The Village of Kimberly is seeking quotes from qualified contractors to provide hazardous sidewalk saw cutting services during the summer of 2025. The purpose of this work is to address sidewalk trip hazards throughout the village to improve pedestrian safety and Americans with Disabilities Act (ADA) compliance.

Scope of Work

- Saw cutting of identified hazardous sidewalk locations (raised or uneven joints).
- Work to be completed during the summer months (June–October 2025).
- Contractor is responsible for traffic and pedestrian control as needed during operations.
- All debris shall be removed from the site upon completion.
- Any damage to terrace areas shall be restored in compliance with Village ordinances and standards.

Requirements

- Contractor shall meet all Village insurance and bonding requirements.
- Contractor must have experience with municipal sidewalk hazard mitigation.
- Work shall comply with applicable local, state, and federal regulations.

Budget

- Not to exceed \$20,000.

Submission Details

Please submit your quote, including:

- Cost estimate with unit pricing (per cut, per linear foot, etc.).
- Estimated timeline for project completion. *EARLY FALL*
- Proof of insurance meeting Village requirements.

Deadline for Submission

Quotes must be submitted no later than **noon**, May 2, 2025, to:

Anna Huber
Deputy Director of Public Works
Village of Kimberly
515 W. Kimberly Ave
Kimberly, WI 54136

ASTI Sawing, Inc.

7454 Hwy 18-151
Barneveld, WI 53507
Cell: (608)-574-4024

Proposed Bid

Date

4/23/2025

Name / Address

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

Description	lin. ft	Cost	Total
Sidewalk sawing-inft	1,040.5827	19.22	20,000.00
		Total	\$20,000.00



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/23/2025

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 Bossert Insurance Group, LLC 1208 State Rd 23 Mineral Point WI 53565		CONTACT NAME: Carrie A Heins PHONE (A/C, No, Ext): 608-987-0410 E-MAIL ADDRESS: Carrie@Bossert-Ins.com FAX (A/C, No):	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Owners Ins Co	
		INSURER B: Auto Owners Ins Co	
		INSURER C: West Bend Mutual Ins	
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES**CERTIFICATE NUMBER:** 20250423090749398**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						EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000
							MED EXP (Any one person) \$ 10,000
							PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 2,000,000
	<input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$ 2,000,000
	OTHER:						Fire Legal Liability \$
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input checked="" type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$ 1,000,000
	<input type="checkbox"/> OWNED AUTOS ONLY						BODILY INJURY (Per accident) \$ 1,000,000
	<input type="checkbox"/> HIRED AUTOS ONLY						PROPERTY DAMAGE (Per accident) \$ 1,000,000
	<input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY						\$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB						EACH OCCURRENCE \$ 5,000,000
	<input checked="" type="checkbox"/> EXCESS LIAB						AGGREGATE \$ 5,000,000
	<input type="checkbox"/> CLAIMS-MADE						\$
	DED RETENTION \$						
C	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N					E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below	N					E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 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 AVENUE
Kimberly WI 54136

Email: AHUBER@VOKIMBERLYWI.GOV

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

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APPLICATION FOR PAYMENT

TO OWNER:
Village of Kimberly
515 W. Kimberly Avenue
Kimberly, WI 54136

FROM CONTRACTOR:
SMA Construction Services
201 W Walnut Street, Ste 301
Green Bay, WI 54303

PROJECT:
Kimberly Street and Parks Dept
Kimberly, WI

ARCHITECT:
Short Elliott Hendrickson Inc.
425 West Water Street, Ste 300
Appleton, WI 54911

APPLICATION #:
8

PERIOD:
04/01/2025-04/30/2025

PROJECT #:
24020

CONTRACT #:
CONTRACT DATE: 07/19/2024

Distribution to:

☐

OWNER

☒

ARCHITECT

☐

GENERAL CONTRACTOR

☐

SUBCONTRACTOR

☐

CONSTRUCTION MNGR

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.
Continuation Sheet is attached.

1. ORIGINAL CONTRACT SUM

\$

9,167,000.00

2. Net change by Change Orders

\$

0.00

3. CONTRACT SUM TO DATE (Line 1 ± 2)

\$

9,167,000.00

4. TOTAL COMPLETED & STORED TO DATE (Column G)

\$

4,355,530.00

5. RETAINAGE:

a. 5.0% of Completed Work (Column D + E) (Until 50% complete)

\$

217,776.50

b. 0.0% of Stored Material (Column F)

\$

0.00

Total Retainage (Lines 5a + 5b or Total in Column I)

\$

217,776.50

6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)

\$

4,137,753.50

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)

\$

3,604,186.00

8. CURRENT PAYMENT DUE

\$

533,567.50

9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less 6)

\$

5,029,246.50

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Contractor		
Total approved this Month		
TOTALS		
NET CHANGES by Change Order		

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from Contractor and that current payment shown herein is now due.

Signature

05/07/2025

Date

State of: WI

County of: Brown

Subscribed and sworn to before me this 7th day of May 2025

Notary Public:

My Commission expires: June 22, 2026

Architect's Certification for Payment

To the best of the architect's knowledge, the architect certifies to the owner the amounts contained within this payment application are just and reasonable. Work is in accordance with the Contract Documents and progress is as indicated. Contractor is entitled to payment of the Amount Certified.

AMOUNT CERTIFIED.....

\$

533,567.50

ARCHITECT:

By: _____

Date: 5/8/2025

CONTINUATION SHEET									
						APPLICATION NO:		8	
						PERIOD:		04/01/2025-04/30/2025	
						CONTRACTOR'S PROJECT NO:		24020	
A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)	BALANCE TO FINISH (C - G)	RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
1	Bonds/Insurance/Builders Risk	\$142,400.00	\$142,400.00	\$0.00		\$142,400.00	100%	\$0.00	\$7,120.00
2	Mobilization	\$15,500.00	\$15,500.00	\$0.00		\$15,500.00	100%	\$0.00	\$775.00
3	Demobilization	\$15,500.00	\$0.00	\$0.00		\$0.00	0%	\$15,500.00	\$0.00
4	General Conditions	\$245,400.00	\$87,600.00	\$24,800.00		\$112,400.00	46%	\$133,000.00	\$5,620.00
5	Demolition	\$87,000.00	\$87,000.00	\$0.00		\$87,000.00	100%	\$0.00	\$4,350.00
6	Site Utilities	\$148,700.00	\$0.00	\$0.00		\$0.00	0%	\$148,700.00	\$0.00
7	Asphalt Paving	\$106,800.00	\$0.00	\$0.00		\$0.00	0%	\$106,800.00	\$0.00
8	Earthwork	\$245,000.00	\$209,400.00	\$0.00		\$209,400.00	85%	\$35,600.00	\$10,470.00
9	Fencing	\$117,500.00	\$0.00	\$0.00		\$0.00	0%	\$117,500.00	\$0.00
10	Landscaping	\$13,200.00	\$0.00	\$0.00		\$0.00	0%	\$13,200.00	\$0.00
11	Building Concrete - Material	\$102,300.00	\$102,300.00	\$0.00		\$102,300.00	100%	\$0.00	\$5,115.00
12	Building Concrete - Labor	\$228,500.00	\$228,500.00	\$0.00		\$228,500.00	100%	\$0.00	\$11,425.00
13	Concrete Slabs - Material	\$137,500.00	\$0.00	\$0.00		\$0.00	0%	\$137,500.00	\$0.00
14	Concrete Slabs - Labor	\$67,500.00	\$0.00	\$0.00		\$0.00	0%	\$67,500.00	\$0.00
15	Concrete Reinforcing - Material	\$82,300.00	\$82,300.00	\$0.00		\$82,300.00	100%	\$0.00	\$4,115.00
16	Site Concrete	\$135,000.00	\$0.00	\$0.00		\$0.00	0%	\$135,000.00	\$0.00
17	Precast - Shop Drawings/Engineering	\$47,500.00	\$47,500.00	\$0.00		\$47,500.00	100%	\$0.00	\$2,375.00
18	Precast - Material/Delivery	\$895,600.00	\$895,600.00	\$0.00		\$895,600.00	100%	\$0.00	\$44,780.00
19	Precast - Erection/Finish	\$283,600.00	\$254,200.00	\$14,800.00		\$269,000.00	95%	\$14,600.00	\$13,450.00
20	Masonry - Materials	\$104,400.00	\$83,700.00	\$0.00		\$83,700.00	80%	\$20,700.00	\$4,185.00
21	Masonry - Labor	\$137,600.00	\$96,500.00	\$0.00		\$96,500.00	70%	\$41,100.00	\$4,825.00
22	Structural Steel - Materials	\$218,100.00	\$218,100.00	\$0.00		\$218,100.00	100%	\$0.00	\$10,905.00
23	Steel Joists/Decking - Materials	\$275,200.00	\$275,200.00	\$0.00		\$275,200.00	100%	\$0.00	\$13,760.00
24	Misc Steel - Materials	\$78,100.00	\$7,800.00	\$0.00		\$7,800.00	10%	\$70,300.00	\$390.00
25	Steel Installation	\$169,700.00	\$84,900.00	\$68,400.00		\$153,300.00	90%	\$16,400.00	\$7,665.00
26	Carpentry - Material	\$97,400.00	\$9,700.00	\$39,200.00		\$48,900.00	50%	\$48,500.00	\$2,445.00
27	Carpentry - Labor	\$93,400.00	\$0.00	\$18,850.00		\$18,850.00	20%	\$74,550.00	\$942.50
28	Casework - Materials	\$69,600.00	\$0.00	\$0.00		\$0.00	0%	\$69,600.00	\$0.00
29	Insulation/Air Barrier/Caulking	\$49,500.00	\$0.00	\$0.00		\$0.00	0%	\$49,500.00	\$0.00
30	Roofing - Materials	\$454,800.00	\$0.00	\$146,900.00		\$146,900.00	32%	\$307,900.00	\$7,345.00
31	Roofing - Labor	\$302,300.00	\$0.00	\$0.00		\$0.00	0%	\$302,300.00	\$0.00
32	Metal Wall Panels	\$91,400.00	\$30,000.00	\$0.00		\$30,000.00	33%	\$61,400.00	\$1,500.00

CONTINUATION SHEET									
						APPLICATION NO:		8	
							PERIOD:	04/01/2025-04/30/2025	
						CONTRACTOR'S PROJECT NO:		24020	
A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)	BALANCE TO FINISH (C - G)	RETAINAGE (IF VARIABLE RATE)
33	Doors/Frames/Hardware	\$90,500.00	\$9,050.00	\$0.00		\$9,050.00	10%	\$81,450.00	\$452.50
34	Overhead Doors	\$123,900.00	\$0.00	\$0.00		\$0.00	0%	\$123,900.00	\$0.00
35	Aluminum/Glazing - Material	\$97,600.00	\$15,000.00	\$30,000.00		\$45,000.00	46%	\$52,600.00	\$2,250.00
36	Aluminum/Glazing - Labor	\$81,800.00	\$0.00	\$0.00		\$0.00	0%	\$81,800.00	\$0.00
37	Gypsum Board Assemblies - Material	\$81,600.00	\$26,800.00	\$24,100.00		\$50,900.00	62%	\$30,700.00	\$2,545.00
38	Gypsum Board Assemblies - Labor	\$115,700.00	\$24,500.00	\$34,600.00		\$59,100.00	51%	\$56,600.00	\$2,955.00
39	Acoustical Ceilings	\$31,900.00	\$0.00	\$0.00		\$0.00	0%	\$31,900.00	\$0.00
40	Flooring - Materials	\$48,500.00	\$36,000.00	\$0.00		\$36,000.00	74%	\$12,500.00	\$1,800.00
41	Flooring - Labor	\$32,300.00	\$0.00	\$0.00		\$0.00	0%	\$32,300.00	\$0.00
42	Painting - Material	\$45,300.00	\$0.00	\$0.00		\$0.00	0%	\$45,300.00	\$0.00
43	Painting - Labor	\$113,500.00	\$0.00	\$0.00		\$0.00	0%	\$113,500.00	\$0.00
44	Division 10 Materials	\$25,600.00	\$0.00	\$0.00		\$0.00	0%	\$25,600.00	\$0.00
45	Metal Lockers	\$17,000.00	\$0.00	\$0.00		\$0.00	0%	\$17,000.00	\$0.00
46	Window Blinds	\$8,800.00	\$0.00	\$0.00		\$0.00	0%	\$8,800.00	\$0.00
47	Fire Protection Shop Dwgs/Engineering	\$9,500.00	\$9,500.00	\$0.00		\$9,500.00	100%	\$0.00	\$475.00
48	Fire Protection - Material	\$48,400.00	\$0.00	\$0.00		\$0.00	0%	\$48,400.00	\$0.00
49	Fire Protection Labor	\$41,600.00	\$0.00	\$0.00		\$0.00	0%	\$41,600.00	\$0.00
50	Plumbing Underground	\$102,600.00	\$17,200.00	\$0.00		\$17,200.00	17%	\$85,400.00	\$860.00
51	Plumbing Rough-In Labor	\$205,300.00	\$13,000.00	\$0.00		\$13,000.00	6%	\$192,300.00	\$650.00
52	Plumbing Rough-In Materials	\$215,100.00	\$29,200.00	\$19,300.00		\$48,500.00	23%	\$166,600.00	\$2,425.00
53	Plumbing Finishes Labor	\$46,500.00	\$0.00	\$0.00		\$0.00	0%	\$46,500.00	\$0.00
54	Plumbing Fixture/Equip Materials	\$185,200.00	\$122,400.00	\$0.00		\$122,400.00	66%	\$62,800.00	\$6,120.00
55	Plumbing Insulation	\$50,800.00	\$0.00	\$0.00		\$0.00	0%	\$50,800.00	\$0.00
56	HVAC Submittals/Mobilize	\$18,300.00	\$18,300.00	\$0.00		\$18,300.00	100%	\$0.00	\$915.00
57	HVAC Equipment - Material	\$347,500.00	\$240,300.00	\$14,400.00		\$254,700.00	73%	\$92,800.00	\$12,735.00
58	HVAC Equipment - Labor	\$35,500.00	\$0.00	\$0.00		\$0.00	0%	\$35,500.00	\$0.00
59	HVAC Piping - Material	\$147,500.00	\$7,600.00	\$5,600.00		\$13,200.00	9%	\$134,300.00	\$660.00
60	HVAC Piping - Labor	\$185,600.00	\$0.00	\$13,500.00		\$13,500.00	7%	\$172,100.00	\$675.00
61	HVAC Sheet Metal - Material	\$83,100.00	\$2,500.00	\$3,800.00		\$6,300.00	8%	\$76,800.00	\$315.00
62	HVAC Sheet Metal- Labor	\$193,200.00	\$10,900.00	\$8,500.00		\$19,400.00	10%	\$173,800.00	\$970.00
63	HVAC Insulation	\$67,700.00	\$0.00	\$0.00		\$0.00	0%	\$67,700.00	\$0.00

CONTINUATION SHEET										
							APPLICATION NO:		8	
							PERIOD:		04/01/2025-04/30/2025	
						CONTRACTOR'S PROJECT NO:		24020		
	A	B	C	D	E	F	G	H	I	
	ITEM	DESCRIPTION OF WORK	SCHEDULED	WORK COMPLETED		MATERIALS	TOTAL	%	BALANCE	RETAINAGE
	NO.		VALUE	FROM PREVIOUS	THIS PERIOD	PRESENTLY	COMPLETED	(G ÷ C)	TO FINISH	(IF VARIABLE
				APPLICATION		STORED	AND STORED		(C - G)	RATE)
				(D + E)		(NOT IN	TO DATE			
						D OR E)	(D+E+F)			
	64	HVAC Controls	\$283,300.00	\$48,000.00	\$29,800.00		\$77,800.00	27%	\$205,500.00	\$3,890.00
	65	HVAC Testing & Balancing	\$8,300.00	\$0.00	\$0.00		\$0.00	0%	\$8,300.00	\$0.00
	66	Electrical Gear - Material	\$158,300.00	\$114,700.00	\$26,000.00		\$140,700.00	89%	\$17,600.00	\$7,035.00
	67	Electrical Lighting - Material	\$65,300.00	\$0.00	\$34,400.00		\$34,400.00	53%	\$30,900.00	\$1,720.00
	68	Electrical Rough-in Material	\$211,500.00	\$28,250.00	\$0.00		\$28,250.00	13%	\$183,250.00	\$1,412.50
	69	Electrical - Labor	\$228,500.00	\$51,100.00	\$4,700.00		\$55,800.00	24%	\$172,700.00	\$2,790.00
	70	Fire Alarm	\$18,900.00	\$11,380.00	\$0.00		\$11,380.00	60%	\$7,520.00	\$569.00
	71	Communications	\$30,200.00	\$0.00	\$0.00		\$0.00	0%	\$30,200.00	\$0.00
	72	Alternate #1 - Ionization System	\$7,000.00	\$0.00	\$0.00		\$0.00	0%	\$7,000.00	\$0.00
	73	Change Order #1								
	74									
	75									
	76									
	77									
	78									
	79									
	80									
	81									
	82									
	83									
	84									
	85									
	86									
	87									
	88									
	89									
	90									
	91									
		GRAND TOTALS	\$9,167,000.00	\$3,793,880.00	\$561,650.00	\$0.00	\$4,355,530.00	48%	\$4,811,470.00	\$217,776.50



201 W. Walnut St., Ste 301, Green Bay, WI 54303
920-438-3833 phone / 920-438-3837 fax
www.smaconstructionservices.com

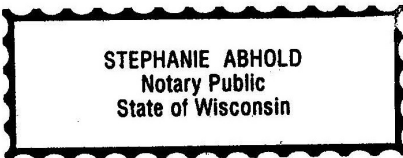
PARTIAL LIEN WAIVER

RE: Project Name: Kimberly Street and Parks Dept
Address: Kimberly, WI
Project Number: 24020

IN CONSIDERATION OF THE SUM OF: (\$533,567.50) Five hundred thirty three thousand five hundred sixty seven dollars and fifty cents.

The receipt of which is hereby acknowledged, the undersigned does hereby WAIVE, RELEASE AND FOREVER DISCHARGE any and all liens, claims or rights of liens on or against the premises described above for and on account of work performed and labor, equipment and or material supplied at or in connection with construction or improvement at the premises described above, THIS WAIVER IS CONDITIONAL UPON ACTUAL PAYMENT OF THE AMOUNT SHOWN ABOVE.

THROUGH DATE: 04/30/2025 SERVICE SUPPLIED: Building Construction



A handwritten signature in black ink, appearing to read 'Mike Abhold', written over a horizontal line.

BY: Michael Abhold
COMPANY NAME: SMA Construction Services, LLC
ADDRESS: 201 W. Walnut St. Ste 301, Green Bay, WI 54303

Subscribed and sworn before me this 7th day of May, 2025

State of: Wisconsin County of: Brown

A handwritten signature in black ink, appearing to read 'Stephanie Abhold', written over a horizontal line.

Notary Public: Stephanie Abhold

My commission expires: June 22, 2026