



VILLAGE BOARD AGENDA

Monday, July 7, 2025 at 5:00pm
Rick J. Hermus Council Chambers
515 W. Kimberly Ave.
Kimberly, WI 54136

- 1. Call to Order**
- 2. Roll Call**
- 3. Moment of Silent Reflection, Pledge of Allegiance**
- 4. President's Remarks**
- 5. Approval of June 23, 2025 Meeting Minutes**
- 6. Unfinished Business for Consideration or Action**
 - a. None
- 7. New Business for Consideration or Action**
 - a. Certificate of Payment #1 to Jim Fischer, Inc. in the amount of \$60,612.31 for the 2025 Green Dot Sidewalk Program
 - b. Change Request #8 to SMA Construction Services in the amount of \$20,505.54 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 in which competitive or bargaining reasons require a closed session related to police services and also pursuant to 19.85(1)(b) to consider the denial of an Operator's License application.

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. Action on Closed Session matters (if any)**
- 11. Adjournment**

Village Board Meeting Virtual Attendance Info

Jul 7, 2025, 5:00 – 5:30 PM (America/Chicago)

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

<https://meet.goto.com/113810901>

You can also dial in using your phone.

Access Code: 113-810-901

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

United States: [+1 \(571\) 317-3129](tel:+15713173129)

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
06/23/2025**

A meeting of the Kimberly Village Board was called to order on Monday, June 23, 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, Mike Hruzek, and Dave Hietpas

Board Excused: None

Staff Present: Administrator/Director of Public Works Danielle Block, Community Enrichment Director Holly Femal, Community Development Director Sam Schroeder, Amber Ebert from Hawkins Ash CPAs

President's Remarks

None

Approval of Minutes from the 06-16-2025 Meeting

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

Unfinished Business

None

New Business

Presentation and Approval of the 2024 Audit

Amber Ebert from Hawkins Ash gave a brief presentation of the 2024 audit to the board. Trustee Trentlage moved, Trustee Gaffney seconded the motion to approve the audit. Motion carried by unanimous vote of the board.

Presentation of the 2024 Compliance Maintenance Annual Report (CMAR) and Approval of Resolution No. 4, Series of 2025 Wisconsin Dept. of Natural Resources NR 208- CMAR

Administrator Block gave an overview of the annual report. Trustee Hammen moved, Trustee Karner seconded the motion to approve Resolution No. 4, Series of 2025- Wisconsin Department of Natural Resources NR 208-CMAR. Motion carried by unanimous vote of the board.

Class "B" Beer License for Goly & Eve Puerto Rican Kitchen LLC dba Goly & Eve at 114 S. John St. (Evelyn Malave, Agent)

Trustee Trentlage moved, Trustee Gaffney seconded the motion to approve the Class "B" Beer license located at 114 S John St for Goly & Eve Puerto Rican Kitchen LLC. Motion carried by unanimous vote of the board.

Appoint Monica Bales, Agent for il Bar Coffeehouse at 100 S. Birch Street

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

Preservation of Topography at 1114 Sunset Drive

Trustee Hammen moved, Trustee Karner seconded the motion to approve the preservation of topography exception with the following conditions: The proposed shed shall meet ordinance and obtain a separate building permit. Motion carried by unanimous vote of the board.

Site & Architectural Review- Zimmer Financial Group located at 717 Eisenhower Dr.

Trustee Trentlage moved, Trustee Karner seconded the motion to approve the site plan and architectural components for Zimmer Financial Group located at 717 Eisenhower Drive as presented, contingent upon the following: Future facade improvements to the north and east and/or additions shall be given similar architectural treatments to the west and south facades; Landscaping near the building shall be reinstalled in comparison to the existing landscape design following the construction of the project; Any proposed signage shall be separately reviewed. Motion carried by unanimous vote of the board.

Claim of Damages to Vehicle- Pilkington in the amount of \$3,294.47

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

Award Bid for the 2025 Lower Diamond Parking Lot project

Trustee Karner moved, Trustee Gaffney seconded the motion to award the bid for the 2025 lower diamond parking lot project to Badgerland Sealing and Absolute Asphalt for a total cost of \$77,440.00 with an excavation and stone variance calculated at \$2.75/sf for a not to exceed amount of \$16,500.00. Motion carried by a roll call vote, 7-0.

Deny Operator License Application for C. Keen

Trustee Karner moved, Trustee Hammen seconded the motion to deny the operator license application for C. Keen. Motion carried by unanimous vote of the board.

Public Participation

None

Closed Session

Trustee Karner moved, Trustee Hammen seconded the motion to enter closed session pursuant to State Statute 19.85 (1)(e) to conduct specific public business in which competitive or bargaining reasons require a closed session related to police services. Motion carried by unanimous vote of the board at 5:17pm.

Trustee Karner moved, Trustee Hammen seconded the motion to reconvene into open session pursuant to section 19.85(2) of the Wisconsin Statutes to share survey results and discuss the next steps in the process. It was determined that the next step would be to meet with the partners in Little Chute to have an open dialogue about the partnership and a decision will not be made until July 14th at the very earliest. It was also noted that a referendum is not legally allowed due to Act 12 and the information regarding the listening session feedback can be found on the Village of Kimberly website. Motion carried by unanimous vote of the board at 5:53pm.

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 5:57pm.

Danielle Block
Village Administrator-Public Works Director

Dated 06/24/25

Drafted by: ELZ

Approved by Village Board: _____



June 19, 2025

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

Re: Village of Kimberly
2025 Green Dot Sidewalk Program
Certificate for Payment #1
McM. No. K0001-09-25-00130

Dear Jennifer,

Enclosed herewith is Certificate for Payment #1 for the above referenced project. This Certificate is issued to Jim Fischer, Inc. in the amount of \$60,612.31 for partial payment for work performed through June 16, 2025.

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

Respectfully,

McMahon Associates, Inc.

A handwritten signature in black ink, appearing to read "B. Werner".

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

BDW:car

cc: Danielle Block – Village of Kimberly
Anna Huber – Village of Kimberly
Jim Fischer, Inc.

Enclosure: Certificate for Payment #1

McMAHON**ENGINEERS ARCHITECTS**

McMAHON ASSOCIATES, INC.

1445 McMAHON DRIVE PO BOX 1025
NEENAH, WI 54956 NEENAH, WI 54957-1025TELEPHONE: 920.751.4200
FAX: 920.751.4284**CERTIFICATE FOR
PAYMENT**VILLAGE OF KIMBERLY
515 W. Kimberly Avenue
Kimberly, WI 54130

Contract No.	K0001-09-25-00130
Project File No.	K0001-09-25-00130
Certificate No.	One (1)
Issue Date:	June 19, 2025
Project:	2025 Green Dot Sidewalk Program

This Is To Certify That, In Accordance With The Contract Documents Dated: January 17, 2025JIM FISCHER, INC.
2635 S. Casaloma Drive
Appleton, WI 54914Is Entitled To Partial Payment For Work Performed Through: June 16, 2025

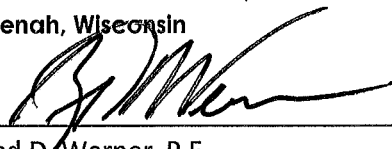
- ☒ Contractor's Application for Payment Attached
☒ Itemized Cost Breakdown Attached

Original Contract	<u>\$125,075.00</u>
Net Change Orders	<u>\$0.00</u>
Current Contract Amount	<u>\$125,075.00</u>

Completed To Date	<u>\$63,802.43</u>
Retainage 5%	<u>\$3,190.12</u>
Subtotal	<u>\$60,612.31</u>
Previously Certified	<u>\$0.00</u>

Amount Due This Payment: \$60,612.31

Please process and forward payment to Jim Fischer, Inc.

Certified By:
McMAHON ASSOCIATES, INC.
Neenah, Wisconsin
Brad D. Werner, P.E.
Vice President / Sr Municipal Engineer

CERTIFICATE FOR PAYMENT #1

VILLAGE OF KIMBERLY
2025 GREEN DOT SIDEWALK PROGRAM
Contract No. K0001-09-25-00130

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

JIM FISCHER, INC.
2635 S. Casaloma Drive
Appleton, WI 54914

Item	Description	Qty	Unit
1.	Mobilization and Bonding	1	L.S.
2.	Remove and Replace 4 Inch Concrete Sidewalk	9,000	S.F.
3.	Remove and Replace 6 Inch Concrete Sidewalk	1,000	S.F.
4.	#4 Epoxy Coated Tie Bar Drilled and Set	300	Ea.
5.	Petina Cast Iron Warning Field	100	S.F.
6.	Remove and Replace 8 Inch Concrete Street Pavement	50	S.Y.
7.	Remove and Replace 6 Inch Concrete Street Pavement	50	S.Y.
8.	Full Depth Sawcut Concrete Street Pavement	100	L.F.
9.	#6 Epoxy Coated Tie Bar Drilled and Set	100	Ea.
10.	Traffic Control for Street Patching	1	L.S.
TOTAL (Items 1. through 10., Inclusive)			

Bid Quantities	
Unit Price	Total
\$3,000.00	\$3,000.00
\$10.77	\$96,930.00
\$11.07	\$11,070.00
\$2.75	\$825.00
\$27.75	\$2,775.00
\$101.00	\$5,050.00
\$85.00	\$4,250.00
\$3.00	\$300.00
\$3.75	\$375.00
\$500.00	\$500.00
	\$125,075.00

Cert-Pay 01	
Qty	Total
1.00	\$3,000.00
5,115.33	\$55,092.10
463.67	\$5,132.83
210.00	\$577.50
0.00	\$0.00
0.00	\$0.00
0.00	\$0.00
0.00	\$0.00
0.00	\$0.00
0.00	\$0.00
0.00	\$0.00
	\$63,802.43

Completed To Date	
Qty	Total
1.00	\$3,000.00
5,115.33	\$55,092.10
463.67	\$5,132.83
210.00	\$577.50
0.00	\$0.00
0.00	\$0.00
0.00	\$0.00
0.00	\$0.00
0.00	\$0.00
0.00	\$0.00
0.00	\$0.00
	\$63,802.43

Completed to Date:
Retainage:
Subtotal:
Previous Application:
Amount Due This Application:

\$63,802.43
\$3,190.12
\$60,612.31

\$63,802.43
\$3,190.12
\$60,612.31
\$60,612.31



McMahon Associates, Inc.
1445 McMahon Drive P.O. Box 1025
Neenah, WI 54956 Neenah, WI 54957-1025
Telephone: (920)751-4200
FAX: (920)751-4284

APPLICATION FOR PAYMENT

(Owner)

VILLAGE OF KIMBERLY
OUTAGAMIE COUNTY, WISCONSIN

PROJECT:

2025 GREEN DOT SW PROGRAM

CONTRACTOR

JIM FISCHER, INC.

Contract No.

K0001-09-25-00130

Project No.

Application No.

Application Date

Period From

1
6.18.2025

To JUNE 16th 2025

Application Is Made For Payment In Connection With The Above Contract.

The following documents are attached:

- ☐ Schedule Of Values
- ☐ Schedule Of Unit Prices
- ☐ Inventory Of Stored Materials

The Present Status Of The Account For This Contract Is As Follows:

Original Contract	\$ 125,075.00
Net Change Orders	\$
Current Contract Amount	\$ 125,075.00

Completed To Date	\$ 63,882.43
Retainage 5 %	\$ 3,190.12
Subtotal	\$ 60,692.31
Previous Applications	\$ 0

Amount Due This Application: \$ 60,692.31

The undersigned Contractor hereby swears, under penalty of perjury, that (1) All previous progress payments received from the Owner on account of work performed under the Contract referred to above, have been applied by the undersigned to discharge in full all obligations of the undersigned incurred in connection with work covered by prior Applications For Payment under said Contract, being Applications For Payment numbered 1 through _____ inclusive; and (2) All materials and equipment incorporated in said project or otherwise listed in or covered by this Application For Payment are free and clear of all liens, claims, security interests and encumbrances.

Dated JUNE 18th 20 25

JIM FISCHER, INC. / JODI OLESON

(contractor)

By

(name & title)

COUNTY OF WINNEBAGO
STATE OF WISCONSIN

Before me on this 18th day of JUNE 20 25 personally appeared JODI OLESON known to me, who being duly sworn, did depose and say that he/she is the PRESIDENT of the Contractor above mentioned; that he/she

(title)

executed the above Application For Payment and statement on behalf of said Contractor; and that all of the statements contained therein are true, correct and complete

My Commission Expires: 3.21.2028

(Notary Public)

Invoice

JIM FISCHER, INC.
2635 S. Casaloma Dr.
(920) 734-0519

Invoice Number: 1086413-IN

Invoice Date: 6/18/2025

Tax Schedule: WI

Job Number: F211-25

Customer Number: 00-MCM10

Customer P.O.: KIMBERLY 2025 GREEN DOT
SW

Terms: Net 30 days

Due Date: 7/18/2025

McMAHON & ASSOCIATES
P.O. Box 1025
Neenah, WI 54957-1025

Contact:

Comment:

Item Code	Description	UM	Quantity	Price	Amount
CURBSF	ITEM #2 4" SIDEWALK	SF	5,115.330	10.770	55,092.10
CURBSF	ITEM #3 6" SIDEWALK	SF	463.670	11.070	5,132.83
CURBEA	ITEM #4 EPOXY TIE BARS	EA	210.000	2.750	577.50
CURBLS	ITEM #1 MOB. AND BONDING	LS	1.000	3,000.000	3,000.00

Net Invoice:	63,802.43
Freight:	0.00
Sales Tax:	0.00
Invoice Total:	63,802.43



CHANGE REQUEST

NUMBER: 8

TO: Trevor Frank, AIA
Short Elliot Hendrickson Inc.

Job: 24020 - VoK Street and Parks Department
Date: 6.23.2025

CC: Stephanie Abhold

DESCRIPTION: Thermal Barrier Installation

Crafts - Install on top of acoustical deck above Mezz 1 Prior to Roofing \$8,300.00

Kohel - Install in offices underside of structure. Finish in open areas \$11,500.00

Subtotal: \$19,800.00

Mark-up: \$402.50

Bond: \$303.04

Requesting CONTRACT TIME increase / decrease by NA.

TOTAL: **\$20,505.54**

The Owner and/or Architect hereby direct SMA Construction Services, LLC to proceed with the performance of the work (including any additional referenced documentation) described above.

SUBMITTED BY CONTRACTOR:

Kevin Winkler
SMA Construction Services

ACCEPTED BY ARCHITECT

Trevor Frank, AIA
Short Elliot Hendrickson Inc.

AUTHORIZED BY OWNER:

Danielle Block, P.E.
Village Of Kimberly

BY: Kevin Winkler

Date: 6.23.2025

BY: _____

Date: _____

BY: _____

Date: _____

Crafts, Inc.

3403 Menasha Ave.

P.O. Box 190

Manitowoc, WI 54221-0190

Phone: (920) 682-7707

Fax: (920) 682-9753

www.craftsroofing.com



Roofing and Sheetmetal Contractors
Industrial and Commercial

CHANGE ORDER REQUEST FORM

CONTRACT WITH: SMA Construction Services

DATE: 05/14/2025

PROJECT: Village of Kimberly - Street and Parks Department

Crafts, Inc. proposes to do the following work:

All labor, material and equipment to furnish and install the following:

-Supply and install (1) layer of 1/2" gypsum thermal barrier over area of acoustic deck on upper portion of building that is yet to be roofed

Exclusions:

-Any additional thermal barrier over lower office roofs where roofing has already been completed

TOTAL COST OF THIS CHANGE ORDER

\$8,300.00

Approved By:

PRINT NAME

SIGNATURE

Brandon Boprey

Brandon C Boprey

Crafts, Inc.



Brad Kohel

W14801 Hwy 45

Tigerton, Wi 54486

715-853-3939

PROPOSAL SUBMITTED TO:	SMA CONSTRUCTION SERVICES	DATE:	6/4/2025
PROJECT: KIMBERLY MUNICIPAL SERVICES CENTER		ADDENDUM: #1,#2 AND #3 NOTED	

WE PROPOSE TO FURNISH AND INSTALL AS PER THE PROVIDED PLANS AND SPECS FOR THE FOLLOWING:

LABOR AND MATERIAL TO HANG, TAPE AND FINISH DRYWALL IN NOTED ROOMS

LABOR AND MATERIAL TO ROCK REMAINING CEILINGS AND FIRETAPE/SPOT SCREWS

Bid excludes: Setting of doors and frames,demolition, dumpsters, temp heat,veneer plaster, EIFS, painting, blocking,FRP, and all other work outside the above scope

WE PROPOSE THE ABOVE WORK FOR THE SUM OF :

BASE BID: \$11,500.00