



VILLAGE BOARD AGENDA

Monday, February 16, 2026 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 February 9, 2026 Meeting Minutes**
6. **Reports of Officers and Departments**
 - a. Chief of Police Fox Valley Metro
 - b. Outagamie County Sheriff Department
 - c. Fire Chief
 - d. Administrator/Director of Public Works
 - e. Community Development Director
 - f. Community Enrichment Director
 - g. Library Director
 - h. Clerk-Treasurer
7. **Unfinished Business for Consideration or Action**
 - a. None
8. **New Business for Consideration or Action**
 - a. Claim of Damage to Vehicle in amount of 376.50
 - b. Revision to Special Event Permit Application
 - c. Refuse and Recycling Cart Order- Street Equipment Trust Fund
 - d. Microphone Replacement in Evergreen Room- Complex Trust Fund
 - e. Approve Bills & Claims from 01/17/2026-02/12/2026 in the amount of \$2,059,163.58
9. **Receive Minutes of Boards and Commissions**
 - a. Water Commission minutes from 01/13/2026 meeting
 - b. Plan Commission minutes from 12/16/2025 meeting
 - c. Library Board minutes from 11/17/2025 meeting
10. **Public Participation**
11. **Adjournment**

Village Board Meeting- Virtual Attendance Info

February 16, 2026 at 5:00pm

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

<https://meet.goto.com/771161893>

You can also dial in using your phone.

Access Code: 771-161-893

United States (Toll Free): [1 866 899 4679](tel:18668994679)

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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
02/09/2026**

A meeting of the Kimberly Village Board was called to order on Monday, February 9, 2026 at 5:00pm in the Rick J. Hermus Council Chambers, 515 W. Kimberly Ave by Pro Tem Lee Hammen.

Board Present: Trustees Tom Gaffney, Mike Hruzek, Dave Hietpas Norb Karner, Lee Hammen, and Marcia Trentlage
Board Excused: President Chuck Kuen
Staff Present: Clerk-Treasurer Jennifer Weyenberg, Fire Chief Chad Smith, and EMS Director Terri Smith
Others Present: Judy Hebbe of the Times Villager

President's Remarks

We welcome the warmer weather coming next week!

Approval of Minutes from the 02-02-2026 Meeting

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

Appointments

Michael Sharkey, Municipal Judge (term expiring April 30, 2027)

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

Unfinished Business

None

New Business

Deposit of Emergency Medical Services Funding Assistance Program (FAP) Award

Trustee Karner moved, Trustee Hruzek seconded the motion to approve a deposit of \$33,579.98 into the EMS Donation Trust Fund. Motion carried by a roll call vote of the board, 6-0.

CPR Manikins Funding Request- EMS Donation Trust

Trustee Trentlage moved, Trustee Karner seconded the motion to approve the purchase of a CPR manikin bundle/kit through the EMS Donation Trust Fund in an amount not to exceed \$2,100.00. There is a total of 8 manikins included in this bundle, four adults and four infants. Motion carried by roll call vote of the board, 6-0.

Rescue Task Force Operations Training Funding Request- EMS Donation Trust

Trustee Karner moved, Trustee Gaffney seconded the motion to approve the funding of the rescue task force operations training through the EMS Donation Trust Fund in the amount of \$520.00. Motion carried by roll call vote of the board, 6-0.

Public Participation

None

Adjournment

Trustee Karner moved, Trustee Gaffney seconded the motion to adjourn. Motion carried by unanimous vote of the board at 5:04pm.

Jennifer Weyenberg
Village Clerk-Treasurer

Dated 02/10/26

Drafted by: ELZ

Approved by Village Board: _____



Department Report

To: Village Board
From: Captain Jeremy Slotke
Date: February 2026
Re: FVMPD Report

HIGHLIGHTS

- Lt. Wery has been working on updating the FVMPD website.
- 2025 Canine Deployment log is posted on the website. In 2025, Rax had 52 deployments and 42 seizures.
- Officers are attending multiple training conferences for topics such as active shooter and traffic safety.
- Officer Hietpas has been added to the Emergency Response Team to fill a vacancy.
- First batch of Kimberly evidence was transferred to Outagamie County.
- Collaboration with Outagamie County in Kimberly continues to go well.

TOP PRIORITIES

- Continue to support patrol staff and combat burnout during this transition period

UPCOMING EVENTS



Department Report

To: Village Board
From: Dep Svitak | Patrol Deputy
Date: February, 2026
Re: Outagamie County Sheriff's Office Report

HIGHLIGHTS

- Continue to work on getting to know the new contract and introducing ourselves into the community.

TOP PRIORITIES

- Extra patrols during school traffic to mitigate issues regarding children's safety during these times.

UPCOMING EVENTS

- Please see attached calls for service report month to date from 01/13 – 02/11.



OUTAGAMIE COUNTY SHERIFFS OFFICE

Total CAD Calls Received, by Nature of Call in Zone

<u>Nature of Call</u>	<u>Total Calls Received</u>	<u>% of Total</u>
911 Misdialed	15	2.87
Vehicle Accident	10	1.92
Accident in a Parking Lot	3	0.57
Law Alarms - Burglary Panic	4	0.77
Animal Bite	1	0.19
Animal Call	4	0.77
Assist Citizen or Agency	20	3.83
Animal Bites D-David Response	1	0.19
Bleeding B-Boy Response	2	0.38
Breathing Problem C-Charles	1	0.19
Breathing Problem D-David	5	0.96
Chest Complaint C-Charles	1	0.19
Chest Complaint D-David	1	0.19
Civil Matter Assist	2	0.38
Civil Process	3	0.57
Carbon Monoxide Alarm	3	0.57
CO or Hazmat C-Charles	1	0.19
Crime Prevention	103	19.73
Damage to Property	1	0.19
Disturbance	11	2.11
Disturbance with a Weapon	1	0.19
Domestic Disturbance	1	0.19
Fainting A-Adam	2	0.38
Fainting C-Charles	1	0.19
Falls B-Boy Response	1	0.19
Falls D-David Response	1	0.19
Fire Alarm Commercial	1	0.19
Fire Alarm Residential	1	0.19
Follow Up	31	5.94
Fraud Complaint	2	0.38
Natural Gas or Propane Leak	2	0.38
Jail GPS Checks	8	1.53
Harassment	5	0.96
Hazard in Roadway	1	0.19
Heart Problem C-Charles	1	0.19
Juvenile Complaint	2	0.38
Residence Lockout	2	0.38
Lost or Found Valuables	1	0.19
Medical Assistance No Injury	3	0.57
Motorist Assist	6	1.15
Noise Complaint	2	0.38
Unknown Odor Outdoors	1	0.19

<u>Nature of Call</u>	<u>Total Calls Received</u>	<u>% of Total</u>
Ordinance Violation	6	1.15
Parking Enforcement	8	1.53
Parking Request	1	0.19
PNB E-Edward Response	3	0.57
Reckless Driving Complaint	3	0.57
Medical Pre-Alert	2	0.38
Restraining Order Tracking	2	0.38
Retail Theft	1	0.19
Runaway Juvenile	1	0.19
Scam	2	0.38
School Safety	37	7.09
Sick A-Adam	2	0.38
Sick C-Charles	4	0.77
Sick D-David	2	0.38
Stroke C-Charles	2	0.38
Suspicious Incident	5	0.96
Suspicious Person	1	0.19
Suspicious Vehicle	4	0.77
Theft Complaint	2	0.38
Traffic Enforcement	67	12.84
Traffic Stop	73	13.98
Unconscious D-David	3	0.57
Vacant House Check	1	0.19
Violation of Court Order	2	0.38
Wanted Person or Apprehension	1	0.19
Welfare Check	19	3.64

Total reported: 522

Report Includes:

All dates between `00:00:00 01/13/26` and `23:59:59 02/11/26`, All nature of incidents, All cities matching `KIV`, All types, All priorities, All agencies, All zones



Department Report

To: Village Board
From: Chad Smith | Fire Chief
Date: February 2026
Re: Fire Department Report

HIGHLIGHTS

- Training Conducted:
 - Ice Rescue Call Scenario
 - Outagamie County Communication Center Tour
- Fire Inspections
 - Total for 2026: 24
 - Routine: 16
 - Re-Inspection: 8
 - Complaint: 0
 - Fire Alarm Acceptance: 0
 - Sprinkler System Acceptance: 0
 - Certificate of Occupancy: 0
- Anniversaries
 - Cole Vrechek – 2 years
 - Jacob Sommers – 1 year
 - James McKenzie-Brown – 1 year
 - Alexander Lomibao – 1 year
 - Sacsha McGowan – 1 year
 - Andrey Krisher – 1 year
- Class Completions in January
 - ICS-400 – Chad Smith & Chris Kuna

UPCOMING EVENTS

- March 7th - Cornhole Tournament (Fireworks Fundraiser) – Hosted at Tanner’s Grill & Bar
- May 23rd – The All-American Garage (T.A.A.G.) – Fundraiser for Kimberly Fire Department equipment – Hosted at Tanner’s Grill & Bar

CALL DATA

- January Calls:
 - Fire: 7
 - EMS: 52
- 2026 Total Calls:
 - Fire: 7
 - EMS: 52



Department Report

To: Village Board
From: Danielle Block | Administrator/Director of Public Works
Date: February 2026
Re: Administrator's Report

HIGHLIGHTS

- Commenced the Water Utility rate change on February 1, 2026. Current rate information has been posted to the back of utility bill, website and described in the latest issue of the KimTalk.
- Continued work with FVMPD, KASD, Village of Little Chute and the Outagamie County Sheriff's Department regarding police services.
- Completed in-office 2025 Audit prep work with Kerber Rose.
- Completed the new hire and appointment process for the Municipal Court Clerk and Municipal Judge positions.

TOP PRIORITIES

- Continue to work with FVMPD, KASD (SROs), Village of Little Chute and Outagamie County Sheriff's Department regarding the transition of police services and corresponding budget adjustments as needed.
- Analyze the 2025 year-end expenditures and project carryovers.
- Close out of 2025 Capital Projects and planning for the 2026 Capital Projects.
 - Set the Special Assessment procedure calendar to begin in the Spring of 2026.
- Complete 2025 Audit document requests and prepare for on-site audit fieldwork.

UPCOMING EVENTS

- Auditors on site March 16-18, 2026 for 2025 Audit Field Work.
- All Staff Active Shooter Training Session Thursday, March 19, 2026.



Department Report

To: Village Board
From: Danielle Block | Administrator/Director of Public Works
Date: February 2026
Re: Public Works Monthly Report

HIGHLIGHTS

- All equipment moved back into the Municipal Services Building.
- Continued meetings regarding remaining punch list items at the Municipal Services Center – wash bay, automatic gates, fiber optic cabling, miscellaneous IT equipment and furnishings. Nearly 75% of all punch list items are complete. Final HVAC, air handling/AC, signage/decals work yet to be completed.
- Central Cedars Historic Overlook nearing substantial completion – shelving, flooring and tilework. Design and estimating for final furniture layout and scope.
- Reviewed final draft of Standard Operating Procedures and training metrics for Street and Parks Operators.
- Substantial completion of the Papermaker Pond project with Advance Construction, Inc. Remaining plantings to be completed in Spring of 2026.
- Received top scoring for the final application for Surface Transportation Block Grant (STBG) Award dollars for the Kennedy Avenue/Marcella Street (Railroad Street to Kimberly Avenue) and Kennedy Avenue/Eisenhower Drive intersection project. The next award cycle is for projects from 2026-2030. This project would likely not occur until 2030 at the earliest. If selected, project award amount is pending approval by several Regional committees in February.
- Continued the 2025-2026 winter snow removal season.
- Design continued preliminary concepts Central Office/Administrative Remodel within the Capital Improvement Plan. Initial concept and project budget approved by the Village Board.
- Final design documents completed for the 2026 Capital Projects: sidewalk, street, alley, utilities.

TOP PRIORITIES

- Awaiting reimbursement for the WisDOT LRIP grant dollars for the Kennedy Avenue diamond grinding project. The approximate grant reimbursement amount is \$86,000.

- Install final elements of the Cedars Historic Overlook in the Spring.
- Continue the Papermaker Pond project with Advance Construction, Inc. Substantial completion date is the end of November 2025. Spring plantings will carry into 2026.
- Finalize the 2025 TAP Grant reimbursement application for the Marcella Street trail and railroad crossing project. Including final project close out.
- Complete the Wisconsin Department of Natural Resources MS4 Permit Audit – Stormwater Review and Analysis comments and suggestions.
- Begin the ERU Audit for the Stormwater Utility.
- Bid Openings in February: street equipment, concrete street, utilities and asphalt.
- Continue snow removal.
- Municipal Services Center:
 - Installation of final finishings and owner-supplied equipment.
 - Final change order and payment certification to follow in 2026.
 - Yard Waste Site Relocation back to Maes Avenue to occur prior to spring. Move is dependent on installation of updated signage and working gate. The public will be notified.

UPCOMING EVENTS

- Fox Wolf Watershed Conference, March 3rd – 4th
- Spring Special Assessment Public Hearing and Public Information Meeting for Residents. Mailing will be sent out in March.

January Solid Waste Summary

DATE	Ticket #	TRUCK	Automated Garbage Weight	COST	Business & Parks Dumpster Collection Weight	COST	Large Item Collection Weight	COST	Sweepings Weight	COST	Yard Waste Weight	COST	TIRES	COST	Total Cost
01/02/26	1084540	49		\$ -		\$ -	1280	\$ 42.88		\$ -		\$ -		\$0.00	\$ 42.88
01/02/26	1084589	32	13120	\$ 439.52		\$ -		\$ -		\$ -		\$ -		\$0.00	\$ 439.52
01/02/26	1084797	32	6940	\$ 232.49		\$ -		\$ -		\$ -		\$ -		\$0.00	\$ 232.49
01/06/26	1085555	32	19480	\$ 652.58		\$ -		\$ -		\$ -		\$ -		\$0.00	\$ 652.58
01/06/26	1085658	32	9260	\$ 310.21		\$ -		\$ -		\$ -		\$ -		\$0.00	\$ 310.21
01/07/26	1085844	32	15280	\$ 511.88		\$ -		\$ -		\$ -		\$ -		\$0.00	\$ 511.88
01/07/26	1085988	32	11440	\$ 383.24		\$ -		\$ -		\$ -		\$ -		\$0.00	\$ 383.24
01/08/26	1086289	101		\$ -		\$ -	760	\$ 25.46		\$ -		\$ -		\$0.00	\$ 25.46
01/08/26	1086323	32	20760	\$ 695.46		\$ -		\$ -		\$ -		\$ -		\$0.00	\$ 695.46
01/09/26	1086510	49		\$ -		\$ -	2900	\$ 97.15		\$ -		\$ -		\$0.00	\$ 97.15
01/13/26	1087410	32	17500	\$ 586.25		\$ -		\$ -		\$ -		\$ -		\$0.00	\$ 586.25
01/13/26	1087533	32	7840	\$ 262.64		\$ -		\$ -		\$ -		\$ -		\$0.00	\$ 262.64
01/14/26	1087643	32	12760	\$ 427.46		\$ -		\$ -		\$ -		\$ -		\$0.00	\$ 427.46
01/14/26	1087766	32	9880	\$ 330.98		\$ -		\$ -		\$ -		\$ -		\$0.00	\$ 330.98
01/15/26	1087883	38		\$ -		\$ -		\$ -		\$ -	6460	\$ 129.20		\$0.00	\$ 129.20
01/15/26	1087926	32	12400	\$ 415.40		\$ -		\$ -		\$ -		\$ -		\$0.00	\$ 415.40
01/15/26	1088037	32	6520	\$ 218.42		\$ -		\$ -		\$ -		\$ -		\$0.00	\$ 218.42
01/19/26	1088496	49		\$ -		\$ -	1000	\$ 33.50		\$ -		\$ -		\$0.00	\$ 33.50
01/20/26	1088623	32	14440	\$ 483.74		\$ -		\$ -		\$ -		\$ -		\$0.00	\$ 483.74
01/20/26	1088948	32	6860	\$ 229.81		\$ -		\$ -		\$ -		\$ -		\$0.00	\$ 229.81
01/20/26	1088951	70		\$ -		\$ -		\$ -		\$ -		\$ -	4	\$48.00	\$ 48.00
01/21/26	1089107	70		\$ -		\$ -		\$ -		\$ -		\$ -	4	\$48.00	\$ 48.00
01/21/26	1089095	32	12100	\$ 405.35		\$ -		\$ -		\$ -		\$ -		\$0.00	\$ 405.35
01/21/26	1089227	49		\$ -		\$ -	1020	\$ 34.17		\$ -		\$ -		\$0.00	\$ 34.17
01/21/26	1089225	32	9220	\$ 308.87		\$ -		\$ -		\$ -		\$ -		\$0.00	\$ 308.87
01/22/26	1089360	81		\$ -		\$ -		\$ -		\$ -		\$ -	4	\$48.00	\$ 48.00
01/22/26	1089395	32	11100	\$ 371.85		\$ -		\$ -		\$ -		\$ -		\$0.00	\$ 371.85
01/22/26	1089521	81		\$ -		\$ -		\$ -		\$ -		\$ -	4	\$48.00	\$ 48.00
01/22/26	1089510	32	6580	\$ 220.43		\$ -		\$ -		\$ -		\$ -		\$0.00	\$ 220.43
01/26/26	1090065	49		\$ -		\$ -	10380	\$ 347.73		\$ -		\$ -		\$0.00	\$ 347.73
01/27/26	1090223	32	14400	\$ 482.40		\$ -		\$ -		\$ -		\$ -		\$0.00	\$ 482.40
01/27/26	1090339	32	6980	\$ 233.83		\$ -		\$ -		\$ -		\$ -		\$0.00	\$ 233.83
01/28/26	1090512	32	10920	\$ 365.82		\$ -		\$ -		\$ -		\$ -		\$0.00	\$ 365.82
01/28/26	1090634	49		\$ -		\$ -	3220	\$ 107.87		\$ -		\$ -		\$0.00	\$ 107.87
01/28/26	1090651	32	8180	\$ 274.03		\$ -		\$ -		\$ -		\$ -		\$0.00	\$ 274.03
01/29/26	1090808	32	10740	\$ 359.79		\$ -		\$ -		\$ -		\$ -		\$0.00	\$ 359.79
01/29/26	1090941	32	5800	\$ 194.30		\$ -		\$ -		\$ -		\$ -		\$0.00	\$ 194.30
TOTALS			130.22	\$ 9,396.75	0.00	\$ -	10.28	\$ 688.76	0.00	\$ -	3.23	\$ 129.20	0.01	\$192.00	\$ 10,406.71
			Tons		Tons		Tons		Tons		Tons		Tons		



Department Report

To: Village Board
From: Sam Schroeder | Community Development Director
Date: February 2026
Re: Community Development Report

HIGHLIGHTS

- Continued to conduct BRE (Business, Retention and Expansion) visits to understand the health, constraints and future needs of our business community.
- Conducted on-going discussions with our existing Kimberly developers to understand the status of projects and define next steps.
- Worked closely with the development community and regional partners to showcase Kimberly and to better understand current and future market projections within the Village and region.
- Administered future development considerations for upcoming Plan Commission and Village Board meetings
- Process permits working closely with MSA Professional Services.
- Continued Code Enforcement actions as they arise.
- Worked with Wilson Place LLC as it relates to the restructuring of the Blues development to allow for a marketable development.

TOP PRIORITIES

- Expand BRE (Business, Retention and Expansion) visits to understand the health, constraints and future needs of our business community.
- Explore future development options with the remaining vacant Mill site properties.
- Explore opportunities and work with the development community to market and develop the Village-owned, vacant TID properties, and other vacant sites throughout the community.
- Review and update ordinances as needed specific to protest petitions, condominium developments, and liquor licenses.
- Support the Clerks Department in the necessary 2026 Assessment Village Wide Revaluation.
- Analyze existing issues, opportunities and public input for the 2026/2027 Comprehensive Plan.
- Analyze the restructuring of the Blues subdivision to expediate development and debt coverage of the Tax Increment District No. 6.

- Execute the closing of the main mill and subsequent properties with Midwest Expansion.

2026 Year to Date Year to Date Building Permit & Fees Report					
Permit Category		Monthly Summary			
Category Prefix	Category Name	Value	Fees Collected Acct 01-44300-00	Number of Permits / Structures	Number Dwelling Units
Residential Building					
99	Early Start Residential Home	\$0.00	\$0.00	0	0
100	New Single Family	\$0.00	\$0.00	0	0
110	New Two Family	\$0.00	\$0.00	0	0
120	New Multi-Family	\$0.00	\$0.00	0	0
130	Residential Additions	\$0.00	\$0.00	0	0
140	New Accessory Buildings	\$0.00	\$0.00	0	0
141	Addn Accessory Bldg	\$0.00	\$0.00	0	0
150	Interior Alterations	\$189,000.00	\$2,347.00	3	0
151	Exterior Alterations	\$0.00	\$0.00	0	0
160	Decks/Patios	\$0.00	\$0.00	0	0
170	Fences	\$0.00	\$0.00	0	0
180	In-Ground Pools	\$0.00	\$0.00	0	0
181	Above Ground Pools	\$0.00	\$0.00	0	0
190	Raze Residential	\$0.00	\$0.00	0	0
Sub-Total Residential Building		\$189,000.00	\$2,347.00	3	0
Commercial & Industrial Building					
199	Early Start Commercial Building	\$0.00	\$0.00	0	0
200	New Buildings	\$0.00	\$0.00	0	0
210	Additions	\$0.00	\$0.00	0	0
220	Interior Alterations	\$0.00	\$0.00	0	0
221	Exterior Alterations	\$0.00	\$0.00	0	0
230	Signs	\$13,000.00	\$75.00	1	0
240	Raze Com'l/Ind	\$0.00	\$0.00	0	0
Sub-Total Commercial/Industrial Building		\$13,000.00	\$75.00	1	0
Electric					
300	Residential Services	\$0.00	\$0.00	0	0
310	Residential Alterations	\$5,500.00	\$275.00	2	0
320	Commercial/Industrial Services	\$0.00	\$0.00	0	0
321	Commercial/Industrial Alterations	\$1,500.00	\$125.00	1	0
Sub-Total Electric		\$7,000.00	\$400.00	3	0
HVAC					
400	Residential New Home	\$0.00	\$0.00	0	0
401	Residential Alterations	\$0.00	\$0.00	0	0
402	Residential Replacement	\$22,710.00	\$400.00	4	0
410	Commercial/Industrial New Build	\$0.00	\$0.00	0	0
411	Commercial/Industrial Alterations	\$0.00	\$0.00	0	0
412	Commercial/Industrial Replacement	\$0.00	\$0.00	0	0
420	Other	\$4,800.00	\$125.00	1	0
Sub-Total HVAC		\$27,510.00	\$525.00	5	0
Plumbing					
500	Residential Laterals	\$0.00	\$0.00	0	0
501	Residential Alterations	\$4,800.00	\$250.00	2	0
510	Com'l & Ind Laterals	\$0.00	\$0.00	0	0
511	Com'l & Ind Alterations	\$0.00	\$0.00	0	0
512	Other	\$24,900.00	\$325.00	3	0
Sub-Total Plumbing		\$29,700.00	\$575.00	5	0
Permit Totals		\$266,210.00	\$3,922.00	17	0
Miscellaneous Fees			Fees Collected	Number	
UDC Seals			\$0.00	0	
Parkland Dedication Fee			\$0.00	0	
Grade Fee			\$0.00	0	
VoK Sanitary Sewer Connection Fee			\$0.00	0	
HOVMSD Sanitary Sewer Connection Fee			\$0.00	0	
Storm Water - Erosion Control Permits			\$0.00	0	
Admin Fee			\$0.00	0	
Erosion			\$0.00	0	
Storm Sewer Fee			\$0.00	0	
Total Miscellaneous Fees			\$0.00		
Total All Fees			\$3,922.00		



Department Report

To: Village Board
From: Holly Femal | Community Enrichment Director
Date: February 16th, 2026
Re: Community Enrichment Director's Report

PREVIOUS MONTH'S HIGHLIGHTS

PARKS

- Parks staff have been diligently cleaning, moving and organizing during the bitter cold temperatures as we continue to move and settle into the new MSC. In the past month shelving has been erected, small parks tools have been organized, and items have been sorted and evaluated for future placement.
- Another advantage of the MSC is indoor space to provide maintenance and repair to picnic tables and outdoor displays. Repair and paint maintenance has been completed on at least 12 picnic tables thus far – a task we haven't been able to complete efficiently in 2 years due to a lack of indoor heated space in Kimberly.
- Parks staff continue to negotiate between temperature extremes to complete tree work – scheduling indoor work during sub-zero temperatures and completing tree work on days that are still below freezing to ensure no site remediation is required upon task completion.
- An initial kick off meeting was held with the Sunset Park Master Planning Consultant with a future stakeholder meeting scheduled for March 10th and community meetings to follow soon after.
- The new slide for Sunset Beach has been delivered with a goal to install before it's time to fill the beach in early May.

RECREATION

- The 2026 Program and Events Guide is completed and posted to the website here: <https://www.vokimberlywi.gov/departments/parks-recreation/recreation-programs/> with a copy included as part of this report. Edits will continue to be made as new program opportunities arise, but a solid framework has been established. Looking forward to another FUN year in Kimberly Parks!
- Applications are still open for seasonal positions with a solid return rate for beach and seasonal parks staff.

EVENTS AND OUTREACH

- Applications for 2026 Kimberly Event Food Trucks and vendors have closed. The food offering line up is being established for each event and contracts will go out in the coming week. New for 2026, vendors are required to provide a special event fee of \$50 up front to consider their application complete.
- Thanks to the Village Board for the opportunity to attend the 2026 WPRA annual conference. Conference highlights included learning about payment integration features that are new to our recreation software, learning about prompt engineering techniques and Ai, sitting with members of the Community Foundation and the Nelson Family as the Nelson Fund was nominated for and received a Partnership Award for all the support they provide to parks and trail development in the Fox Cities region, and attending the annual park design awards to see upcoming trends in parks.
- The First Edition of the “drafted in house” KimTalk was completed and sent to the printer. Expect the newsletter in mailboxes the week of 2/16/26. Get a sneak peek online here: <https://www.vokimberlywi.gov/wp-content/uploads/2026/02/Kim-Talk-Spring-2026.pdf>

UPCOMING TOP PRIORITIES AND NOTABLE DATES

- March 10th – Pre-season facilities meeting with KBO, KRA, KHS, and KSO in tandem with Master Planning Stakeholder meeting Project kick off for the Sunset Park Master Planning Process begins in late January with engagement timeline to be developed and released soon!
- Applications for seasonal employment close in March with interviews to follow swiftly.
- Rec Baseball registration closes at the end of March with team formation to follow immediately after.
- Solicitation for baseball sponsors begins soon with new jerseys coming for the 2026 season to include player’s names and selection of jersey number for each player!
- The 2026 Bunny Bop event occurs in late March with the construction of the NEW Sunset Park Playground to commence immediately after – who is ready to try out the new slides!?
- Village of Kimberly is exploring a reciprocity agreement with City of Appleton regarding boat launch resident rate season pass fees. More information will be developed in the coming month and presented for consideration to the board at a future meeting.
- Living Forest trees will be selected in the coming month and ordered in preparation for 2026 Arbor Day. 2nd graders from Westside will again be planting trees in Verhagen Park for the 2026 celebration – hopefully with warmer weather this year!

VILLAGE OF KIMBERLY

PARKS & RECREATION



2026 PROGRAM GUIDE

A guidebook for events, programs, and open space amenities
throughout the Village of Kimberly Parks System

2026 PROGRAM GUIDE

Time spent immersed in our local natural spaces is time well spent. The Village of Kimberly Parks and Recreation Department is proud to offer a variety of open spaces throughout the community to serve you and your family's recreation needs year-round. From quiet spaces to reflect or view nature to active playgrounds and sports fields - we welcome you to come and enjoy the 89+ acres of public open space the village offers.

Updates for the 2026 season include a new playground to be installed near the Shelter 1/Scenic Overlook area of Sunset Park, a public driven master planning effort for Sunset Park, the grand opening of the newly renovated Sunset Beach Facility, and offering a first for our community - a facility with year-round public restroom access along the Papermaker Run Trail system. We are also proud to offer our new customer service counter at the newly constructed Municipal Services Center. Many of our products and services are available online anytime, but we are also happy to serve you in person at our new building!

The annual program guide highlights many of the programs and events we offer throughout the year, but we love adding new and exciting things as the year progresses. Pop up events and new programming are showcased on our Facebook page, be sure to follow us and stay in the know on all recreational offerings.

We continue to present Kimberly Parks with pride, and we look forward to seeing you in the parks in 2026!

Holly Femal, Community Enrichment Director



Contact Us!

CUSTOMER SERVICE OFFICE:
MUNICIPAL SERVICES CENTER
426 W. KIMBERLY AVENUE,
KIMBERLY, WI

OFFICE HOURS:
MONDAY - THURSDAY
8:00 A.M. - 4:00 P.M.
FRIDAY
8:00 A.M. - 12:00 P.M.

PHONE:
920-788-7507

EMAIL:
STREETS@VOKIMBERLYWI.GOV

WEBSITE:
WWW.VOKIMBERLYWI.GOV

FACEBOOK:
@VILLAGEOFKIMBERLYWI

INSTAGRAM:
VILLAGEOFKIMBERLY

QUARTERLY E-NEWSLETTER:
[HTTPS://WWW.VOKIMBERLYWI.GOV/QUICK-LINKS/SUBSCRIBE-TO-E-MAIL-UPDATES/](https://www.vokimberlywi.gov/quick-links/subscribe-to-e-mail-updates/)

We offer:

YOUTH SPORTS
ENRICHMENT & ARTS
MUSIC & ENTERTAINMENT
ADULT & FAMILY REC
FREE FAMILY FUN
SUNSET BEACH
COMMUNITY EVENTS
KIMBERLY PARKS

WE'RE HIRING!

SCAN THE QR CODE TO APPLY
OR VISIT OUR HIRING PAGE AT
[WWW.VOKIMBERLYWI.GOV/
INFORMATION/EMPLOYMENT-
OPPORTUNITIES/](http://WWW.VOKIMBERLYWI.GOV/INFORMATION/EMPLOYMENT-OPPORTUNITIES/)

JOIN OUR SEASONAL TEAM! NOW
ACCEPTING APPLICATIONS:

- BEACH LIFEGUARD
- BEACH CASHIER
- BASEBALL UMPIRE
- BASEBALL SCOREKEEPER
- SEASONAL PARKS OPERATOR



Youth sports & updates



KIMBERLY PARKS & RECREATION

REC BASEBALL

**YOUTH BASEBALL LEAGUE
REGISTRATION IS NOW OPEN!**

PROGRAMS FOR AGES 3 - 13
REGISTER TODAY FOR A SUMMER OF PLAY!
REGISTRATION CLOSES MARCH 31ST

- TOT BALL
- TEE BALL
- MACHINE PITCH PIONEER LEAGUE
- KID PITCH CUB LEAGUE
- KID PITCH 12U LEAGUE

 [HTTPS://KIMBERLY.RECDESK.COM /COMMUNITY/PROGRAM](https://kimberly.recdesk.com/community/program)





Introductory soccer for 3 - 4 year olds with 9, 9:40, and 10:20 a.m. time slots, Tuesdays, June 9th - July 21st.



SPRING REGISTRATION Now Open!

RECREATIONAL PROGRAM

- Primary interest in fun, fitness, and friendships
- Birth years of 2021 and earlier are eligible to participate

ACADEMY PROGRAM

- Higher level of commitment through advanced training and development models
- Birth years of 2019-2016, who have already been introduced to soccer and love it, are encouraged to join

REGISTER BY MARCH 1 FOR PREFERRED PLACEMENT!

RIVER SURGE FC (RSFC) WAS FORGED IN 2023 BY UNITING KIMBERLY AREA SOCCER ASSOCIATION (KASA-1978) AND ELECTRIC CITY YOUTH SOCCER ASSOCIATION (EC-1991).

Questions or want to get involved? Contact us at hello@riversurgefc.org.

TO LEARN MORE AND TO REGISTER, VISIT: RIVERSURGEFC.ORG




New!

Youth Pickleball classes will be held at the Verhagen Park pickleball courts for kids looking to learn a new skill and be active after school! Class begins with instruction and concludes with game play. Tuesdays, September 15th - October 20th. Advanced registration is required.

SESSION 1: 3:15-4:15PM FOR AGES 11-13
SESSION 2: 4:30-5:30PM FOR AGES 9-11



The playground near Shelter 1 in Sunset Park is being replaced - spring 2026. The Parks Department is actively searching for individuals interested in donating benches, picnic tables, bike racks, trees and a drinking fountain to truly complete this updated space. Details here: <https://www.vokimberlywi.gov/departments/parks-recreation/sunset-park-playground-donation-campaign/>

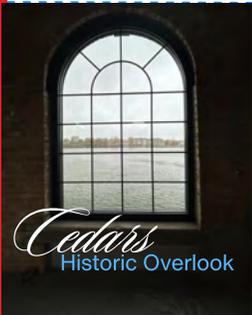
NEW & EXCITING for 2026



Marcella/Kennedy Trail is now open! Enjoy your next pedal or stroll in the village with regional trail connections!



The kiddie slide at Sunset Beach has served thousands of children for the past two decades and has reached its useful life. Summer 2026, the shallow area of the beach will be getting a new slide for the next group of thousands of kids to enjoy! Come take a ride on the beach's brand new slide!



The newest public space on the Fox River is opening in Spring 2026. The NEW Cedars Historic Overlook building is a rentable space with kitchenette, available year round! The space has been converted from a remaining structure of paper making operations to a cozy event space. Features include river views, kitchenette with sink and small refrigerator, access to the plaza space, and indoor seating for 24. Is a space filled with charm from its papermaking days with modern enhancements embracing its unique architecture. The Overlook building also features a public restroom accessible from the Papermill Run Trail. Rental information is included in the "Kimberly Parks" portion of this guide. Plan your 2026 gathering on the river today!

enrichment & arts

KIMBERLY PARK AND REC IN PARTNERSHIP WITH THE KIMBERLY RECREATION ASSOCIATION PRESENT:

Daddy Daughter Dance

Friday, March 13th, 2026
Kimberly Municipal Complex
Evergreen Room 5 p.m. - 7 p.m.

Purchase tickets in advance
<https://kimberlyrecdesk.com/Community/Program/Detail?programid=449>



Canvas Painting Party

WITH HALLIE

March 31 1 - 3 PM	June 30 10 AM - 12 PM
July 23 10 AM - 12 PM	August 10 10 AM - 12 PM

PICK A CLASS, OR ALL FOUR! THEMES ARE INDIVIDUAL TO EACH CLASS. ADVANCED REGISTRATION REQUIRED. JOIN THE PARTY!



HUNTERS Safety Certification Class

- Advanced registration begins Tuesday, June 9th at 1 p.m. in person at the Municipal Services Center, 426 W. Kimberly Avenue. A parent or guardian must be present to sign the registration form
- Early registration is encouraged, class size is limited to 40 participants!
- Program held in Sunset Park at Shelter #1 with instruction dates scheduled July 28th - 29th, 5 - 8 p.m. and Field Test Day scheduled for July 30th.
- Please bring the participant's DNR customer number to registration. Need a number? Call 1-888-936-7463

BABYSITTING CERTIFICATION CLASS



Class participants will:

- Feel more comfortable home alone
- Learn First Aid, CPR, and AED skills
- Be able to confidently babysit or watch a sibling

2026 Course dates available:
March 30th
June 6th
October 29
December 30

2027 Course dates available:
March 26th

8:00 a.m. - 4:00 p.m.

Classes held at the Municipal Complex - 515 W. Kimberly Ave.
OR Cedars Historic Overlook - 150 Papermill Run



Spring Session - Thursdays, February 26th - June 7th. The classic story tells of Belle, a young woman in a provincial town, and the Beast, who is really a young prince trapped under the spell of an enchantress. If the Beast can learn to love and be loved, the curse will end and he will be transformed to his former self. But time is running out. If the Beast does not learn his lesson soon, he and his household will be doomed for all eternity. With many fun supporting roles allowing students to play objects inside the castle, this "tale as old as time" is filled with spectacular costumes and set opportunities. Parts for all ages—5-13 years old.

KidStage Summer Camp - August 24th - 28th, 1-3PM at the Sunset Park Amphitheater. KidStage Kids will be involved in acting exercises, theatre games, and will be cast in the production of PIRATES PAST NOON that will be performed at the end of the week at the last 30 minutes of camp for parents and friends! Join KidStage and all your favorite characters from the classic story of the lovable bear! Parts for all ages—5-13 years old.



enrichment & updates

New Programs from:



In partnership with Youth Enrichment League {YEL!}, the Village of Kimberly is proud to offer three new classes focused on S.T.E.M. learning in a fun environment! All classes scheduled from 1 - 4 p.m. Monday - Thursday. Pre-registration required.

{YEL!} Robotics: Scout 'Bots: 6/15 - 6/18, For students entering grades 1st-5th. Build and code space rovers to scout out Mars, the moon, and other extraterrestrial environments. Also, create a dragster and volcano alarm to learn basic computer programming while having fun! Let's go!

{YEL!} Bricktopia Master Builders Camp: 7/27 - 7/30, For students entering 1st-5th grades. Are you up for a LEGO® Brick challenge? Do you have what it takes to be a Master Builder? If so, you are in the right place. We've saved our most challenging engineering projects (a robotic dog, motorized bug, race cars and more) for this camp. Battle summer brain drain. LEGO® is a trademark of the LEGO Group of companies which does not sponsor, authorize or endorse this site or program.

{YEL!} Extreme Engineers Club: 8/10 - 8/13, For students as youth as entering Kindergarten. LEGO® bricks are used to challenge every aspect of your child's creativity and intellect while learning the basics of engineering and physics. Each class students are given a different project to build, test and modify. Then they use these projects to investigate basic engineering concepts. Emphasis is placed on hands-on experiential activities and kid friendly lesson plans. Join this dynamic exploration of machines and mechanisms today!



We bring the supplies, you have the fun! Come and build a birdhouse or bird feeder and decorate/paint it! Hands on instruction and all supplies are provided. Enjoy a summer day at Shelter #1 in Sunset Park, bring home a completed project, and even enjoy the new playground in the park while you are "waiting for your paint to dry". Full program details available on our registration page:
<https://kimberly.recdesk.com/Community/Program>

New & EXCITING!

The Park & Recreation Department is always looking for new program ideas! Got a skill you want to share? Let's talk! We are adding new programs annually, check our Facebook page, Instagram, and Rec Registration page for new programming ideas as they emerge throughout the year. Looking to develop a special event? Event permitting detail are located here:
<https://www.vokimberlywi.gov/community/special-events/>

SCAN HERE

TO JOIN OUR MAILING LIST



THE VILLAGE IS MASTER PLANNING SUNSET PARK AND COMPLETING A COMPREHENSIVE VILLAGE PLAN IN 2026 - WE WANT TO HEAR FROM YOU! JOIN OUR MAILING LIST TO GET UPDATES ON THESE IMPORTANT PROJECTS SHAPING THE FUTURE OF THE VILLAGE!



REGISTER FOR UPCOMING KIMBERLY RECREATION PROGRAMS ANY TIME ONLINE! NEW PROGRAMMING IS OFFERED THROUGHOUT THE YEAR, CHECK BACK OFTEN AND FOLLOW US ON SOCIAL MEDIA!

FREE MUSIC IN THE

park

KIMBERLY
AMPHITHEATER INC.
PRESENTS:

Sunday at the Amphitheater

800 W. Kimberly Avenue, 6:30 - 8 p.m.
Weather cancellations will be posted to the
Amphitheater Facebook page by 3 p.m. the
day of the event. Follow them on Facebook:



- MAY 31
THE FOX VALLEYAIRES
Babershop Choir
- JUNE 7
FBI & THE UNTOUCHABLE HORNS
The Fox Valley's Favorite Horn Band!
- JUNE 14
A-TOWN UNPLUGGED
Acoustic Feel Good Music
- JUNE 21
GRAND JAM
Country Music that Rocks!
- JUNE 28
TOM SCHNEIDER & THE 2/5'S
Polka, Country, and Swing
- JULY 12
HOMEMADE BREW
Bluegrass & more
- JULY 26
AMERICAN PLATINUM
Classic and Modern Hits
- AUGUST 2
TWO OF A KIND COUNTRY BAND
Classic Country Hits
- AUGUST 9
MILLIE & THE MAYHEM
Variety Cover Band
- AUGUST 16
FORTE & THE PIANISSIMOS
Ukulele night

Kimberly

COMMUNITY BAND
2026 CONCERT DATES

- March 15**
Spring Concert at JR Gerritts Middle School
2:00 p.m.
- May 25**
Memorial Day Program at Kimberly
Amphitheater
6:45 p.m.
- June 3**
Kimberly Amphitheater
7 p.m.
- June 17**
Kimberly Amphitheater
7 p.m.
- July 1**
Kimberly Amphitheater
7 p.m.
- July 22**
Kimberly Amphitheater
7 p.m.
- August 5**
Kimberly Amphitheater
7 p.m.
- August 12**
Kimberly Amphitheater
7 p.m.
- September 20**
Fox Cities Marathon
Kimberly Amphitheater
7 a.m.
- December 6**
Winter Concert at JR Gerritts Middle School
2:00 p.m.

adult & family rec



hairspray
THE BROADWAY MUSICAL

ADVANCED REGISTRATION
REQUIRED BEFORE 3/19/2026

ADULT FIELD TRIP

SUNDAY
APRIL 19TH, 2026

WITH BUS PICK UP LOCATIONS

EVENT HIGHLIGHTS

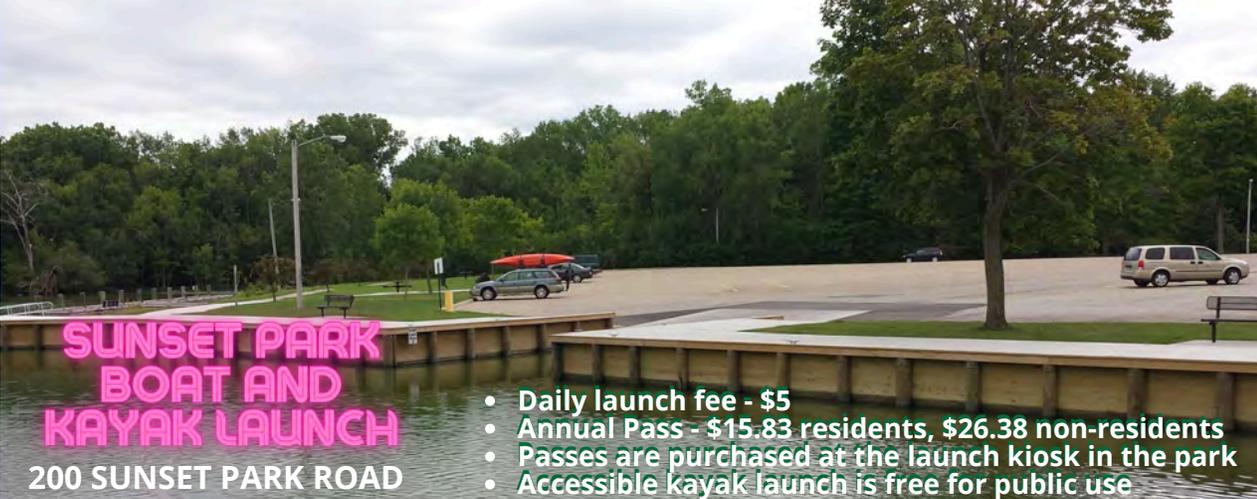
- We provide the transportation
- You enjoy an excellent meal & a top tier live show
- One ticket price includes a full "Sunday Funday!"
- \$120/person

WWW.RENT.FUN/KAYAK-RENTAL/KIMBERLY-WI



SELF-SERVE KAYAK RENTALS

RENT MAY - OCTOBER
SUNSET PARK KAYAK LAUNCH
200 SUNSET PARK ROAD



SUNSET PARK BOAT AND KAYAK LAUNCH

200 SUNSET PARK ROAD

- Daily launch fee - \$5
- Annual Pass - \$15.83 residents, \$26.38 non-residents
- Passes are purchased at the launch kiosk in the park
- Accessible kayak launch is free for public use

free family fun in kimberly parks



Free Yoga

IN PARTNERSHIP WITH 95 YOGA HOUSE, ENJOY FREE YOGA SESSIONS AT THE SUNSET PARK AMPHITHEATER! TUESDAYS, 6 - 7 P.M. JULY 7TH - AUGUST 11TH

Enjoy two sets of concrete corn hole boards near Shelter 1 in Sunset Park! Bring your own bags OR check a set out at Kimberly Library within their "Library of Things". Bean Bag sets are also an included benefit with rentals at Shelter 1 and Shelter 2 in Sunset Park.



FREE CORN HOLE



FREE PICKLE BALL

Check out Verhagen Park's 6 pickleball courts for public use! Want to try pickleball but don't have your own paddles? Try checking out a pickleball set at Kimberly Library's "Library of Things" to try before you buy! Public parking lot located off of Wilbur Street, please note on street parking restrictions during school on 3rd Street.

SUNSET BEACH

Opening Day
JUNE 5TH, 2026
12:00 P.M.



Open Swim: Monday - Saturday, 12 p.m. - 6 p.m., Sunday 12 p.m. - 5 p.m. Break scheduled for 3 - 3:20 p.m. daily. Sand access and splash pad remain open during break

Beach Party!

Host your summer party at Sunset Beach! Check out the "Kimberly Parks" section on the last page of the program guide for rental pricing and details.

THINGS TO KNOW BEFORE YOU GO!

Sunset Beach is staffed by Red Cross Certified Lifeguards. Bring your family to enjoy the amenities the beach has to offer including: an all ages splash pad, zero-depth entry shoreline, new kiddie slide, water slide, diving well with high and low dive, concessions, family changing rooms, sand beach, sand toys, new lounge chairs, and rentable shelter space. We are open every fair weather day throughout the summer. Follow us on Facebook @SunsetBeachSwimmingArea.

Sunset Beach is a smoke free facility, please refrain from smoking, including e-cigarettes, within the facility! Carry-ins are permitted, excluding glass containers or alcoholic beverages. Coast Guard approved type I/II/III life jackets including puddle jumpers are permitted on swimmers. The only other swim aid allowed are pool noodles, no water wings or other inflatables. We do have life jackets available in the guard house!



Early Season AND Late Season Bark at the Beach passes. As always, proof of rabies vaccine or village dog license required for participation, no exceptions. Early season passes begin June 8th and allow beach entry for dogs M-F 7 a.m. - 9 a.m., season pass required for entry. Late season access begins August 17th and includes day pass and season pass options. Skip the line and register ahead online! <https://kimberly.recdesk.com/Community/Membership>



REGISTER FOR A SEASON PASS IN ADVANCE! ONLINE REGISTRATION AVAILABLE FOR BARK AT THE BEACH AND "PEOPLE" SEASON PASSES!

Swimming lessons

Offering classes from Parent/Tot up to Level 3 Stroke Improvement. Check out our online registration for all program descriptions and class offerings for Summer 2026! Programming is tailored to build confidence in our youngest swimmers. Splash pad will be open to non-participants during lesson times.

Session 1:
June 8th - 26th
 Session 2:
July 6th - 24th

Monday - Thursday
 9:30 - 10:15 a.m. OR
 10:30 - 11:15 a.m.



Sunset Beach Admission Options	Daily Admission	Season Pass (R/NR)
Infants 0-2 & Seniors	FREE	FREE
Youth 3 - 17	\$3.50	\$40/\$65
Adult 18-61	\$4.50	\$50/\$70
Family Pass	-	\$120/\$165
Bark at the Beach Early Season	-	\$50
Bark at the Beach Late Season	\$5	\$20

Make a Splash!

SEASON PASS - LOCAL POOL PROMO
 CELEBRATE NATIONAL PARKS MONTH WITH A SPECIAL SWIM PASS SWAP WEEK! SEASON PASS HOLDERS ARE ABLE TO SWIM AT APPLETON, NEENAH, KAUKAUNA, AND LITTLE CHUTE POOLS THE WEEK OF JULY 6TH - 10TH FOR FREE DURING SWIM PASS SWAP WEEK - ENJOY EXPLORING THE POOLS OF THE FOX CITIES USING YOUR SUNSET BEACH SEASON PASS!

community events

Events are added throughout the year, be sure to follow the Village of Kimberly on Facebook @villageofkimberlywi. Details are posted nearer to event dates like: sponsors and vendors, sponsorship opportunities, food truck line ups, special guests and event maps! Event links and QR will be added to the guide as they are developed.

 **MAR 27**
5 - 7 PM

THE BUNNY HOP

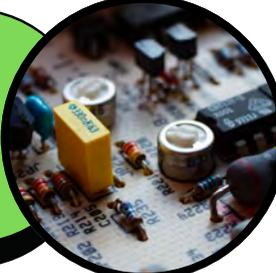
SUNSET PARK OVERLOOK
200 SUNSET PARK DRIVE



 **APR 18**
9 AM - 12 PM

ELECTRONICS RECYCLING

SUNSET PARK BOAT LAUNCH
300 SUNSET PARK DRIVE



 **MAY 1 - 3**

COMMUNITY WIDE RUMMAGE SALE

KIMBERLY, BUCHANAN,
COMBINED LOCKS



 **MAY 2**
8 AM - 12 PM

FWWA WATERSHED CLEAN UP

SUNSET PARK, CONSERVANCY,
PAPERMILL RUN TRAIL



 **MAY 25**
6:45 PM

MEMORIAL DAY CEREMONY

SUNSET PARK AMPHITHEATER
800 W. KIMBERLY AVE.



 **MAY 31**
6:30 PM

SUNDAY AT THE AMPHITHEATER

SUNSET PARK AMPHITHEATER
800 W. KIMBERLY AVE.



community events

 JUN 5
12 PM -
6 PM

OPENING DAY
SUNSET BEACH SWIM FACILITY
1010 FULCER AVE



 JUN 18
5 - 7 PM

COSTUME PARADE
MEMORIAL PARK
218 E. KIMBERLY AVE.



 JUL 3
5 - 10 PM

**FIREFIGHTERS FOR
FIREWORKS**
SUNSET PARK
800 W. KIMBERLY AVE.



 JUL 23
4 - 7 PM

TOUCH A TRUCK
TREATY PARK
300 E. MAES AVE.



 OCT 3
9 AM -
3 PM

**FALL CRAFT FAIR &
CLASSIC CAR SHOW**
TREATY PARK
300 E. MAES AVE.



 OCT 17
9 AM -
12 PM

**ELECTRONICS
RECYCLING**
SUNSET PARK BOAT LAUNCH
300 SUNSET PARK ROAD





THE GREAT PUMPKIN WALK
MEMORIAL PARK
218 E. KIMBERLY AVE.



CHRISTMAS AT THE POND
MEMORIAL PARK
218 E. KIMBERLY AVE.



ADDITIONAL EVENTS:

Kimberly is home to many special events throughout the year hosted by supporting agencies. Check out these agencies websites or social media for the most up to date information.



SUNSET CLASSIC BASEBALL TOURNAMENTS
SUNSET PARK * 800 W. KIMBERLY AVE.
Hosted by: Kimberly Baseball Organization



[HTTPS://WWW.KIMBERLYBASEBALL.ORG/SUNSETCLASSIC](https://www.kimberlybaseball.org/sunsetclassic)



GRAFMEYER MEMORIAL SOFTBALL TOURNAMENT
SUNSET PARK * 800 W. KIMBERLY AVE.
Hosted by: Kimberly Recreation Assoc.



[HTTPS://WWW.1KRA.COM/](https://www.1kra.com/)



PAPERFEST
SUNSET PARK * 800 W. KIMBERLY AVE.
Hosted by: KimCom Promotions



[HTTPS://WWW.PAPERFEST.COM/](https://www.paperfest.com/)



BIKE 2 THE BEAT
CHRIST THE KING CHURCH
601 S. WASHINGTON ST.
Hosted by: Fox Communities Credit Union



[HTTPS://FOXCU.ORG/ABOUT-US/COMMUNITY-INVOLVEMENT/BIKE-TO-THE-BEAT](https://foxcu.org/about-us/community-involvement/bike-to-the-beat)



FOX CITIES MARATHON
EMONS NEIGHBORHOOD,
PAPERMILL RUN TRAIL, SUNSET PARK
Hosted by: Community First Credit Union



[HTTPS://FOXCITIESMARATHON.ORG/](https://foxcitiesmarathon.org/)



OPEN HOUSE
KIMBERLY MUNICIPAL COMPLEX
515 W. KIMBERLY AVE.
Hosted by: Kimberly Fire Department



[HTTPS://WWW.VOKIMBERLYWI.GOV/DEPARTMENTS/FIRE-DEPARTMENT/](https://www.vokimberlywi.gov/departments/fire-department/)



READING PROGRAMS
YEAR ROUND
JAMES J. SIEBERS PUBLIC LIBRARY
515 W. KIMBERLY AVE.
Hosted by: Kimberly Public Library



[HTTPS://KIMBERLYPUBLICLIBRARY.ORG/LIBRARY-EVENTS/](https://kimberlypubliclibrary.org/library-events/)

Kimberly Parks

Park Shelter Rentals	Amenities	Rates (R/NR)
Cedars Historic Overlook	4-seasons shelter on the Fox River. Features kitchenette with mini-fridge, private and public restroom, views of the Fox River, indoor seating for 24 guests with additional space outdoors.	\$105.50/ \$237.38
Shelter #1 Sunset Park	Picnic shelter featuring kitchenette with sink, microwave and refrigerator. Nearby restrooms, playground, scenic overlook, volleyball poles, and concrete bean bag toss boards.	\$79.13/ \$158.25
Shelter #2 Sunset Park	Shade structure with electrical. Connects to open area featuring restrooms, open space, volleyball poles, concrete bean bag toss, the scenic overlook and a playground.	\$63.30/ \$105.50
Sunset Beach Shelter	Shade structure with picnic tables. Within the Sunset Beach Swim Facility which includes sand beach, zero depth entry waterline, kiddie slide, diving well, and splash pad. Beach admission is additional cost.	\$31.65/ \$58.03
Verhagen Park Shelter	Picnic shelter featuring picnic tables, electrical, a kitchenette with sink and serving space, and restrooms. Park also features a playground, 6 pickleball courts, and a soccer field.	\$68.58/ \$110.78
Roosevelt Park Shelter	Picnic shelter featuring picnic tables, electrical, and restrooms. Park also hosts a playground, a baseball diamond, and open green space.	\$58.03/ \$100.23
Memorial Park Gazebo	Shade structure with electrical outlets, picnic table, connects to ¼ mile paved trail look and overlooks pond with fountains. Please note this park does not have a public restrooms.	\$31.65/ \$58.03
Treaty Park Gazebo	Shade structure with electrical outlets and 6 Adirondack chairs. Connecting to paved trail and accessible playground. Please note this park does not have a public restroom.	\$31.65/ \$58.03

Village of Kimberly Parks	Shelter	Restroom	Picnic Tables	Corn Hole Boards	Trails	Wooded area	Open Space	Playground	Ball Diamond	Soccer Field	Volleyball	Stedding Hill OR Ice Rink	Boat/Kayak Launch	Kayak Rental	Swim Beach & Splashpad	Pickleball	Little Free Library	Pond or River Views	
Cedars Historic Overlook 150 Papermill Run	X	X			X		X												X
Centennial Park 310 Albert Way	X		X				X	X											
John Street Park 232 W. Charles St.			X			X	X	X											
Libery Park 621 Doerfler Dr.	X		X	X				X				X							
Memorial Park 218 E. Kimberly Ave.	X		X		X														X
Roosevelt Park 305 S. Lincoln St.	X	X	X				X	X	X										X
Stonegate Park & Conservancy 750 Windflower Way						X	X	X	X										X
Sunset Park 800 W. Kimberly Ave.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Treaty Park 300 E. Maes Ave.	X				X		X	X				X							X
Triangle Park 924 E. Maes Ave.	X		X				X	X											
Van Daatwyk Park 1320 W. 3rd St.			X				X	X										X	
Verhagen Park 829 W. 3rd St.	X	X	X				X	X		X						X			

PARTY PLANNING IN 2026?
SHELTER RENTALS CAN BE MADE IN PERSON AT THE MUNICIPAL SERVICES BUILDING, 426 W. KIMBERLY AVENUE OR BY CALLING 920-788-7507. A 3% SERVICE FEE IS APPLIED TO ALL CREDIT CARD TRANSACTIONS, AND A CREDIT CARD IS REQUIRED TO BE PUT ON FILE FOR SECURITY DEPOSIT FOR ALL RENTALS. SPACES CAN BE BOOKED 11 MONTHS IN ADVANCE. SPACES WITH RESTROOMS OR KITCHENS WILL HAVE KEYS THAT NEED TO BE PICKED UP THE WEEK OF YOUR RENTAL AND RETURNED AFTER YOUR RENTAL, PLEASE PLAN ACCORDINGLY!



PLANNING A PARTY?
CHECK SHELTER
AVAILABILITY IN
ADVANCE:





Department Report

To: Village Board
From: Holly Selwitschka | Library Director
Date: February 2026
Re: Library Report



HIGHLIGHTS FROM THE PAST MONTH

- In January, we hosted 22 in person programs, with a total of 281 people in attendance
- We ushered 6,907 people through our library doors in January
- We launched the Winter Reading Program for readers of all ages
- Our speed puzzling tournament attracted 61 attendees and a team headed to the National speed puzzling tournament. The competition was real!

TOP PRIORITIES FOR THE NEXT MONTH

- Carry on with work began in January:
 - ✓ Interview candidates for part-time library clerk
 - ✓ Continue work to create a podcast studio and instrumental programming initiatives to launch a community podcast in 2026, funded through a grant from the Community Vision Fund within the Community Foundation for the Fox Valley Region.
 - ✓ Complete the annual library report for WI DPI
 - ✓ Prepare to host Hoot-Con in March, a continuing education conference sponsored by OWLS
 - ✓ Coordinate with FOKL volunteers to plan a spring fashion show fundraiser
 - ✓ Retirement celebration for Library Assistant II and children's programmer, Julie Conrad
 - ✓ Host the Winter Reading Incentive Program



Smitten with Reading: Winter Reading Program for All Ages

We're smitten with reading! Stop into the library to get a bingo sheet for our winter reading program for all ages.

What you do:

- Complete 5 activities in a row to make a BINGO (vertical, horizontal, or diagonal).
- Earn up to four BINGOS on your card. Each BINGO equals a prize entry. Go for a Blackout to earn an additional entry. You may substitute 30 minutes of reading in lieu of any of the activities.
- One card per person. All entries due by February 21st. Program runs from Jan 12th-Feb 21st.

FEBRUARY 1 - 28
12:00 am - 12:00 am
©Kimberly Public Library



National Library Lovers' Month: Short Story Contest

Short Story Contest Prompt: Write a short story (max of 250 words) that includes a library. Libraries inspire art. During National Library Lovers' Month, we invite you to submit a short story that includes a library. The author of the winning story will take home a gift card for Cheeky Doughnuts. Open to all ages. Original creative work only.



FEB 27 2026

Congratulations on your retirement, Julie!

Local Fashion and Global Threads take to the runway in the premiere fashion show sponsored by Kimberly Public Library and the Friends of the Kimberly Library. Global Threads uses fashion and cultural arts as a platform for learning, cultural exchange, and community connection. Local boutiques featured in the show include Uptown Girl, Lillians, Periwinkle Poppy, and Community Clothes Closet. Tickets for the event are \$40: includes a 4-segment fashion show with celebrity MC Nina Sparano, Taste of the Valley luncheon, swag bag, door prize entry, boutique shopping, and more! Proceeds support library programs, services, and materials.

LOCAL FASHION: GLOBAL THREADS FASHION SHOW
-- A KIMBERLY PUBLIC LIBRARY & FRIENDS OF THE LIBRARY INITIATIVE

Saturday, February 28

DOORS OPEN AT 10:00 AM
LUNCH SERVED AT 11:00 AM
SHOW STARTS AT 11:15 AM



THE GATHERING HUB
728 SCHELFHOUT LANE
KIMBERLY, WI 54136



UPCOMING EVENTS FEBRUARY/ MARCH 2026

Short Story Group Discussion Wednesday, February 17 @9am Monthly discussion of classic and contemporary short stories.

Happy Retirement Ms. Julie Tween Pizza Party February 17 @3:15-4:15pm Let's celebrate our Ms. Julie with pizza and thank her for all the great tween and teen programs she created over the years. Anyone who attended her programs or wants to wish her well is welcome.

Adult Craft: Book Bedazzling (Bring Your Own Book) February 17 @5:30-7pm Add some winter sparkle to your favorite book by signing up for this fun (and tediously detailed) adult craft. All rhinestones, glue, and tools provided. You must bring your own book and patience. **Registration required.**

BookSayers Adult book discussion 3rd @1pm February 19 *Gone with the Wind*, by Margaret Mitchell

Baby Stay and Play Story Time Tuesdays, February 24 – March 24 @9:45am Enjoy sweet stories, rollicking rhymes, and merry music (and bubbles!) perfect for babies up to 24-30 months and their parents/caregivers. Playtime included afterwards

Hidden Gems The Next Generation bookclub Wednesday, February 24 @4-4:30pm It's Hidden Gems Book Club for older readers! Talk about your favorite books and learn about the newest chapter books and young adult novels on our shelves. Take a new book home and share your review of it during the following meeting. Create your own Shrinky Dink gem for your book at each meeting! For readers in grades 6-8. Bring a book to discuss!

Hidden Gems bookclub Wednesday, February 24 @4:30-5pm Discover a gem of a book! Talk about your favorite books and learn about the newest chapter books on our shelves. Take a new book home and share your review of it during the following meeting. Create your own Shrinky Dink gem of your book at each meeting! For readers in grades 3-5.

Spanish Language Conversation Circle: Language Practice with Gonzalo 4th Tuesdays, February 24 & March 24 @5-6pm Practice your Spanish pronunciation with a friendly group for a low-stress way to improve conversation skills. This conversation circle is hosted by a native Spanish speaker and geared towards English speakers with a very basic Spanish vocabulary. No registration needed. But seating is limited. Geared towards teens and adults.

Family Story Time Wednesdays, February 25-March 25 @9:45am Enjoy classic and newer picture books plus music and learning games during this fun story time geared for preschoolers and their parent/caregiver. No snacks during story time, please, due to potential allergies and distractions.

Memory Café Wednesday, February 25 @1:30-3pm The Kimberly High School Choir will share some songs to lift your spirits during this month's Memory Cafe at the library. Memory Cafes are done in collaboration with Fox Valley Memory Project offering support and meaningful connections for those living with memory loss and their families.

Evening Book Club Wednesday, February 25 @5:30 PM Join us for an adult book club in the evening. Come after work in your scrubs. Come with an afterwork snack. Take a break from your kids. All adults welcome. In February, we will discuss THE HOUSEMAID by Freida McFadden at The Clubhouse Wine Bar at 345 N Main St. in Kimberly. *Special Off-Site Location in February

After School Special: All About Owls Thursday, February 26 – 4:00 PM–4:45 PM Meet an owl! Special guest Ann Rosenberg, a bird rehabilitator, will introduce us to her great-horned owl, Fran, who is more than 30 years old. Come learn cool stuff about owls and their role in nature! Grade K-4. This program is sponsored through a Flight Path grant for educational materials designed to help communities learn about bird migration, local species, and ways to support bird habitats close to home.

FOKL Fashion Show: Local Fashion, Global Threads Saturday, February 28 – 10:00 AM–2:00 PM A premiere fashion show presented by Kimberly Public Library and the Friends of the Kimberly Library, featuring local boutiques, global fashion influences, cultural exchange, and community connection. Tickets \$40 include meal, swag bag, door prize entry, entertainment, shopping, raffles, and more!

Crafternoons Drop-In Craft Circle (for adults) First Monday each Month: March 2 @ 12:30-2pm Work on your current knitting, stitching, beading, painting, felting (or other) project at this informal craft circle. Coffee provided. Stay for as long or as little as you want.

Writers After Hours First Tuesday each month, March 3 @6-7pm Quiet writing hours are for writers to work on projects individually while the library is closed for other business. Writers may come late or leave early. Headphones and snacks are welcome.

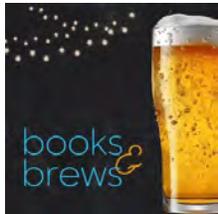
Rob Zimmer Presents a Spring Migration Calendar Thursday, March 4 @10-11am Spring migration is already underway and, in this program, you'll receive a week by week breakdown of the spring season and what birds can be expected, when. From songbirds and birds of prey to colorful geese, ducks and swans, Rob will showcase the parade of spring birds.

LitFix Morning BookClub First Thursday each month @ 10am March 5 *The Secret Book of Flora Lea* by Patti Callahan Henry

Library Closed for InService: HootCon Librarian Conference Friday, March 6 @9am-6pm The Kimberly Public Library is closed to the public on Friday, March 6 as we host the annual conference for system member librarians. Our online resources are available 24/7.

Adult Ukelele & Guitar Jam March 9 @10:30am Evergreen Room Come play and/or sing in a friendly environment. Lead by Linda Mongin. No registration needed. Bring your own instrument or check one out from the library as available. Geared for adults. All sessions are 10:30AM in the Evergreen Room. **Banjos and Mandolins Welcome This Love Notes Music Program made possible with support from the Community Foundation for the Fox Valley Region. And thank you to Heid Music for generously donating the song books that make these lessons possible.

Friends of Kimberly Library Annual Meeting Tuesday, March 10 @1pm Kimberly Municipal Building - Cedar Room Learn how you can support the goals of the library. Meeting will include a brief presentation from the Community Foundation.



Books & Brews Book Trivia at Timber Tap Taproom (ages 21+) Tuesday, March 10 @6pm Timber Tap at Birch St Center Teams of up to 6 are invited to test their knowledge of popular adult books. A gift card will be awarded to the winning team. Trivia presented by Kimberly Public Library. Ages 21+. No registration required. Trivia is free but drinks are available for purchase.

Feathered Friends with Heckrodt Wetland Reserve Tuesday, March 17 @4pm Evergreen Room Naturalist Andrea from Heckrodt Wetland Reserve will share stories and facts about birds. Learn about our feathered friends who are starting their spring migration. Which ones might you see in your yard? Great for kids in grades 4K-5. This event is sponsored by a Spark of Science @Your Library Flight Path grant.

Friends of Kimberly Library Spring Book Sale Thursday, March 19 – Saturday, March 21 All Day Kimberly Public Library Shop for books and support the library. All sales support programs and services at the library. March 19-20, 9AM-6PM; March 21, 9AM-1PM-Bag Sale; Location: Inside the Library



Spring Break Special: Rondini's Bombastic Bubble Show March 31 10:30 am - 11:15 am Award-winning entertainer Rondini will use his secret bubble formula to demonstrate various bubble mysteries such as bouncing bubbles, catching bubbles, volcano bubbles, bubbles inside of bubbles, square bubbles, and even putting a child inside of a bubble! All ages welcome for this free show.

LOOKING AHEAD... April is National Poetry Month Poem-A-Week, After Hours Writer's Club, Guest Lecture: Can Democracy Survive, Bookish Bingo



Department Report

To: Village Board
From: Jennifer Weyenberg | Clerk-Treasurer
Date: February 2026
Re: Clerk-Treasurer Report

HIGHLIGHTS

- Taxes- The Central Office wrapped up tax collections on 02/06/26. The February Settlement was reconciled, and checks were mailed to KASD, FVTC, and Outagamie Co. by the February 20th deadline.
- Staffing and Benefits- Utility Billing Clerk M. Firchow is officially retired and her last day was 02/06/2026. We continue to train the new billing clerk.
- Accounting- Kerber Rose was on site 01/26/26-01/28/26 to prep for the 2025 audit.
- Elections- Reminder that there is not an election in the Village on February 18th. Our next election is April 7, 2026.
- Central Office Renovation planning is underway.

TREASURER'S REPORT

- GL Reconciliation Report- list of monthly revenues by account
- Summary of Accounts- balances in our checking, money markets, and other investment accounts
- Trust Fund Balances
- TIF Account Balances

UPCOMING EVENTS

- Hawkins Ash will be on site the week of 03/16/2026
- Prepare for In-Person Absentee Voting starting on 03/24/2026
- Develop materials to educate the village about the upcoming Revaluation.

Report Criteria:

Including amounts updated to General Ledger

Account Summary

Formatted GL Account And Title	Debit Amount	Credit Amount	Total Amount
001-1000 (CASH IN BANK)	3,907,951.54	10,783.93-	3,897,167.61
001-1111 (UTILITY CASH CLEARING)	550.44	387,530.32-	386,979.88-
101-2158 (SALES TAX PAYABLE)	11.49	200.39-	188.90-
101-41-4111 (GENERAL PROPERTY TAXES)	9,526.05	3,305,742.10-	3,296,216.05-
101-43-4324 (FEDERAL BUS SUBSIDY)	.00	11,200.00-	11,200.00-
101-43-4354 (STATE AID - BUS SUBSIDY)	.00	11,200.00-	11,200.00-
101-44-4412 (OPERATORS/BARTENDER LICENSE)	.00	246.65-	246.65-
101-44-4421 (WEIGHTS AND MEASURES)	.00	540.00-	540.00-
101-44-4422 (DOG LICENSE)	.00	633.00-	633.00-
101-44-4423 (CHICKEN LICENSE)	.00	60.00-	60.00-
101-44-4430 (CSM PLAT REVIEW FEES)	.00	575.00-	575.00-
101-44-4431 (BUILDING PERMITS)	.00	4,674.44-	4,674.44-
101-44-4433 (ELECTRICAL PERMITS)	150.00	550.00-	400.00-
101-44-4434 (PLUMBING PERMITS)	.00	500.00-	500.00-
101-44-4435 (HVAC-HEATING & AIR CONDITIO)	.00	525.00-	525.00-
101-44-4436 (CONSTRUCTION PERMITS)	.00	7,003.00-	7,003.00-
101-45-4510 (COURT PENALTIES AND FINES)	.00	2,281.97-	2,281.97-
101-45-4512 (PARKING FINES)	.00	2,425.00-	2,425.00-
101-46-4610 (CLERK'S FEES)	.00	27.00-	27.00-
101-46-4629 (FIELD RENTALS)	.00	4,450.00-	4,450.00-
101-46-4640 (POLYART CHARGES)	.00	183.50-	183.50-
101-46-4642 (GARBAGE & REFUSE COLLECTION)	160.00	690.00-	530.00-
101-46-4644 (WEED CONTROL SNOW REMOVAL)	.00	320.08-	320.08-
101-46-4672 (PARK/SHELTER RESERVATIONS)	.00	150.00-	150.00-
101-46-4674 (MUNICIPAL COMPLEX RENTAL)	225.00	2,720.00-	2,495.00-
101-46-4675 (RECREATION PROGRAMS)	.00	6,661.22-	6,661.22-
101-46-4678 (RECREATION CAP & PANT SALES)	.00	483.39-	483.39-
101-46-4684 (BOAT LAUNCH PERMIT)	15.00	30.00-	15.00-
101-46-4685 (YARD WASTE PERMIT)	.00	375.00-	375.00-
101-47-4740 (CABLE TV FRANCHISE FEES)	.00	329.41-	329.41-
101-48-4820 (PROPERTY RENTAL INCOME)	.00	2,000.00-	2,000.00-
101-48-4830 (SALE OF MERCHANDISE & SUPPL)	.00	1,052.88-	1,052.88-
101-48-4850 (DONATIONS- PARKS OUTLAY)	.00	1,000.00-	1,000.00-
101-48-4885 (EMPLOYEE APPRECIATION FUND)	.00	99.86-	99.86-
401-43-4353 (State General Transport Aids)	.00	137,862.13-	137,862.13-
501-46-4671 (LIBRARY COPY MACHINE)	.00	273.81-	273.81-
501-46-4672 (LIBRARY FEES/FINES)	.00	221.58-	221.58-
501-48-4860 (GRANTS)	.00	5,000.00-	5,000.00-
601-47-0478 (SALE OF SCRAP MATERIALS)	.00	1,222.00-	1,222.00-
601-48-0421 (ANTENNA RENTAL (JAN-JUN))	.00	6,766.86-	6,766.86-
Grand Totals:	3,918,589.52	3,918,589.52-	.00

SUMMARY OF ACCOUNTS 2026 (1st QTR)

General Fund Checking Account xxxxxxx 9241

Beginning Balance	\$3,756,382.24
Deposits	\$5,195,530.59
Withdrawals	\$4,027,001.03
Interest	\$1,101.18
Ending Balance	\$4,926,012.98
	January

General Fund Money Market Account xxxxxxx0273

Beginning Balance	\$5,145,488.97
Deposits	\$0.00
Withdrawals	\$0.00
Interest	\$9,526.91
Ending Balance	\$5,155,015.88
	January

Property Tax Savings Account xxxxxxx 9000

Beginning Balance	\$3,149,009.39
Deposits	\$356,947.77
Withdrawals	\$0.00
Fee	\$11.04
Interest	\$279.93
Ending Balance	\$3,506,226.05
	January

Water Department Business Money Market Account xxxxxxx 9274

Beginning Balance	\$732,562.13
Deposits	\$0.00
Withdrawals	\$0.00
Fee	\$0.00
Interest	\$1,356.34
Ending Balance	\$733,918.47
	January

Trust Accounts Business Money Market Account xxxxxxx 5275

Beginning Balance	\$4,130,916.43
Deposits	\$0.00
Withdrawals	\$128,676.63
Fee	\$0.00
Interest	\$8,491.72
Ending Balance	\$4,010,731.52
	January

TIF Money Market Account xxxxxxxx 1278

Beginning Balance	\$8,089,756.24
Deposits	\$0.00
Withdrawals	\$0.00
Fee	\$0.00
Interest	\$16,970.76
Ending Balance	\$8,106,727.00
	January

American Deposit Mgt. Money Market Account (ADM) GORB dated 05-15-24

Beginning Balance	\$48.21
Deposits	\$0.00
Withdrawals	\$0.00
Fee	\$0.00
Interest	\$0.00
Ending Balance	\$48.21
	January

American Deposit Mgt. Money Market Account (ADM) GOPN dated 03-03-25

Beginning Balance	\$1,554,106.87
Deposits	\$0.00
Withdrawals	\$14,806.06
Fee	\$0.00
Interest	\$4,474.68
Ending Balance	\$1,543,775.49
	January

Trust Financial Statements for January 2026
Capital Credit Union

FUND	BALANCE as of 12/31/25	% of total Investment	CCU Interest Earned	PLUS DEPOSITS	LESS DISBURSEMENTS	BALANCE as of 1/31/26	DEPOSIT & DISBURSEMENT DESCRIPTIONS
Boat Launch Trust	\$12,028.18	0.29%	\$24.73		\$953.39	\$11,099.52	4th Quarter 2025 expenses
Cedars/Mill Site Trust	\$1,545,279.48	37.41%	\$3,176.53			\$1,548,456.01	
Complex Equipment	\$154,431.00	3.74%	\$317.46		\$36,268.02	\$118,480.44	4th Quarter 2025 expenses
Data Processing	\$101,866.69	2.47%	\$209.40			\$102,076.09	
EMR Donations Trust	\$22,963.68	0.56%	\$47.21		\$1,519.95	\$21,490.94	4th Quarter 2025 Expenses
Fire Department	\$135,631.25	3.28%	\$278.81			\$135,910.06	
Fire Dept. Donations	\$26,652.13	0.65%	\$54.79			\$26,706.92	
Fox Valley Metro	\$200,869.04	4.86%	\$412.92			\$201,281.96	
Impact Fees	\$85,596.00	2.07%	\$175.96			\$85,771.96	
Kimberly Library Trust	\$33,360.04	0.81%	\$68.58			\$33,428.62	
Park Improvement	\$20,423.90	0.49%	\$41.98			\$20,465.88	
Personnel Trust	\$803,472.70	19.45%	\$1,651.66			\$805,124.36	
Reassessment Trust	\$114,874.41	2.78%	\$236.14			\$115,110.55	
Room Tax Trust Fund	\$134,003.87	3.24%	\$275.46			\$134,279.33	
Self Insured Fund	\$162,393.87	3.93%	\$333.82			\$162,727.69	
Street Facility Fund	\$129,549.39	3.14%	\$266.31		\$74,024.18	\$55,791.52	4th Quarter 2025 Expenses
Street Equipment Replacement	\$447,525.80	10.83%	\$919.96		\$15,911.09	\$432,534.67	4th Quarter 2025 Expenses
	\$4,130,921.43	100.00%	\$8,491.72	\$0.00	\$128,676.63	\$4,010,736.52	
Monthly Interest	\$ 8,491.72	2.4700%				\$4,010,731.52	

TIF Financial Statements for January 2026 Capital Credit Union

FUND	BALANCE as of 12/31/2025		PLUS DEPOSITS Deposits		LESS DISBURSEMENTS Withdrawals		BALANCE as of 01/31/2026		DEPOSIT & DISBURSEMENT DESCRIPTIONS
	PMA INV	CCU MM	PMA INV	CCU MM	PMA INV	CCU MM	PMA INV	CCU MM	
310.1111									
TIF #4 Sinking	N/A	\$22,013.30	N/A	\$46.18	N/A		N/A	\$22,059.48	
\$22,059.48									
310.1185									
TIF #5 Sinking	N/A	\$270,470.18	N/A	\$567.40	N/A		N/A	\$271,037.58	
\$271,037.58									
701.1395									
TIF #5 Project	N/A	\$4,804.02	N/A	\$10.08	N/A		N/A	\$4,814.10	
\$4,814.10									
310.1197									
TIF #6 Sinking	\$ -	\$6,445,719.52	\$0.00	\$13,521.89	\$0.00		\$0.00	\$6,459,241.41	
\$6,459,241.41									
702.1116									
TIF #6 Project	\$ 0.00	\$1,346,744.22	\$0.00	\$2,825.21	\$0.00		\$0.00	\$1,349,569.43	
\$1,349,569.43									
CCU Interest	\$0.00	\$8,089,751.24		\$16,970.76			\$0.00	\$8,106,722.00	\$8,106,722.00
	2.470%	\$ 16,970.76						\$8,106,727.00	



Village of Kimberly REQUEST FOR BOARD CONSIDERATION

ITEM DESCRIPTION: Claim of Damages to Vehicle – Pam Scheibe-Johnson, in the amount of \$376.50

REPORT PREPARED BY: Danielle Block, Administrator/DPW

REPORT DATE: 2/16/2026

ADMINISTRATOR'S REVIEW / COMMENTS:

No additional comments to this report _____

DLB

See additional comments attached _____

EXPLANATION:

The Village received notice of claim in the amount of \$376.50, on February 4, 2026, for damages to resident vehicle traveling along Kennedy Avenue. The claim was submitted to the Village's insurance company, CVMIC, for review on February 5, 2026. Claim documentation is attached, a copy of the police report was also submitted for incident M26000305. Police Reports are not for media or public release, a redacted copy of the police report is available for the Village Board to review upon request.

Based on the information received, it is CVMIC's understanding that the Village does take corrective action to repair defects in Village streets when they are made aware of known problems. In this case, it appears there was no prior notice of any specific dangerous or unsafe condition in this area. It is CVMIC's opinion that the Village is meeting the standard of reasonable care, which is the standard that municipalities are held to.

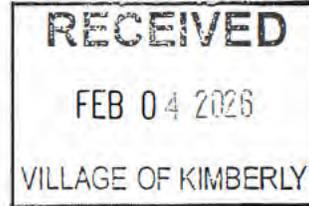
In addition, it is CVMIC's opinion that the Village would be immune from liability under Wis. Stat. 893.80 (4), which provides immunity for discretionary actions by municipalities. It is CVMIC's opinion that when and how often a municipality inspects and maintains their streets is a discretionary decision, for which the Village would have immunity based on the above statute.

It is CVMIC's recommendation that the claim be denied. Village staff concur with CVMIC's recommendation. Village streets have a scheduled maintenance plan and reconstruction schedule based on our Capital Planning Process.

Recommended action:

Staff recommends that the claim be denied for the above reasons and according to CVMIC recommendation.

VILLAGE OF KIMBERLY
515 W. Kimberly Avenue
Kimberly, WI 54136
920-788-7500



NOTICE OF CLAIM

Name: _____
Address: _____
Phone: _____

Incident/Accident Information
Date: 1/11/26
Time: approx 5:05
Place: Kennedy Ave.

CIRCUMSTANCES OF CLAIM

In the space below briefly describe the circumstances of your claim. (Attach additional sheets, if necessary.) For auto damages, attach a copy of police report, if any, and attach a diagram of the accident scene indicating north, south, east or west corners if the accident occurred at an intersection. For bodily injury, indicate nature of injury and whether or not medical attention was given and give the name of the physician. Also identify any witnesses to the incident/accident.

Driving home from Kaukauna, I took my usual route. Turned north off of CE onto Railroad St. Took the third exit from the roundabout onto Kennedy Ave. Almost immediately I hit a series of potholes that were very deep but in no way marked via cones or a blinking light traffic horse. I heard a loud noise and within 3-5 seconds my dashboard indicated I had a flat left front tire. I drove by the next a.m. and a cone was present.
We put four new tires on this vehicle in 11/2024 and only approx. 12,000 miles on them since.

Signed: Pamela Schulz Johnson Date: 1/30/26

CLAIM

(NOTE: You are not required to make a claim at this time. As long as you have filed the above Notice of Claim you may file a claim with the City/Village at any time consistent with the applicable statute of limitations. However, in order for the City/Village to formally accept or deny your claim at this time, the following claim must be completed and signed.)

The undersigned hereby makes a claim against the City/Village of arising out of the circumstances described above in the amount of \$ 376.52 .

To process this claim it is necessary to detail all damages being sought.

Signed: [Signature] Date: 1/30/26
Address: _____



BERGSTROM ENTERPRISE MOTORCARS
 3002 N Victory Lane Appleton WI 54913
 enterprisemotorcars.com | (920) 749-2020

Customer Pay Invoice
\$376.50

RO# : 203204 Tag# : 4870

Check-in: Tue Jan 13, 2026 | 8:20 AM
 Ready for Pickup: Tue Jan 13, 2026 | 9:43 AM
 Promise Time: Tue Jan 13, 2026 | 5:00 PM

Customer
 Pamela Scheibe-johnson

Pickup-Customer
 Same as Customer

Vehicle
 2020 BMW 330i xDrive

Service Advisor

Billing-Customer
 Same as Customer

Transportation Type
 WAIT

In Service Date:
 10/18/2019

1.	TIREMB1	TIRE 1 - MOUNT AND COMPUTER BALANCE, INSTALL NEW VALVE STEMS AND WHEEL WEIGHTS AS REQUIRED. ROAD TEST QUALITY CONTROL guest states front left tire flat	Customer Pay	\$352.99
----	---------	---	--------------	----------

Job added by [REDACTED] on Tue Jan 13, 2026 | 8:20 AM

Op.1 TIREMB1-TIRE 1 - MOUNT AND COMPUTER BALANCE, INSTALL NEW VALVE STEMS AND WHEEL WEIGHTS AS REQUIRED. ROAD TEST QUALITY CONTROL

Labor: \$32.49

Technician

1. MOUNTED AND COMPUTER BALANCED 1 TIRE, INSTALLED WHEEL WEIGHTS AS REQUIRED. ROAD TESTED FOR QUALITY CONTROL

Parts \$318.00
 36-11-5-A19-C47 - BRIDGESTONE TURANZA LS100A R 1 - \$318.00

Fees \$2.50

TD1 - TIRE DISPOSAL - \$2.50

2.	MPVI	PERFORM CERTIFIED MULTI-POINT VEHICLE INSPECTION	Internal Pay	\$0.00
----	------	--	--------------	--------

Job added by [REDACTED] on Tue Jan 13, 2026 | 8:20 AM





BERGSTROM ENTERPRISE MOTORCARS
 3002 N Victory Lane Appleton WI 54913
 enterprisemotorcars.com | (920) 749-2020

Customer Pay Invoice

\$376.50

RO# : 203204 Tag# : 4870

Op.1 MPVI -PERFORM CERTIFIED MULTI-POINT VEHICLE INSPECTION

Labor: \$0.00

Technician



1. PERFORMED CERTIFIED MULTI-POINT VEHICLE INSPECTION

Labor	\$32.49
Parts	\$318.00
Sublet	\$0.00
Sublet Labor	\$0.00
Sublet Parts	\$0.00
Fees	\$6.39
Discounts	\$0.00
Tax	\$19.62
Deductible	\$0.00
Insurance/Warranty	\$0.00
Invoice Total	\$376.50

Original Estimate
 Tue Jan 13, 2026 | 8:20 AM \$41.01





BERGSTROM ENTERPRISE MOTORCARS
 3002 N Victory Lane Appleton WI 54913
 enterprisemotorcars.com | (920) 749-2020

Customer Pay Invoice
\$376.50

RO# : 203204 Tag# : 4870

YOU ARE ENTITLED TO A PRICE ESTIMATE FOR REPAIRS YOU HAVE AUTHORIZED. THE REPAIR PRICE MAY BE LESS THAN THE ESTIMATE, BUT WILL NOT EXCEED THE ESTIMATE WITHOUT YOUR PERMISSION. YOUR SIGNATURE WILL INDICATE

YOUR SELECTION

1. I request an estimate in writing before you begin repairs. Signature: _____
2. I have provided my previous, out-of-pocket repair estimate of the price will be and \$ _____ Signature: _____
3. I understand the estimate. Signature: _____

PRICE QUOTATION: THIS PRICE FOR THE AUTHORIZED REPAIRS WILL NOT BE EXCEEDED IF THE MOTOR VEHICLE IS DELIVERED TO THE SHOP WITHIN 5 DAYS

WARRANTY DISCLAIMER: ALL PARTS AND ACCESSORIES ARE SOLD AND ALL REPAIRS ARE PROVIDED BY THE DEALERSHIP AS IS. THE DEALERSHIP HEREBY DISCLAIMS ALL WARRANTIES, EXPRESS AND IMPLIED, INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE AND NEITHER ASSUMES NOR AUTHORIZES ANY OTHER PERSON TO ASSUME FOR IT ANY LIABILITY IN CONNECTION WITH THE SALE OF ANY PARTS OR ACCESSORIES OR ANY REPAIRS PERFORMED TO THE VEHICLE. THE ONLY WARRANTIES ON PARTS AND ACCESSORIES OR REPAIRS ARE THOSE WHICH MAY BE OFFERED BY THE MANUFACTURER OR ORIGINAL PARTS DISTRIBUTOR AND ONLY SUCH MANUFACTURER OR DISTRIBUTOR SHALL BE LIABLE FOR PERFORMANCE. UNDER SUCH WARRANTIES, CUSTOMER SHALL NOT BE ENTITLED TO RECOVER FROM THE DEALERSHIP ANY CONSEQUENTIAL DAMAGES, DAMAGES TO PROPERTY, DAMAGES FOR LOSS OF USE, LOSS OF TIME, LOSS OF PROFIT OR INCOME OR ANY OTHER INCIDENTAL DAMAGES.

PAYMENT TERMS: I agree to pay for the inspection and repairs, including, along with the necessary materials, in cash upon completion of the repair unless the Dealership agrees to other payment arrangements in advance. An express mechanic's lien is hereby acknowledged on this vehicle to secure the cost of labor, materials, and any other authorized charges.

I understand that the Dealership is not responsible for any delays caused by unavailability of parts or shipping by the parts manufacturer, distributor, or the transporter. I hereby grant the Dealership permission to operate the vehicle on streets, highways or public highways for the purpose of testing and/or inspecting the vehicle. The Dealership is not responsible for loss or damage to the vehicle or articles left in the vehicle in case of fire, theft, or any other cause beyond its control.

SHOP SUPPLY COSTS: A charge equal to 12% of the total cost of labor, not to exceed \$35.95, will be added to the Repair Order for shop supplies used in connection with the repair.

PARTS: All parts installed are new unless otherwise indicated. Upon request, replaced components, parts or accessories will be made returned to you or, if required to be returned under a warranty or exchange agreement, will be made available for inspection.

Owner/Authorized Representative, Parts, Accessories (INITIAL) _____

Shop Replaced Components, Parts, Accessories (INITIAL) _____

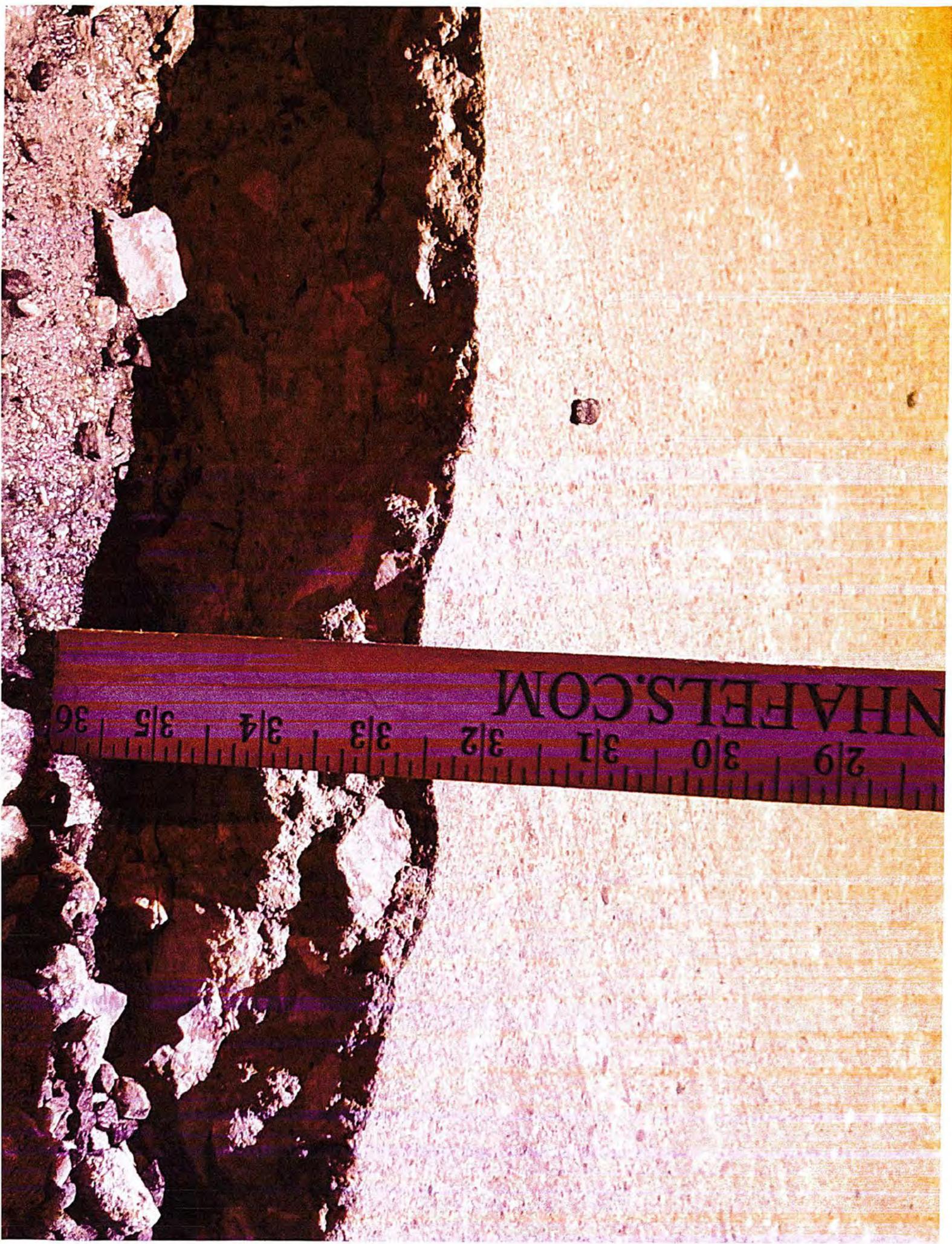
CHARGES FOR DIAGNOSTIC/PARTIALLY COMPLETED WORK: In addition to commencement of repairs or disassembly of the vehicle or a vehicle component for diagnostic purposes and do not authorize completion of a repair or service. I understand that charges will be incurred for diagnostic, assembly or partially completed work and I agree to pay the same. Such charges will be directly related to the actual amount of labor and parts worked on the inspection, repair or vehicle.

Customer's Name: _____ Date: _____

Authorized Dealer's Representative: _____









Village of Kimberly REQUEST FOR BOARD CONSIDERATION

ITEM DESCRIPTION: Special Event Permit Application Revision

REPORT PREPARED BY: Holly Femal, CED

REPORT DATE: 2/16/2026

ADMINISTRATOR'S REVIEW / COMMENTS:

No additional comments to this report _____ *DLB*

See additional comments attached _____

EXPLANATION: The 2025 Kimberly special event season was inaugural for the Village of Kimberly's new permitting guidebook. Goals of the guidebook were to increase safety, streamline where to find key event details, and provide robust information for event applicants on the process, what is needed for a complete application, and where to locate resources needed. Overall, the guidebook accomplished its goals and supported overall better event planning and execution in the village.

Due to the guidebook being a new document, it was important to review the content at the one year mark to ensure it continues to operate as intended. As a result of this review, a few minor updates are proposed:

- A few formatting edits were made to assist applicants in knowing which sections they need to return to the village (Attachment A and depending on the event, Attachment B) and alternatively which sections are merely informational (Attachment C and the introductory pages).
- As the Village of Kimberly continues to transition police service providers, minor language updates needed to be revised within the application as well as clarifying invoicing differences between village services (ex. Signage support from the Street Department) and contracted costs (ex. Police services).
- Future updates anticipated will be contact information for security meetings and incident response planning. At this time, FVMPD continues to be listed as the main point of contact to begin those discussions.

The current document available for the public is posted here:

<https://www.vokimberlywi.gov/community/special-events/>

ATTACHMENTS: Village of Kimberly Special Events Guidebook Rev. 1

RECOMMENDED ACTION:

Approve the Village of Kimberly Special Event Guidebook Rev. 1 as presented.



Village of Kimberly Special Events Guidebook

A comprehensive manual to support groups and individuals interested in hosting special events within the Village of Kimberly.

Effective: January 2025 Rev. 1: February 2026



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Introduction & Background

A special event is defined as: any planned occurrence on the public right-of-way or public premises including, but not limited to, parades, gatherings, festivals and athletic events which are not within the normal and ordinary use of that public premises or place or which, by nature of the event, may have a greater impact on Village services or resources than would have occurred had the event not taken place. Whether the event is considered within the normal, ordinary, or intended use of public facilities or property shall be determined by the Village Department that maintains jurisdiction over the proposed venue.

The Village of Kimberly offers and supports many events that occur throughout the year that make Kimberly a great place to live, learn, work, and play. Special events enrich residents, attract tourism and visitors, and support the local economy. If you are planning a special event, please reach out to village staff before completing event plans. Working with village staff to support you in this process will ensure you meet deadlines and will enhance the overall success of your event.

Please read this manual completely, even if you have hosted an event in the past, to ensure you are submitting all the required elements needed for a permit application. The Village of Kimberly wants to ensure that your event will be safe and enjoyable for all who attend. If you are unsure if your event meets the definition of a special event, please reach out to the Village’s Community Enrichment Director at hfemal@vokimberlywi.gov or call 920-788-7507.

Village Staff Directory

As you plan your special event, you may have questions pertaining to specific elements of your event. Please use this staff directory for the best department to contact regarding the different areas of expertise relevant to each department.

Department	Area of Expertise	Contact Information
Clerk’s Office	Alcohol Sales Civic Wing Facility Use	920-788-7500 OR jweyenberg@vokimberlywi.gov
Outagamie County Public Health Department	Food Sales	920-832-5100
Department of Public Works	Road Closures, Parking Changes, Traffic control plan assistance	920-788-7507 OR ahuber@vokimberlywi.gov
Parks & Recreation	Park Land and Facility Use, Trail Access, Submission of Permit Application	920-788-7507 OR hfemal@vokimberlywi.gov
Police Department	Incident Response Planning	920-788-7505 OR telecommunicators@fvmpd.org
Kimberly Fire Department	Fireworks and Fire Safety	kimberlyfd@vokimberlywi.gov

Additional Important Contacts:

Agency	Area of Expertise	Contact Information
Outagamie County Sheriff’s Dept.	Incident Response for Regional Events	920-832-5000
WE Energies	Utilities - Electric	1-800-242-8511
WE Energies	Utilities – Gas	1-800-261-5325
Diggers Hotline	Locates	1-800-242-8511
National Weather Service	Green Bay 24-Hour Hotline	1-800-788-6883
National Weather Service	Forecast Operation Desk	920-497-8771

Special event permit applications are evaluated by each appropriate department depending upon the different areas of expertise needed concerning your application. Formal recommendations for permit approval, contingencies or denial are submitted to the Village Board for consideration as part of a regularly scheduled meeting. Agendas and meeting packets are publicly posted here: <https://www.vokimberly.org/government/agenda-meeting-minutes/village-board/>

Special Events require Village Board approval. Do not publish information about your event if it has not yet been approved! The Event Sponsor should meet with Village Staff at least 3 months prior to the event date to allow for the approval process. Applications submitted less than 3 months of the event may serve as grounds for denial of the event permit without further consideration.

Special Event Facilitation Considerations

- Does your event include a parade or fireworks? Additional permit information may be required for a parade or if there will be fireworks. Contact the Department of Public Works at 920-788-7507.
- Will you be selling and/or serving food? You will need a temporary food-vending permit. Contact the Outagamie County Public Health Department at 920-832-5100.
- Will you be using Village streets or other public right of way? You will be required to submit a traffic control plan. You need to work with the Street Department (920-788-7507) and the Police Department (920-788-7505). Village will require you to notify surrounding businesses and residences if streets will be closed. Please include any requests for barricade, traffic cone, or no parking signage with plan. The village may choose to approve or deny rental of these items.
- Will tents or other temporary structures be erected? All tents with stakes require Diggers Hotline and private locate clearance. Any fees will be the responsibility of the Sponsor. Locate coordination is the responsibility of the event sponsor. Locates should be requested a week in advance of any tent construction.
- If your event involves multiple departments (most large events do), Village staff can arrange a meeting to facilitate the discussions with the appropriate personnel. Contact the Parks and Recreation Department 920-788-7507.
- Will you be serving or selling alcohol? You need to apply for either a Temporary Class "B" Beer or Temporary "Class B" Wine license. The cost is \$10.00 and the application must be filed with the Village Clerk at least 15 days prior to Village Board approval. Forms AB-220, AB-100, and AB-101 are required (these forms are available from the Clerk's office). A licensed operator must also be present during the event.
- Will you need portable toilets? See event facilitation requirements section of this guide for park restroom capacities.
- Room capacities and rentals at the Municipal Complex must be addressed at the Village Clerk's Office 920-788-7500.
- Shelter capacities and rentals in Kimberly Parks must be addressed at the Parks Office 920-788-7507.
- Are you planning a tournament? Please make note of updated fee schedule in the "fees" portion of this document.
- Are you applying for a permit that includes a parade? Please note updated requirements for parade facilitation within the Facilitation Requirements – Site Security Planning – Parade Facilitation portion of this guidebook.

Facilitation Requirements

Restroom Access

Toilet facilities shall be provided based on the anticipated peak crowd size in accordance with the following guidelines: One male & female toilet facility shall be provided for every 500 persons on premise. Any portable units shall be located immediately adjacent to or within the authorized area of the event. Portable toilets should be properly enclosed, in good repair, emptied when full, and a minimum distance of 100 feet away from any food preparation area. All toilet facilities, in use for an event, shall be kept in clean useable condition by the sponsor. For events facilitated in Kimberly Parks, event sponsors may request access to the park restroom facilities. The capacity of these facilities is:

Sunset Baseball Diamond - 2000	Sunset Park Amphitheater - 500
Sunset Park Shelter #1 - 1500	Roosevelt Park - 500
Sunset Lower Diamond - 1500	Sunset Upper Diamond - 750
Verhagen Park - 750	

Parking Accommodations

Special events attract local and regional attendees. As a result, the identification of additional parking accommodation may be required for your event. It is the event sponsor's responsibility to develop overflow parking plans including acquiring written authorization from public and private parking lots. Events planned within public parks in Kimberly with an estimated attendance that exceeds the parking stall count for that facility should submit a parking plan with their application. Please note parking plans that rely on village-maintained parking require approval as part of the special event permitting process. Additional fees may be incurred for revenue generating facilities attached to the parking spaces identified below.

Village maintained parking surfaces	Total parking stall count including accessible stalls
Sunset Upper Lot	140
Sunset Lower Lot w/ Auxiliary Lot	140
Sunset Shelter 1&2 Lots	40
Sunset Beach Lot	240
Roosevelt Park	45
Verhagen Park	35
Municipal Complex	98
Maple Street Public Lot	23

Refuse and Clean Up

The event sponsor must have a litter control and recycling plan in place and pick up litter before, during and after an event that is open to the public. Dumpsters and recycling bins are not provided by the village. You must provide your own or contact a private service or Outagamie County Solid Waste at 920-832-4711 for additional options.

The event organizer is responsible for providing trash cans at various locations and emptying them during the event to prevent overflow. If food vendors are a part of the event, please plan accordingly.

If proper waste management arrangements are not made by the event sponsor and the facility requires additional clean-up at the conclusion of your event, you will be charged for all the time and material needed for the clean-up efforts.

Tournament Specific Information

If you are applying for a permit concerning a tournament, please include the following information with your permit application:

- Specific field requests (Sunset Park Youth, Upper, Lower, Baseball, or Roosevelt Park Diamonds)
- Specific structure requests (Concession stands, restrooms, storage areas, etc.)
- Times of day you are requesting each diamond and structure for.
- Attach a tentative tournament schedule including start and end times for game play.
- Include specifics as to base placement for each diamond requested, pitching rubber/mound placement and chalking requests. Village staff will prep fields for the first game of the tournament, it is the tournament Head of Event responsibility for additional field prep after the first game.
- Please indicate if you are requesting any variances for your tournament (i.e. alterations to park hours, parking requirements, etc.) as these requests will be considered as part of your special event permit application request.

Please note definitions as it relates to ballfield rentals are as follows:

- Tournament Play – Revenue Generating: a revenue generating athletic event that involves the rental of one or more ball diamonds or fields and includes multiple teams and games facilitated by for-profit or private individuals, groups, or organizations.

- Tournament Play – Service Group/Non-Revenue Generating: an athletic event that involves the rental of one or more ball diamonds or fields and includes multiple teams and games facilitated by non-profit organizations or does not require pay to play fees for participants/teams.
- Day Use – Non-Tournament – Service Group/Non-Revenue Generating: athletic events that include league play with single day reservations.
- Concession Stand Rental – Tournament Play Revenue Generating: Revenue Generating tournaments using concession stands will be invoiced this fee.
- Concession Stand Rental – Tournament Play Service Group/Non-Revenue Generating: Service Groups or Non-Revenue generating tournaments using concession stands will be invoiced this fee.
- Concession Stand Restroom Access – Tournament Play Revenue Generating: Tournaments requiring public restroom access for revenue generating tournaments will be invoiced this fee.
- Concession Stand Restroom Access – Tournament Play Service Group/Non-Revenue Generating: Tournaments requiring public restroom access for non-revenue generating tournaments will be invoiced this fee.
- Concession Stand Restroom Access – Day Use Non-Tournament Service Group/Non-Revenue Generating: This is a non-tournament play fee.

Site Security and General Safety

Safety and security are paramount to the success of your event. Please note, your event may require private security. Events anticipating more than 300 attendees with an alcohol permit or 600 attendees without alcohol served are required to implement a security plan by way of completing an Incident Response Plan. Private security will be required at a ratio of 1:300 for events service alcohol and 1:600 for events without alcohol. The Police and Fire Department, depending on facts and circumstances specific to each event, shall have the discretion to modify this ratio, as they deem necessary. One member of the privately contracted security personnel must be designated as the “Head of Security,” and all security personnel must be clearly identified as security. It is a requirement that security personnel and the head of security wear clothing that clearly identifies them as security. Security personnel must also be at least 18 years old, able to request help if needed, and be reachable at any time by Police or Fire/EMR personnel.

Events applicants are required to additionally identify a “Head of Event” within Attachment A of the guidebook. The identified individual deemed “Head of Event” within Attachment A may include multiple persons for events that span multiple days. Additional requirements for “Head of Event” include:

- People/person identified is available on grounds of the event and via cell phone for the entire timeframe scheduled.
- People/person will maintain absolute sobriety for their scheduled time.
- Individuals will be required to attend a pre-event planning meeting with the police department to discuss site security and expectations.
- Scheduled pre-event planning meeting is required at a minimum of 2 months in advance. Date will be scheduled with the Police Department with date identified in Attachment A.

Planning for first aid and EMS services will also be required as part of completing the IRP. The Incident Response Plan detail requirements are located in Attachment B, An IRP required to be submitted before your special event permit application will be considered for approval. Recommended changes from the police department must be adhered to regarding safety requirements for the event.

Site Security Planning – Parade Facilitation Requirements

Event sponsors that are planning a parade, please note there are additional security requirements pertaining to your special event. A parade is defined as an event occurring within the street right of way for a minimum length of 2 city blocks resulting in a curb-to-curb lane closure. Events that meet this definition will be required to provide additional security as an added layer of protection for

parade participants and attendees. Added security requirements include use of jersey barrier or heavy-duty vehicle parking across the roadway including but not limited to the following locations:

- Behind the starting point of the parade.
- Any additional points in the parade route identified by Village Staff or the Police Department as “critical” within the route.
- At the conclusion of the parade route.

Parade facilitators are required to discuss a plan for implementation with the Police Department and Village of Kimberly staff and include key identified barricade locations with a suggested barricade type (i.e. a school bus, snowplow, jersey barrier, etc.) within the mapped parade route submitted with the special event permit request. These items will be included with the request to the Village Board when determining permit approval.

Event Set-up and Take-Down

Please factor into your facility reservations or road closure requests the time it may take to set up for your event or deconstruct temporary facilities. Parks facilities that are impacted for set up and take down will be reserved for the event and charged accordingly. Additional set-up and take-down time may result in additional charges for the sponsor, please plan to the best of your knowledge when completing your permit application. Street closure or no parking requests also need to be reported accurately to assist the village departments facilitating these closures. Please note, for events that use making paint either on grass or pavement: only non-permanent markings shall be used and only with permission from the Village. Please include this information in your permit request.

General Permit Information

Permit amendments or updates

No changes may be made by the sponsor regarding items included in the approved permit application, unless written permission is requested and formally approved in writing. When questions regarding this application arise, they should be directed to the appropriate Department. If questions arise during the event, and the Department representative is unavailable, the originally approved permit application and plan shall prevail. Requested changes that impact a possible IRP must be communicated and approved with the Police Department.

Fees

The special event permit fee must be paid at the time of application submittal. For permit fees and facility rental charges, please reference the village’s fee schedule here: <https://www.vokimberly.org/resources/fee-schedule/> Please note separate fees for resident vs. non-resident rentals of shelter spaces and tournament vs. day use for ball diamonds and their associated concession stands.

Event staffing is the responsibility of the Sponsor, except where the Village determines that Village personnel are required. When the Village incurs additional expense, due to personnel working overtime, regular hours, setting up, or cleaning up, or costs incurred from contracted services, the cost will be charged to the Sponsor.

Equipment needed to run the event will be the responsibility of the Sponsor. The Sponsor must request the use of Village property in the open such as: Picnic Tables, garbage cans, barricades, street closing signs, cones, no parking signs, fencing, tables/chairs subject to approval of Village Staff.

Fees for operation costs (staff & equipment – facility charges are not included) are as follows:

- All for-profit events pay 100% of the village costs incurred.
- Community non-profit organizations pay 10% of village costs.
- Other non-profit organizations pay 50% of village costs.
- All for-profit AND non-profit pay 100% of contracted costs billed directly to the event holder (including police services).

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

Insurance Requirements

Insurance requirements are determined by the size and attractions offered at your event. Please refer to the event table below to determine which level of insurance you will be required to provide. Insurance level requirements are further defined by event size in Attachment C of this guidebook. Village of Kimberly, and its officers, board members, agents, employees, and authorized volunteers shall be listed as Additional Insured on the General Liability Coverage for the event.

Event Size = Insurance Requirements	Description
Small	Event includes no physical activity by participants, no alcoholic beverages.
Medium	The event includes limited physical activity by participants, no severe exposure of spectators to hazards, crowd size less than 10,000 people. Ex. Dances, animal shows, political rallies, flea markets, parades with no floats.
Large	Events include major physical activity by participants, moderate exposure of spectators to hazards, and/or crowd sizes of 10,000-25,000 people. Ex. Team or 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): 1.Parade 2 Run/Walk 3. Festival 4. Tournament 5. 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 the police department	

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:

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)

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

Please note this section of the guidebook is meant as a tool to assist even planners in determining what tier of event they are proposing and the correlating insurance requirements needed. Do not turn in “Attachment C” as part of your permit application, do provide your certificate of insurance listing the Village of Kimberly as an additional insured.

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

LIQUOR LIABILITY - If the event holder is selling alcoholic beverages, then Liquor Liability with the following limits must be carried: Limits - \$1,000,000 each occurrence/\$2,000,000 aggregate

APPLICABLE REQUIREMENTS AND PROVISIONS FOR LIABILITY INSURANCE

Primary and Non-contributory requirement – all insurance must be primary and non-contributory to any insurance or self-insurance carried by Village of Kimberly

Acceptability of Insurance – The insurance coverage required must be provided by an insurance carrier with the "Best" rating of "A-VII" or better. All carriers shall be admitted carriers in the State of Wisconsin.

Additional Insured - On the Commercial General Liability Coverage, Business Automobile Coverage and Liquor Liability the Village of Kimberly, and its officers, council members, agents, employees, and authorized volunteers shall be Additional Insureds. On the Commercial General Liability, including Liquor Liability the additional insured coverage must be as provided on ISO Forms CG 20 10 (ongoing operations) and CG 20 37 (completed operations) or their equivalent.

Waivers of Subrogation - All event liability, workers compensation, and property policies, as required herein, must be endorsed with a waiver of subrogation in favor of the Village of Kimberly, its officers, council members, agents, employees, and authorized volunteers.

Deductibles and Self-Insured Retentions - Any deductible or self-insured retention in the organizer's policy must be declared to the Village of Kimberly and satisfied by the organizer.

Evidence of Insurance – A copy of the Certificate of Insurance must be on file with the Village of Kimberly prior to the event.

Limits and Coverage- The insurance requirements under this Agreement shall be the greater of the minimum limits and coverage specified herein, or (2) the broader coverage and maximum limits of coverage of any insurance policy or proceeds available to the Named Insured. It is agreed that these insurance requirements shall not in any way act to reduce coverage that is broader or that includes higher limits. No representation is made that the minimum insurance requirements stated hereinabove are sufficient to cover the obligations of Contractor under this Agreement.

Claims Made Coverage – If any coverage is maintained on a claims-made basis, the following shall apply:

The retroactive date must be shown and must be before the date of the contract or the beginning of the contract services.

Insurance must be maintained, and evidence of insurance must be provided for a minimum of three years after completion of the contract services.

If coverage is cancelled or non-renewed, and not replaced with another claims-made policy form with a retroactive date prior to the effective date of the contract, Contractor must purchase an extended reporting period for a minimum of three years after completion of the contracted services.

Cancellation/Non-Renewal – No policy of insurance required to be maintained hereunder shall be cancelled, non-renewed, or voided without 30 days prior written notice to Village of Kimberly, except where cancellation is due to the non-payment of premiums, in which event, 10-days prior written notice shall be provided.

Medium 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 \$ 2,000,000

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

General aggregate limit (other than Products–Completed Operations) **per event/location** \$ 4,000,000

Products–Completed Operations aggregate \$ 4,000,000

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

AIRCRAFT LIABILITY (including helicopter) – Owned, Non-Owned or hired.

If this exposure exists, the Aviation/Aircraft Liability limits must be at least \$5,000,000 per occurrence and at least \$10,000,000 in the aggregate for bodily injury and property damage. Any liability exclusions relating to slung cargo must be deleted.

UNMANNED AIRCRAFT LIABILITY – if the event includes the use of, or operation of any unmanned aircraft then unmanned aircraft liability insurance must be carried with a limit of \$1,000,000 per occurrence for bodily injury liability, property damage liability and invasion of privacy liability.

LIQUOR LIABILITY - If the event holder is selling alcoholic beverages, then Liquor Liability with the following limits:

Limits - \$1,000,000 each occurrence/ \$1,000,000 aggregate

APPLICABLE REQUIREMENTS AND PROVISIONS FOR LIABILITY INSURANCE

Primary and Non-contributory requirement – all insurance must be primary and non-contributory to any insurance or self-insurance carried by Village of Kimberly

Acceptability of Insurance – The insurance coverage required must be provided by an insurance carrier with the "Best" rating of "A-VII" or better. All carriers shall be admitted carriers in the State of Wisconsin.

Additional Insured - On the Commercial General Liability Coverage,

Business Automobile Coverage, Aircraft Liability (if exposure exists), and Liquor Liability the Village of Kimberly, and its officers, council members, agents, employees, and authorized volunteers shall be Additional Insureds. On the Commercial General Liability including Liquor Liability, Aircraft Liability, the additional insured coverage must be as provided on ISO Forms CG 20 10 (ongoing operations) and CG 20 37 (completed operations) or their equivalent.

Waivers of Subrogation All event liability, workers compensation, and property policies, as required herein, must be endorsed with a waiver of subrogation in favor of the Village of Kimberly, its officers, council members, agents, employees, and authorized volunteers.

Deductibles and Self-Insured Retentions - Any deductible or self-insured retention in the organizer's policy must be declared to the Village of Kimberly and satisfied by the organizer.

Evidence of Insurance – A copy of the Certificate of Insurance must be on file with the Village of Kimberly prior to the event.

Limits and Coverage- The insurance requirements under this Agreement shall be the greater of the minimum limits and coverage specified herein, or (2) the broader coverage and maximum limits of coverage of any insurance policy or proceeds available to the Named Insured. It is agreed that these insurance requirements shall not in any way act to reduce coverage that is broader or that includes higher limits. No representation is made that the minimum insurance requirements stated hereinabove are sufficient to cover the obligations of Contractor under this Agreement.

Claims Made Coverage – If any coverage is maintained on a claims-made basis, the following shall apply:

The retroactive date must be shown and must be before the date of the contract or the beginning of the contract services.

Insurance must be maintained, and evidence of insurance must be provided for a minimum of three years after completion of the contract services.

If coverage is cancelled or non-renewed, and not replaced with another claims-made policy form with a retroactive date prior to the effective date of the contract, Contractor must purchase an extended reporting period for a minimum of three years after completion of the contracted services.

Cancellation/Non-Renewal – No policy of insurance required to be maintained hereunder shall be cancelled, non-renewed, or voided without 30 days prior written notice to Village of Kimberly, except where cancellation is due to the non-payment of premiums, in which event, 10-days prior written notice shall be provided.

Large 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 \$ 3,000,000
Personal and Advertising Injury limit \$ 1,000,000
General aggregate limit (other than Products–Completed Operations) **per event/location** \$ 5,000,000
Products–Completed Operations aggregate \$ 5,000,000
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 \$2,000,000 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 to the work coverage must include Maritime (Jones Act) or Longshore & Harbor Worker’s Compensation Act coverage.

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

\$100,000 Each Accident
\$500,000 Disease Policy Limit
\$100,000 Disease – Each Employee

Employer’s Liability limits must be sufficient to meet umbrella liability insurance Requirements

UMBRELLA COVERAGE provides coverage at least as broad as all the underlying liability policies with a minimum limit of \$2,000,000 each occurrence and \$2,000,000 aggregate, and a maximum self-insured retention of \$25,000. The umbrella must be primary and non-contributory to any insurance or self-insurance carried by Village of Kimberly.

AIRCRAFT LIABILITY (including helicopter) – Owned, Non-Owned or hired.

If this exposure exists, the Aviation/Aircraft Liability limits must be at least \$5,000,000 per occurrence and at least \$10,000,000 in the aggregate for bodily injury and property damage. Any liability exclusions relating to slung cargo must be deleted.

UNMANNED AIRCRAFT LIABILITY – if the event includes the use of, or operation of any unmanned aircraft then unmanned aircraft liability insurance must be carried with a limit of \$1,000,000 per occurrence for bodily injury liability, property damage liability and invasion of privacy liability.

LIQUOR LIABILITY - If the event holder is selling alcoholic beverages, then Liquor Liability with the following limits:

Limits - \$1,000,000 each occurrence/ \$2,000,000 aggregate

APPLICABLE REQUIREMENTS AND PROVISIONS FOR LIABILITY INSURANCE

Primary and Non-contributory requirement – all insurance must be primary and non-contributory to any insurance or self-insurance carried by Village of Kimberly

Acceptability of Insurance – The insurance coverage required must be provided by an insurance carrier with the "Best" rating of "A-VII" or better. All carriers shall be admitted carriers in the State of Wisconsin.

Additional Insured - On the Commercial General Liability Coverage,

Business Automobile Coverage, Aircraft Liability, Umbrella Liability, and Liquor Liability the Village of Kimberly, and its officers, council members, agents, employees, and authorized volunteers shall be Additional Insureds. On the Commercial General Liability including Business Auto, Liquor Liability, Aircraft Liability, and Umbrella Liability the additional insured coverage must be as provided on ISO Forms CG 20 10 (ongoing operations) and CG 20 37 (completed operations) or their equivalent.

Waivers of Subrogation All event liability, workers compensation, and property policies, as required herein, must be endorsed with a waiver of subrogation in favor of the Village of Kimberly, its officers, council members, agents, employees, and authorized volunteers.

Deductibles and Self-Insured Retentions - Any deductible or self-insured retention in the organizer's policy must be declared to the Village of Kimberly and satisfied by the organizer.

Evidence of Insurance – A copy of the Certificate of Insurance must be on file with the Village of Kimberly prior to the event.

Limits and Coverage- The insurance requirements under this Agreement shall be the greater of the minimum limits and coverage specified herein, or (2) the broader coverage and maximum limits of coverage of any insurance policy or proceeds available to the Named Insured. It is agreed that these insurance requirements shall not in any way act to reduce coverage that is broader or that includes higher limits. No representation is made that the minimum insurance requirements stated hereinabove are sufficient to cover the obligations of Contractor under this Agreement.

Claims Made Coverage – If any coverage is maintained on a claims-made basis, the following shall apply:

The retroactive date must be shown and must be before the date of the contract or the beginning of the contract services.

Insurance must be maintained, and evidence of insurance must be provided for a minimum of three years after completion of the contract services.

If coverage is cancelled or non-renewed, and not replaced with another claims-made policy form with a retroactive date prior to the effective date of the contract, Contractor must purchase an extended reporting period for a minimum of three years after completion of the contracted services.

Cancellation/Non-Renewal – No policy of insurance required to be maintained hereunder shall be cancelled, non-renewed, or voided without 30 days prior written notice to Village of Kimberly, except where cancellation is due to the non-payment of premiums, in which event, 10-days prior written notice shall be provided.

Concessionaire

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 work and remain in force until the concession is completed/over (including cleanup if any) or the length of time that is specified in a contract.

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 \$ 2,000,000

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 to the work coverage must include Maritime (Jones Act) or Longshore & Harbor Worker’s Compensation Act coverage.

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

\$100,000 Each Accident

\$500,000 Disease Policy Limit

\$100,000 Disease - Each Employee

LIQUOR LIABILITY - If the event holder is selling alcoholic beverages, then Liquor Liability with the following limits: Limits - \$1,000,000 each occurrence/ \$2,000,000 aggregate

APPLICABLE REQUIREMENTS AND PROVISIONS FOR LIABILITY INSURANCE

Primary and Non-contributory requirement – all insurance must be primary and non-contributory to any insurance or self-insurance carried by Village of Kimberly

Acceptability of Insurance – The insurance coverage required must be provided by an insurance carrier with the "Best" rating of "A-VII" or better. All carriers shall be admitted carriers in the State of Wisconsin.

Additional Insured - On the Commercial General Liability Coverage, Business Automobile Coverage and Liquor Liability the Village of Kimberly, and its officers, council members, agents, employees, and authorized volunteers shall be Additional Insureds. On the Commercial General

Liability including Liquor Liability the additional insured coverage must be as provided on ISO Forms CG 20 10 (ongoing operations) and CG 20 37 (completed operations) or their equivalent.

Waivers of Subrogation All event liability, workers compensation, and property policies, as required herein, must be endorsed with a waiver of subrogation in favor of the Village of Kimberly, its officers, council members, agents, employees, and authorized volunteers.

Deductibles and Self-Insured Retentions - Any deductible or self-insured retention in the organizer's policy must be declared to the Village of Kimberly and satisfied by the organizer.

Evidence of Insurance – A copy of the Certificate of Insurance must be on file with the Village of Kimberly prior to the event.

Limits and Coverage- The insurance requirements under this Agreement shall be the greater of the minimum limits and coverage specified herein, or (2) the broader coverage and maximum limits of coverage of any insurance policy or proceeds available to the Named Insured. It is agreed that these insurance requirements shall not in any way act to reduce coverage that is broader or that includes higher limits. No representation is made that the minimum insurance requirements stated hereinabove are sufficient to cover the obligations of Contractor under this Agreement.

Claims Made Coverage – If any coverage is maintained on a claims-made basis, the following shall apply:

The retroactive date must be shown and must be before the date of the contract or the beginning of the contract services.

Insurance must be maintained, and evidence of insurance must be provided for a minimum of three years after completion of the contract services.

If coverage is cancelled or non-renewed, and not replaced with another claims-made policy form with a retroactive date prior to the effective date of the contract, Contractor must purchase an extended reporting period for a minimum of three years after completion of the contracted services.

- I. Cancellation/Non-Renewal – No policy of insurance required to be maintained hereunder shall be cancelled, non-renewed, or voided without 30 days prior written notice to Village of Kimberly, except where cancelation is due to the non-payment of premiums, in which event, 10-days prior written notice shall be provided.

Attachment D:

Event planners are welcome to use the following Incident Response Planning information to assist with event security planning. Special event permit applicants are not required to submit this information with their permit application, it is merely meant as a template to assist with event planning and site security.

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

ASSUMPTIONS

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

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

The Incident Command System will be used to manage all emergencies, and an Incident Command Post will be set up.

EMERGENCY PLANNING REQUIREMENTS

- **Police Department Requirements**
 1. To provide contact information to the event coordinator.
 2. Notify the event coordinator as soon as possible of any imminent or potential emergency situations.
 3. Assume responsibility for decision on event operation when an emergency arises or is imminent (restricting areas /cancellation of events/event evacuation/restricting traffic or patron access or exit, etc.).
 4. Assist with notification of other emergency organizations (EMT, Fire Department, County Sheriff's Dept., County Emergency Management, etc.) if assistance is needed.
 5. Return the event to normal operations as soon as feasible to the event coordinator.
 6. Provide directions to the event coordinator of their responsibilities or assistance that may be required.
 7. Assist with Incident Command Post and designated media spokesperson if necessary.
 8. Work with event coordinators and other emergency agencies to determine methods for public notification/awareness.
- **Event Coordinator/Board Requirements**
 1. Establish contact with the police department.
 2. Ensuring the safety of all Patrons/Volunteers/Staff is of primary importance in any emergency.
 3. Adhere to all directives and requirements from the Incident Command in emergency situations.
 4. Complete all required permit information.
 5. Submit to Village required liability insurance permits.
 6. Provide the wind rating for (all/general gathering only) tents.
 7. Establish a procedure for internal communication with operations staff in case of emergency procedure.

8. Assist with communication with patrons/volunteers on emergency directives as provided by the Police Department or Incident Command.
9. Ensure training of all staff and volunteers in emergency response procedures.
10. Defer all media comments regarding emergency situations to the police department or designated spokesperson who will coordinate with the event spokesperson.
11. In an emergency the event coordinator will respond to the designated Incident Command Post.

- **Event Staff /Volunteers Requirements**

1. Ensure the safety of all Visitors is primary importance in any emergency.
2. Adhere to all directives and requirements from the police department in emergency situations.
3. Assist with communication to patrons/volunteers on emergency directives as provided by the police department or Incident Command.
4. Defer all media comments in an emergency to the police department or designated spokesperson.
5. People must protect themselves first, then proceed to assist others if possible.
6. Cease all outside activity when the possibility of lightning is present. Unplug all electrical equipment if possible.
7. During severe weather secure all tools and equipment if possible. (Ensure that anything that can blow away is brought indoors or fastened down).
8. If you are injured, remain as you are. First Responders will be along shortly, and a head count will be taken.
9. After an emergency event if you escape injury, make yourself available to others who may not have been so fortunate.
10. Use phone only for emergencies.

SCHEDULE OF EVENTS

Prepare a formal schedule of events

INCIDENT COMMAND SYSTEM AND EVENT COORDINATION

The event coordinator is ultimately responsible for all events and functions held or related to it. In the situation that outside events are held on the event grounds, the event sponsors shall be responsible for the time and area related to the sponsored event.

The police department on-scene supervisor will serve as initial Incident Commander in all emergency incidents or situations. The Incident Command will be transferred immediately to the appropriate emergency response agency upon their arrival and situation briefing. At that time, the Event Coordinator will work with Incident Command.

The following resources will be on or near the event grounds:

- Incident Command Post.
- Police.
- Medical First Responders.

- Ambulance.
- Fire Truck.

The Incident Command Post shall be off-limits to staff, vendors and volunteers during the operational time of the Incident Command Post.

Only command staff, section chiefs or other people authorized by the IC shall be permitted within the Incident Command Post.

A. LINES OF AUTHORITY/ORDER OF SUCCESSION

1. The line of succession for the event coordination of the event is as follows:
 - a. Name, Position, Home, Work and Cell:
 - b. Name, Position, Home, Work and Cell:
 - c. Name, Position, Home, Work and Cell:
2. If there is an absence, disability, or incapability of the event coordinator in line of succession then the line of succession will follow the order of the Incident Commander.
3. The line of succession shall remain in effect until a senior member of the line of authority for the event is present or a mutual agreement to release and accept command is made between the above-listed event officials.

B. STAFF AND VOLUNTEER ACCOUNTABILITY

The accountability of all staff and volunteers working on the event grounds shall be maintained as follows:

Checking In:

1. All event staff and volunteers will check in with (name and position) located at (location) for checking in.

Checking Out:

1. All event personnel will check out with (name and position) located at (location) to sign out and turn in their respective identification badge.

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

C. EMERGENCY FUNCTIONS

1. Incident Command Post

The Incident Command Post for the event operations will be at (location) (on/near) the event grounds.

2. Communications

- a. Event staff and volunteers will communicate using (private radio/walkie talkie and list channel).
- b. Incident Command and the event coordinator will communicate by (private radio/cell phones, etc).
- c. The event coordinator will maintain a communications link on the grounds to/and with the Outagamie County Communication Center/911.

- d. The event coordinator will communicate emergency information with spectators/attendees by (loudspeaker systems, bull horn, etc.) See Attachment # 1 for the announcements.
 - e. In the event an emergency occurs the event coordinator and Incident Command will confer before any emergency action is taken and announced. In extreme life safety circumstances Incident Command will initiate and communicate emergency actions first to the public and update the event coordinator/board as soon as possible.
 - f. Additional resources are available through Outagamie County to disseminate emergency warning and notification to the public by:
 - Emergency media release to local television, radio and newspaper services
 - Outdoor Warning System using a siren with a continuous sound for two – three minutes
 - g. The event coordinator, or their designee, shall answer all follow-up inquiries from news media regarding the situation, but only regarding event inquiries. Information about emergency response agencies shall be provided by their Public Information Officer.
3. Incident Management
- a. Upon declaration of an emergency, the emergency response team and the event coordinator shall report to the Incident Command Post. The event coordinator will be a liaison between the Incident Command and the event.
 - b. The (Name) event (will/will not) provide on-site security. Security will be on the event grounds from __(time range) __ and the Security base of operations will be _(location).
 - c. Event Security Personnel will assist in maintaining the safety and welfare of all people on the grounds during the event. They will function under the direction of the _(Title) and shall assist in crowd control to expedite a safe, prompt exit from the grounds in normal or emergency times.
 - d. Event Volunteers/Staff are expected to assist the general public.
 - e. Any requested mutual aid for law enforcement, fire and/or EMS will report to (location), receive a situation briefing and directed to the appropriate location and task.
4. Medical Emergencies
- a) Onsite medical care is under (Event Board or Incident Command) is provided by (agency name or private organization) and medical personnel are located at (location). A first aid tent/stand is at (location).
 - b) The _____ First Responders and Gold Cross Ambulance will respond to medically dispatch 911 phone calls at the event.
 - c) The police department will monitor ___ channel and restrict traffic to allow the First Responders and Gold Cross onto and off the premise.
 - d) Patients requiring additional medical attention are transported by Gold Cross Ambulance or a mutual aid agency to either Appleton Medical Center or St. Elizabeth’s Hospital in Appleton.
 - e) Trauma patients are transported to Theda Clark Medical Center in Neenah unless another hospital is designated for the patient.

5. Air Medical Transport

- a) In cases of a medical emergency requiring air medical transport, the Incident Commander will notify the Communication Center to request Theda Star for air transport and the fire department for landing zone setup.
 - a. Theda Star communications (dispatch) will contact other medical resources if necessary.
- b) Air to ground communications should be established as soon as possible and will be conducted on MARC 2 (Outagamie County "Air Ops.")
- c) The Landing Zone is located at _____.
- d) It is the Fire Department's responsibility to set up, maintain and operate the helicopter landing zone for air transport.
- e) The fire department should oversee the landing zone until the helicopter is out of the area.
- f) See Outagamie County Fire/EMS Association SOG 1-24 for further information.

EMERGENCY RESPONSE ACTIONS

1. Severe Thunderstorms

A severe thunderstorm can produce one inch hail or larger in diameter and/or winds equal or exceed 58 miles an hour. These storms also have lightning strikes and can produce tornadoes with little or no advance warning.

Common hazards from severe thunderstorm during an outdoor event:

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

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

a) Severe Thunderstorm Watch

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

- a. IC will notify event coordinator and public safety personnel.
- b. The event coordinator will notify their volunteers by (communication method) and attendees by (communication method) of the watch.
- c. IC and the event coordinator will assess which events are scheduled during the watch time period and the potential impact on the schedule if shelters are required.
- d. IC and the event coordinator reviews the plans for Severe Thunderstorm Warning and solve any issues if sheltering is required.

- e. IC and the event coordinator monitor the radar and watch the weather.

b) Severe Thunderstorm Warning

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

- a. Upon notification of the Severe Thunderstorm Warning for Outagamie County the Incident Commander will assess if the event is in the path of the storm and notify the event coordinator.
- b. The event coordinator will notify event staff by (communication method) and announce the Severe Thunderstorm Warning and to assist visitors to the shelters.
- c. The Incident Command Post will notify public safety personnel by (communication method).
- d. (Event staff person) will announce on the (communication method) of the Severe Thunderstorm Warning to all attendees using the announcement in Attachment # 1 and direct visitors to shelters located at (location).
- e. Incident Command Post staff and event coordinator must take shelter five minutes before the storms arrival and monitor the weather for the storm to pass.
- f. After the threat from the thunderstorm has passed the IC will notify event coordinator. Event staff can notify the attendees to return from the shelter location.

2. Tornadoes

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

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

In rare cases the National Weather Service will predict a tornado outbreak and the Incident Commander and event coordinator should decide if the event is cancelled, postponed or shortened.

a) Tornado Watch

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

- a. Incident Commander will notify event coordinator and public safety personnel of the warning.
- b. The event coordinator will notify their volunteers by (communication method) and attendees by (communication method) of the watch.
- c. Incident Commander and the event coordinator will assess which events are scheduled during the watch time period and the potential impact on the schedule if shelters are required.

- d. Incident Commander will assess how long it will take to evacuate the event attendees and reach the shelter location.
- e. Incident Commander and the event coordinator reviews the plans for Tornado Warning and solve any issues if sheltering is required.
- f. Incident Commander and the event coordinator monitor the radar and weather watch.

b) Tornado Warning

A tornado has been sighted or indicated by weather radar. Take shelter immediately.

- a. Upon notification of the Tornado Warning for Outagamie County the Incident Commander will assess if the event is in the path or near the storm and notify the event coordinator.
- b. The event coordinator will notify event staff by (communication method) and to activate the sheltering plan.
- c. The Incident Commander will notify public safety personnel by (communication method.)
- d. (Event staff person) will announce on the (communication method) of the Tornado Warning to all visitors and direct them to the shelters located at (location).
- e. ICP staff and event coordinators must take shelter five minutes before the storm arrives and monitor the weather for the storm to pass.
- f. After the threat from the storm has passed the Incident Commander will notify the (Event Coordinator/Board). Event staff can notify the visitors to return from the shelter location.

Emergency Shelters

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

(list shelters on-site, who has key access, phone numbers, back up contact, which doors and rooms to use, handicap accessible doors)

g. Emergency shelters not located on the _____ property:

(list shelters on-site, who has key access, phone numbers, back up contact, which doors and rooms to use, handicap accessible doors)

h. See Attachment # 1 for public announcements on weather and evacuation.

Medical Emergency

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

- a. Call the (First Aid Tent or First Responders) by (communication method) of the medical emergency. Provide the location and the medical emergency

OR

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

- Your name
 - Location of the emergency
 - Any available details of accident or illness
- b. Contact the (Event Coordinator/Board) by (communication method).
 - c. The (Event Coordinator/Board) will send an event staff or volunteer to meet the emergency unit if dispatched and assist emergency personnel to the location of the victim.
 - d. Do not move injured or ill person unless it is necessary to avoid further injury, such as a fire or tornado. Do not touch any bodily fluids.
 - e. Reassure the accident victim or ill person that emergency assistance is on the way.
 - f. If trained, begin rendering first aid including CPR if necessary. A First Aid Kit(s) and an AED are located _____ and can be requested by contacting (person and phone number).

Found/Missing Child

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

- a. Found Child
 - Contact the (Event Coordinator/Board) who will request a Police Officer to the location
 - Attempt to obtain name of child and the parent's name if possible.
 - If unable to obtain the child's or parent's name, use a description of the child in the announcement.
 - Use the public address system to announce the parents' name and location to meet.
 - ONLY the Police Officer should verify the adult's reporting to pick up the child are the parents or legal guardian. Also, the Officer should verify the child was lost because of negligence or by accident.
 - After the Officer verifies the child belongs with the adult the child can be released.

Missing Child

- Immediately contact the event coordinator who will request an Officer at the location.
 - If a Missing Child notice is given by a parent, guardian, or other responsible individual, note the present time and gather the following information: family member's name, address, child's name, description/clothing, location child was last seen and time the child was noted missing.
 - The Officer will request to make an immediate announcement over the public address system.
 - The reporter should be requested to remain at the location while others look for the child. If the reporter insists on searching, advise that it is necessary that they return to the (location) if they are successful in finding the child because a report to law enforcement will be made after a designated lapse of time.
 - If the search for the Lost Child is not successful, after a (five/ten/fifteen minutes) the Officer shall radio the 911/Communication Center to notify authorities of the missing child.
 - The designated "Lost Child Recover Center" will be the _____.

Fire

- a. Upon discovery of a fire, call 911 from a safe area and provide the following information: your name, where the fire is located and details of the fire emergency.
- b. Contact the Event Coordinator/Board.
- c. The Event Coordinator/Board will immediately contact the IC.

Evacuate the immediate area.

- d. IC will send Fire Fighters or Police Officers to the location to control the scene,

Bomb Threat

If a bomb threat is reported, the following guidelines should be followed:

- a. Any person receiving a bomb threat should remain calm and obtain as much information as possible, including:
 - Where is the bomb?
 - When will it go off?
 - What does the bomb look like?
 - Why was the bomb put there?
 - How did the bomb get there?
- b. Listen to any possible background noises, e.g., music, train, machinery, or other identifiable sounds.
- c. Write down the exact words of the caller and characteristics of the caller's voice and speech. Note the time.

- d. Contact 911 and then notify the event coordinator.
- e. If a local area search is directed, IC will direct the public safety agencies and request staff/volunteers make a visual check of their area for anything unusual or suspicious. DO NOT TOUCH or move anything unusual or suspicious.
- f. If a suspicious package is discovered, do not turn on/off lights, use a cell phone or other electronic devices. Clear the building immediately and contact (911 or IC).
- g. If evacuation is ordered, event staff/volunteers shall assist visitors with evacuating the grounds.
- 8. Civil Disturbance/Disorderly Conduct

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

a) Non-Emergency

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

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

b) Emergency

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

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

B. TRANSPORTATION PLAN

1. Main Routes

- a. The main routes into the event grounds are (list them) and will be labeled by the event staff.

2. Shuttles/Buses

- a. Shuttles will be used from the _____ parking lots to the event grounds
- b. Valley Transit route will drop off and pick up at _____.

3. Public Safety Traffic Routes

- a. All emergency and non-emergency traffic for police, fire and EMS will be: _____

4. Entrance and Exits

- a. The entrances to the event are: _____
- b. The exits for the event are: _____

5. Evacuation Routes

- a. If the IC orders an evacuation of the event grounds because of life safety concerns the following will be implemented: (List the routes for pedestrians to walk to their cars and also for traffic to exit onto the roads. List any mutual aid assistance)

- 6. The peak hours of travel to and from the event will be _____ though there will be traffic throughout the day.

Attachment 1 – Weather Emergency Notifications

SEVERE THUNDERSTORM WATCH (ADVISORY)

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

SEVERE THUNDERSTORM WARNING (ACTION)

"Attention all _____ Visitors and Volunteers. _____ is now being evacuated. Outagamie County is under a Severe Thunderstorm Warning. The National Weather Service has indicated that storms with heavy rain, high winds and/or hail are approaching our area. Please evacuate the grounds and go to (shelter location)." **(REPEAT TWICE)**

TORNADO WATCH (ADVISORY)

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

TORNADO WARNING (ACTION)

"Attention all _____ Visitors and Volunteers. _____ is now being evacuated. Outagamie County is now under a Tornado Warning. Please evacuate the grounds and exit the parking area in an orderly fashion. If you see a tornado, seek shelter in a low-lying area or where directed by emergency personnel. **(REPEAT TWICE)**

GENERAL SEVERE WEATHER ANNOUNCEMENT (ADVISORY)

"Attention all _____ Visitors and Volunteers, Outagamie County may be experiencing severe weather later in the day. Please be aware of changing weather conditions. We will keep you informed of further developments. **(REPEAT)**

GENERAL SEVERE WEATHER EVACUATION ORDER (ACTION)

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

Attachment 2, Found and Missing Persons Notification

1) FOUND CHILD/ADULT

"Attention _____, a (child/adult) has been separated from their party. Their first name is (persons given name). They are located at (location). We are looking for (name of family/party). Please contact the nearest Police Officer or (event) personnel if you have information concerning this person. Thank you." **(REPEAT TWICE)**

2) MISSING CHILD/ADULT

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



Village of Kimberly REQUEST FOR BOARD CONSIDERATION

ITEM DESCRIPTION: Refuse and Recycling Cart Purchase – Capital Improvement Project SE-AN-01

REPORT PREPARED BY: Anna Huber, Deputy DPW and Dani Block, Administrator/DPW

REPORT DATE: February 16, 2026

ADMINISTRATOR'S REVIEW / COMMENTS:

No additional comments to this report _____ *DLB*

See additional comments attached _____

EXPLANATION:

The Village of Kimberly's 2026 Capital Improvement Plan (CIP) allocated \$12,000 for the purchase of additional refuse and recycling carts.

Staff requests Board approval for the joint purchase of refuse and recycling carts in partnership with the Villages of Little Chute and Combined Locks. This collaborative purchase allows the Village to realize significant savings on freight and shipping costs by consolidating our order with neighboring municipalities.

Proposed project scope: purchase of 75 – 64 gallon refuse carts, 125- 96 gallon recycling cats and 40 replacement lids and shipping costs in an amount not to exceed \$15,000. Staff is including an amount not to exceed since freight and shipping costs are not finalized at this time. Carts were purchased last in 2023 and the approximate freight and shipping costs totaled \$1,500.

RECOMMENDED ACTION: Authorize the Refuse and Recycling Cart Order Project #SE-AN-01 in an amount not to exceed \$15,000 funded by the Street Equipment Trust Fund.



841 Meacham Rd, Statesville, NC, 28677
 PHONE: 800-424-0422 FAX: 833-930-1124
 WQ-10373598

Sell To:

Contact Name	Anna Huber	Ship To Name	Village of Little Chute
Bill To Name	Village of Kimberly	Ship To	1401 e Elm dr
Bill To	515 W Kimberly Ave Kimberly, WI 54136 USA		Little Chute, WI 54140 USA
Email	ahuber@vokimberlywi.gov	Customer Job Reference	WQ-10258542
Phone	(920) 788-7507 📞	Quick Ship	<input type="checkbox"/>

Quote Information

Salesperson	Becky Nerby	Expiration Date	2/26/2026
Salesperson Email	bneryby@wastequip.com	Quote Number	WQ-10373598
Salesperson Phone	651-480-4871		Please Reference Quote Number on all Purchase Orders

Product	Product Description	Description	Selected Option	Quantity	Sales Price	Total Price
**Plastics - 79264	Model 79264 - Toter 64 Gallon EVR II Universal/Nestable Cart	Lid Stamp - S7478	---Body Color - (149) Dark Gray Granite ---Lid Color - (200) Black ---Body Hot Stamp on Both Sides (New) in White ---Lid Hot Stamp Center - Read from Street (New) in White ---Wheels - 10in Sunburst ---Stopbar - Galvanized ---Customer Serial Number Hot Stamped on Front of Cart Body in White ---2/3 Assembled with Lid (down), Stop Bar and Axle Factory Installed ---Warranty - 12 Yrs Cart Body, All other components 10 Yrs	75.00	\$53.75	\$4,031.25
**Plastics - 79296	Model 79296 - Toter 96 Gallon EVR II Universal/Nestable Cart	Lid Stamp - S6663	---Body Color - (929) Toter Green Granite ---Lid Color - (940) Green ---Body Hot Stamp on Both Sides (New) in White ---Lid Hot Stamp Center - Read from Street (New) in White ---Wheels - 10in Sunburst ---Stopbar - Galvanized ---Customer Serial Number Hot Stamped on Front of Cart Body in White ---2/3 Assembled with Lid (down), Stop Bar and Axle Factory Installed ---Warranty - 12 Yrs Cart Body, All other components 10 Yrs	125.00	\$59.25	\$7,406.25
**Plastics - B99796	Model B99796 - Toter 96 Gallon Gen II Lid		---Lid Color - (940) Green	20.00	\$19.65	\$393.00
**Plastics - B99764	Model B99764 - Toter 64 Gallon Gen II Lid		---Lid Color - (200) Black	20.00	\$17.60	\$352.00

Payment Terms	Net 30 Days if credit has been established	Subtotal	\$12,182.50
Shipping Terms	FOB Origin	Shipping	\$0.00
		Tax	\$670.04



841 Meacham Rd, Statesville, NC, 28677

PHONE: 800-424-0422 FAX: 833-930-1124

WQ-10373598

Grand Total \$12,852.54

Special Instructions

Special Instructions Customer is responsible for the off loading of the carts.

All Freight charges are being charged to the Village of Little Chute in which the freight cost is to be determined between the cites that are all being shipped together

ORDER TO SHIP WITH VILLAGE of LITTLE CHUTE

Shipping Details

Shipping Instructions Freight will need to be calculated and added if you choose to ship these separately

Additional Information

Additional Terms Our Quote serves as an offer to provide Products and/or services at the quantities and prices shown and is a good faith estimate, based on our understanding of your needs. By signing below, you indicate your acceptance of our offer which is expressly subject to the Wastequip Terms & Conditions of Sale ("Wastequip's Terms") located at: https://www.wastequip.com/terms-conditions-sale, as of the date set forth in Section 1(b) of the WQ T&C, which are made a part of this Quote. Wastequip's Terms may be updated from time to time and are available by hard copy upon request. Any changes or deviations to the terms of this Quote, including any different terms in an Order submitted by you, must be agreed upon in writing by both parties.

Additional Information Pricing is based on your acceptance prior to the expiration of this Quote, including product specifications, quantities, and timing. Any differences to your Order may result in different pricing, freight or other costs. Due to volatility in petrochemical, steel and related Product material markets, actual prices and freight, are subject to change. We reserve the right, by providing notice to you at any time before beginning Product manufacturing, to increase the price of the Product(s) to reflect any increase in the cost to us which is due to any factor beyond our control (such as, without limitation, any increase in the costs of labor, materials, or other costs of manufacture or supply). Unless otherwise stated, materials and container sizes indicated on sales literature, invoices, price lists, quotations and delivery tickets are nominal sizes and representations – actual volume, Products and materials are subject to manufacturing and commercial variation and Wastequip's practices, and may vary from nominal sizes and materials. All prices are in US dollars; this Quote may not include all applicable taxes, brokerage fees or duties. If customer is not tax exempt, final tax calculations are subject to change. Pursuant to California Section 26275 of the Health and Safety Code, certain trash receptacles and storage containers must be marked with reflectors. Customers must disclose if such receptacles and containers are intended for use in California – if not disclosed, the receptacles and containers are not intended for use in California.

Signatures

Accepted By: _____

Company Name: _____

Date: _____

Purchase Order: _____

Please Reference Quote Number on all Purchase Orders



Village of Kimberly REQUEST FOR BOARD CONSIDERATION

ITEM DESCRIPTION: Microphone Replacement in the Evergreen Room, CM-25-01

REPORT PREPARED BY: Anna Huber, Deputy DPW and Dani Block,
Administrator/DPW

REPORT DATE: February 16, 2026

ADMINISTRATOR'S REVIEW / COMMENTS:

No additional comments to this report _____ *DLB*

See additional comments attached _____

EXPLANATION:

Staff requests approval to utilize remaining Library Remodel funds (CIP CM-25-01) to replace the failing wireless microphone system in the Evergreen Room. This upgrade has become necessary to address severe audio interference and bring the Village into compliance with current FCC frequency regulations.

Following the recent installation of the hearing loop system in the Evergreen Room, the existing audio system experienced significant feedback and interference. A professional diagnostic test by DRS and Agape Audio identified two critical issues: hardware failure (the current system is outdated) and malfunctioning/regulatory compliance (the system operates on frequency bands that are no longer legal for public use) – making it highly susceptible to interference.

DRS and Agape Audio are currently providing loaner equipment to maintain operations until a permanent solution is installed. The Library Remodel project was budgeted at \$150,000. After completing the primary remodel and current additional approved projects (Hearing Loop and Aspen/Birch Refresh) – \$4,550 in project savings remains available.

Staff propose the replacement of the microphone system in the Evergreen Room in the amount of \$1,149.45.

RECOMMENDED ACTION: Approve the Microphone Replacement in the Evergreen Room (CM-25-01) in the amount of \$1,149.45 funded by the Complex Trust Fund 101-5700-916.

Estimate

Date	Estimate #
2/11/2026	2026-1055

Name / Address
Kimberly Municipal Building 515 W Kimberly Ave. Kimberly, WI 54136

Ship To
Kimberly Municipal Building Evergreen Room

Item	Description	Qty
SLXD24/B58	Replace wireless handheld microphone system. Current system uses the same frequency band as Green Bay TV stations and is susceptible to high levels of RF interference	1
UA8-554-626	Shure SLXD24/B58 Wireless Vocal System with Beta 58A Handheld Mic (J52 Frequency band)	2
UA806	Shure UA8-554-626 ½ Wave Omnidirectional Antenna for J52 Frequency Band	2
Mounts	Shure UA806 6' UHF Coaxial Cable with BNC Connectors	2
Installation Labor	Antenna mount with screws & anchors	2
	Labor to install equipment	1

	Subtotal	\$1,149.45
Installations require 50% with order and balance on completion. New installations require upto 45 days lead time.	Sales Tax (5.5%)	\$0.00
	Total	\$1,149.45

Phone #	Fax #	E-mail	Web Site
920-467-4930	920-467-4935	carl@agapeaudio.com	www.agapeaudio.com

Payee	Vendor Number	GL Period	Check Issue Date	Check Number	Invoice Number	Description	Invoice GL Account	Invoice Amount	Check Amount
78705									
AIRGAS USA LLC	336	01/26	01/30/2026	78705	9168226296	WIRE WHEEL	101-5324-200	22.91	22.91
Total 78705:									22.91
78706									
ARMITAGE, KRISTIN	111	01/26	01/30/2026	78706	20251017	OUTDOOR ARCHERY EXPLO	101-5530-200	180.00	180.00
Total 78706:									180.00
78707									
Auto Value	1520	01/26	01/30/2026	78707	104004397	GREASE GUN HOSE	101-5324-200	28.09	28.09
Total 78707:									28.09
78708									
BRAUER SUPPLY & EQ	1530	01/26	01/30/2026	78708	250158	SNOW PLOW NUTS AND BOL	101-5332-200	360.00	360.00
Total 78708:									360.00
78710									
Concentra	1503	01/26	01/30/2026	78710	104331979	ANNUAL AUDIOGRAM SCRE	101-5410-200	160.00	160.00
Total 78710:									160.00
78711									
Creative Maintenance Sol	1485	01/26	01/30/2026	78711	7825	CENTRAL OVERLOOK FLOO	702-5700-913	11,756.65	11,756.65
Total 78711:									11,756.65
78712									
EAGLE GRAPHICS LLC	1104	01/26	01/30/2026	78712	364808	APPAREL	101-5220-247	47.50	47.50
Total 78712:									47.50
78713									
ELAN FINANCIAL SERVI	1296	01/26	01/30/2026	78713	ELAN JAN 20	EMPLOYEE APPRECIATION F	101-5331-250	155.93	155.93
ELAN FINANCIAL SERVI	1296	01/26	01/30/2026	78713	ELAN JAN 20	ADMINISTRATIVE EXPENSES	101-5141-200	206.53	206.53
ELAN FINANCIAL SERVI	1296	01/26	01/30/2026	78713	ELAN JAN 20	OFFICE EXPENSES	101-5143-200	186.53	186.53
ELAN FINANCIAL SERVI	1296	01/26	01/30/2026	78713	ELAN JAN 20	IT EXPENSES	101-5152-200	120.00	120.00
ELAN FINANCIAL SERVI	1296	01/26	01/30/2026	78713	ELAN JAN 20	STREET EXPENSES	101-5331-200	162.96	162.96
ELAN FINANCIAL SERVI	1296	01/26	01/30/2026	78713	ELAN JAN 20	PARKS EXPENSES	101-5520-200	686.85	686.85
ELAN FINANCIAL SERVI	1296	01/26	01/30/2026	78713	ELAN JAN 20	REC EXPENSES	101-5530-200	465.00	465.00
ELAN FINANCIAL SERVI	1296	01/26	01/30/2026	78713	ELAN JAN 20	SEWER EXPENSES	205-5370-200	35.00	35.00
ELAN FINANCIAL SERVI	1296	01/26	01/30/2026	78713	ELAN JAN 20	EMER MED RESPONSE	101-5230-200	2,387.91	2,387.91
ELAN FINANCIAL SERVI	1296	01/26	01/30/2026	78713	ELAN JAN 20	EMPLOYEE APPRECIATION F	101-5331-250	69.96	69.96
ELAN FINANCIAL SERVI	1296	01/26	01/30/2026	78713	ELAN JAN 20	OFFICE EXPENSES	101-5143-200	33.36	33.36
ELAN FINANCIAL SERVI	1296	01/26	01/30/2026	78713	ELAN JAN 20	IT EXPENSES	101-5152-200	760.95	760.95
ELAN FINANCIAL SERVI	1296	01/26	01/30/2026	78713	ELAN JAN 20	INSPECTIONS	101-5240-200	84.52	84.52
ELAN FINANCIAL SERVI	1296	01/26	01/30/2026	78713	ELAN JAN 20	STREET EXPENSES	101-5331-200	153.90	153.90
ELAN FINANCIAL SERVI	1296	01/26	01/30/2026	78713	ELAN JAN 20	PARKS EXPENSES	101-5520-200	13.59	13.59
ELAN FINANCIAL SERVI	1296	01/26	01/30/2026	78713	ELAN JAN 20	REC EXPENSES	101-5530-200	56.00	56.00
ELAN FINANCIAL SERVI	1296	01/26	01/30/2026	78713	ELAN JAN 20	BUILDING REPAIR/MAINTEN	101-5160-231	37.43	37.43
ELAN FINANCIAL SERVI	1296	01/26	01/30/2026	78713	ELAN JAN 20	SRP/FOKL DONATION	501-5511-278	343.93	343.93
ELAN FINANCIAL SERVI	1296	01/26	01/30/2026	78713	ELAN JAN 20	ELECTRONIC TECH	501-5511-281	17.58	17.58
ELAN FINANCIAL SERVI	1296	01/26	01/30/2026	78713	ELAN JAN 20	LIBRARY SUPPLIES	501-5511-284	171.91	171.91

Payee	Vendor Number	GL Period	Check Issue Date	Check Number	Invoice Number	Description	Invoice GL Account	Invoice Amount	Check Amount
ELAN FINANCIAL SERVI	1296	01/26	01/30/2026	78713	ELAN JAN 20	DIGITAL COLLECTION	501-5511-286	421.96	421.96
ELAN FINANCIAL SERVI	1296	01/26	01/30/2026	78713	ELAN JAN 20	ADVERTISING	501-5511-287	27.96	27.96
ELAN FINANCIAL SERVI	1296	01/26	01/30/2026	78713	ELAN JAN 20	AUDIO VISUAL	501-5511-290	279.19	279.19
ELAN FINANCIAL SERVI	1296	01/26	01/30/2026	78713	ELAN JAN 20	LIBRARY BOOKS	501-5511-292	249.13	249.13
ELAN FINANCIAL SERVI	1296	01/26	01/30/2026	78713	ELAN JAN 20	LIBRARY NEWSPAPER	501-5511-294	65.00	65.00
ELAN FINANCIAL SERVI	1296	01/26	01/30/2026	78713	ELAN JAN 20	LIBRARY PROGRAMS	501-5511-296	378.94	378.94
ELAN FINANCIAL SERVI	1296	01/26	01/30/2026	78713	ELAN JAN 20	TRAINING	501-5511-297	139.90	139.90
ELAN FINANCIAL SERVI	1296	01/26	01/30/2026	78713	ELAN JAN 20	FIRE DEPT EXPENSES	101-5220-200	93.12	93.12
ELAN FINANCIAL SERVI	1296	01/26	01/30/2026	78713	ELAN JAN 20	ASSOC DUES AND INS	101-5220-246	93.24	93.24
Total 78713:									7,898.28
78714									
ESRI	164	01/26	01/30/2026	78714	900167870	ARCGIS ONLINE VIEWER/CR	101-5331-200	250.00	250.00
ESRI	164	01/26	01/30/2026	78714	900167870	ARCGIS ONLINE VIEWER/CR	201-5360-200	300.00	300.00
ESRI	164	01/26	01/30/2026	78714	900167870	ARCGIS ONLINE VIEWER/CR	205-5370-200	300.00	300.00
ESRI	164	01/26	01/30/2026	78714	900167870	ARCGIS ONLINE VIEWER/CR	101-5520-200	100.00	100.00
ESRI	164	01/26	01/30/2026	78714	900167870	ARCGIS ONLINE VIEWER/CR	101-5220-200	100.00	100.00
Total 78714:									1,050.00
78716									
FLOORS BY ROBERTS	1069	01/26	01/30/2026	78716	16718-1	VINYL PLANK FLOORING-BIR	101-5700-916	3,224.26	3,224.26
Total 78716:									3,224.26
78717									
FOX VALLEY TECHNICA	277	01/26	01/30/2026	78717	SPINV030175	STATE PRAC EXAM	101-5220-242	80.00	80.00
FOX VALLEY TECHNICA	277	01/26	01/30/2026	78717	SPINV030176	STATE PRACT EXAM	101-5220-242	80.00	80.00
FOX VALLEY TECHNICA	277	01/26	01/30/2026	78717	SPINV030177	STATE PRACT EXAM	101-5220-242	80.00	80.00
Total 78717:									240.00
78718									
GENERAL CODE	802	01/26	01/30/2026	78718	GC00133286	ANNUAL MAINTENANCE	101-5130-200	1,045.00	1,045.00
GENERAL CODE	802	01/26	01/30/2026	78718	PG000044871	CODE ANALYSIS,COMPOSITI	101-5130-200	2,480.00	2,480.00
Total 78718:									3,525.00
78719									
GORDON FLESCH COM	1415	01/26	01/30/2026	78719	I01088774	COPIER CONTRACT	501-5511-298	180.29	180.29
Total 78719:									180.29
78721									
JACOB LAFLEUR	1532	01/26	01/30/2026	78721	51182314	TAX PAYMENT REFUND	101-41-4150	841.32	841.32
Total 78721:									841.32
78722									
JAMES IMAGING SYSTE	455	01/26	01/30/2026	78722	41066286	TOSHIBA E-STUDIO2525 REC	101-5530-200	442.57	442.57
JAMES IMAGING SYSTE	455	01/26	01/30/2026	78722	41066286	TOSHIBA E-STUDIO5525 OFF	101-5143-200	540.91	540.91
Total 78722:									983.48

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78723									
JAMIE WEBER	1533	01/26	01/30/2026	78723	51191768	TAX PAYMENT REFUND	101-41-4150	345.23	345.23
Total 78723:									345.23
78724									
KAUKAUNA UTILITIES	352	01/26	01/30/2026	78724	201731-00 JA	COMMUNITY BRIDGE LIGHTI	101-5341-200	93.40	93.40
KAUKAUNA UTILITIES	352	01/26	01/30/2026	78724	2400015758 1	500 MOASIS DRIVE DECEMB	101-5323-200	484.59	484.59
Total 78724:									577.99
78725									
KELLER CUSTOM FIXTU	1078	01/26	01/30/2026	78725	S14900	CEDARS COUNTERTOP	702-5700-913	4,755.00	4,755.00
Total 78725:									4,755.00
78726									
MACQUEEN EQUIPMEN	516	01/26	01/30/2026	78726	P61109	CYLINDERS HYDRO TESTIN	101-5220-240	1,575.00	1,575.00
Total 78726:									1,575.00
78727									
MCC INC	1172	01/26	01/30/2026	78727	385055	COLD MIX	401-5700-900	1,187.50	1,187.50
Total 78727:									1,187.50
78728									
MCTMAHON ASSOCIATE	414	01/26	01/30/2026	78728	00941978	09-25-00516 2025 ILLICIT DIS	205-5370-200	1,002.00	1,002.00
MCTMAHON ASSOCIATE	414	01/26	01/30/2026	78728	00942003	09-22-00138 HISTORIC OVER	702-5700-913	3,103.84	3,103.84
MCTMAHON ASSOCIATE	414	01/26	01/30/2026	78728	00942004	09-22-00638 KENNEDY/MARC	401-5341-200	360.00	360.00
MCTMAHON ASSOCIATE	414	01/26	01/30/2026	78728	00942005	09-23-00749 2024 BLUE DEV	702-5700-932	500.00	500.00
MCTMAHON ASSOCIATE	414	01/26	01/30/2026	78728	00942007	09-25-00129-00 SANITARY SE	201-5360-200	4,600.00	4,600.00
MCTMAHON ASSOCIATE	414	01/26	01/30/2026	78728	00942007	09-25-00129-04 STORM SEW	205-5370-200	1,870.00	1,870.00
MCTMAHON ASSOCIATE	414	01/26	01/30/2026	78728	00942007	09-25-00129-08 CITIZEN PRO	101-5331-200	165.00	165.00
MCTMAHON ASSOCIATE	414	01/26	01/30/2026	78728	00942008	09-25-00151 2025 SEWER CL	201-5360-200	84.00	84.00
MCTMAHON ASSOCIATE	414	01/26	01/30/2026	78728	00942009	09-25-00156 PAPERMAKER P	205-5370-297	1,301.91	1,301.91
MCTMAHON ASSOCIATE	414	01/26	01/30/2026	78728	00942010	09-25-00662 CENTRAL OFFIC	101-5700-916	5,127.51	5,127.51
MCTMAHON ASSOCIATE	414	01/26	01/30/2026	78728	00942011	09-25-00708 2026 GREEN DO	401-5341-200	2,538.60	2,538.60
MCTMAHON ASSOCIATE	414	01/26	01/30/2026	78728	00942012	09-25-00723 RIVERS EDGE L	702-5341-200	140.00	140.00
MCTMAHON ASSOCIATE	414	01/26	01/30/2026	78728	00942013	09-25-0632-00 PINE/WALNUT	401-5341-200	90.00	90.00
MCTMAHON ASSOCIATE	414	01/26	01/30/2026	78728	00942013	09-25-0632-02 PINE/WALNUT	201-5360-297	3,360.00	3,360.00
Total 78728:									24,242.86
78729									
MENARDS	758	01/26	01/30/2026	78729	88499	BATTERIES, PAINT, WOOD FI	101-5520-200	45.91	45.91
MENARDS	758	01/26	01/30/2026	78729	88673	MATERIALS TO COMPLETE H	101-5700-916	107.77	107.77
MENARDS	758	01/26	01/30/2026	78729	88736	SPREELS FOR WASHBAY	101-5323-200	329.98	329.98
MENARDS	758	01/26	01/30/2026	78729	88786	STORAGE ORGANIZER FOR	101-5323-200	28.02	28.02
MENARDS	758	01/26	01/30/2026	78729	88795	LATEX PAINT FOR PARKS	101-5520-200	25.42	25.42
MENARDS	758	01/26	01/30/2026	78729	88810	STORAGE ORGANIZER FOR	101-5323-200	27.98	27.98
MENARDS	758	01/26	01/30/2026	78729	88831	DRILL BIT AND ANCHORS	101-5323-200	19.52	19.52
MENARDS	758	01/26	01/30/2026	78729	88841	PRO NOZZL	101-5323-200	16.97	16.97
MENARDS	758	01/26	01/30/2026	78729	88906	CONSTRUCTION SCREW AN	101-5323-200	71.35	71.35
MENARDS	758	01/26	01/30/2026	78729	89103	SPRAY PAINT AND ULTRA PAI	101-5520-200	38.83	38.83
MENARDS	758	01/26	01/30/2026	78729	89154	MISC SUPPLIES	101-5323-200	94.15	94.15

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Total 78729:									805.90
78730									
MetLife	1531	01/26	01/30/2026	78730	268973 JAN 2	VISION PREMIUM	101-2144	54.62	54.62
Total 78730:									54.62
78731									
MIDWEST WORKWEAR	844	01/26	01/30/2026	78731	SI-143221	WORKWEAR	101-5331-200	323.98	323.98
Total 78731:									323.98
78732									
MSA PROFESSIONAL S	1431	01/26	01/30/2026	78732	025187	KIMBERLY BLDG INSPECTIO	101-5240-200	2,450.98	2,450.98
Total 78732:									2,450.98
78733									
NIELSON COMMUNICAT	364	01/26	01/30/2026	78733	AR40038	ANTENNA- SHOP RADIO	101-5323-200	103.00	103.00
Total 78733:									103.00
78734									
OTIS ELEVATOR COMP	470	01/26	01/30/2026	78734	100402199242	ELEVATOR ANNUAL CONTRA	101-5160-232	1,125.00	1,125.00
Total 78734:									1,125.00
78735									
OUTAGAMIE COUNTY FI	463	01/26	01/30/2026	78735	2026 ASSOCI	2026 ASSOCIATION DUES	101-5220-246	50.00	50.00
Total 78735:									50.00
78736									
OUTAGAMIE COUNTY T	465	01/26	01/30/2026	78736	1022363	COLD MIX	401-5700-900	829.68	829.68
OUTAGAMIE COUNTY T	465	01/26	01/30/2026	78736	1022363	TRAFFIC SIGNAL MAINTENA	101-5341-200	230.30	230.30
OUTAGAMIE COUNTY T	465	01/26	01/30/2026	78736	131542	KIMBERLY TAX BILLS	101-5143-200	2,017.87	2,017.87
Total 78736:									3,077.85
78738									
QUALITY TRUCK CARE	494	01/26	01/30/2026	78738	X101028204:0	FUEL PUMP	205-5370-200	116.04	116.04
Total 78738:									116.04
78739									
SUPERIOR CHEMICAL L	576	01/26	01/30/2026	78739	434188	CASE OF TEXTURE NITRILE	101-5410-200	189.19	189.19
Total 78739:									189.19
78740									
TDS	1027	01/26	01/30/2026	78740	012 875 2906	INTERNET 500 MOASIS DRIV	101-5323-200	49.99	49.99
TDS	1027	01/26	01/30/2026	78740	0128751137 J	PHONE LINES/INTERNET- CE	101-5143-200	122.14	122.14
TDS	1027	01/26	01/30/2026	78740	0128751137 J	PHONE LINES/INTERNET- LI	501-5511-291	89.57	89.57
TDS	1027	01/26	01/30/2026	78740	0128751137 J	PHONE LINES/INTERNET- PA	101-5530-200	61.07	61.07
TDS	1027	01/26	01/30/2026	78740	0128751137 J	PHONE LINES/INTERNET-GA	101-5323-200	40.70	40.70

Payee	Vendor Number	GL Period	Check Issue Date	Check Number	Invoice Number	Description	Invoice GL Account	Invoice Amount	Check Amount
TDS	1027	01/26	01/30/2026	78740	0128751137 J	PHONE LINES/INTERNET- CU	101-5160-232	20.36	20.36
TDS	1027	01/26	01/30/2026	78740	0128751137 J	PHONE LINES/INTERNET-FIR	101-5220-200	20.36	20.36
TDS	1027	01/26	01/30/2026	78740	0128751137 J	PHONE LINES/INTERNET- C	101-5121-200	20.36	20.36
Total 78740:									424.55
78741									
TRUCK COUNTRY OF W	561	01/26	01/30/2026	78741	x202873845:0	FILTERS	101-5324-200	252.98	252.98
Total 78741:									252.98
78742									
TRUCK EQUIPMENT IN	589	01/26	01/30/2026	78742	1182499-00	WHEEL CHECK BAG	101-5324-200	70.74	70.74
Total 78742:									70.74
78743									
UNIFIRST CORPORATIO	1135	01/26	01/30/2026	78743	1481052394	BAGGED WIPERS/LAUNDRY	101-5323-200	21.34	21.34
UNIFIRST CORPORATIO	1135	01/26	01/30/2026	78743	1481055021	SAFETY MATS AND RAGS	101-5323-200	25.99	25.99
UNIFIRST CORPORATIO	1135	01/26	01/30/2026	78743	181054584	SAFETY MATS AND RAGS	101-5323-200	25.99	25.99
Total 78743:									73.32
78744									
VERIZON WIRELESS	87	01/26	01/30/2026	78744	6133657987	ADMINISTRATOR PHONE	101-5141-200	44.35	44.35
VERIZON WIRELESS	87	01/26	01/30/2026	78744	6133657987	CLERK/TREASURER PHONE	101-5143-200	44.29	44.29
VERIZON WIRELESS	87	01/26	01/30/2026	78744	6133657987	COMPLEX PHONES	101-5160-232	88.58	88.58
VERIZON WIRELESS	87	01/26	01/30/2026	78744	6133657987	ELECTIONS PHONE	101-5144-200	44.29	44.29
VERIZON WIRELESS	87	01/26	01/30/2026	78744	6133657987	FIRE DEPT PHONE	101-5220-200	26.41	26.41
VERIZON WIRELESS	87	01/26	01/30/2026	78744	6133657987	STORM WATER PHONE	205-5370-200	41.08	41.08
VERIZON WIRELESS	87	01/26	01/30/2026	78744	6133657987	INSPECTIONS PHONES	101-5240-200	49.29	49.29
VERIZON WIRELESS	87	01/26	01/30/2026	78744	6133657987	MECHANIC PHONES	101-5324-200	44.34	44.34
VERIZON WIRELESS	87	01/26	01/30/2026	78744	6133657987	REC DEPT PHONE	101-5530-200	43.67	43.67
VERIZON WIRELESS	87	01/26	01/30/2026	78744	6133657987	STREETS PHONES	101-5331-200	153.26	153.26
Total 78744:									579.56
78745									
VILLAGE OF LITTLE CH	400	01/26	01/30/2026	78745	DEC WATER 5	500 MOASIS DR WATER	101-5323-200	269.62	269.62
Total 78745:									269.62
78746									
Watters Plumbing	1477	01/26	01/30/2026	78746	114752901	PLUMBING WORK - CEDARS	702-5700-913	13,465.80	13,465.80
Total 78746:									13,465.80
78747									
WE ENERGIES	664	01/26	01/30/2026	78747	57755177418	150 W PAPERMILL RUN ELEC	702-5160-234	94.46	94.46
WE ENERGIES	664	01/26	01/30/2026	78747	57755177418	150 W PAPERMILL RUN GAS	702-5160-234	215.07	215.07
WE ENERGIES	664	01/26	01/30/2026	78747	57776284801	TRAIL E OF N PINE WLKNGT	702-5160-234	279.07	279.07
WE ENERGIES	664	01/26	01/30/2026	78747	5789390733	COMPLEX/FIRE DEPT ANALY	101-5160-234	3,310.22	3,310.22
WE ENERGIES	664	01/26	01/30/2026	78747	5789390733	TRAFFIC LIGHTS	101-5341-200	180.22	180.22
WE ENERGIES	664	01/26	01/30/2026	78747	5789390733	STREET LIGHTS/UNDERPAS	101-5342-200	12,534.57	12,534.57
WE ENERGIES	664	01/26	01/30/2026	78747	5789390733	PARKS	101-5520-200	485.24	485.24
WE ENERGIES	664	01/26	01/30/2026	78747	5789390733	X-MAS LIGHTS	101-5531-200	17.27	17.27

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WE ENERGIES	664	01/26	01/30/2026	78747	5789390733	ROGER ST LIFT STATION	201-5360-200	86.27	86.27
WE ENERGIES	664	01/26	01/30/2026	78747	5789390733	X-MAS ARBORETUM-POND/F	205-5370-200	155.10	155.10
WE ENERGIES	664	01/26	01/30/2026	78747	5789390733	KIMBERLY AVE MUNICIPAL B	101-5160-233	4,918.57	4,918.57
WE ENERGIES	664	01/26	01/30/2026	78747	5789390733	RED CEDAR PKWY/TREATY	702-5160-234	159.02	159.02
Total 78747:									22,435.08
78749									
WISCONSIN CITY-COUN	646	01/26	01/30/2026	78749	2026	WCMA FULL MEMBER-DANIE	101-5141-200	262.50	262.50
Total 78749:									262.50
78750									
APPLETON TROPHY &	125	02/26	02/06/2026	78750	60416	PLASTIC NAME PLATES	101-5143-200	32.00	32.00
Total 78750:									32.00
78751									
Auto Value	1520	02/26	02/06/2026	78751	104004973	10W30 OIL	101-5324-200	43.20	43.20
Total 78751:									43.20
78752									
BOBCAT PLUS	1174	02/26	02/06/2026	78752	IG61724	HYDRAULIC HOSES	101-5324-200	249.84	249.84
BOBCAT PLUS	1174	02/26	02/06/2026	78752	IG61769	AIR FILTERS & WHEEL HUB	101-5324-200	655.69	655.69
Total 78752:									905.53
78753									
BOWMAR APPRAISAL I	150	02/26	02/06/2026	78753	2324	2026 ASSESSMENT SERVICE	101-5153-200	3,725.00	3,725.00
BOWMAR APPRAISAL I	150	02/26	02/06/2026	78753	2324	2026 REVAL SERVICES - 1ST	101-5700-904	8,275.00	8,275.00
Total 78753:									12,000.00
78754									
Cintas Corp	1519	02/26	02/06/2026	78754	4258363588	8 UNIFORM	101-5160-232	16.72	16.72
Cintas Corp	1519	02/26	02/06/2026	78754	4258363588	6 HAND SOAP	101-5160-232	21.25	21.25
Cintas Corp	1519	02/26	02/06/2026	78754	4258363588	5 AIR FRESHENER	101-5160-232	24.75	24.75
Cintas Corp	1519	02/26	02/06/2026	78754	4258363588	3 WET/DRY MOP	101-5160-232	13.50	13.50
Cintas Corp	1519	02/26	02/06/2026	78754	4258363588	2 CLEANING PRODUCTS/DIS	101-5160-232	21.21	21.21
Cintas Corp	1519	02/26	02/06/2026	78754	4258363588	1 EXTRAC MATS	101-5160-232	271.00	271.00
Total 78754:									368.43
78755									
CITY OF APPLETON	121	02/26	02/06/2026	78755	19428	WEIGHTS/MEASURES CONT	101-5240-200	320.00	320.00
Total 78755:									320.00
78756									
CORPORATE NETWORK	1361	02/26	02/06/2026	78756	81849	DOU SECURITY -DUO MFA A	101-5152-200	3.00	3.00
Total 78756:									3.00
78757									
FOX-WOLF WATERSHE	736	02/26	02/06/2026	78757	NEWSC 2026	NEWSC MEMBERSHIP	205-5370-200	1,370.00	1,370.00

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Total 78757:									1,370.00
78758									
FP MAILING SOLUTION	853	02/26	02/06/2026	78758	RI107002165	POSTAGE MACHINE INK CAR	101-5143-200	260.50	260.50
Total 78758:									260.50
78759									
JOE'S POWER CENTER	346	02/26	02/06/2026	78759	208269	CHAIN AND FILES	101-5364-200	48.97	48.97
Total 78759:									48.97
78760									
KAAT'S WATER CONDITI	1242	02/26	02/06/2026	78760	0012541	DRINKING WATER	101-5143-200	21.12	21.12
KAAT'S WATER CONDITI	1242	02/26	02/06/2026	78760	RM17267	COOLER AND BOTTLE RETU	101-5143-200	11.50-	11.50-
Total 78760:									9.62
78761									
KERBER ROSE	1257	02/26	02/06/2026	78761	1264990288	ACCOUNTING SERVICES (JA	702-5143-200	2,606.25	2,606.25
KERBER ROSE	1257	02/26	02/06/2026	78761	1264990288	ACCOUNTING SERVICES (JA	101-5143-200	7,818.75	7,818.75
Total 78761:									10,425.00
78762									
MENARDS	758	02/26	02/06/2026	78762	89271	SUPPLIES TO INSULATE CHI	101-5323-200	3,586.59	3,586.59
MENARDS	758	02/26	02/06/2026	78762	89284	SPRAY PAINT, GASKET BOX,	101-5520-200	47.83	47.83
MENARDS	758	02/26	02/06/2026	78762	89301	FRAMING NAILER	101-5331-200	269.00	269.00
MENARDS	758	02/26	02/06/2026	78762	89301	COMPRESSOR	101-5331-200	145.95	145.95
MENARDS	758	02/26	02/06/2026	78762	89301	MISC SUPPLIES	101-5331-200	103.93	103.93
Total 78762:									4,153.30
78764									
OUTAGAMIE COUNTY T	465	02/26	02/06/2026	78764	JAN 2026	JAIL ASSESSMENTS/DRIVER	101-5121-200	368.80	368.80
Total 78764:									368.80
78765									
PLAN IT SOFTWARE LL	1363	02/26	02/06/2026	78765	PLAN-2365	CAPITAL PLANNING SOFTWA	101-5152-200	2,755.00	2,755.00
Total 78765:									2,755.00
78768									
RIESTERER AND SCHN	513	02/26	02/06/2026	78768	9225128	CHAIN	101-5160-231	105.30	105.30
Total 78768:									105.30
78769									
STATE OF WISCONSIN	674	02/26	02/06/2026	78769	JAN 2026 STA	MONTHLY FINANCIAL REPO	101-5121-200	522.73	522.73
Total 78769:									522.73
78770									
UNIFIRST CORPORATIO	1135	02/26	02/06/2026	78770	1481055441	SAFETY MATS AND RAGS	101-5323-200	25.99	25.99

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Total 78770:									25.99
78771									
VILLAGE OF KIMBERLY	369	02/26	02/06/2026	78771	KOLLATH	TAX ASSESSMENTS SETTLE	101-5143-250	1,954.14	1,954.14
VILLAGE OF KIMBERLY	369	02/26	02/06/2026	78771	VILLAGE	PROPERTY TAX - 442 N MAIN	101-5143-250	5,308.66	5,308.66
Total 78771:									7,262.80
78772									
WE ENERGIES	664	02/26	02/06/2026	78772	5789307184	MSC ELECTRIC	101-5323-200	4,493.56	4,493.56
WE ENERGIES	664	02/26	02/06/2026	78772	5789307184	MSC GAS	101-5323-200	359.56	359.56
Total 78772:									4,853.12
78774									
ADVANCE AUTO PARTS	39	02/26	02/11/2026	78774	835660368630	FILTERS	101-5324-200	13.93	13.93
ADVANCE AUTO PARTS	39	02/26	02/11/2026	78774	835660378633	OIL FILTER	101-5324-200	8.00	8.00
Total 78774:									21.93
78775									
AT&T	657	02/26	02/11/2026	78775	9206879021 J	MONTHLY LIBRARY FAX LINE	501-5511-291	23.41	23.41
AT&T	657	02/26	02/11/2026	78775	9206879021 J	MONTHLY ELEVATOR-	101-5160-229	23.41	23.41
AT&T	657	02/26	02/11/2026	78775	9206879021 J	MONTHLY PHONE LINE-OFFI	101-5143-200	23.41	23.41
AT&T	657	02/26	02/11/2026	78775	9206879021 J	MONTHLY PHONE LINE-FIRE	101-5220-200	11.70	11.70
AT&T	657	02/26	02/11/2026	78775	9206879021 J	MONTHLY PHONE LINE-SENI	101-5530-200	11.71	11.71
Total 78775:									93.64
78776									
ATMOSPHERE COMME	1536	02/26	02/11/2026	78776	124271	ASPEN/BIRCH FURNITURE (101-5700-916	1,812.73	1,812.73
Total 78776:									1,812.73
78778									
CORPORATE NETWORK	1361	02/26	02/11/2026	78778	81705	BARRACUDA BACKUP SERV	101-5152-200	1,400.00	1,400.00
Total 78778:									1,400.00
78779									
FINGER PUBLISHING	959	02/26	02/11/2026	78779	182730	PUD BLUES PUBLICATION	702-5143-200	23.41	23.41
FINGER PUBLISHING	959	02/26	02/11/2026	78779	182730	PUD BLUES PUBLICATION	702-5143-200	19.49	19.49
FINGER PUBLISHING	959	02/26	02/11/2026	78779	182730	LIQUOR LICENSE AD	101-5143-200	36.80	36.80
Total 78779:									79.70
78780									
FOX VALLEY TECHNICA	277	02/26	02/11/2026	78780	2025 PILOT	HOUSING AUTHORITY PILOT	101-5191-200	533.48	533.48
Total 78780:									533.48
78781									
GOVERNMENT FORMS	1537	02/26	02/11/2026	78781	0359779	LASER CHECKS	101-5143-200	376.02	376.02

Payee	Vendor Number	GL Period	Check Issue Date	Check Number	Invoice Number	Description	Invoice GL Account	Invoice Amount	Check Amount
Total 78781:									376.02
78782									
GRAINGER	986	02/26	02/11/2026	78782	9790298187	PEGBOARD - STORAGE	101-5323-200	168.03	168.03
Total 78782:									168.03
78783									
HEART OF THE VALLEY	416	02/26	02/11/2026	78783	JANUARY BIL	WASTEWATER TREATMENT	201-5360-265	39,532.84	39,532.84
Total 78783:									39,532.84
78784									
KIMBERLY AREA SCHO	367	02/26	02/11/2026	78784	2025 PILOT-1	HOUSING AUTHORITY PILOT	101-5191-200	3,996.95	3,996.95
Total 78784:									3,996.95
78785									
KIMBERLY POSTMASTE	365	02/26	02/11/2026	78785	POSTAGE 171	MAIL KIM-TALKS/POSTAGE E	101-5143-200	775.71	775.71
KIMBERLY POSTMASTE	365	02/26	02/11/2026	78785	POSTAGE 171	MAIL KIM-TALKS/POSTAGE E	101-5143-200	147.82	147.82
Total 78785:									923.53
78786									
KLINK HYDRAULICS LL	376	02/26	02/11/2026	78786	tv202	AIR TOOL	101-5323-200	172.67	172.67
Total 78786:									172.67
78787									
KWIK TRIP INC	355	02/26	02/11/2026	78787	00229256 FEB	CUSTODIAL GAS & OIL PURC	101-5160-200	32.21	32.21
KWIK TRIP INC	355	02/26	02/11/2026	78787	00229258 FEB	FIRE DEPT GAS & OIL PURC	101-5220-200	38.33	38.33
KWIK TRIP INC	355	02/26	02/11/2026	78787	JANUARY ST	JANUARY FUEL	101-5331-200	2,168.08	2,168.08
Total 78787:									2,238.62
78788									
LEE RECREATION LLC	124	02/26	02/11/2026	78788	17511-26	FREESTANDING VELO SLIDE	101-5700-913	6,639.00	6,639.00
Total 78788:									6,639.00
78789									
MENARDS	758	02/26	02/11/2026	78789	89725	MISC SUPPLIES	101-5160-200	37.15	37.15
MENARDS	758	02/26	02/11/2026	78789	89766	MISC SUPPLIES	101-5520-200	6.99	6.99
MENARDS	758	02/26	02/11/2026	78789	89768	GFCI TESTER	101-5331-200	23.99	23.99
Total 78789:									68.13
78790									
MK ELECTRICAL SERVI	432	02/26	02/11/2026	78790	5584	LIBRARY & FIRE REPAIR/UP	101-5160-231	425.00	425.00
Total 78790:									425.00
78791									
OUTAGAMIE COUNTY T	465	02/26	02/11/2026	78791	255020-1	JANUARY DIESEL	101-5331-200	1,014.53	1,014.53
OUTAGAMIE COUNTY T	465	02/26	02/11/2026	78791	40189	SOLID WASTE	101-5363-200	10,384.67	10,384.67

Payee	Vendor Number	GL Period	Check Issue Date	Check Number	Invoice Number	Description	Invoice GL Account	Invoice Amount	Check Amount
Total 78791:									11,399.20
78793									
RAYS TIRE	504	02/26	02/11/2026	78793	0200007609	TIRE REPAIR	101-5324-200	74.86	74.86
RAYS TIRE	504	02/26	02/11/2026	78793	0200007838	TIRE(S) DISMOUNT, MOUNT	101-5324-200	370.25	370.25
Total 78793:									445.11
78794									
RESQ ENVIRONMENTS	79	02/26	02/11/2026	78794	0000077	RTF-OPERATIONS LEVEL	101-5700-923	520.00	520.00
Total 78794:									520.00
78795									
TANNERS GRILL & BAR	586	02/26	02/11/2026	78795	427	FIRE DEPT DINNER	101-5220-200	2,999.82	2,999.82
TANNERS GRILL & BAR	586	02/26	02/11/2026	78795	495730	FIRE DEPT DRINKS	101-5220-200	1,263.50	1,263.50
Total 78795:									4,263.32
78796									
TRUCK EQUIPMENT IN	589	02/26	02/11/2026	78796	1184149-00	CABLE TIES	101-5324-200	101.00	101.00
TRUCK EQUIPMENT IN	589	02/26	02/11/2026	78796	1184849-00	AIR FILTINGS & AIR LINE	101-5324-200	28.78	28.78
Total 78796:									129.78
78797									
VALLEY PEST CONTRO	1144	02/26	02/11/2026	78797	1431577	PEST CONTROL	101-5160-232	75.00	75.00
VALLEY PEST CONTRO	1144	02/26	02/11/2026	78797	1431578	PEST CONTROL MSC	101-5323-200	50.00	50.00
Total 78797:									125.00
78798									
VILLAGE OF LITTLE CH	400	02/26	02/11/2026	78798	2026Q1	1ST QUARTER 2026 FVMPD	101-5210-200	332,477.00	332,477.00
VILLAGE OF LITTLE CH	400	02/26	02/11/2026	78798	260025	OPERATOR LIC BACKGROU	101-5125-200	58.10	58.10
Total 78798:									332,535.10
78799									
W L CONSTRUCTION S	1522	02/26	02/11/2026	78799	37196	GRINDER AND BLADES	101-5220-241	726.99	726.99
Total 78799:									726.99
78800									
WE ENERGIES	664	02/26	02/11/2026	78800	5799731191	500 MOASIS GAS SERVICE	101-5323-200	1,658.31	1,658.31
Total 78800:									1,658.31
78801									
WI MUNICIPAL COURT	687	02/26	02/11/2026	78801	2026 WMCCA	2026 WMCCA DUES	101-5121-200	55.00	55.00
Total 78801:									55.00
78802									
ZARNOTH BRUSH WOR	693	02/26	02/11/2026	78802	0205014-IN	BROOM	101-5332-200	602.00	602.00

Payee	Vendor Number	GL Period	Check Issue Date	Check Number	Invoice Number	Description	Invoice GL Account	Invoice Amount	Check Amount
Total 78802:									602.00
78803									
Cintas Corp	1519	02/26	02/11/2026	78803	4259202392	8 UNIFORM	101-5160-232	16.72	16.72
Cintas Corp	1519	02/26	02/11/2026	78803	4259202392	6 HAND SOAP	101-5160-232	21.25	21.25
Cintas Corp	1519	02/26	02/11/2026	78803	4259202392	5 AIR FRESHENER	101-5160-232	24.75	24.75
Cintas Corp	1519	02/26	02/11/2026	78803	4259202392	7 BATHROOM TISSUE	101-5160-232	80.00	80.00
Cintas Corp	1519	02/26	02/11/2026	78803	4259202392	4 SINGLE FOLD PAPER TOW	101-5160-232	96.00	96.00
Cintas Corp	1519	02/26	02/11/2026	78803	4259202392	3 WET/DRY MOP	101-5160-232	13.50	13.50
Cintas Corp	1519	02/26	02/11/2026	78803	4259202392	2 CLEANING PRODUCTS/DIS	101-5160-232	15.81	15.81
Cintas Corp	1519	02/26	02/11/2026	78803	4259202392	1 EXTRAC MATS	101-5160-232	271.00	271.00
Total 78803:									539.03
78804									
FOX VALLEY TECHNICA	277	02/26	02/11/2026	78804	FEB SETTLE	FEB SETTLE 2025 TAX ROLL	101-2171	160,379.10	160,379.10
Total 78804:									160,379.10
78805									
KIMBERLY AREA SCHO	367	02/26	02/11/2026	78805	FEB SETTLE	FEB SETTLE 2025 TAX ROLL	101-2171	1,201,597.70	1,201,597.70
Total 78805:									1,201,597.70
78806									
OUTAGAMIE COUNTY T	465	02/26	02/11/2026	78806	FEB SETTLE	FEB SETTLE 2025 TAX ROLL	101-2161	130,560.31	130,560.31
Total 78806:									130,560.31
Grand Totals:									<u>2,059,163.58</u>

Approved on: February 16, 2026

Village President: _____
Charles A. Kuen

Trustees: _____
Marcia Trentlage

Lee W. Hammen

Norb Karner

David Hietpas

Mike Hruzek

Tom Gaffney

Clerk-Treasurer: _____
Jennifer Weyenberg

REGULAR MEETING OF THE KIMBERLY WATER COMMISSION
MINUTES
January 13, 2026

Chairman Johnson called the meeting to order at 11:00 am. Commissioner Stienen, Hanson, and Hietpas appeared in person. Also attending the meeting were Water Superintendent Verstegen, Utility Billing Clerk Firchow and Utility Billing Clerk Brown. Administrator/Public Works Director Block appeared remotely.

Approval of Minutes from the December 9, 2025, Meeting

Commissioner Stienen moved, Hietpas seconded the motion to approve the Water Commission minutes of the December 9, 2025, meeting. The motion carried by unanimous vote of the Commission.

Unfinished Business

None

Acknowledge and receive the PSC Final Decision on the application of the Kimberly Municipal Water Utility water rate increase with rates effective on February 1, 2026

Administrator/Public Works Director Block provided an overview of the rate increases and noted an implementation date of February 1, 2026, with proration. A Water Rate Comparison of Outagamie and Brown County Water Utilities was provided and reviewed. Administrator/Public Works Director Block also reported Official Postings will be made, copies of the tariff sheets are available at the Village Hall, and a notice will be provided in the next Kim Talk issue.

New Business

Bills and Claims, and Financial Statements for the month of November 2025

Commissioner Stienen moved, Hanson seconded the motion to approve the Bills and Claims, and Financial Statements for the month of November 2025. The motion carried by unanimous vote of the Commission.

Reports

Midwest Contract Operations, Inc.

Superintendent Verstegen reported three main breaks in December noting that main breaks were up overall in 2025 and that two sensors have been purchased to monitor pressure. Lazer has started locates during normal business hours effective January 1, 2026. There is a billing issue with completing a village wide read and will look further into it once the new Billing Clerk has settled in. There was a break on Kimberly Avenue near a Day Care Center and Midwest Contract Operations provided a temporary water supply and purchased bottled drinking water for the Center.

Public Participation

None

Adjournment

Commissioner Stienen moved, Hietpas seconded the motion to adjourn. The motion carried by unanimous vote and the Commission adjourned at 11:19 am.



Danielle Block
Secretary

Dated January 14, 2026

Drafted by MMF

Approved by Water Commission on 2-10-26

**VILLAGE OF KIMBERLY
PLAN COMMISSION MINUTES
12/16/2025**

A meeting of the Village Kimberly Plan Commission was called to order on Tuesday, December 16, 2025, at 5:00pm in the Rick J. Hermus Council Chambers, 515 W. Kimberly Ave, by President Kuen.

Commissioners Present: President Chuck Kuen and Commissioners: Michael Robach, Norb Karner, Todd Schneider, and Nancy Bourassa
Commissioners Excused: Commissioners Jeremy Freund and Dave Vander Velden
Staff Present: Deputy Clerk Erica Ziegert, Administrator/Director of Public Works Danielle Block & Community Development Director Sam Schroeder

Approval of Minutes from the 11-18-2025 Meeting

Commissioner Karner moved, Commissioner Schneider seconded the motion to approve. Motion carried by unanimous vote.

Public Hearing

None

Unfinished Business

None

New Business

Site & Architectural Review Amendment – Rebman Plumbing located at 700 W Kimberly Avenue

Commissioner Karner moved, Commissioner Robach seconded the motion to approve the building currently being constructed with no changes to the approved grading and drainage, the overall site plan, the landscaping, or any other conditions as originally approved and with added condition that the overhangs above the front entrances would be added. Motion carried by unanimous vote.

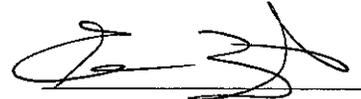
Preliminary Plat Review – The Blues (Replat of the Condominium Plat – The Blues at the Trails)

Commissioner Schneider moved, Commissioner Karner seconded the motion to approve the Preliminary Plat for the Blues at the Trail with the following conditions: 1. The public trail easement north of Tanha Lane is removed. 2. The north line of Lots 33 and 40 are moved further south to allow for additional buffering between said Lots and future development within Lot 41. 3. All Lots shall be serviced by laterals connected to public utility mains at the developer's costs. 4. Any duplicate service utility laterals shall be properly abandoned at the developer's costs. 5. Additional investigation shall be completed prior to a final plat submittal to consider necessary pedestrian accommodations. Motion carried by unanimous vote.

Doug Woelz, resident at 351 Satori Trl, spoke with concerns regarding screening and landscaping between his home and businesses in the area. He also had concerns about the type of structures being built next to him and adjacent to him. He stated that he bought into the property they live in now because what was being proposed at the time was a higher end development.

Adjournment

Commissioner Karner moved, Commissioner Bourassa seconded the motion to adjourn. Motion carried by unanimous vote at 5:25pm.



Erica Ziegert

Deputy Clerk

Dated 12/17/2025

**MINUTES OF THE MEETING OF THE
KIMBERLY PUBLIC LIBRARY BOARD
November 17, 2025**

The meeting was called to order at 4:00pm by Library Board President Corinne Herro. The meeting was held in the Meeting Room 1 of the Kimberly Public Library with an option to attend via Zoom.

Members present in Person: Corinne Herro, Rose VanderVelden, Dave Hietpas, and Phil Yunk

Members absent: Barbara Wentzel (excused)

Members present via Zoom: none

Others present in Person: Holly Selwitschka (Kimberly Library Director)

Motion by Yunk, seconded by Hietpas to approve the minutes of the October 20, 2025 meeting. Motion carried by unanimous vote.

Motion by VanderVelden, seconded by Hietpas to approve the current bills as written. Motion carried by unanimous vote.

Director's Report: Holly reviewed several items from her director's report. Holly provided updates from FOKL including the upcoming meeting on December 10 and her plans to propose a capital campaign at that meeting. There was a discussion about the library's name as Kimberly Public Library and when to use James J. Siebers Library; library board agreed to keep using Kimberly Public Library and refer to the building as James J. Siebers Memorial Library, as we have been doing since we ended the joint library partnership. Holly informed the board of a community foundation grant to purchase podcast equipment and hire a project manager to help staff get it running that paired with a Mobile Beacon grant for a laptop digital learning lab that won't be decided until January. Updates from OWLS about new ILS software and discussion about closing the library for Hoot Con that Kimberly will host on Friday, March 6. The library board was hesitant to close and will wait to make a decision on that at the next meeting. Holly shared invitations from the Village of Kimberly to upcoming events.

New Business:

Holly presented options for replacing a self-check machine; the library board decided to wait on that to see what new information unfolds.

Unfinished Business:

Motion by VanderVelden to approve the Job Description for Half Time Pre-Teen/ Teen Services Librarian with a change to the position title to include Pre-Teen, seconded by Hitepas. Motion carried by unanimous vote.

Holly provided updates to the progress on the plan for gathering data to inform the decision to add hours to the library's service schedule: she has received feedback from neighboring libraries, gathered data about room reservations in the Civic Wing, and collected stats about patron door count and statistics at times of day as much as possible. Currently, library staff are collecting observations about library use the last hour of the day, and a patron survey is circulating to better understand how patrons use the library and what needs need to be better met. In the next month, she will complete a second patron survey, gather data about community activity in the evenings, and compiled the data into a report that summaries the study and recommends a course of action in time for the next library board meeting.

Items for the Next Meeting: Hours research report; capital campaign information; discussion about closing for Hoot Con; consider the annual report. The next meeting will be Monday, January 19 at 4pm in the Library Meeting Room 1. The library board decided to not meet in December unless there is pressing business to discuss.

Motion by Hietpas, seconded by Yunk, to adjourn the meeting. Motion carried by unanimous vote. The meeting was adjourned at 4:46pm.

Submitted by: Holly Selwitschka, Library Director