

**CITY OF PLYMOUTH, WISCONSIN  
TUESDAY, FEBRUARY 27, 2024 COMMON COUNCIL MEETING  
7:00 PM COUNCIL CHAMBERS, ROOM 302  
128 SMITH ST. PLYMOUTH, WI 53073**

**AGENDA**

- 1. Call to order and roll call**
- 2. Pledge of Allegiance**
- 3. Approval of the Consent Agenda (Alderspersons may request removal of item(s), or part thereof without debate or vote):**
  - A. Approve minutes of the meeting held February 13, 2024**
  - B. Approve City and Utility Reports:**
    - I. Electric, Water and Sewer Sales Report – January 2024**
    - II. Utility Related Write Offs for February – \$2,698.60**
  - C. Minutes acknowledged for filing –Housing Authority: February 7 – Finance and Personnel: February 13**
  - D. Approve Application for Event: Plymouth Chamber of Commerce – Cheese Capital Festival, to be held June 7 & 8, 2024. Request Park Shelter Fee be Waived.**
  - E. Approve Temporary Class “B” Beer License for the Cheese Capital Festival hosted by Plymouth Chamber of Commerce on June 7 & 8, 2024. Underage persons are requested on premise.**
  - F. Approve Application for Event: Plymouth Chamber of Commerce – Mill Street Festival, to be held July 13, 2024 from 7:00 AM – 5:30 PM. Request Park Shelter Fee be Waived.**
  - G. Approve Application for Event: Plymouth Chamber of Commerce – Cheese Capital Wine Walk, to be held August 16, 2024 from 4:00 PM – 7:00 PM. Request Park Shelter Fee be Waived.**
  - H. Approve Temporary “Class B” Wine for the Cheese Capital Wine Walk hosted by Plymouth Chamber of Commerce on August 16, 2024 from 6:00 PM – 9:00 PM. Underage persons are not requested on premise.**
  - I. Approve Application for Event: Plymouth Chamber of Commerce – Pumpkin Walk, to be held November 1, 2024 from 4:00 PM – 9:00 PM. Request Park Shelter Fee Be Waived.**
  - J. Approve Application for Event: Plymouth Chamber of Commerce – Holiday Parade, to be held November 29, 2024 from 6:00 PM – 9:00 PM**
- 4. Audience Comments: Citizens comments must be recognized by the mayor or presiding officer and are limited to three minutes per person from those signed in on the registration sheet located at the back of the Council Chambers prior to the start of the meeting.**
- 5. Items removed from Consent Agenda:**

6. **New Business:**
  - A. **Discussion and Possible Action on Summer Internship Pilot Program–  
Tim Blakeslee, City Administrator/Utilities Manager**
7. **Entertain a motion to go into closed session for the following:**

Pursuant to Wis. Stat. 19.85 (1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining reasons require a closed session – Sale of Public Property – Parcel 59271821065 and Negotiations on Parcel – 59271827945
8. **Entertain a Motion to go into Open Session**
9. **Discussion and Possible Action on Closed Session Item**
10. **Adjourn to 7:00 PM on Tuesday, March 12, 2024**

It is likely a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice.

Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request this service, please contact the City of Plymouth ADA Coordinator Leah Federwisch, located in the Plymouth Utilities office at 900 County Road PP, Plymouth, WI or call 920-893-3853.

**CITY OF PLYMOUTH, WISCONSIN  
TUESDAY, FEBRUARY 13, 2024 COMMON COUNCIL MEETING  
7:00 PM COUNCIL CHAMBERS, ROOM 302  
128 SMITH ST. PLYMOUTH, WI 53073**

**UNOFFICIAL MINUTES**

1. **Call to order and roll call:** Mayor Donald Pohlman called the meeting to order at 7:00 PM. On the call of the roll, the following Alderpersons were present: Greg Hildebrand, Angie Matzdorf, Diane Gilson, Mike Penkwitz, Jeff Tauscheck, John Nelson, and Bob Schilsky. Also present were: City Administrator/Utilities Manager Tim Blakeslee, Chief of Police Ken Ruggles, Chief of Fire Ryan Pafford, Director of Public Works Cathy Austin and City Clerk Anna Voigt.
2. **Pledge of Allegiance**
3. **Approval of the Consent Agenda (Alderpersons may request removal of item(s), or part thereof without debate or vote):** Motion was made by Hildebrand/Tauscheck to approve the consent agenda. Upon the call of the roll, all voted aye. Motion carried.
  - A. **Approve minutes of the meeting held Tuesday, January 30, 2023**
  - B. **Approve City and Utility Reports:**
    - I. **List of City & Utility Vouchers dated 01/01/2024 – 01/31/2024**
  - C. **Minutes acknowledged for filing – Library Board: November 6 and December 4 –Plan Commission: February 1 – Police and Fire Commission: January 16 – Plymouth Community Television: January 16**
  - D. **Building Report for January 2024 – 24 permits at \$1,266,811.00**
  - E. **Approve Room Tax Permit Application for 230 Bishop Ave.**
4. **Audience Comments: Citizens comments must be recognized by the mayor or presiding officer and are limited to three minutes per person from those signed in on the registration sheet located at the back of the Council Chambers prior to the start of the meeting:** Kevin Sande spoke about the Mill Pond Dam. He expressed his opinion to remove the dam. He stated he was appalled at the Council when given the opportunity to put this on a referendum the Council turned it down. The reasons he is upset is the huge multiple million-dollar expense not just in Plymouth but in Sheboygan County have had to endure the past 10 years. 5-million-dollar jails, 20-million-dollar garages for the highway department that went over budget and repair of a roof a year after it's opened. Sande made reference to the school referendum and not knowing when they will be done taking money from him. Sande expressed his concern for the future generations.
5. **Items removed from Consent Agenda:** None
6. **Resolutions:**
  - A. **Approval of Resolution No. 1 Decision to Repair/Replace or Remove the Mill Pond Dam –** City Administrator/Utilities Manager Blakeslee explained that the City was notified from the DNR in 2015 that required the spillway

capacity of the Mill Pond Dam to be brought into compliance. As part of the 2023 Budget the City included funding to hire an engineering firm to provide services to assist the City in making the decision to remove the dam or replace the dam. The City selected Ayres Associates to complete a study. Ayres presented options to the Council in October and to the public on January 30 at an open house. Public comments were also received via an online survey. Blakeslee explained that the Resolution presented directs the replacement of the Mill Pond Dam. If the Council opts to remove the dam, the resolution language would be adjusted. Motion was made by Matzdorf/Tauscheck to approve Resolution 1 to Replace the Mill Pond Dam. Hildebrand made comments during discussion. He stated they Council had to make a decision because of a survey. Hildebrand expressed his disapproval of how things were handled by Council besides Dave Hermann, Diane Gilson and himself to take this decision to referendum. Hildebrand stated at this point the Council only has 2% of the voting people's opinion from the survey. Hildebrand stated 98% of the people of Plymouth are being dismissed. The cost of the referendum would have been little to nothing. Hildebrand stated not everyone is on Facebook or reads the newspaper, if he wasn't on Council he wouldn't have known. Alderman Nelson stated at one point he was in favor of removing the Dam. Then he found out the City would have come into issues of land ownership if the water was taken away. There could be significant issues for the City with many people living around the pond to agree to give the City a quick claim deed so the area could be turned into a park. Alderperson Nelson said to remove the dam and just leave it wild would be irresponsible and the City would never live it down. The area would have to be developed and into something attractive and the expenses wouldn't go away. The City would still have to maintain the valley every year. Nelson stated its not a free lunch just be removing the dam. Given the land ownership issues the reality is it wouldn't get done without some pretty terrible legal battles, Nelson decided to go with replacement instead. Upon the call of the roll, all voted aye. Motion carried.

- B. Approval of Resolution No. 2 Authorizing Participation in the Department of Natural Resources in the Municipal Dam Grant Program:** City Administrator/Utilities Manager Blakeslee explained the second of the three dam related items on the agenda is approval of Resolution No. 2 Authorizing Participation in the Department of Natural Resources in the Municipal Dam Grant. Although the City of Plymouth received allocation of \$1,000,000 in the State of Wisconsin in 2023-25 Biennial Budget for the dam, the DNR is requesting the City of Plymouth follow the standard grant application process to have access to the funding. Motion was made by Nelson/Penkwitz to approve Resolution No. 2024-2 Authorizing Participation in the Department of Natural Resources in the Municipal Dam Grant Program. Upon the call of the roll, all voted aye. Motion carried.

**7. New Business:**

**A. Discussion and Action to Direct Staff on Dam Repair Option –**

Administrator/Utilities Manager Blakeslee explained the last Mill Pond Dam related item on the agenda pertains to the direction to City Staff concerning the preferred option for dam replacement. The study from Aryes outlined three dam replacement options along with estimated project costs. After the open-house City Staff met to develop the preferred recommendation for Common Council considerations. Aryes also participated in this meeting to answer question from City Staff. City Staff advises the Common Council to proceed with Option 1: Crest Gate. The Crest Gate facilitates ease of overall operations, notable in regulating the water elevation of the pond. It provides the optimal solution for debris clearance and can be fully opened during power outages or emergencies. With minimal moving parts, the Crest Gate necessitates limited future maintenance and associated costs for the gate itself. The Crest Gate width will be 24 feet wide which will have the largest waterfall effect for aesthetics out of the three options. Motion was made by Hildebrand/Gilson to direct staff to proceed with Option 1: Crest Gate for dam replacement. Hildebrand asked Blakeslee to explain what will happen if a majority doesn't vote for this option. Blakeslee explained that if a majority of Council votes on the crest gate option staff would move forward pursuing the crest gate option. If voted down, the Council would have to make another motion for a different option or potentially postpone the item for further discussion. Alderperson Nelson pointed out that option 1 is \$600,000 more than option 3. He asked if any of the options can be changed remotely? DPW Director Austin stated none of the options can be, the ease of operation is a lot better with option one. Controlling the water level with option one is going to be easier for staff. Austin stated option one is going to also be the most aesthetically pleasing compared to option three. When talking with the DPW workers, who will be operating the dam, the ease of operation and how its function is why staff chose option one. Alderperson Penkwitz stated when looking at the options, option one would be more attractive to look at. When he operated gates at the Wastewater Plant and the gates are going up and down the slides start not working and they get corroded. With option one you get fewer moving parts; he likes the crest gate option. Alderperson Nelson commented that the Sheboygan has a crest gate option, but also is run by a lift gate. Alderperson Tauscheck asked DPW Director Austin to explain more what she meant by ease of operation when comparing the different gates. Austin explained similar to what Alder. Penkwitz was saying how the parts move. The crest gate is more of a pivot than the entire gate moving up and down. The split leaf gate will draw underneath and that the harder part on controlling water. She reminded them, DPW hasn't operated either of them so it'll be a learning curve and that's why they were involved in the conversation with Aryes. Upon the call of the roll, 5 voted aye; 2 voted no; Hildebrand and Nelson. Motion carried.

**B. Discussion and Action on a Maintenance and Operation Agreement for the Sugar Shack at City Park with Plymouth Maple Association–**

City Administrator/Utilities Manager Blakeslee explained that, March 2023 Alder.

Nelson presented a concept of building a Sugar Shack in the City Park to provide a permanent location for maple syrup production as part of the annual Maple Festival. Council accepted the design and location of the Sugar Shack Structure in November 2023. This agreement outlines the construction responsibility and future maintenance are the responsibility of the Plymouth Maple Association. The ownership of the structure once complete will be that of the City. The agreement also outlines cancellation provisions, insurance requirement during construction and public events, and access to the facility. Motion was made by Hildebrand/Tauscheck to approve License Agreement for Sugar Shack at City Park with Plymouth Maple Association. Alderperson Nelson explained that have received donations for this project and Plymouth High School will help construct the building. There will not be any cost to the City. He also mentioned the Association is shopping around for insurance. The first and seconds agreed to adjust the motion to approve with the stipulation insurance is provided. Upon the call of the roll, 6 aye; Nelson recused himself. Motion carried.

**C. Extraterritorial Survey Map Seeking Approval for Thomas and Brittany Schultz: Part of SW ¼ of the SE ¼ of the SE ¼ of Section 36, T15N R21E, Town of Plymouth, Sheboygan County, Wisconsin –City**

Administrator/Utilities Manager Blakeslee explain that owners Thomas and Brittany Schultz would like to divide a portion of their property in the Town of Plymouth. Plan Commission recommended this to Council at their meeting February 1. Motion was made by Hildebrand/Tauscheck to approve the Extraterritorial Survey Map presented. Upon the call of the roll, all voted aye. Motion carried.

**D. Discussion and Action on Bid Award to Border States/Siemens for 138 kV breakers for the Substation #5 Project –City Administrator/Utilities**

Manager Blakeslee explained that part of the Substation #5 project. The item with the second longest lead time for the substation are the 138 kV breakers. Forster Engineering opened sealed bids for the breakers on February 8. Upon bid opening, it is recommended the low bid from Border States/Siemens for 138 kV breakers be approved in an amount of \$274,891.30. Border States/Siemens was able to secure a production slot for one of the two breakers to meet the requested in-service date of the substation of September 2025. Motion was made by Tauscheck/Hildebrand to approve bid award to Border States/Siemens for 138 kV breakers for the Substation #5 Project. Mayor Pohlman congratulated Blakeslee and staff on the efforts that was started a year ago to get the substation project going. Upon the call of the roll, all voted aye. Motion carried.

**8. Ordinances:**

**A. Ordinance No. 1 Amending Section 10-1-51 of the Municipal Code of the City of Plymouth, Wisconsin Regarding Parking of Oversized Vehicles –**

Police Chief Ruggles explained staff brought forth a proposed change to the Committee of the Whole regarding Ordinance Section 10-1-51 – Parking of vehicles over 12,000 pounds or 16 ft restricted. Staff recommends to change

the length restriction from 16 ft to 22 ½ feet to allow for longer passenger vehicles to park overnight. Motion was made by Hildebrand/Nelson to approve Ordinance No. 1 Amending Section 10-1-51 of the Municipal Code of the City of Plymouth, Wisconsin Regarding Parking of Oversized Vehicles. Upon the call of the roll, all voted aye. Motion carried.

- B. **Ordinance No. 2 Amending Section 5-2-9 of the Municipal Code of the City of Plymouth, Wisconsin Regarding Open Burning** – Fire Chief Pafford explained the ordinance change being presented to Council would eliminate the need for a permit for residential recreational bonfire or fire pit. Motion was made by Tauscheck/Gilson to approve Ordinance number 2 amending section 5-2-9 of Municipal Code of the City of Plymouth, Wisconsin Regarding Open Burning. Upon the call of the roll, all voted aye. Motion carried.

9. **Adjourn to 7:00 PM on Tuesday, February 28, 2024:** Motion was made by Hildebrand/Matzdorf to adjourn the meeting. A unanimous aye vote was cast. Motion carried.



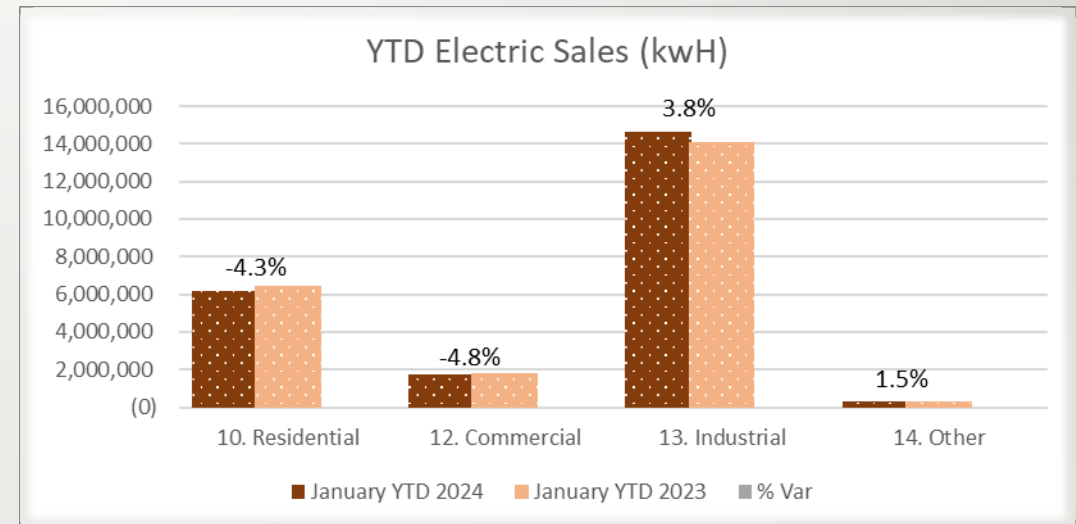
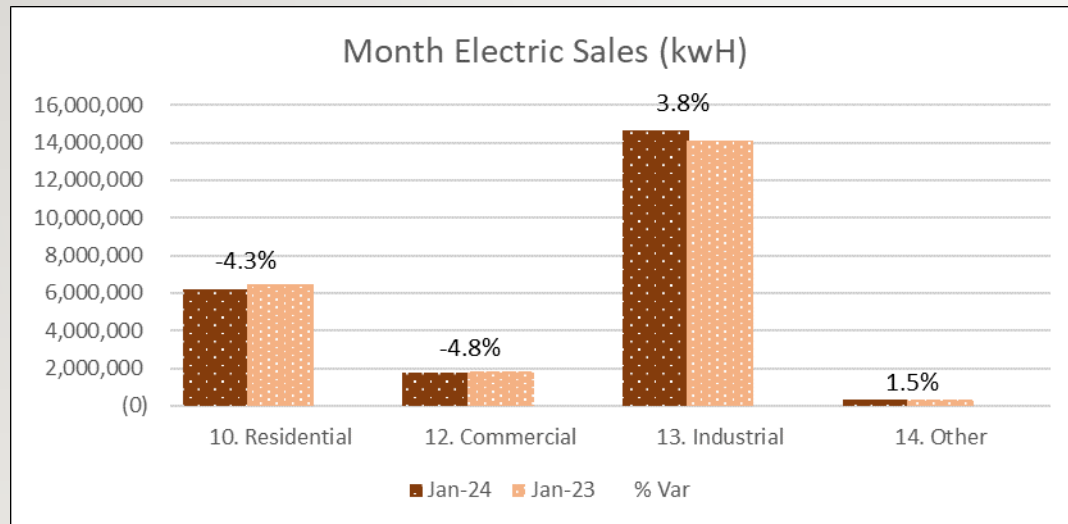
# Plymouth Utilities

JANUARY 2024

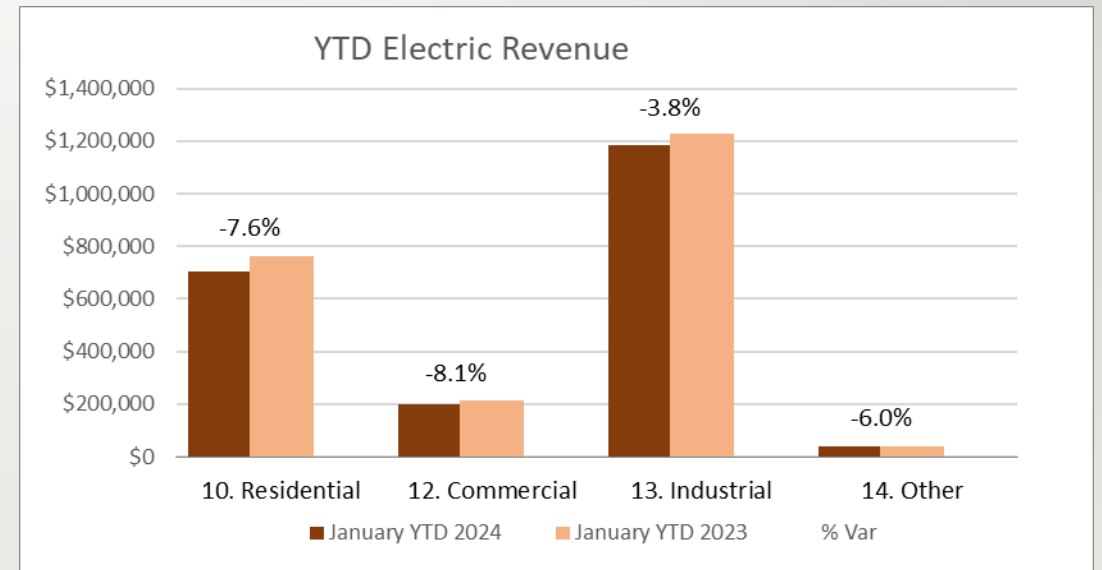
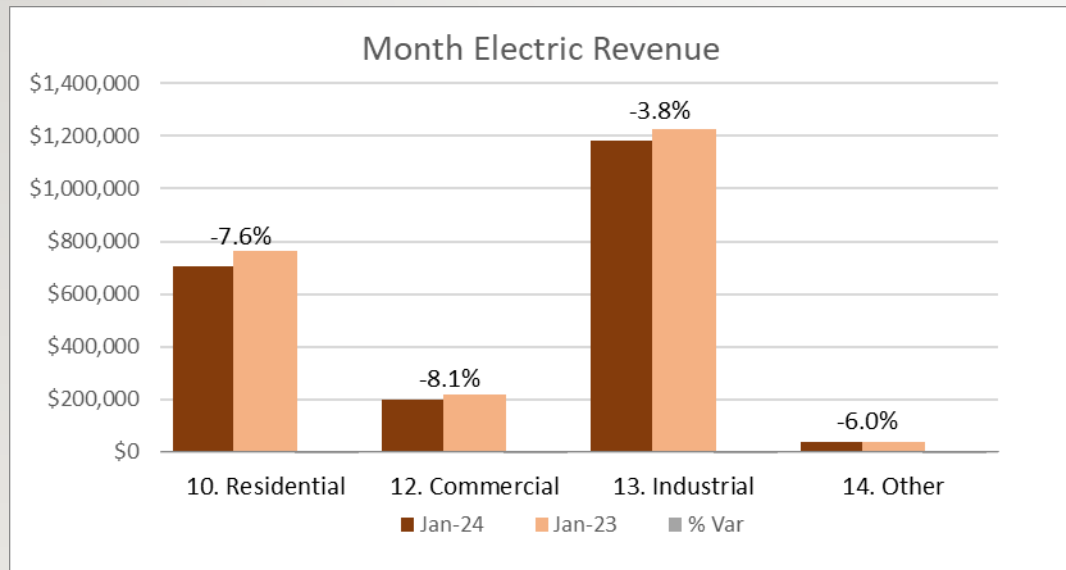
SALES & REVENUE



# January 2024 Electric Sales

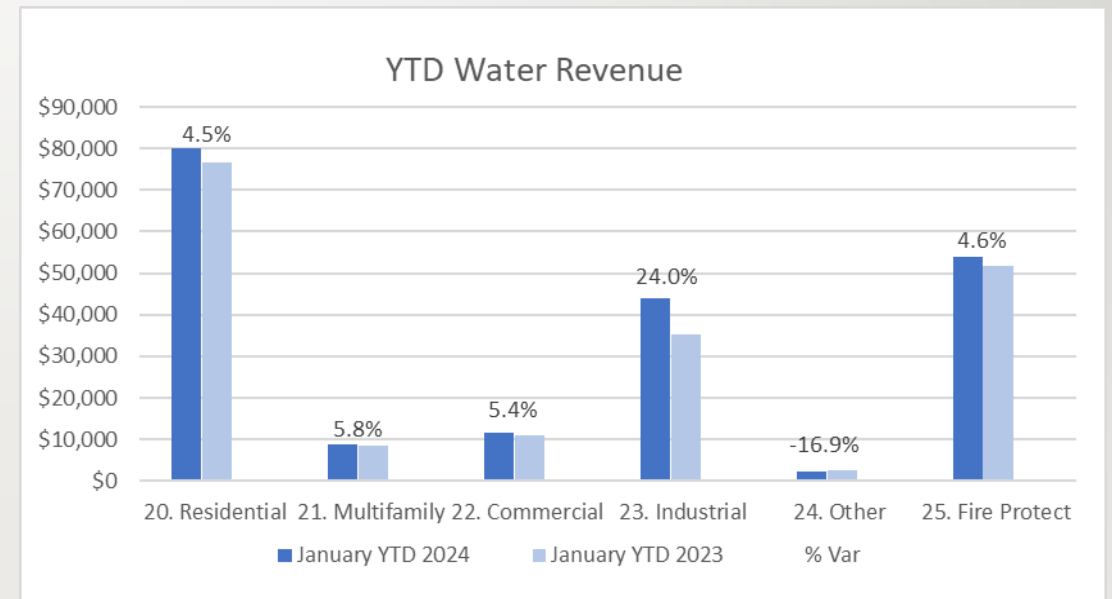
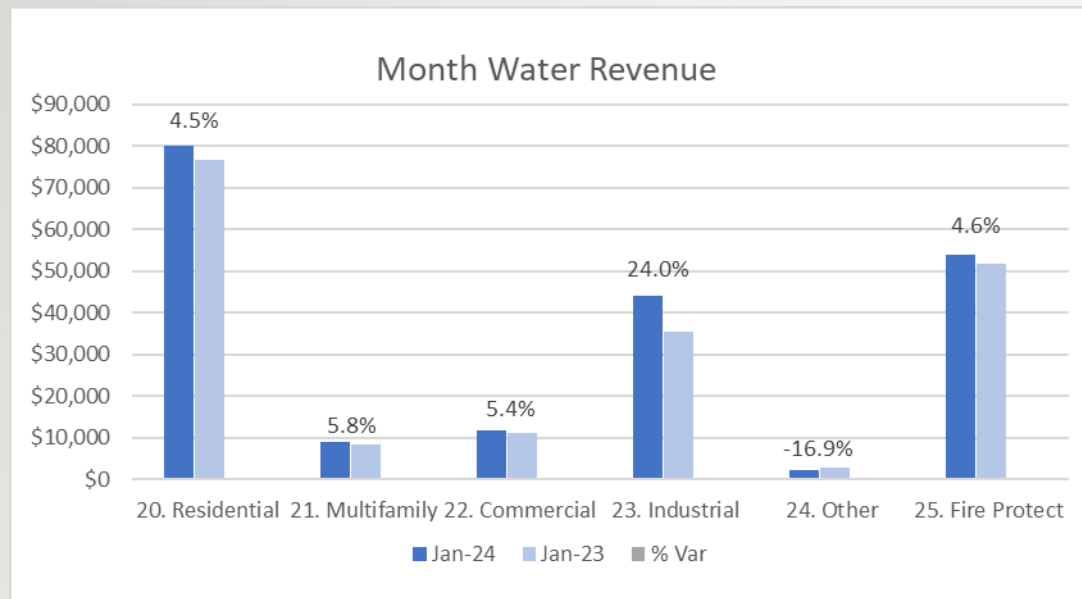


# January 2024 Electric Revenue

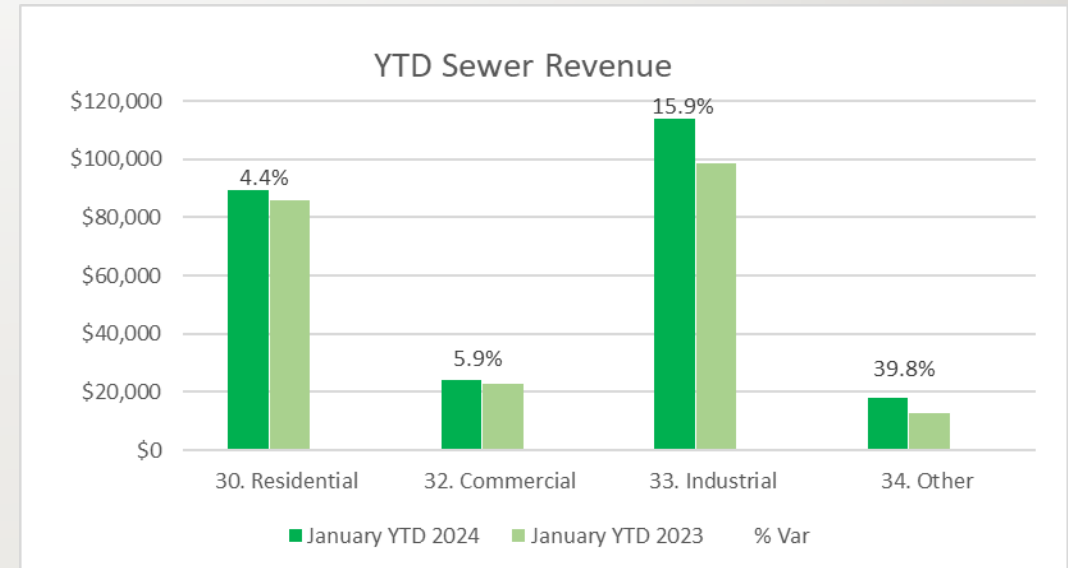
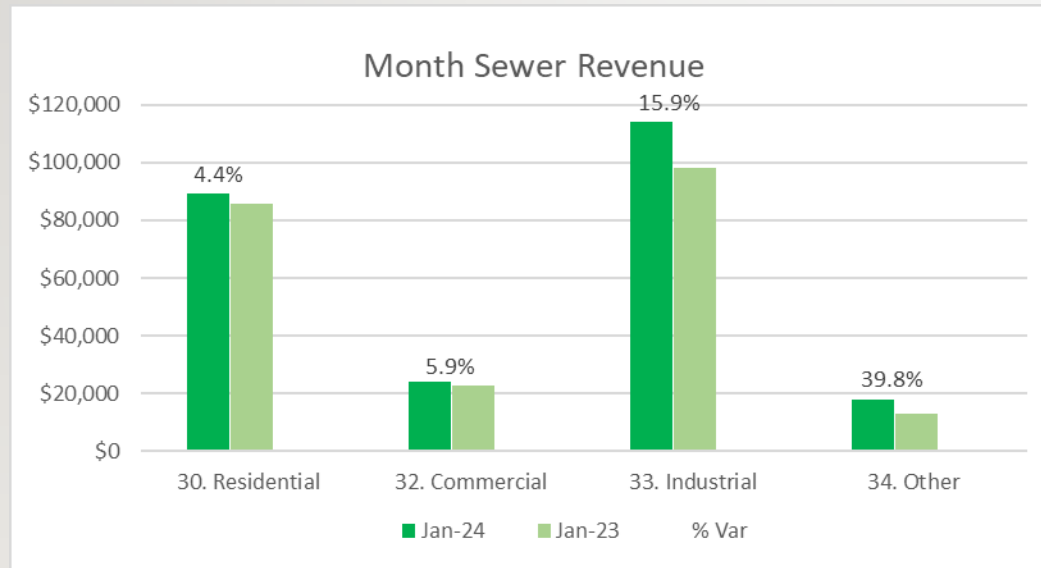


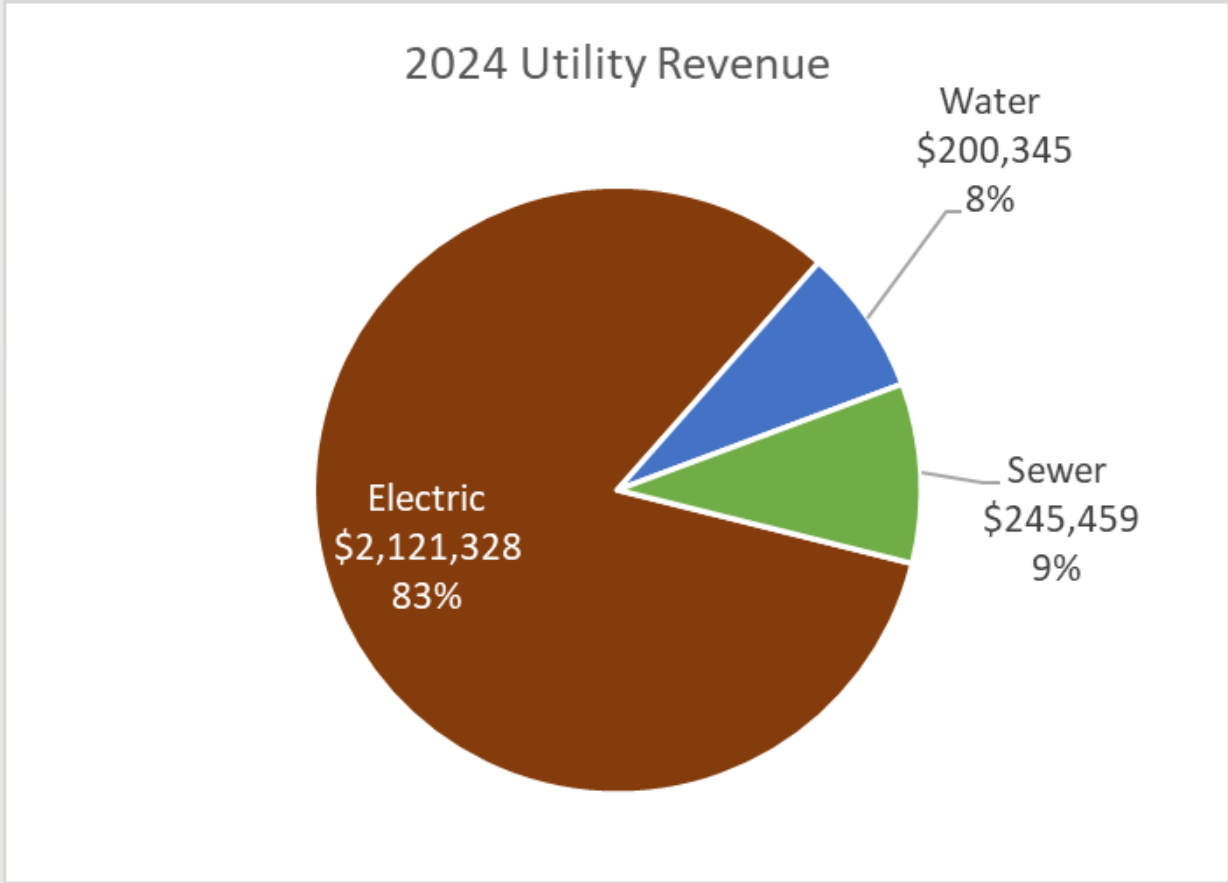
Overall sales are down from 2023 as a result of reduced PCAC rates. In turn, Purchase Power expense is down.

# January 2024 Water Revenue



# January 2024 Sewer Revenue





Report Criteria:

Types Selected: Balance Write-offs

Name	Customer Number	Type	Invoice/Reference	Description	Applied To Invoice	Check Number	Amount	Category
<b>Balance Write-offs</b>								
<b>02/05/2024</b>								
SUBTERRA CONN	91629	Balance Write-offs	1	Write-off balance	5149		59.08-	
MARY REITER	91653	Balance Write-offs	2	Write-off balance	5172		320.39-	
Total 02/05/2024:							379.47-	
Total Balance Write-offs:							379.47-	
Grand Totals:							379.47-	

Report Criteria:

Selected types: Write Off

Name	Customer Number	Type	Reference Number	Description	Source ID	Check Number	Amount	Msg	Service
<b>Write Off</b>									
<b>02/07/2024</b>									
MELIUS, LENORE H	5.88.55274.21	Write	7	WRITE OFF SDC			190.60-	M	Multiple
RADDER, DAVID	6.87.11023.11	Write	8	WRITE OFF SDC			380.87-	M	Multiple
SCHEUREN, AMANDA & J	6.88.35924.08	Write	9	WRITE OFF SDC			440.93-	M	Multiple
BITNEY, SHAUN	6.88.69056.28	Write	2	WRITE OFF IN-HOUSE			21.79-	M	Multiple
SCHILLING, JAMIE	11.88.33571.22	Write	10	WRITE OFF SDC			109.85-	M	Multiple
TURICIK, JASON	12.87.21171.07	Write	12	WRITE OFF SDC			150.90-	M	Multiple
STRUEBING, SUSAN	13.87.05271.19	Write	11	WRITE OFF SDC			360.55-	M	Multiple
CLARK, CHRIS	13.87.29882.50	Write	3	WRITE OFF SDC			210.94-	M	Multiple
LOFY, ABIGAIL	16.88.32558.13	Write	5	WRITE OFF SDC			66.41-	M	Multiple
DRIER, AMANDA	16.88.35355.22	Write	4	WRITE OFF SDC			226.44-	M	Multiple
MARTIN, EDWIN H	17.87.02269.31	Write	6	WRITE OFF SDC			136.55-	M	Multiple
ATKIELSKI, JOSHUA	19.88.33572.05	Write	1	WRITE OFF IN-HOUSE			23.30-	M	Multiple
Total 02/07/2024:							<u>2,319.13-</u>		
Total Write Off:							<u>2,319.13-</u>		
Grand Totals:							<u>2,319.13-</u>		

# **THE HOUSING AUTHORITY OF THE CITY OF PLYMOUTH**

1214 Reed Street  
Plymouth, WI 53073  
920-893-5133, 920-893-6117(fax)

## **BOARD OF COMMISSIONERS**

### **REGULAR MONTHLY MEETING**

#### **GENERAL MEETING CALL TO ORDER:**

The regular monthly meeting of the Board of Commissioners was called to order at 8:59 AM, February 7th, 2024 by Chairperson Linda Opitz

Chairman:	Linda Opitz
Commissioner:	Dennis McMullen
Commissioner:	Marsha Vollbrecht
Commissioner:	Jay Groshuesch
Commissioner:	Mike Olig
Secretary:	Bob Hemauer
Guest:	None

#### **PROCEEDINGS**

1. The minutes of the January 10th 2024 meeting were read. After review of the minutes, a motion was made by Commissioner Groshuesch and second by Commissioner Vollbrecht to approve the minutes. The motion was carried.
2. Recognition of tenant concerns:
  - a. 1216D has given notice. 1210C has new tenant already. 1204D tenant pending.
  - b.
3. The January 2024, Income and Expense report was reviewed. A motion was made by Commissioner Vollbrecht and second by Commissioner McMullen to approve the financial report. The motion carried.
4. The February 2024 invoices were reviewed and discussed and questions were answered by the Executive Director. Commissioner McMullen moved that all invoices be paid with Commissioner Olig seconding the motion. The motion carried.



## SECRETARY'S REPORT

1. The bulk account with Spectrum is officially closed.

## Old Business

1. Capital funds 2023.
  - a. **Residing the storage garage;** Bid list and pricing was reviewed. Final documents will be presented at March meeting for approval.
  - b. **Retaining walls;** Bid list and pricing was reviewed. Final documents will be presented at March meeting for approval.
  - c. **Housing Opportunity through Modernization Act:** Director had a virtual meeting with Nan McKay January 15<sup>th</sup>, 16<sup>th</sup> and 17<sup>th</sup>. Final documents should be ready at April meeting.

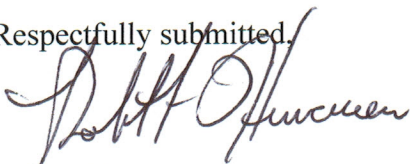
## NEW BUSINESS

**Resolution #363, Approval of 22/23 FY audit;** A motion by Commissioner Olig to approve the audit of FY 22/23, with the second from Commissioner McMullen, motion carried.

There was no further business to come before the Commissioners of the Authority. A motion to adjourn at 10:05 AM by Commissioner Vollbrecht and seconded by Commissioner McMullen. The motion carried.

The next scheduled regular meeting is March 6th, 2024 at 9 AM.

Respectfully submitted,



Robert Hemauer

Executive Director

## UNOFFICIAL MINUTES

### FINANCE & PERSONNEL COMMITTEE OF THE PLYMOUTH COMMON COUNCIL

TUESDAY FEBRUARY 13, 2024 @ 6:30 PM

- 1. Call to order and roll call:** Finance & Personnel Committee Chair Nelson called the meeting to order at 6:30 PM. On call of the roll, the following members were present: Mayor Pohlman, John Nelson, Jeff Tauscheck, Greg Hildebrand, and Mike Penkwitz. Also present were: Alder. Angie Matzdorf, Alder. Diane Gilson, Fire Chief Ryan Pafford, Police Chief Ken Ruggles, City Administrator/Utilities Manager Tim Blakeslee, and Clerk/Deputy Treasurer Anna Voigt.
- 2. Approval of meeting minutes for October 10, 2023 meeting:** Motion was made by Hildebrand/ Tauscheck to approve the minutes. A unanimous aye vote was cast. Motion carried.
- 3. Summer Internship Pilot Program Discussion and Recommendation:** City Administrator/Utilities Manager Blakeslee explained the primary objective of a summer intern pilot program is to generate interest in the future of local government among those looking to begin their career and benefit from intern contributions to daily operations with their assistance of office tasks. The intern will undertake a research project focused on a relevant topic related to local government, assist with various office tasks including filing, election work and administrative duties. The intern will have the opportunity to attend various staff meeting. At the end of the program, the intern will work to put together a comprehensive resume highlighting their experiences and skills gained during their time with us. Tauscheck and Hildebrand were in favor of the program. Hildebrand suggested reaching out in the Plymouth area. Tauscheck asked if the program goes well if it will continue to other areas in the City as well. Blakeslee responded that if it goes well they could also bring involve the Utilities. Nelson asked if WPPI has grants for programs like this. Blakeslee stated that he would look into it. He mentioned that WCMA has a potential grant the City could apply for. Motion was made by Pohlman/Penkowitz to recommend the Common Council approval of the summer intern pilot program. A unanimous aye vote was cast. Motion carried.
- 4. Fire Department Ladder Truck Discussion and Recommendation:** Chief Pafford explained that the Fire Department has started putting together a spec for a new aerial truck. He mentioned the current price is \$2,093,121.05, since the department started looking in 2023 the price has increased \$200,000. The current lead time is 34-36 months. Signing a contract for the truck would put Plymouth in line to receive this truck in 2027. Pafford noted, if something were to happen where the funds could not be allocated, Plymouth would be able to break the contract. However, that would start the process all over again. By signing of a contract, the price would be locked in. Without the contract will continue to increase. Hildebrand asked if there could be a demo of the potential truck. Pafford said there could potentially be one in the summer. Nelson asked if there were any issues with the current truck that could be fixed since the truck probably has few miles and hours on it. Pafford explained that there are a few safety issues that would cost a bit to replace. Nelson asked if the new truck would be quipped for taller buildings if the City has taller buildings in the future. Pafford said that it would the new one would have a 100ft ladder and be quipped for taller buildings. Mayor Pohlman asked Blakeslee about financing. Blakeslee stated that a good portion of this would be financed by a bond issuance, with a few other big projects the City is looking to do. Motion was made by

Pohlman/Tauscheck to recommendation for approval to the Common Council. Upon the call of the roll, all voted aye. Motion carried.

5. **Adjournment:** Motion was made by Pohlman/Hildebrand to adjourn the meeting. A unanimous aye vote was cast. Motion carried.



February 19, 2024

Mayor Don Pohlman and  
Plymouth Common Council  
128 Smith Street  
Plymouth, WI 53073

RE: Chamber Community Events

Dear Mayor Pohlman and Council Members:

The Plymouth Chamber of Commerce respectfully requests a waiver to the park fee for our upcoming events for 2024.

Our events serve multiple purposes. First is to bring people to our community and downtown areas and expose our business community and also to give our residents and visitors activities celebrating Plymouth.

Some of our events are new and some are long time traditions and we keep adding and improving them to continue to appeal to as many people as possible.

We appreciate your past cooperation and assistance. We look forward to working with the city again this year in providing our many community events.

Sincerely,

**Mary M. Hauser**

Executive Director  
**Plymouth Chamber of Commerce**  
647 Walton Drive  
Plymouth, WI 53073  
(920) 893-0079



# City of Plymouth Parks & Youth Center Rental Agreement

These facilities are rented on a First Come – First Serve basis.

Rental of Park Facilities for the current year will begin on the first Monday in February of that year.

Application Date 1-30-24 Date of Rental June 7 & 8, 2024  
 Park Stayer Park Facility Park & Music Pavilion  
 Purpose of Rental Festival - Cheese Capital Festival  
 Approximate # of people attending 1000? Time Rented From: 8:00am To: 10:30pm

### ENTRY INTO THE RENTED FACILITY GRANTED ON THE DAY(S) OF RENTAL ONLY.

Applicant Name/Responsible Party Plymouth Chamber of Commerce - Mary Hauser  
 Address 647 Walton Drive City Plymouth  
 Home Phone # 920-893-0079 Work Phone # 920-698-0390  
 Email maryhauser@plymouthwisconsin.com

You **must** pay the entire rental fee at the time this application is made to reserve the facility.

Refunds will only be considered for cancellations within one week of the application date.

You must be at least 18 years of age to rent the City of Plymouth facilities.

#### FEE SCHEDULE FOR PARK FACILITIES:

- \$60.00 for City Residents
- \$120.00 for non-City Residents
- \$120.00 for City -based Organization
- \$240.00 for non-City based Organization

- \$50.00 Security Deposit (50 people & under)
- \$100.00 Security Deposit (51 people & over)

#### FEE SCALE FOR YOUTH CENTER:

- 0-5 Hour Rental - \$70.00 for City Residents
- Over 5 Hour Rental - \$140.00
- 0-5 Hour Rental - \$140 for non-City Residents
- Over 5 Hour Rental - \$280.00 for non-City Residents

- \$50.00 Security Deposit (50 people and under)
- \$100.00 Security Deposit (51 people & over)

**ALL PARK FACILITIES ARE CLOSED BETWEEN 10:00 PM & 6:00 AM - YOUTH CENTER MUST BE VACATED BY 1:00 AM**

**SECURITY DEPOSITS ARE DUE AT TIME OF KEY PICK-UP**

Please pick up your key and pay \$ \_\_\_\_\_ security deposit at the Clerk's Office by:

Time: \_\_\_\_\_ Date: \_\_\_\_\_

Fee Amount Paid: \_\_\_\_\_ Cash or check #: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

FOR CONCERNS AFTER NORMAL CITY HALL HOURS – CONTACT THE PLYMOUTH POLICE AT 920-893-6541

● **PARKS AVAILIABLE TO RENT:**

1. Band Shell: City Park / 203 Suhrke Road
2. Cake Stand: City Park / 203 Suhrke Road
3. Lower Shelter: City Park / 203 Suhrke Road
4. Rotary Park Shelter: 903 E. Clifford Street
5. Nutt Hill Shelter: 750 W. Main Street
6. Lone Oak Shelter: 2245 Valley Road
7. Stayer Park Band Shell: 39 S. Stafford Street
8. Youth Center: 609 North Street
9. Certain picnic areas at City Park are available to rent with no fee.

PARKS OPEN – FIRST WEEKEND IN MAY

MAY – WEEKEND RESERVATIONS ONLY – RESTROOMS OPEN 9:00 AM – 7:00 PM

MEMORIAL DAY TO 1<sup>ST</sup> FRIDAY AFTER LABOR DAY - WEEKDAYS AND WEEKENDS – RESTROOMS OPEN 9:00 AM – 9:00 PM

SEPTEMBER – WEEKEND RESERVATIONS ONLY – RESTROOMS OPEN 9:00 AM – 3:00 PM

PARKS CLOSE – AFTER 3<sup>RD</sup> WEEK IN OCTOBER

- If a business/corporation/non-profit organization event is over 50 people, you must fill out an Application for Event Form, furnish proof of insurance liability coverage, and pay a \$100 security deposit.

In entering the agreement, I will uphold the following City of Plymouth policies and ordinances. Any violations will be just cause for the denial of future reservations in the City of Plymouth parks or facilities:

- To cancel this rental, please call City Hall, (920) 893-1271, 24 hours in advance between 7:30 am and 4:00 PM M-F
- Any person, organization, or corporation reserving any park area or facility in the City of Plymouth shall agree to assume full responsibility for all damage to City property and shall make full payment upon billing by the City Clerk.
- Renters must pick up keys by the last business day before their scheduled event and are responsible for the specified security deposit listed on page one. All rental areas shall be left in clean condition, with refuse placed in containers provided for such purpose. All tables and benches shall be returned to the proper location. The security deposit will be refunded after 10:00 am on the next business day when keys to the rental facility are turned in to the Clerk's Office and it is verified that the facility has been properly cleaned. Any clean up costs by the City will be billed at \$30.00 per hour and will be deducted from the security deposit.
- All accidents, incidents and misunderstanding must be referred to the City Clerk's Office within 48 hours.
- Any misrepresentations of events at facilities rented by this agreement will terminate the rental agreement and will be just cause for the denial of future reservation in the City of Plymouth Parks or Facilities.
- By signing this agreement Renter, the undersigned, agrees to indemnify and hold harmless the City of Plymouth, its agents and employees, from any and all claims and legal action for damage to personal property and/or personal injury that may be brought against the City of Plymouth as the result of his/her/ its use and rental of the above facility by any member of such organization or guest there of, and does further certify that he/she has full authority so to do.

Signature of Renter: \_\_\_\_\_

*May House*



# Application for Event

City of Plymouth  
128 Smith Street  
P.O. Box 107  
Plymouth, WI 53073

Applicant Name Plymouth Chamber of Commerce Phone Number 920-893-0079  
Address 647 Walton Drive City Plymouth Zip 53073  
Are you a 501 (C-3) non-profit organization?  No  Yes Tax Exempt # \_\_\_\_\_

I have included my organization's proof of insurance with this form. Will be sent from insurance agent  
 I am exempt from requiring proof of insurance because \_\_\_\_\_

Authorized Agent Mary Hauser Home Phone 920-698-0390 (Clerk/Treas. Initials)  
Bus. Phone \_\_\_\_\_  
Address 647 Walton Dr. City Plymouth Zip 53073  
Point of contact at Event (if different than Agent) \_\_\_\_\_

- Type of Event: (Check all appropriate blocks)  Public  Private
- Athletic Activity (tournament, sports event)
  - Block Party
  - Financial Gain Event (map required)
  - Community/Park Event
  - Parade/Street Closing (map required)
  - Runs/Walks (map required)
  - Business/Organization Event
  - Other \_\_\_\_\_

Event Date(s): June 7-8, 2024 Start/End Time: Friday 5:00-10:30  
Cheese Festival Parade & Music Festival Purpose: Saturday 11:00-10:30  
Name of Activity \_\_\_\_\_  
Assembly Area Main Street, Mill St & Stayer Park Dispersal Area: \_\_\_\_\_  
Estimated Attendance 1000? No. of Parade Units: 60  
Location of Block Party Stayer Park  
(Block off - street from - street to)

### Check all appropriate boxes:

- |                                     |                                     |                                     |                                     |                                     |                         |
|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------|
| Yes                                 | No                                  |                                     | Yes                                 | No                                  |                         |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Admission/Entry Fee                 | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Fireworks               |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Financial Gain Activity             | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Amusement Rides         |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Concession Sales                    | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Setting Up Tents        |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Vendor Displays/Sale                | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Amplification Equipment |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Electricity Needed                  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Musical Bands           |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Portable Toilets                    | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Horses/Animals          |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Street Closure <u>-Sat. am only</u> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Snowmobiles/ATV's       |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Barricades Needed ( _____ )         | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Beer Sales*             |
- Quantity
- \*Requires Special Permit

The applicant named on this application will be responsible for the conduct of the special event and for the condition of the facility. We will not deny anyone the benefits of, or otherwise subject anyone to discrimination because of race, color, creed, national origin, handicap or religion.  
The applicant individually, or the authorized agent on behalf of applicant, being of sound mind and body, do hereby freely, voluntarily and knowingly, now and for all times, fully save and hold harmless, the City of Plymouth and each and every of its elected, and appointed officials, employees, representatives, agents, heirs, and assigns, jointly and severally for and against any and all claims, causes of action, actions, liabilities, demand, losses, damages, and/or expenses of whatsoever kind and nature including counsel or attorney's fees, which I have or may, at any time, incur or sustain arising from, resulting from, incurred in consequence of, or pertaining to, any and all intentional and negligent acts, incidents, activities, and transactions, of whatever kind and nature, direct or indirect, of mine own and those of or by the City of Plymouth and each and every of its elected and appointed officials, employees, and agents, regardless of when and where, occurring or arising from this event.  
The public event applicant shall submit a general liability insurance policy certificate in the amount of \$1 million dollars naming the City of Plymouth as an additional insured party. The applicant for this public event must be 18 years of age. Any misrepresentation of public events described in this application occurring in City of Plymouth parks or facilities will be just cause for future denial of rental agreements with the City of Plymouth.

Date 1-29-24 Signature Mary Hauser  
(Must be Applicant or Duly Authorized Agent)

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

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

FEE \$ 10.00

Application Date: 1-31-24

Town  Village  City of Plymouth

County of Sheboygan

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

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

A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 6/17-5:00 pm and ending 6/18-10:30 pm and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) →
- Bona fide Club  Church  Lodge/Society
- Chamber of Commerce or similar Civic or Trade Organization
- Veteran's Organization  Fair Association

(a) Name Plymouth Chamber of Commerce

(b) Address 647 Walton Dr., Plymouth WI 53073  
(Street)  Town  Village  City

(c) Date organized 1921

(d) If corporation, give date of incorporation 1921

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box:

(f) Names and addresses of all officers:

President June Paris

Vice President Neal Moegenburg

Secretary May Hauser

Treasurer Derrick Bernam

(g) Name and address of manager or person in charge of affair: May Hauser & Ryan Theel  
 Phone # 920-893-0079

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

(a) Street number Stayer Park only

(b) Lot \_\_\_\_\_ Block \_\_\_\_\_

(c) Do premises occupy all or part of building? no

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover:

(e) Are you requesting to allow underage persons on the premise? Yes X No \_\_\_\_\_

3. Name of Event

(a) List name of the event Cheese Capital Cheese Festival

(b) Dates of event 6/17 + 6/18

(c) Times of Event 6/17-5:00pm-10:30pm 6/18-11am-10:30pm

**DECLARATION**

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

Officer June Paris  
(Signature/date)

Plymouth Chamber of Commerce  
(Name of Organization)

Officer [Signature] 2/6/2024  
(Signature/date)

Officer Neal Moegenburg 2/6/24  
(Signature/date)

Officer May Hauser  
(Signature/date)

Date Filed with Clerk 2/15/24

Date Reported to Council or Board \_\_\_\_\_

Date Granted by Council \_\_\_\_\_

License No. \_\_\_\_\_

Certificate of Insurance, if required, received \_\_\_\_\_, 2 \_\_\_\_\_





# City of Plymouth Parks & Youth Center Rental Agreement

These facilities are rented on a First Come – First Serve basis.

Rental of Park Facilities for the current year will begin on the first Monday in February of that year.

Application Date 1-31-24 Date of Rental 7/13/24  
 Park Stayer Park Facility Park & Music Pavilion  
 Purpose of Rental Festival - Mill Street Festival  
 Approximate # of people attending 500 Time Rented From: 7:00 am To: 5:30 pm

### ENTRY INTO THE RENTED FACILITY GRANTED ON THE DAY(S) OF RENTAL ONLY.

Applicant Name/Responsible Party Plymouth Chamber of Commerce - Mary Hauser  
 Address 647 Walton Drive City Plymouth  
 Home Phone # 920-893-0079 Work Phone # 920-698-0390  
 Email maryhauser@plymouthwisconsin.com

You **must pay** the entire rental fee at the time this application is made to reserve the facility.

Refunds will only be considered for cancellations within one week of the application date.

You must be at least 18 years of age to rent the City of Plymouth facilities.

#### FEE SCHEDULE FOR PARK FACILITIES:

- \$60.00 for City Residents
- \$120.00 for non-City Residents
- \$120.00 for City -based Organization
- \$240.00 for non-City based Organization

- \$50.00 Security Deposit (50 people & under)
- \$100.00 Security Deposit (51 people & over)

#### FEE SCALE FOR YOUTH CENTER:

- 0-5 Hour Rental - \$70.00 for City Residents
- Over 5 Hour Rental - \$140.00
- 0-5 Hour Rental - \$140 for non-City Residents
- Over 5 Hour Rental - \$280.00 for non-City Residents

- \$50.00 Security Deposit (50 people and under)
- \$100.00 Security Deposit (51 people & over)

**ALL PARK FACILITIES ARE CLOSED BETWEEN 10:00 PM & 6:00 AM - YOUTH CENTER MUST BE VACATED BY 1:00 AM**

#### SECURITY DEPOSITS ARE DUE AT TIME OF KEY PICK-UP

Please pick up your key and pay \$ \_\_\_\_\_ security deposit at the Clerk's Office by:

Time: \_\_\_\_\_ Date: \_\_\_\_\_

Fee Amount Paid: \_\_\_\_\_ Cash or check #: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

FOR CONCERNS AFTER NORMAL CITY HALL HOURS – CONTACT THE PLYMOUTH POLICE AT 920-893-6541

● **PARKS AVAILABLE TO RENT:**

1. Band Shell: City Park / 203 Suhrke Road
2. Cake Stand: City Park / 203 Suhrke Road
3. Lower Shelter: City Park / 203 Suhrke Road
4. Rotary Park Shelter: 903 E. Clifford Street
5. Nutt Hill Shelter: 750 W. Main Street
6. Lone Oak Shelter: 2245 Valley Road
7. Stayer Park Band Shell: 39 S. Stafford Street
8. Youth Center: 609 North Street
9. Certain picnic areas at City Park are available to rent with no fee.

PARKS OPEN – FIRST WEEKEND IN MAY

MAY – WEEKEND RESERVATIONS ONLY – RESTROOMS OPEN 9:00 AM – 7:00 PM

MEMORIAL DAY TO 1<sup>ST</sup> FRIDAY AFTER LABOR DAY - WEEKDAYS AND WEEKENDS – RESTROOMS OPEN 9:00 AM – 9:00 PM

SEPTEMBER – WEEKEND RESERVATIONS ONLY – RESTROOMS OPEN 9:00 AM – 3:00 PM

PARKS CLOSE – AFTER 3<sup>RD</sup> WEEK IN OCTOBER

- If a business/corporation/non-profit organization event is over 50 people, you must fill out an Application for Event Form, furnish proof of insurance liability coverage, and pay a \$100 security deposit.

In entering the agreement, I will uphold the following City of Plymouth policies and ordinances. Any violations will be just cause for the denial of future reservations in the City of Plymouth parks or facilities:

- To cancel this rental, please call City Hall, (920) 893-1271, 24 hours in advance between 7:30 am and 4:00 PM M-F
- Any person, organization, or corporation reserving any park area or facility in the City of Plymouth shall agree to assume full responsibility for all damage to City property and shall make full payment upon billing by the City Clerk.
- Renters must pick up keys by the last business day before their scheduled event and are responsible for the specified security deposit listed on page one. All rental areas shall be left in clean condition, with refuse placed in containers provided for such purpose. All tables and benches shall be returned to the proper location. The security deposit will be refunded after 10:00 am on the next business day when keys to the rental facility are turned in to the Clerk's Office and it is verified that the facility has been properly cleaned. Any clean up costs by the City will be billed at \$30.00 per hour and will be deducted from the security deposit.
- All accidents, incidents and misunderstanding must be referred to the City Clerk's Office within 48 hours.
- Any misrepresentations of events at facilities rented by this agreement will terminate the rental agreement and will be just cause for the denial of future reservation in the City of Plymouth Parks or Facilities.
- By signing this agreement Renter, the undersigned, agrees to indemnify and hold harmless the City of Plymouth, its agents and employees, from any and all claims and legal action for damage to personal property and/or personal injury that may be brought against the City of Plymouth as the result of his/her/ its use and rental of the above facility by any member of such organization or guest there of, and does further certify that he/she has full authority so to do.

Signature of Renter: \_\_\_\_\_

*May Nause*



# Application for Event

City of Plymouth  
128 Smith Street  
P.O. Box 107  
Plymouth, WI 53073

Applicant Name Plymouth Chamber of Commerce Phone Number 920-893-0079  
Address 647 Walton Drive City Plymouth Zip 53073  
Are you a 501 (C-3) non-profit organization?  No  Yes Tax Exempt # \_\_\_\_\_

I have included my organization's proof of insurance with this form. Will be sent from insurance agent  
 I am exempt from requiring proof of insurance because \_\_\_\_\_

Authorized Agent Mary Hauser Home Phone 920-698-0390 (Clerk/Treas. Initials)  
Bus. Phone \_\_\_\_\_  
Address 647 Walton Dr. City Plymouth Zip 53073  
Point of contact at Event (if different than Agent) \_\_\_\_\_

- Type of Event: (Check all appropriate blocks)  Public  Private
- Athletic Activity (tournament, sports event)
  - Block Party
  - Financial Gain Event (map required)
  - Community/Park Event
  - Parade/Street Closing (map required)
  - Runs/Walks (map required)
  - Business/Organization Event
  - Other \_\_\_\_\_

Event Date(s): July 13, 2024 Start/End Time: 7:00 am - 5:30 pm  
Name of Activity Mill St. Festival Purpose: Street + vendor fair + music  
Assembly Area Mill St. + Stayer Park Dispersal Area: \_\_\_\_\_  
Estimated Attendance 4000 No. of Parade Units: \_\_\_\_\_  
Location of Block Party Mill St from Caroline + North  
(Block off - street from - street to)

### Check all appropriate boxes:

- |                                     |                                     |                                     |                                     |
|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Yes                                 | No                                  | Yes                                 | No                                  |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
- Quantity \_\_\_\_\_ \*Requires Special Permit

The applicant named on this application will be responsible for the conduct of the special event and for the condition of the facility. We will not deny anyone the benefits of, or otherwise subject anyone to discrimination because of race, color, creed, national origin, handicap or religion.  
The applicant individually, or the authorized agent on behalf of applicant, being of sound mind and body, do hereby freely, voluntarily and knowingly, now and for all times, fully save and hold harmless, the City of Plymouth and each and every of its elected, and appointed officials, employees, representatives, agents, heirs, and assigns, jointly and severally for and against any and all claims, causes of action, actions, liabilities, demand, losses, damages, and/or expenses of whatsoever kind and nature including counsel or attorney's fees, which I have or may, at any time, incur or sustain arising from, resulting from, incurred in consequence of, or pertaining to, any and all intentional and negligent acts, incidents, activities, and transactions, of whatever kind and nature, direct or indirect, of mine own and those of or by the City of Plymouth and each and every of its elected and appointed officials, employees, and agents, regardless of when and where, occurring or arising from this event.  
The public event applicant shall submit a general liability insurance policy certificate in the amount of \$1 million dollars naming the City of Plymouth as an additional insured party. The applicant for this public event must be 18 years of age. Any misrepresentation of public events described in this application occurring in City of Plymouth parks or facilities will be just cause for future denial of rental agreements with the City of Plymouth.

Date 1-29-24 Signature Mary Hauser  
(Must be Applicant or Duly Authorized Agent)



# City of Plymouth Parks & Youth Center Rental Agreement

These facilities are rented on a First Come – First Serve basis.

Rental of Park Facilities for the current year will begin on the first Monday in February of that year.

Application Date 1-31-24 Date of Rental 2-16-24  
 Park Stayer Park Facility Park & Music Pavilion  
 Purpose of Rental Festival - Cheese Capital Wine Walk  
 Approximate # of people attending 200 Time Rented From: 4:00pm To: 7:00pm

### ENTRY INTO THE RENTED FACILITY GRANTED ON THE DAY(S) OF RENTAL ONLY.

Applicant Name/Responsible Party Plymouth Chamber of Commerce - Mary Hauser  
 Address 647 Walton Drive City Plymouth  
 Home Phone # 920-893-0079 Work Phone # 920-698-0390  
 Email maryhauser@plymouthwisconsin.com

You **must pay** the entire rental fee at the time this application is made to reserve the facility.

Refunds will only be considered for cancellations within one week of the application date.

You must be at least 18 years of age to rent the City of Plymouth facilities.

#### FEE SCHEDULE FOR PARK FACILITIES:

- \$60.00 for City Residents
- \$120.00 for non-City Residents
- \$120.00 for City -based Organization
- \$240.00 for non-City based Organization

- \$50.00 Security Deposit (50 people & under)
- \$100.00 Security Deposit (51 people & over)

#### FEE SCALE FOR YOUTH CENTER:

- 0-5 Hour Rental - \$70.00 for City Residents
- Over 5 Hour Rental - \$140.00
- 0-5 Hour Rental - \$140 for non-City Residents
- Over 5 Hour Rental - \$280.00 for non-City Residents

- \$50.00 Security Deposit (50 people and under)
- \$100.00 Security Deposit (51 people & over)

**ALL PARK FACILITIES ARE CLOSED BETWEEN 10:00 PM & 6:00 AM - YOUTH CENTER MUST BE VACATED BY 1:00 AM**

#### SECURITY DEPOSITS ARE DUE AT TIME OF KEY PICK-UP

Please pick up your key and pay \$ \_\_\_\_\_ security deposit at the Clerk's Office by:

Time: \_\_\_\_\_ Date: \_\_\_\_\_

Fee Amount Paid: \_\_\_\_\_ Cash or check #: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

FOR CONCERNS AFTER NORMAL CITY HALL HOURS – CONTACT THE PLYMOUTH POLICE AT 920-893-6541

● **PARKS AVAILABLE TO RENT:**

1. Band Shell: City Park / 203 Suhrke Road
2. Cake Stand: City Park / 203 Suhrke Road
3. Lower Shelter: City Park / 203 Suhrke Road
4. Rotary Park Shelter: 903 E. Clifford Street
5. Nutt Hill Shelter: 750 W. Main Street
6. Lone Oak Shelter: 2245 Valley Road
7. Stayer Park Band Shell: 39 S. Stafford Street
8. Youth Center: 609 North Street
9. Certain picnic areas at City Park are available to rent with no fee.

PARKS OPEN – FIRST WEEKEND IN MAY

MAY – WEEKEND RESERVATIONS ONLY – RESTROOMS OPEN 9:00 AM – 7:00 PM

MEMORIAL DAY TO 1<sup>ST</sup> FRIDAY AFTER LABOR DAY - WEEKDAYS AND WEEKENDS – RESTROOMS OPEN 9:00 AM – 9:00 PM

SEPTEMBER – WEEKEND RESERVATIONS ONLY – RESTROOMS OPEN 9:00 AM – 3:00 PM

PARKS CLOSE – AFTER 3<sup>RD</sup> WEEK IN OCTOBER

- If a business/corporation/non-profit organization event is over 50 people, you must fill out an Application for Event Form, furnish proof of insurance liability coverage, and pay a \$100 security deposit.

In entering the agreement, I will uphold the following City of Plymouth policies and ordinances. Any violations will be just cause for the denial of future reservations in the City of Plymouth parks or facilities:

- To cancel this rental, please call City Hall, (920) 893-1271, 24 hours in advance between 7:30 am and 4:00 PM M-F
- Any person, organization, or corporation reserving any park area or facility in the City of Plymouth shall agree to assume full responsibility for all damage to City property and shall make full payment upon billing by the City Clerk.
- Renters must pick up keys by the last business day before their scheduled event and are responsible for the specified security deposit listed on page one. All rental areas shall be left in clean condition, with refuse placed in containers provided for such purpose. All tables and benches shall be returned to the proper location. The security deposit will be refunded after 10:00 am on the next business day when keys to the rental facility are turned in to the Clerk's Office and it is verified that the facility has been properly cleaned. Any clean up costs by the City will be billed at \$30.00 per hour and will be deducted from the security deposit.
- All accidents, incidents and misunderstanding must be referred to the City Clerk's Office within 48 hours.
- Any misrepresentations of events at facilities rented by this agreement will terminate the rental agreement and will be just cause for the denial of future reservation in the City of Plymouth Parks or Facilities.
- By signing this agreement Renter, the undersigned, agrees to indemnify and hold harmless the City of Plymouth, its agents and employees, from any and all claims and legal action for damage to personal property and/or personal injury that may be brought against the City of Plymouth as the result of his/her/ its use and rental of the above facility by any member of such organization or guest there of, and does further certify that he/she has full authority so to do.

Signature of Renter: \_\_\_\_\_

*May House*

Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids & services. For additional information or to request this service, contact City of Plymouth ADA Coordinator Leah Federwisch, located in the Plymouth Utilities office, 900 County Road PP, Plymouth, WI or call 920-893-3853



# Application for Event

City of Plymouth  
128 Smith Street  
P.O. Box 107  
Plymouth, WI 53073

Applicant Name Plymouth Chamber of Commerce Phone Number 920-893-0079

Address 647 Walton Drive City Plymouth Zip 53073

Are you a 501 (C-3) non-profit organization?  No  Yes Tax Exempt # \_\_\_\_\_

I have included my organization's proof of insurance with this form. Will be sent from insurance agent  
 I am exempt from requiring proof of insurance because \_\_\_\_\_

Authorized Agent Mary Hauser (Clerk/Treas. Initials) \_\_\_\_\_ Home Phone 920-698-0390  
Bus. Phone \_\_\_\_\_

Address 647 Walton Dr. City Plymouth Zip 53073

Point of contact at Event (if different than Agent) \_\_\_\_\_

- Type of Event:** (Check all appropriate blocks)  Public  Private
- Athletic Activity (tournament, sports event)
  - Block Party
  - Financial Gain Event (map required)
  - Community/Park Event
  - Parade/Street Closing (map required)
  - Runs/Walks (map required)
  - Business/Organization Event
  - Other \_\_\_\_\_

Event Date(s): Friday - Aug. 16, 2024 Start/End Time: 4:00 pm - 7:00 pm at park

Name of Activity Wine Walk Purpose: Fun + business exposure

Assembly Area Stage Park Pavilion Dispersal Area: \_\_\_\_\_

Estimated Attendance 200 No. of Parade Units: \_\_\_\_\_

Location of Block Party \_\_\_\_\_  
(Block off - street from - street to)

### Check all appropriate boxes:

- |                                     |                                     |                          |                                     |
|-------------------------------------|-------------------------------------|--------------------------|-------------------------------------|
| Yes                                 | No                                  | Yes                      | No                                  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
|                                     | Quantity                            |                          | <input checked="" type="checkbox"/> |

The applicant named on this application will be responsible for the conduct of the special event and for the condition of the facility. We will not deny anyone the benefits of, or otherwise subject anyone to discrimination because of race, color, creed, national origin, handicap or religion.

The applicant individually, or the authorized agent on behalf of applicant, being of sound mind and body, do hereby freely, voluntarily and knowingly, now and for all times, fully save and hold harmless, the City of Plymouth and each and every of its elected, and appointed officials, employees, representatives, agents, heirs, and assigns, jointly and severally for and against any and all claims, causes of action, actions, liabilities, demand, losses, damages, and/or expenses of whatsoever kind and nature including counsel or attorney's fees, which I have or may, at any time, incur or sustain arising from, resulting from, incurred in consequence of, or pertaining to, any and all intentional and negligent acts, incidents, activities, and transactions, of whatever kind and nature, direct or indirect, of mine own and those of or by the City of Plymouth and each and every of its elected and appointed officials, employees, and agents, regardless of when and where, occurring or arising from this event.

The public event applicant shall submit a general liability insurance policy certificate in the amount of \$1 million dollars naming the City of Plymouth as an additional insured party. The applicant for this public event must be 18 years of age. Any misrepresentation of public events described in this application occurring in City of Plymouth parks or facilities will be just cause for future denial of rental agreements with the City of Plymouth.

Date 1-29-24 Signature Mary Hauser  
(Must be Applicant or Duly Authorized Agent)

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

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

FEE \$ 10.00

Application Date: 1-31-24

Town  Village  City of Plymouth

County of Sheboygan

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

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

A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 8/16-6:00pm and ending 8/16-9:00pm and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) →
- Bona fide Club  Church  Lodge/Society
- Chamber of Commerce or similar Civic or Trade Organization
- Veteran's Organization  Fair Association

(a) Name Plymouth Chamber of Commerce

(b) Address 647 Walton Dr  
(Street)  Town  Village  City

(c) Date organized 1921

(d) If corporation, give date of incorporation 1921

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box:

(f) Names and addresses of all officers:

President June Paris

Vice President Neal Moegenburg

Secretary May Hauzer

Treasurer Berthek Hermann

(g) Name and address of manager or person in charge of affair: \_\_\_\_\_  
Phone # 920-893-0079

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

(a) Street number along M. St inside 16 businesses

(b) Lot \_\_\_\_\_ Block \_\_\_\_\_

(c) Do premises occupy all or part of building? \_\_\_\_\_

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: \_\_\_\_\_

(e) Are you requesting to allow underage persons on the premise? Yes \_\_\_\_\_ No X

3. Name of Event

(a) List name of the event Cheese Capital Wine Walk

(b) Dates of event 8/16/24 - 6pm - 9pm

(c) Times of Event \_\_\_\_\_

**DECLARATION**

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

Officer June Paris  
(Signature/date)

(Name of Organization)  
Officer Neal Moegenburg 2/6/24  
(Signature/date)

Officer [Signature] 2/6/2024  
(Signature/date)

Officer May Hauzer  
(Signature/date)

Date Filed with Clerk 2/15/24

Date Reported to Council or Board \_\_\_\_\_

Date Granted by Council \_\_\_\_\_

License No. \_\_\_\_\_

Certificate of Insurance, if required, received \_\_\_\_\_, 2 \_\_\_\_\_



# City of Plymouth Parks & Youth Center Rental Agreement

These facilities are rented on a First Come – First Serve basis.

Rental of Park Facilities for the current year will begin on the first Monday in February of that year.

Application Date 1-31-24 Date of Rental 11-1-24  
 Park Stayer Park Facility Park & Music Pavilion  
 Purpose of Rental Festival - Pumpkin Walk  
 Approximate # of people attending 200 Time Rented From: 4:00 pm To: 9:00 pm

**ENTRY INTO THE RENTED FACILITY GRANTED ON THE DAY(S) OF RENTAL ONLY.**

Applicant Name/Responsible Party Plymouth Chamber of Commerce - Mary Hauser  
 Address 647 Walton Drive City Plymouth  
 Home Phone # 920-893-0079 Work Phone # 920-698-0390  
 Email maryhauser@plymouthwisconsin.com

You **must pay** the entire rental fee at the time this application is made to reserve the facility.

Refunds will only be considered for cancellations within one week of the application date.

You must be at least 18 years of age to rent the City of Plymouth facilities.

**FEE SCHEDULE FOR PARK FACILITIES:**

- \$60.00 for City Residents
- \$120.00 for non-City Residents
- \$120.00 for City -based Organization
- \$240.00 for non-City based Organization

- \$50.00 Security Deposit (50 people & under)
- \$100.00 Security Deposit (51 people & over)

**FEE SCALE FOR YOUTH CENTER:**

- 0-5 Hour Rental - \$70.00 for City Residents
- Over 5 Hour Rental - \$140.00
- 0-5 Hour Rental -\$140 for non-City Residents
- Over 5 Hour Rental - \$280.00 for non-City Residents

- \$50.00 Security Deposit (50 people and under)
- \$100.00 Security Deposit (51 people & over)

**ALL PARK FACILITIES ARE CLOSED BETWEEN 10:00 PM & 6:00 AM - YOUTH CENTER MUST BE VACATED BY 1:00 AM**

**SECURITY DEPOSITS ARE DUE AT TIME OF KEY PICK-UP**

Please pick up your key and pay \$ \_\_\_\_\_ security deposit at the Clerk's Office by:

Time: \_\_\_\_\_ Date: \_\_\_\_\_

Fee Amount Paid: \_\_\_\_\_ Cash or check #: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

FOR CONCERNS AFTER NORMAL CITY HALL HOURS – CONTACT THE PLYMOUTH POLICE AT 920-893-6541



● **PARKS AVAILABLE TO RENT:**

1. Band Shell: City Park / 203 Suhrke Road
2. Cake Stand: City Park / 203 Suhrke Road
3. Lower Shelter: City Park / 203 Suhrke Road
4. Rotary Park Shelter: 903 E. Clifford Street
5. Nutt Hill Shelter: 750 W. Main Street
6. Lone Oak Shelter: 2245 Valley Road
7. Stayer Park Band Shell: 39 S. Stafford Street
8. Youth Center: 609 North Street
9. Certain picnic areas at City Park are available to rent with no fee.

PARKS OPEN – FIRST WEEKEND IN MAY

MAY – WEEKEND RESERVATIONS ONLY – RESTROOMS OPEN 9:00 AM – 7:00 PM

MEMORIAL DAY TO 1<sup>ST</sup> FRIDAY AFTER LABOR DAY - WEEKDAYS AND WEEKENDS – RESTROOMS OPEN 9:00 AM – 9:00 PM

SEPTEMBER – WEEKEND RESERVATIONS ONLY – RESTROOMS OPEN 9:00 AM – 3:00 PM

PARKS CLOSE – AFTER 3<sup>RD</sup> WEEK IN OCTOBER

- If a business/corporation/non-profit organization event is over 50 people, you must fill out an Application for Event Form, furnish proof of insurance liability coverage, and pay a \$100 security deposit.

In entering the agreement, I will uphold the following City of Plymouth policies and ordinances. Any violations will be just cause for the denial of future reservations in the City of Plymouth parks or facilities:

- To cancel this rental, please call City Hall, (920) 893-1271, 24 hours in advance between 7:30 am and 4:00 PM M-F
- Any person, organization, or corporation reserving any park area or facility in the City of Plymouth shall agree to assume full responsibility for all damage to City property and shall make full payment upon billing by the City Clerk.
- Renters must pick up keys by the last business day before their scheduled event and are responsible for the specified security deposit listed on page one. All rental areas shall be left in clean condition, with refuse placed in containers provided for such purpose. All tables and benches shall be returned to the proper location. The security deposit will be refunded after 10:00 am on the next business day when keys to the rental facility are turned in to the Clerk's Office and it is verified that the facility has been properly cleaned. Any clean up costs by the City will be billed at \$30.00 per hour and will be deducted from the security deposit.
- All accidents, incidents and misunderstanding must be referred to the City Clerk's Office within 48 hours.
- Any misrepresentations of events at facilities rented by this agreement will terminate the rental agreement and will be just cause for the denial of future reservation in the City of Plymouth Parks or Facilities.
- By signing this agreement Renter, the undersigned, agrees to indemnify and hold harmless the City of Plymouth, its agents and employees, from any and all claims and legal action for damage to personal property and/or personal injury that may be brought against the City of Plymouth as the result of his/her/ its use and rental of the above facility by any member of such organization or guest there of, and does further certify that he/she has full authority so to do.

Signature of Renter: \_\_\_\_\_

*May Houser*

Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids & services. For additional information or to request this service, contact City of Plymouth ADA Coordinator Leah Federwisch, located in the Plymouth Utilities office, 900 County Road PP, Plymouth, WI or call 920-893-3853



# Application for Event

City of Plymouth  
128 Smith Street  
P.O. Box 107  
Plymouth, WI 53073

Applicant Name Plymouth Chamber of Commerce Phone Number 920-893-0079  
Address 647 Walton Drive City Plymouth Zip 53073  
Are you a 501 (C-3) non-profit organization?  No  Yes Tax Exempt # \_\_\_\_\_

I have included my organization's proof of insurance with this form. Will be sent from insurance agent  
 I am exempt from requiring proof of insurance because \_\_\_\_\_

Authorized Agent Mary Houser Home Phone 920-698-0390 (Clerk/Treas. Initials)  
Bus. Phone \_\_\_\_\_

Address 647 Walton Dr. City Plymouth Zip 53073  
Point of contact at Event (if different than Agent) \_\_\_\_\_

- Type of Event: (Check all appropriate blocks)  Public  Private
- Athletic Activity (tournament, sports event)
  - Block Party
  - Financial Gain Event (map required)
  - Community/Park Event
  - Parade/Street Closing (map required)
  - Runs/Walks (map required)
  - Business/Organization Event
  - Other \_\_\_\_\_

Event Date(s): 11-1-24 Start/End Time: 4:00 pm - 9:00 pm

Name of Activity Pumpkin Walk Purpose: Food Pantry drive

Assembly Area Stayer Park Pavilion Dispersal Area: \_\_\_\_\_

Estimated Attendance 200 No. of Parade Units: \_\_\_\_\_

Location of Block Party \_\_\_\_\_  
(Block off - street from - street to)

### Check all appropriate boxes:

- |                                     |                                     |                             |                          |                                     |                          |
|-------------------------------------|-------------------------------------|-----------------------------|--------------------------|-------------------------------------|--------------------------|
| Yes                                 | No                                  |                             | Yes                      | No                                  |                          |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Admission/Entry Fee         | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Fireworks                |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Financial Gain Activity     | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Amusement Rides          |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Concession Sales            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Setting Up Tents         |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Vendor Displays/Sale        | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Amplification Equipment  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Electricity Needed          | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Musical Bands            |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Portable Toilets            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Horses/Animals           |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Street Closure              | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Snowmobiles/ATV's        |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Barricades Needed ( _____ ) | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Beer Sales*              |
|                                     |                                     | Quantity                    |                          |                                     | *Requires Special Permit |

The applicant named on this application will be responsible for the conduct of the special event and for the condition of the facility. We will not deny anyone the benefits of, or otherwise subject anyone to discrimination because of race, color, creed, national origin, handicap or religion.  
The applicant individually, or the authorized agent on behalf of applicant, being of sound mind and body, do hereby freely, voluntarily and knowingly, now and for all times, fully save and hold harmless, the City of Plymouth and each and every of its elected, and appointed officials, employees, representatives, agents, heirs, and assigns, jointly and severally for and against any and all claims, causes of action, actions, liabilities, demand, losses, damages, and/or expenses of whatsoever kind and nature including counsel or attorney's fees, which I have or may, at any time, incur or sustain arising from, resulting from, incurred in consequence of, or pertaining to, any and all intentional and negligent acts, incidents, activities, and transactions, of whatever kind and nature, direct or indirect, of mine own and those of or by the City of Plymouth and each and every of its elected and appointed officials, employees, and agents, regardless of when and where, occurring or arising from this event.  
The public event applicant shall submit a general liability insurance policy certificate in the amount of \$1 million dollars naming the City of Plymouth as an additional insured party. The applicant for this public event must be 18 years of age. Any misrepresentation of public events described in this application occurring in City of Plymouth parks or facilities will be just cause for future denial of rental agreements with the City of Plymouth.

Date 1-29-24 Signature Mary Houser  
(Must be Applicant or Duly Authorized Agent)



# Application for Event

City of Plymouth  
128 Smith Street  
P.O. Box 107  
Plymouth, WI 53073

Applicant Name Plymouth Chamber of Commerce Phone Number 920-893-0079

Address 647 Walton Drive City Plymouth Zip 53073

Are you a 501 (C-3) non-profit organization?  No  Yes Tax Exempt # \_\_\_\_\_

I have included my organization's proof of insurance with this form. Will be sent from insurance agent  
 I am exempt from requiring proof of insurance because \_\_\_\_\_

Authorized Agent Mary Houser Home Phone 920-698-0390 (Clerk/Treas. Initials)  
Bus. Phone \_\_\_\_\_

Address 647 Walton Dr. City Plymouth Zip 53073

Point of contact at Event (if different than Agent) \_\_\_\_\_

- Type of Event:** (Check all appropriate blocks)  Public  Private
- Athletic Activity (tournament, sports event)
  - Block Party
  - Financial Gain Event (map required)
  - Community/Park Event
  - Parade/Street Closing (map required)
  - Runs/Walks (map required)
  - Business/Organization Event
  - Other \_\_\_\_\_

Event Date(s): 11-29-24 Start/End Time: 6:00 - 9:00 pm

Name of Activity Holiday Gathering Parade Purpose: Parade

Assembly Area Main Street Dispersal Area: \_\_\_\_\_

Estimated Attendance ? No. of Parade Units: 75

Location of Block Party \_\_\_\_\_  
(Block off - street from - street to)

### Check all appropriate boxes:

- |                                     |                                     |                          |                                     |
|-------------------------------------|-------------------------------------|--------------------------|-------------------------------------|
| Yes                                 | No                                  | Yes                      | No                                  |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
- Admission/Entry Fee  
Financial Gain Activity  
Concession Sales  
Vendor Displays/Sale  
Electricity Needed  
Portable Toilets  
Street Closure  
Barricades Needed ( \_\_\_\_\_ )  
Quantity
- Fireworks  
Amusement Rides  
Setting Up Tents  
Amplification Equipment  
Musical Bands  
Horses/Animals  
Snowmobiles/ATV's  
Beer Sales\*  
\*Requires Special Permit

The applicant named on this application will be responsible for the conduct of the special event and for the condition of the facility. We will not deny anyone the benefits of, or otherwise subject anyone to discrimination because of race, color, creed, national origin, handicap or religion.  
The applicant individually, or the authorized agent on behalf of applicant, being of sound mind and body, do hereby freely, voluntarily and knowingly, now and for all times, fully save and hold harmless, the City of Plymouth and each and every of its elected, and appointed officials, employees, representatives, agents, heirs, and assigns, jointly and severally for and against any and all claims, causes of action, actions, liabilities, demand, losses, damages, and/or expenses of whatsoever kind and nature including counsel or attorney's fees, which I have or may, at any time, incur or sustain arising from, resulting from, incurred in consequence of, or pertaining to, any and all intentional and negligent acts, incidents, activities, and transactions, of whatever kind and nature, direct or indirect, of mine own and those of or by the City of Plymouth and each and every of its elected and appointed officials, employees, and agents, regardless of when and where, occurring or arising from this event.  
The public event applicant shall submit a general liability insurance policy certificate in the amount of \$1 million dollars naming the City of Plymouth as an additional insured party. The applicant for this public event must be 18 years of age. Any misrepresentation of public events described in this application occurring in City of Plymouth parks or facilities will be just cause for future denial of rental agreements with the City of Plymouth.

Date 1-29-24 Signature Mary Houser  
(Must be Applicant or Duly Authorized Agent)



---

**DATE:** February 21, 2024  
**TO:** Mayor and Common Council  
**FROM:** Tim Blakeslee, City Administrator/Utilities Manager  
**RE:** Discussion and approval of summer intern pilot program

---

**Background:** The primary objective of a summer intern pilot program is twofold:

1. Generate interest in the future of local government among those looking to begin their career.
2. Benefit from intern contributions to daily operations with their assistance of office tasks.

**Pilot Program:**

- Position Title: Summer Intern
- Duration: Summer months (May 12 to August 16)
- Hours: 15-20 hours per week, ~\$16.00 per hour.
- Budget: \$4,000 (Contingency Funding). Staff will also apply for WCMA 50% Internship Grant Match.

**Key Responsibilities:**

1. **Summer Long Research Project:** The intern will undertake a research project focused on a relevant topic related to local government. This project will provide them with an opportunity to delve deeper into an area of interest while contributing to the City of Plymouth.
2. **Supporting Office Work:** The intern will assist with various office tasks including filing, election work, and administrative duties. This will allow them to gain hands-on experience in a professional setting while providing valuable support to our team.
3. **Attendance at Staff Meetings:** The intern will have the opportunity to attend various staff meetings, providing them with insights into our organization's decision-making processes and exposing them to different aspects of local government operations.
4. **Resume Development:** At the end of the program, the intern will work to put together a comprehensive resume highlighting their experiences and skills gained during their time with us. This will help them to effectively market themselves for future opportunities in the field of public service.

**Staff Recommendation:** Approve of summer intern pilot program