

**CITY OF PLYMOUTH, WISCONSIN
TUESDAY, APRIL 29, 2025 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 Tuesday, April 15, 2025**
 - B. Approve City and Utility Reports:**
 - I. Electric, Water and Sewer Sales Report – March 2025**
 - II. Utility Related Write Offs for April 2025 - \$0.68**
 - C. Approve Sheboygan County Fair / Plymouth Dirt Track Racing extension of their curfew to 11:30 PM on June 6, 2025 for the World of Outlaws Sprint Car race event.**
 - D. Approve request from VFW Post 5612 to hold the annual Memorial Day Parade on Monday, May 26, 2025 from 8 AM – 1 PM. Parade line up on East Main; Parade Route west on Main, South on Caroline, East on Mill St.; North on North St to Union Cemetery for Ceremony**
 - E. Approve Temporary “Class B” Wine and Class “B” Beer License for St. John the Baptist Congregation, at 115 Plymouth St. on May 17, 2025 from 5:00 PM – 8:30 PM for SJB Spring Social 2025. Underage persons are requested on premise.**
 - F. Approve Temporary “Class B” Wine and Class “B” Beer License for Plymouth Advancement Association, at City Park on September 27, 2025 from 9 AM – 11 PM for Fallooza. Underage persons are requested on premise.**
 - G. Approve Application for Event: Plymouth Chamber of Commerce – Cheese Capital Festival, to be held June 27-28, 2025. Request Stayer Park Shelter Fee be Waived.**
 - H. Approve Temporary “Class B” Wine and Class “B” Beer License for Plymouth Chamber of Commerce, at Stayer Park on June 27-28, 2025 from 10 AM – 9 PM for Cheese Capital Festival. Underage persons are requested on premise.**
 - I. Approve Application for Event: Plymouth Chamber of Commerce – Mill Street Festival, to be held July 12, 2025 from 6:00 AM – 5:30 PM. Request Stayer Park Shelter Fee be Waived.**
 - J. Approve Application for Event: Plymouth Chamber of Commerce – Cheese Capital Wine Walk, to be held August 15, 2025 from 5 PM – 9 PM. Request Stayer Park Shelter Fee be Waived.**
 - K. Approve Application for Event: Plymouth Chamber of Commerce – Pumpkin Walk, to be held October 31, 2025 from 4 PM – 8 PM. Request Stayer Park Shelter Fee be Waived.**
 - L. Approve Application for Event: Plymouth Chamber of Commerce – Holiday Parade, to be held November 27, 2025 starting at 5 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. CITIZEN COMMITTEE APPOINTMENTS:**

Announce Mayoral Appointment:

- A. Joint Review Board (1 yr. term) – *Grace Meyer*
- B. Police & Fire Commission (5 yr. term) – *Mark Melcher*
- C. Plan Commission (3 yr. term) – *Justin Schmitz*

Mayoral Appointment requiring Council approval

- A. Library Board (3 yr. term) – *Kieran Kraemer*
- B. Room Tax Commission (1 yr. term) – *Mary Hauser and Kaushik Patel*

- 7. **New Business:**
 - A. **Discussion and Possible Action on Easement with ATC for Substation No. 5 – Tim Blakeslee, City Administrator / Utilities Manager**
 - B. **Discussion and Possible Action on Insurance Broker Proposal– Tim Blakeslee, City Administrator / Utilities Manager**
 - C. **Discussion and Possible Action on Certified Survey Map (CSM) for; Parcel number 59271821046 and Parcel number 59271821047; containing 31.964 Acres of Land – Jack Johnston, Assistant City Administrator / Community Development Director**
- 8. **Public Hearing followed by Discussion and Possible Action:**
 - A. **Ordinance No. 7 Amending Section 13-1-21, Zoning Map of the Zoning Code of the City of Plymouth (Parcel #59271821047); to Rezone 6.875 acres of land from R-5 Traditional Neighborhood District to R-4 Multi-Family Residential District – Jack Johnston, Assistant City Administrator / Community Development Director**
- 9. **Annual Report:**
 - A. **Fire Department Annual Report Presentation – Ryan Pafford, Fire Chief**
- 10. **Entertain a Motion to go into Closed Session for the following:**
Pursuant to Wis. Stat. 19.85 (e) deliberating or negotiating the purchasing of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining require a closed session – West Stafford Parking Lot Negotiations Update and Negotiations with LAG Family LLC
- 11. **Entertain a motion to go into Open Session**
- 12. **Discussion and Possible Action on Closed Session Items**
- 13. **Adjourn to 7:00 PM on Tuesday, May 13, 2025**

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, APRIL 15, 2025 COMMON COUNCIL MEETING
8:00 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 the following were present: Angie Matzdorf, Greg Hildebrand, Diane Gilson, John Binder, Dave Herrmann, Mike Penkwitz and Jeff Tauschek. Also present: City Administrator/Utilities Manager Tim Blakeslee, Police Chief Ken Ruggles and City Clerk/Deputy Treasurer Anna Voigt.
2. **Pledge of Allegiance.**
3. **Approval of Council Meeting Minutes from April 8, 2025:** Motion was made by Hildebrand/Penkowitz to approve the minutes. A unanimous aye vote was cast. Motion carried.
4. **Audience Comments: Citizen comments must be recognized by the mayor or presiding officer and are limited to 3 minutes per person from those signed in on the sheet in the back of the room prior to the start of the meeting:** None
5. **Adjourn Sine Die:** Mayor Pohlman adjourned the meeting at 8:08 PM, Sine Die.
6. **Reconvene – roll call:** Mayor Pohlman called the meeting to order. On call of the roll, the following Alderpersons were present: Jeff Tauscheck, Dave Herrmann, Angie Matzdorf, Diane Gilson, Greg Hildebrand, Mike Penkwitz, John Binder, and Kevin Sande
7. **Oath of Office**
Alderpersons: Diane Gilson – District 1, Kevin Sande – District 2, Jeff Tauscheck – District 3, Dave Herrmann – District 4: City Clerk Voigt administered the Oath of Office the Alderpersons.
8. **Elect Council President:** Angie Matzdorf nominated Jeff Tauscheck for Council President. Motion was made by Binder/Penkowitz to close nominations. A unanimous aye vote was cast. Motion carried. Binder/Matzdorf made a motion to elect Jeff Tauscheck as Council President. Upon the call of the roll, all voted aye. Motion carried.
9. **COUNCIL COMMITTEE APPOINTMENTS (1 yr):**
Announce Mayoral Appointments: Mayor Pohlman announced the following appointment A through B.
 - A. **Board of Review – Angie Matzdorf, Council President & City Clerk**
 - B. **Plan Commission – Greg Hildebrand**

Mayoral Appointments Requiring Council Approval (1 yr): Motion was made by Tauscheck/Penkowitz to approve Mayoral appointment D/E. On the call of the

roll, all voted aye. Motion carried. Motion was made by Hildebrand/Matzdorf to approve Mayoral appointment F through N. On the call of the roll, all voted aye. Motion carried.

- D. Finance/Personnel** – *Angie Matzdorf, Diane Gilson, Jeff Tauscheck, and Mike Penkwitz*
- E. Public Works/Utility** – *Greg Hildebrand, Kevin Sande, David Herrmann, and John Binder*
- F. Library Board** – *Angie Matzdorf*
- G. Parks Committee** – *Jeff Tauscheck*
- H. Revolving Loan**– *Diane Gilson and Staff Member City Administrator/Utilities Manager Tim Blakeslee*
- I. Room Tax Tourism Commission** – *Mayor Pohlman, Diane Gilson, and Staff Member City Administrator/Utilities Tim Blakeslee*
- J. Community Television (TV 14)** – *John Binder*
- K. Redevelopment Authority** – *Mike Penkwitz*
- L. Joint Review Board** – *Mayor Pohlman*

Appointments by Council (1 yr):

- M. Public Safety Committee – 2 Council members** – *Dave Herrmann, and John Binder*
- N. City Liaison to the PIC Board of Directors** – *John Binder*

- 10. CITIZEN COMMITTEE APPOINTMENTS:** Motion was made by Penkwitz/Tauscheck to approve Mayoral appointment A/B. On the call of the roll, all voted aye. Motion carried.

Mayoral Appointments requiring Council approval

- A. Board of Appeals (3 yr. term)** – *John Nelson*
 - B. Redevelopment Authority (until 2029)** – *John Nelson*
- 11. Adjourn to 7:00 PM on Tuesday, April 29, 2025:** Motion was made by Matzdorf/Tauscheck to adjourn the meeting. A unanimous aye vote was cast. Motion carried.

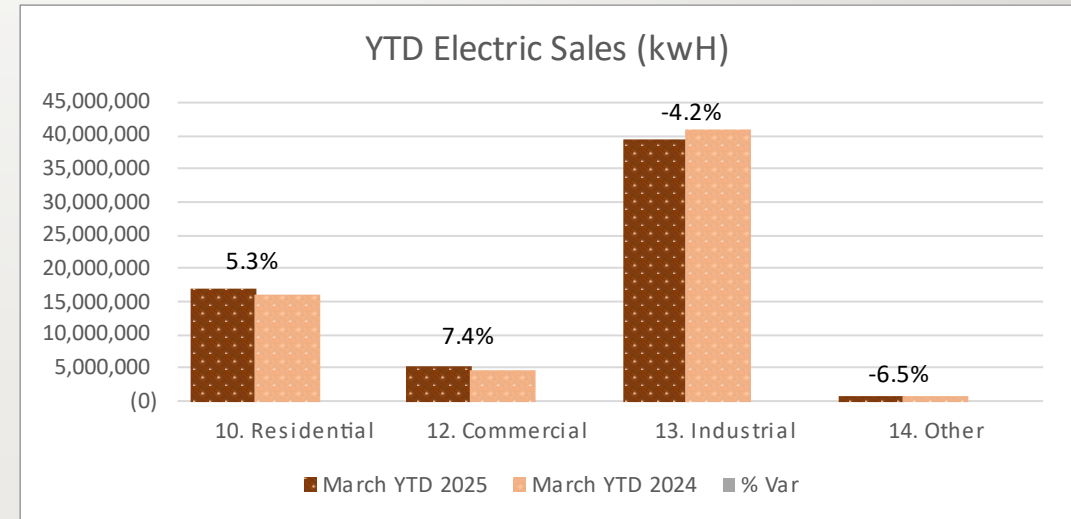
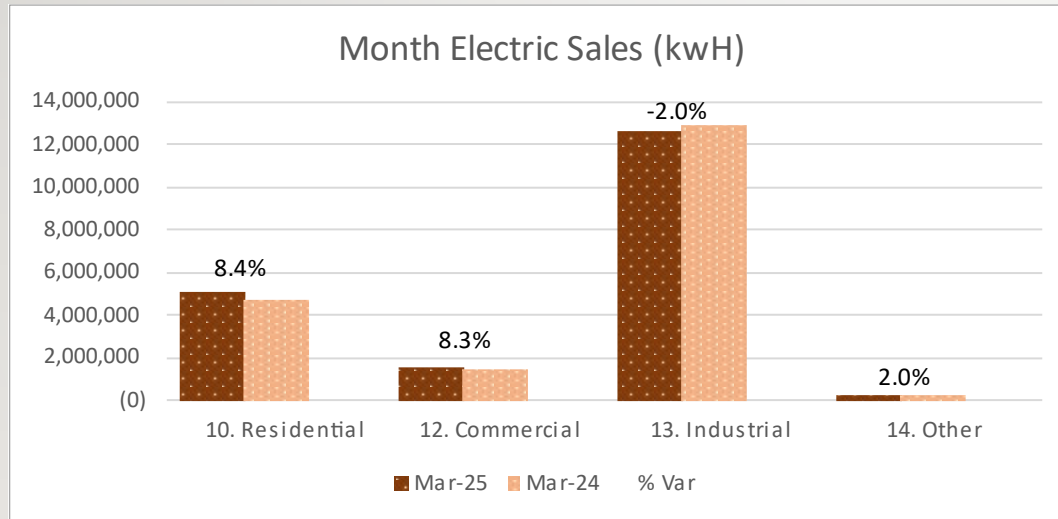


Plymouth Utilities

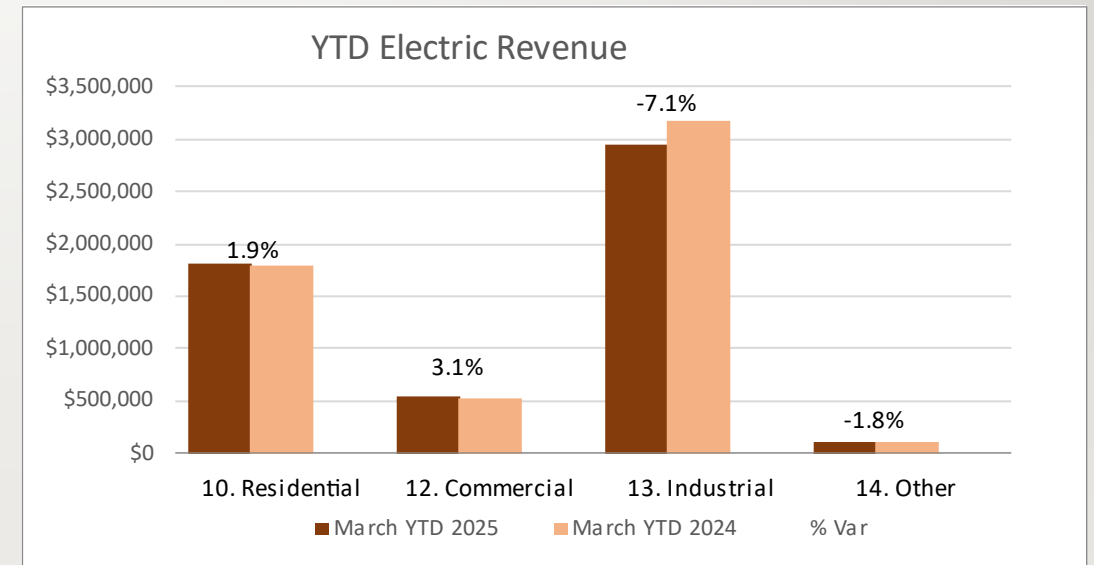
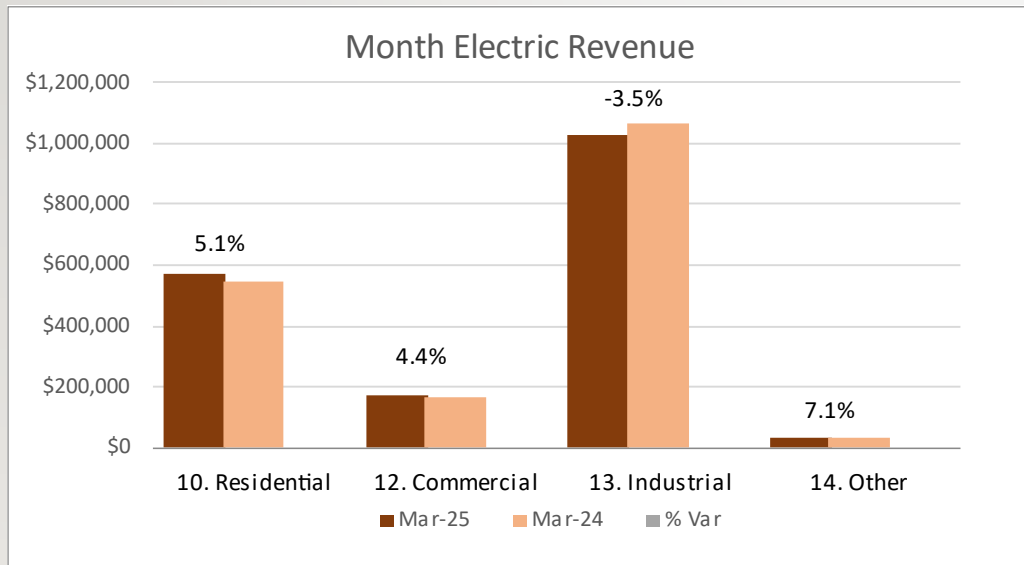
MARCH 2025

SALES & REVENUE

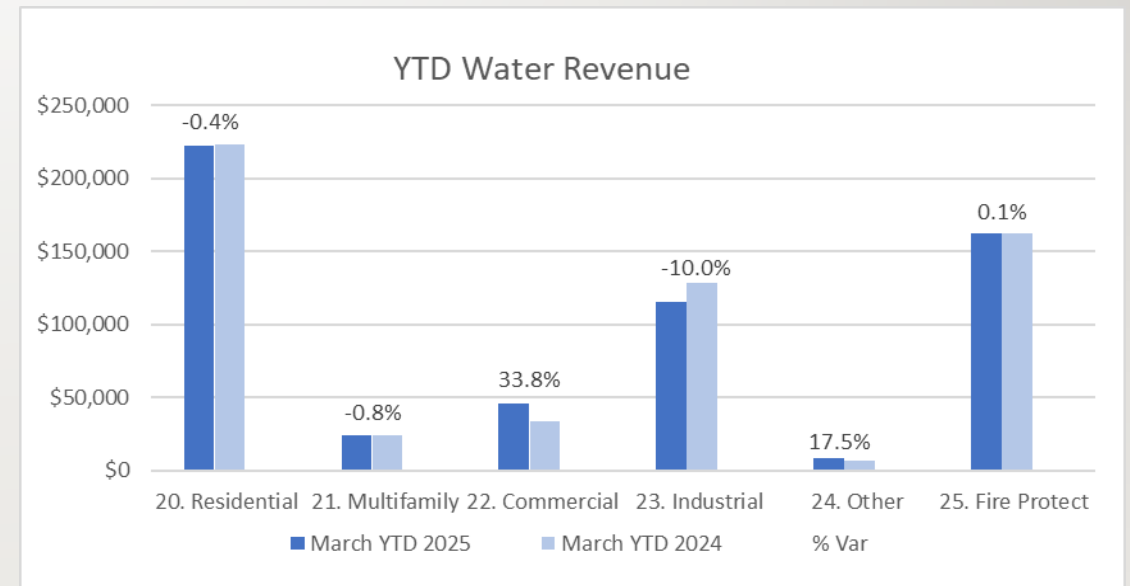
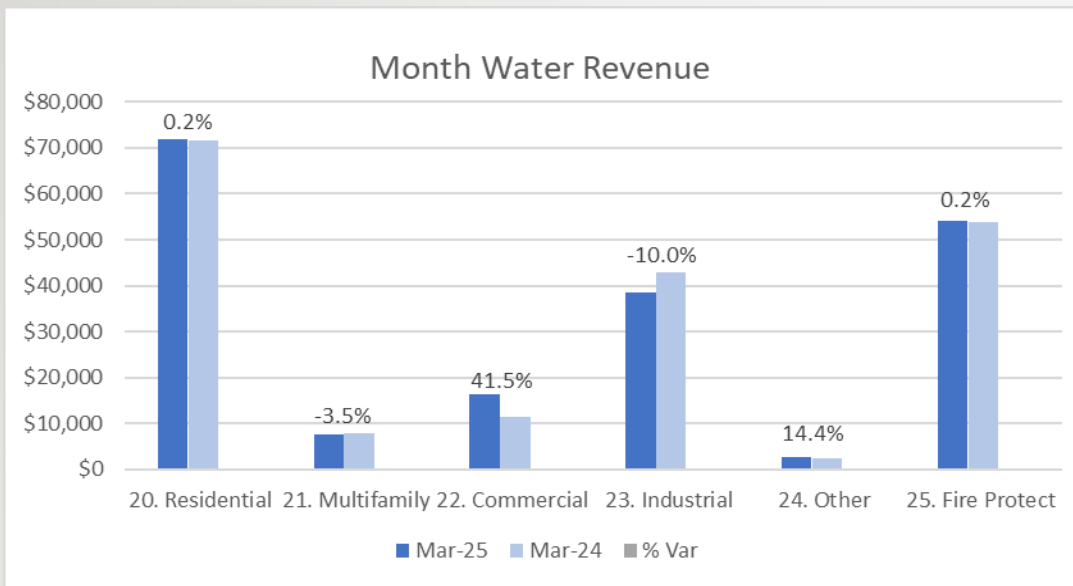
March 2025 Electric Sales



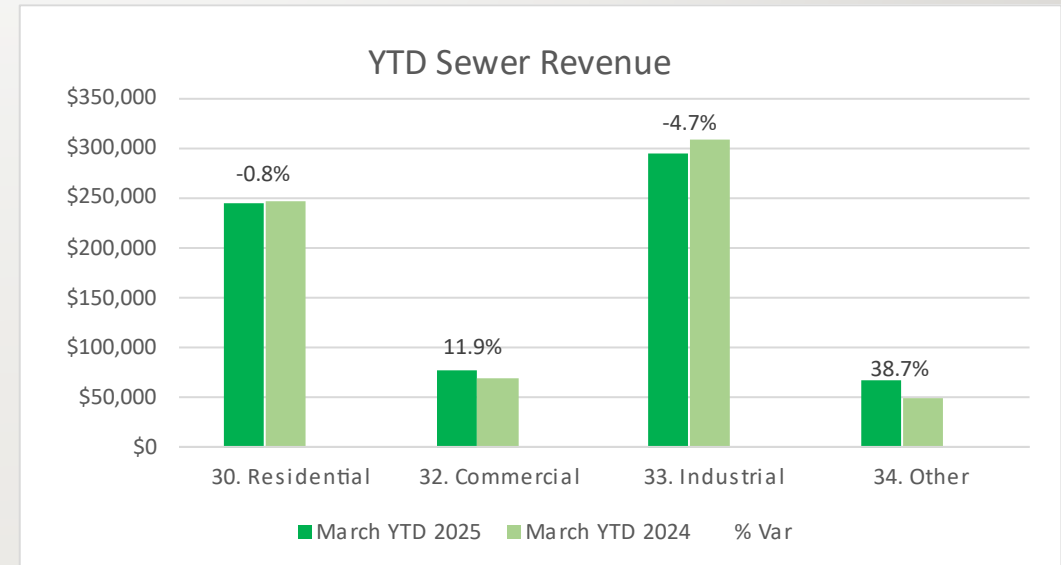
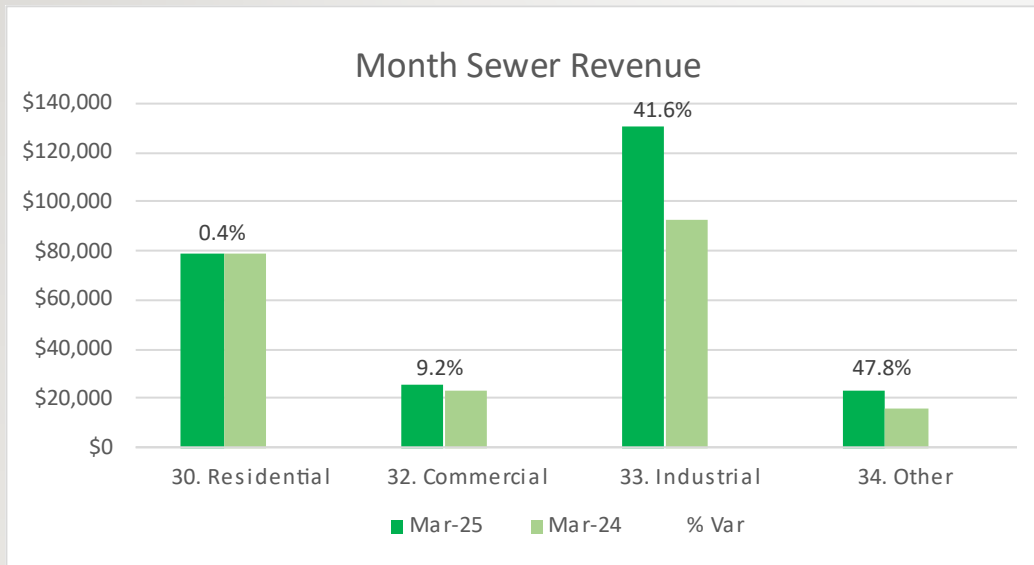
March 2025 Electric Revenue

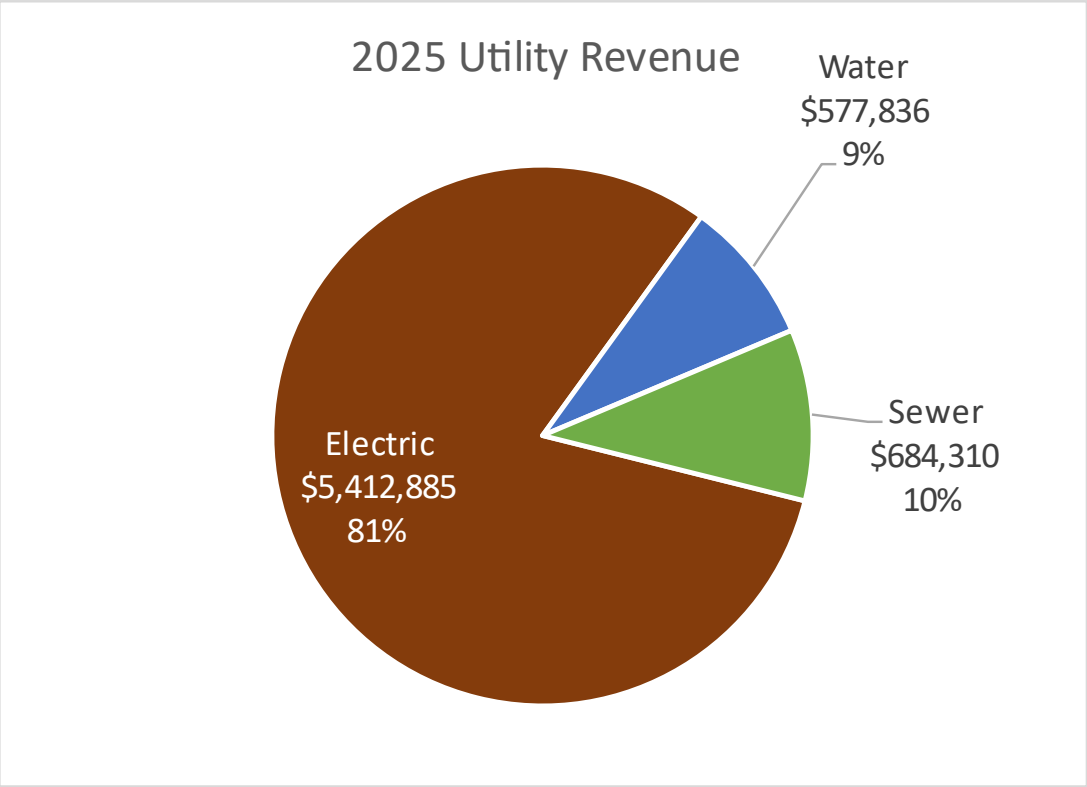


March 2025 Water Revenue



March 2025 Sewer Revenue





Report Criteria:
Selected types: Write Off

Name	Customer Number	Type	Reference Number	Description	Source ID	Check Number	Amount	Msg	Service
Write Off									
04/01/2025									
DEMPSEY, SCOTT & JOY	3.88.40392.16	Write	1	write off small balance			.68	M	ELEC MET
Total 04/01/2025:							.68		
Total Write Off:							.68		
Grand Totals:							.68		



SERVING THE PEOPLE OF SHEBOYGAN COUNTY SINCE 1851

Fair: Thursday through Monday • Labor Day Weekend

April 4, 2025

Dear City of Plymouth Common Council Members,

The Sheboygan County Fair along with the Plymouth Dirt Track Racing is hosting a World of Outlaws Sprint Car race event on our grounds on June 6th, 2025. This event will be bringing a large number of fans and racers to our track as well as the Plymouth area for one very exciting night of racing.

We as a board would like to request an extension of our curfew for this one night only. Normally our races are completed prior to 11:00pm. We will do our very best to have the races completed by this time. If for some reason, i.e. accident, rain shower, or some other disturbance, we would need to pause the racing for a period of time which would not allow us to complete the entire program by 11:00pm is there a way to extend the curfew by 30 minutes.

We want to work together not only with the Plymouth Common Council but also our neighbors of the track and surrounding area and again we will do our best to have all racing done on that evening by 11:00pm.

Please do not hesitate to reach out to myself or any of our board members to discuss this matter further and if you have any questions or concerns for us. I look forward to hearing from you.

Sincerely,

Brenda Phipps
Sheboygan County Fair Manager

The Sheboygan County Fair Association | A 501(c)3 Non-Profit Organization

229 Fairview Dr | Plymouth, WI 53073

Phone (920) 893-5751 | Email mail@shebcofair.com



APPLICATION FOR STREET USE PERMIT

Date 7 April 2025

1. Applicant/Applicants Name: MARK DEGNER, World's Cheese Center
Address: 337 S. STAFFORD ST
PLYMOUTH WI 53073
Phone: 920 918 9779
2. If the proposed street use is to be conducted for, on behalf of, or by an organization, the name, address and telephone number of the headquarters of the organization and of the authorizing responsible heads of such organization: WORLD'S CHEESE CENTER, VFW Post 5612
337 S. STAFFORD ST PLYMOUTH WI 53073
3. The name, address and telephone number of the person/persons who will be responsible for conducting the proposed use of the street, if different than above: MARK DEGNER
914 ARGLEFURST RD PLYMOUTH WI
4. The date and duration of time for which the requested use of the street is proposed to occur: 26 MAY 2025, PARADE 8:00-1:00, CEREMONY 10:30
5. An accurate description of that portion of the street proposed to be used: PARADE
LINE UP ON EAST MAIN, PARADE ROUTE - WEST ON MAIN ST,
SOUTH ON CAROLINE ST, EAST ON MILL ST, THEN NORTH ON NORTH ST
TO UNION CEMETARY
6. The approximate number of persons for whom use of the proposed street area is requested: MEMORIAL DAY PARADE, the community is welcome
7. The proposed use, described in detail, for which the Street Use Permit is requested: MEMORIAL DAY PARADE

\$25.00 Fee – Receipt No. N/A

Date 4-22-25

Recommendation – Director of Public Works [Signature]

Recommendation – Chief of Police [Signature]

Date of Council approval [Signature]

Email Street Superintendent _____



Application for Event

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

Applicant Name MARK DEGENER VFW POST 5612 Phone Number 920 918 9779
Address 337 S. STAFFORD ST 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.
☐ I am exempt from requiring proof of insurance because _____

Authorized Agent MARK DEGENER (Clerk/Treas. Initials) _____
Home Phone 920 892 6139
Bus. Phone 920 918 9779
Address 914 DRIFUGAST RD 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) ☒ Parade/Street Closing (map required)
☐ Block Party ☐ Runs/Walks (map required)
☐ Financial Gain Event (map required) ☐ Business/Organization Event
☐ Community/Park Event ☐ Other _____

Event Date(s): 26th MAY Start/End Time: 10:00 - 11:00
Name of Activity MEMORIAL DAY PARADE Purpose: TO HONOR OUR WAR DEAD AND MISSING
Assembly Area 200 BLOCK OF MAIN ST Dispersal Area: UNION CEMETARY
Estimated Attendance 500 No. of Parade Units: 25
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 checked="" type="checkbox"/>	<input type="checkbox"/>	Amplification Equipment
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Electricity Needed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Musical Bands
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Portable Toilets	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Horses/Animals
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Street Closure	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Snowmobiles/ATV's
<input checked="" type="checkbox"/>	<input 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 7 April 2025 Signature Mark Deger
(Must be Applicant or Duly Authorized Agent) 06/18

Search this area

Union Cemetery

Humphrey's
Turner Hall
Bar & Grill

St. John
Lutheran Church

STAYTOWN ST

DIVISION ST

HOME AVE

ALFRED ST

MILL POND CT

Body N Soul
Day Spa

Plymouth
Public Library

Hartman's Bakery

Pacifico

Plymouth
Arts Center

Eagle's Club

Plymouth Inn

City Club
Tavern & Grill

Went Mart

The Sewing
Backet

Big Billy's
Bar & Grill

Plank Road
Distillery

Veterans Park

Anton Park

Cozy Tavern

Red Shorts Cafe

Tangles
Hair Salon

Maggie's Closet

Moode Coffee
Cafe Catering

HUB CITY FAMILY
RESTAURANT

Wild Shots Pub

Eastern Ave

Anton Park

License(s) Requested	Fees	
<input checked="" type="checkbox"/> Temporary "Class B" Wine	License Fees	\$ 10.00
<input checked="" type="checkbox"/> Temporary Class "B" Beer	Background Check	\$
	Total Fees	\$

Part A: Organization Information

1. Organization Name St. John the Baptist Congregation		
2. Organization Permanent Address 115 Plymouth St		
3. City Plymouth	4. State WI	5. Zip Code 53073
6. Mailing Address (if different from permanent address)		
7. FEIN 39-0929981	8. Date of Organization/Incorporation 02/21/18	9. State of Organization/Incorporation WI
10. Phone (920) 892-4006	11. Email sjbparish@sjbplymouth.org	
12. Organization type (check one) <input type="checkbox"/> Bona Fide Club <input checked="" type="checkbox"/> Church <input type="checkbox"/> Fair Association/Agricultural Society <input type="checkbox"/> Veteran's Organization <input type="checkbox"/> Lodge/Society <input type="checkbox"/> Chamber of Commerce or similar Civic or Trade Organization under ch. 181, Wis. Stats.		
13. Is this organization required to hold a Wisconsin Seller's permit? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
14. Wisconsin Seller's Permit Number (if applicable)		

Part B: Individual Information

List the name, title, and phone number for all officers, directors, and agent of the organization. Include an Individual Questionnaire (Form AB-100) for each person listed below. Attach additional sheets if necessary.

Corporations must also include Alcohol Beverage Appointment of Agent (Form AB-101).

Last Name	First Name	Title	Phone
Pootharayil Thomas	Subi	Vice President/Pastor	(414) 393-7979
Svitter	Josette	Trustee-Secretary	(920) 946-1709
Widder	Kevin	Trustee-Tresurer	(715) 204-0284

Continued →

Part C: Event Information			
1. Name of Event (if applicable) SJB Spring Social 2025			
2. Dates of Operation 05/17/2025		3. Hours of Operation 5:00 - 8:30 pm	
4. Premises Address 115 Plymouth St.			
5. City Plymouth		6. State WI	7. Zip Code 53073
8. County Sheboygan	9. Governing Municipality <input checked="" type="checkbox"/> City <input type="checkbox"/> Town <input type="checkbox"/> Village of: Plymouth		10. Aldermanic District 1
11. Organizer of Event (if not the named applicant)		12. Email and/or Phone Number for Organizer of Event sjbparish@sjbplymouth.org	
13. Organizer Website www.sjbplymouth.org		14. Event Website https://sjbplymouth.betterworld.org	
15. Premises Description - Describe the building or buildings and any outside areas where alcohol beverages and records are sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary. Center parking lot between church and parish office (115 Plymouth St.) Church hall 15 Plymouth St. Records: parish office - 115 Plymouth St.			

Part D: Attestation			
Who must sign this application? • one officer or director of the nonprofit organization			
READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant organization and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate according to the law, including but not limited to, purchasing alcohol beverages from Wisconsin-permitted wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.			
Last Name Bootharaxil Thomas		First Name Subi	
Title Vice President / Pastor		M.I. -	
Email frsubi@sjbplymouth.org		Phone 920-892-4000	
Signature <i>[Signature]</i>		Date 04/02/2025	

Part E: For Clerk Use Only	
Date Application Was Filed With Clerk 4/2/25	License Number
Date License Granted	Date License Issued
Signature of Clerk/Deputy Clerk	

License(s) Requested	Fees	
<input checked="" type="checkbox"/> Temporary "Class B" Wine <input checked="" type="checkbox"/> Temporary Class "B" Beer	License Fees	\$
	Background Check	\$
	Total Fees	\$

Part A: Organization Information

1. Organization Name Plymouth Advancement Assoc Inc		
2. Organization Permanent Address 535 Krumrey St		
3. City Plymouth, WI	4. State WI	5. Zip Code 53073
6. Mailing Address (if different from permanent address)		
7. FEIN 39-1778702	8. Date of Organization/Incorporation Nov 5, 1993	9. State of Organization/Incorporation WI
10. Phone 920 627-0252	11. Email lee@gentine2wi.com	
12. Organization type (check one) <input checked="" type="checkbox"/> Bona Fide Club <input type="checkbox"/> Church <input type="checkbox"/> Fair Association/Agricultural Society <input type="checkbox"/> Veteran's Organization <input type="checkbox"/> Lodge/Society <input type="checkbox"/> Chamber of Commerce or similar Civic or Trade Organization under ch. 181, Wis. Stats.		
13. Is this organization required to hold a Wisconsin Seller's permit? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
14. Wisconsin Seller's Permit Number (if applicable)		

Part B: Individual Information

List the name, title, and phone number for all officers, directors, and agent of the organization. Include an Individual Questionnaire (Form AB-100) for each person listed below. Attach additional sheets if necessary.

Corporations must also include Alcohol Beverage Appointment of Agent (Form AB-101).

Last Name	First Name	Title	Phone
Gentine	Lee	President	920 627-0252
Vacant		V. President	
Gentine	Lee	Treasurer	920 627-0252
Krapp	Charles	Secretary	920 980-9158

Continued →

Part C: Event Information

1. Name of Event (if applicable) <i>Fall00za</i>			
2. Dates of Operation <i>Sept 27, 2025</i>		3. Hours of Operation <i>9:00AM - 11:00PM</i>	
4. Premises Address <i>130 Grove St</i>			
5. City <i>Plymouth</i>		6. State <i>WI</i>	7. Zip Code <i>53073</i>
8. County <i>Sheboygan</i>	9. Governing Municipality <input checked="" type="checkbox"/> City <input type="checkbox"/> Town <input type="checkbox"/> Village of: <i>Plymouth</i>		10. Aldermanic District <i>1</i>
11. Organizer of Event (if not the named applicant) <i>Lee Gentine</i>		12. Email and/or Phone Number for Organizer of Event <i>920 627-0252</i>	
13. Organizer Website <i>advanceplymouth.org</i>		14. Event Website <i>Fall00za.40M</i>	
15. Premises Description - Describe the building or buildings and any outside areas where alcohol beverages and records are sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary. <i>City park. Tent near Music Venue</i>			

Part D: Attestation

Who must sign this application?

- one officer or director of the nonprofit organization

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant organization and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate according to the law, including but not limited to, purchasing alcohol beverages from Wisconsin-permitted wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Last Name <i>Gentine</i>		First Name <i>Lee</i>		M.I. <i>M</i>
Title <i>President</i>	Email <i>lee.gentine@wmr.com</i>	Phone <i>920 627 0252</i>		
Signature <i>Lee M Gentine</i>			Date <i>4-6-25</i>	

Part E: For Clerk Use Only

Date Application Was Filed With Clerk <i>4/16/25</i>	License Number
Date License Granted	Date License Issued
Signature of Clerk/Deputy Clerk	



April 22, 2025

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 2025.

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 only a few years old and some are long time traditions and we keep adding and improving them to continue to appeal to as many people as possible. They're becoming very popular and we feel they benefit the community in visitor \$\$ brought here and our local businesses in bringing in customers from outside the area.

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



Application for Event

Cheese Festival

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 Dr 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 send
☐ I am exempt from requiring proof of insurance because _____

Authorized Agent _____ (Clerk/Treas. Initials)
Home Phone 920-698-0390
Bus. Phone 920-893-0079

Address _____ City _____ Zip _____

Point of contact at Event (if different than Agent) Mary Houser

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

Event Date(s): June 27-28, 2025 Start/End Time: Parade - 6:00, 10:00 a.m. Friday - 5-10, Saturday 10-10
Name of Activity Cheese Capital Festival Purpose: celebrate cheese
Assembly Area Stayer Park / Main St. Dispersal Area: _____
Estimated Attendance 2000 No. of Parade Units: 20 max
Location of Block Party Stayer Park + Parade only
(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 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 checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Admission/Entry Fee
Financial Gain Activity
Concession Sales
Vendor Displays/Sale
Electricity Needed
Portable Toilets
Street Closure Parking lot (see map)
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 4-3-25 Signature Mary Houser
(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 4-3-25 Date of Rental _____
Park Stayer Park Facility Pavilion
Purpose of Rental Event - Cheese Festival
Approximate # of people attending 2000 Time Rented From: 6/27-6/28 To: 8am-10pm
8am-10pm

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

Applicant Name/Responsible Party Mary Hauser
Address 647 Walter Dr. City Plymouth
Home Phone # 920-698-0390 Work Phone # 920-893-0979
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. Lone Oak Shelter: 2245 Valley Road
6. Stayer Park Band Shell: 39 S. Stafford Street
7. Youth Center: 609 North Street
8. 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 1ST 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 3RD 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

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

Temporary Alcohol Beverage License

Municipality


License(s) Requested	Fees	
<input checked="" type="checkbox"/> Temporary "Class B" Wine <input checked="" type="checkbox"/> Temporary Class "B" Beer	License Fees	\$
	Background Check	\$
	Total Fees	\$

Part A: Organization Information		
1. Organization Name Plymouth Chamber of Commerce		
2. Organization Permanent Address 647 Walton Drive		
3. City Plymouth	4. State WI	5. Zip Code 53073
6. Mailing Address (if different from permanent address)		
7. FEIN 39-0737735	8. Date of Organization/Incorporation	9. State of Organization/Incorporation Wisconsin
10. Phone (920) 893-0079	11. Email maryhauser@plymouthwisconsin.com	
12. Organization type (check one) <input type="checkbox"/> Bona Fide Club <input type="checkbox"/> Church <input type="checkbox"/> Fair Association/Agricultural Society <input type="checkbox"/> Veteran's Organization <input type="checkbox"/> Lodge/Society <input checked="" type="checkbox"/> Chamber of Commerce or similar Civic or Trade Organization under ch. 181, Wis. Stats.		
13. Is this organization required to hold a Wisconsin Seller's permit? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
14. Wisconsin Seller's Permit Number (if applicable)		

Part B: Individual Information			
List the name, title, and phone number for all officers, directors, and agent of the organization. Include an Individual Questionnaire (Form AB-100) for each person listed below. Attach additional sheets if necessary. Corporations must also include Alcohol Beverage Appointment of Agent (Form AB-101).			
Last Name	First Name	Title	Phone
Paris	June	Past President	(920) 645-7565
Moegenburg	Neal	President	(920) 838-6434
Booth	Courtney	President Elect	(920) 946-4517
Hermann	Derrick	Treasurer	(414) 322-1890
Hauser	Mary	Executive Director	(920) 698-0390

Continued →

Part C: Event Information			
1. Name of Event (if applicable) Cheese Capital Festival			
2. Dates of Operation June 27, 2025 June 28, 2025		3. Hours of Operation 10 am - 9 pm	
4. Premises Address Stayer Park			
5. City Plymouth		6. State WI	7. Zip Code 53073
8. County Sheboygan	9. Governing Municipality <input checked="" type="checkbox"/> City <input type="checkbox"/> Town <input type="checkbox"/> Village of: Plymouth		10. Aldermanic District #4
11. Organizer of Event (if not the named applicant)		12. Email and/or Phone Number for Organizer of Event maryhauser@plymouthwisconsin.com	
13. Organizer Website www.plymouthwisconsin.com		14. Event Website events/cheese-derby-day-and-music-festiva.	
15. Premises Description - Describe the building or buildings and any outside areas where alcohol beverages and records are sold, stored, or consumed, and related records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities and storage of records may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary. There will be a tent erected with beer sales occurring. Tables & chairs will be set up in the tent and just outside the tent for consumption. All alcohol will be contained at Stayer Park.			

Part D: Attestation			
Who must sign this application? • one officer or director of the nonprofit organization			
READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant organization and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate according to the law, including but not limited to, purchasing alcohol beverages from Wisconsin-permitted wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.			
Last Name Hauser		First Name Mary	M.I. M
Title Executive Director	Email maryhauser@plymouthwisconsin.com		Phone (920) 893-0079
Signature 		Date	

Part E: For Clerk Use Only	
Date Application Was Filed With Clerk 9/22/25	License Number
Date License Granted	Date License Issued
Signature of Clerk/Deputy Clerk	



Mill Street Festival

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 Dr 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 send
☐ I am exempt from requiring proof of insurance because _____

Authorized Agent May Hauer (Clerk/Treas. Initials)
Home Phone 920-698-0390
Bus. Phone 920-893-0079

Address _____ City _____ Zip _____

Point of contact at Event (if different than Agent) _____

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

Event Date(s): July 12, 2025 Start/End Time Close 6am-5:30 Fest - 9-4

Name of Activity Mill St. Festival Purpose: Bring people to downtown

Assembly Area _____ Dispersal Area: _____

Estimated Attendance 4000 No. of Parade Units: _____

Location of Block Party Caroline Mill to North Mill
(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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input 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 4-3-25 Signature May Hauer
(Must be Applicant or Duty 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 4-3-25 Date of Rental 7-12-25
Park Stayer Park Facility Pavilion
Purpose of Rental event - Mill St. Festival
Approximate # of people attending 400 Time Rented From: 6:00 am To: 5:00 pm

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

Applicant Name/Responsible Party Mary Hauser
Address 647 Walter Dr. City Plymouth
Home Phone # 920-698-0390 Work Phone # 920-893-0979
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. Lone Oak Shelter: 2245 Valley Road
6. Stayer Park Band Shell: 39 S. Stafford Street
7. Youth Center: 609 North Street
8. 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 1ST 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 3RD 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 Nausea

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 Dr 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 send
☐ I am exempt from requiring proof of insurance because _____

Authorized Agent Mary Hauser (Clerk/Treas. Initials) _____
Home Phone 920-698-0390
Bus. Phone 920-893-0079

Address _____ City _____ Zip _____

Point of contact at Event (if different than Agent) _____

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

Event Date(s): August 15, 2005 Start/End Time: 5:00 - 9:00 pm

Name of Activity Cheese Capital Wine Walk Purpose: bring people to downtown

Assembly Area Stayer Park Dispersal Area: _____

Estimated Attendance 200 No. of Parade Units: _____

Location of Block Party N/A
(Block off - street from - street to)

Check all appropriate boxes:

Yes	No		Yes	No	
<input checked="" type="checkbox"/>	<input 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 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 type="checkbox"/>	<input checked="" type="checkbox"/>	Electricity Needed - <u>lights @ Pavilion</u>	<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 4-2-05 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 4-3-25 Date of Rental August 15, 2025
Park Stayer Park Facility Pavilion
Purpose of Rental event - Cheese Capital Wine Walk
Approximate # of people attending 200 Time Rented From: 4:00 pm To: 7:00 pm

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

Applicant Name/Responsible Party Mary Hauser
Address 647 Walter Dr. City Plymouth
Home Phone # 920-698-0390 Work Phone # 920-893-0979
Email maryhauser@plymouthwisconsin.com

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

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FEE SCALE FOR YOUTH CENTER:

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Over 5 Hour Rental - \$140.00
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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. Lone Oak Shelter: 2245 Valley Road
6. Stayer Park Band Shell: 39 S. Stafford Street
7. Youth Center: 609 North Street
8. 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 1ST 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 3RD 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

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 Dr 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 send
☐ I am exempt from requiring proof of insurance because _____

Authorized Agent Mary Hauser (Clerk/Treas. Initials) _____
Home Phone 920-698-0390
Bus. Phone 920-893-0079

Address _____ City _____ Zip _____

Point of contact at Event (if different than Agent) _____

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

Event Date(s): October 31, 2025 Start/End Time: 4:00pm - 8:00pm

Name of Activity Pumpkin Walk Purpose: bring people to Stayer Park

Assembly Area Stayer Park Pavilion Dispersal Area: _____

Estimated Attendance 200 No. of Parade Units: _____

Location of Block Party along river walk & pavilion
(Block off - street from - street to)

Check all appropriate boxes:

Yes	No	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Admission/Entry Fee
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Financial Gain Activity
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Concession Sales
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Vendor Displays/Sale
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Electricity Needed
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Portable Toilets
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Street Closure
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Barricades Needed (_____)

Quantity

Yes	No	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fireworks
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Amusement Rides
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Setting Up Tents
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Amplification Equipment
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Musical Bands
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Horses/Animals
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Snowmobiles/ATV's
<input type="checkbox"/>	<input checked="" type="checkbox"/>	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 4-3-25 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 4-3-25 Date of Rental October 31, 2025
Park Stayer Park Pavilion Facility Pavilion
Purpose of Rental Pumpkin Walk
Approximate # of people attending 200 Time Rented From: 4:00 pm To: 8:00 pm

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

Applicant Name/Responsible Party Plymouth Chamber
Address 647 Walton Dr. City Plymouth
Home Phone # 920-698-0390 Work Phone # 920-293-0079

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)

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Signature of Renter: _____

May Nause

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 Phone Number 920-893-0079
Address 647 Walton Dr 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.
☐ I am exempt from requiring proof of insurance because will have insurance co. forward.

Authorized Agent Mary Hauser (Clerk/Treas. Initials) _____
Home Phone 920-698-0390
Bus. Phone 920-893-0079

Address _____ City _____ Zip _____

Point of contact at Event (if different than Agent) _____

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

Event Date(s): November 27, 2025 Start/End Time: 5:00 set-up/7:00 parade
Name of Activity: Holiday Parade Purpose: Parade
Assembly Area: Main St - North to Caroline Dispersal Area: _____
Estimated Attendance: ? No. of Parade Units: 20
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 type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Street Closure	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Snowmobiles/ATV's
<input checked="" type="checkbox"/>	<input 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 4-3-25 Signature Mary M. Hauser
(Must be Applicant or Duly Authorized Agent)

City of Plymouth
128 Smith St. - P.O. Box 107
Plymouth, WI 53073-0107



Telephone: (920) 893-3745
Facsimile: (920) 893-0183
Web Site: plymouthgov.com

DATE: April 24, 2025

TO: Mayor and Common Council

FROM: Tim Blakeslee, City Administrator/Utilities Manager

RE: **Substation, Transmission Line, and Access Easement with ATC for Substation No. 5**

Background: The attached easement is between the City of Plymouth and American Transmission Company (ATC) for the work, equipment, and future maintenance of transmission facilities at Substation No. 5 required for standard substation operation. This easement mimics the easement with ATC at the Plymouth Substation No. 4. This easement has been reviewed/approved by to our attorney with Boardman Clark who focuses electric utility infrastructure. ATC anticipates construction to begin at the substation site shortly.

Recommendation: Approve Substation, Transmission Line, and Access Easement with ATC for Substation No. 5.

**GRANT OF SUBSTATION,
TRANSMISSION LINE AND
ACCESS EASEMENTS**

Document Number

Document Title

This Grant of Substation, Transmission Line and Access Easements (including exhibits hereto, this “Agreement”) is made as of the 29th day of April 2025, by the City of Plymouth, a Wisconsin municipal corporation (“Grantor”), to American Transmission Company LLC, a Wisconsin limited liability company, and its corporate manager, ATC Management Inc. (collectively, “Grantee”). Grantor and Grantee may each be described as a “Party,” and together, as the “Parties.”

Recording Area

Name and Return Address:

American Transmission Company LLC
Attn: Real Estate Department
PO Box 47
Waukesha, WI 53187-0047

PIN: 59012158081

RECITALS

A. Grantor is the owner of certain lands known as the Plymouth Utilities Substation No. 5 located in the Town of Mitchell, County of Sheboygan, State of Wisconsin (“Burdened Parcel”), more particularly described on the attached and incorporated Exhibit A.

B. Grantee desires to receive, and Grantor desires to grant, non-exclusive easements for the limited purposes of constructing, erecting, installing, placing, maintaining, modifying, operating, replacing, repairing, rebuilding, removing, relocating, inspecting, patrolling and accessing electric transmission equipment in, upon, under, over, and across certain portions of the Burdened Parcel as more specifically described below.

AGREEMENT

NOW, THEREFORE, in consideration of the mutual covenants herein contained and for \$1.00 (one dollar) and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Grantee and Grantor, intending legally to be bound, agree as follows:

1. Substation Easement. Grantor hereby grants and conveys to Grantee and its successors and assigns, the perpetual right, non-exclusive easement, and authority to construct, erect, install, place, maintain, modify, operate, replace, repair, rebuild, remove, relocate, inspect, and patrol electrical transmission facilities, including concrete foundations, cubicles and transformers, switches, fuses, capacitors, breakers, communication facilities and all other related equipment and facilities (collectively, the “Substation Easement”), in, upon, under, over, and across those portions of the Burdened Parcel (“Substation Easement Area”) as is described on the attached Exhibit A. “Transmission,” as used in the

preceding sentence and elsewhere in this Agreement, shall mean and refer to equipment, lines and facilities used for the transmission of electricity at voltages greater than or equal to 50 kV.

2. Transmission Line Easement. Grantor grants and conveys to Grantee and its successors and assigns, the right, easement, and authority to construct, erect, install, place, maintain, modify, operate, replace, repair, rebuild, remove, relocate, inspect and patrol overhead and underground electrical transmission lines and related facilities, consisting of one or more circuits including, without limitation, towers, pole structures and poles, foundations, wires, cables, conduits, cooling oil, gas or other cooling mediums with pipes, ducts and pumps, counterpoise, anchors, manholes, transformers, pedestals, anchors, guy wires, brace poles and necessary fixtures, communication facilities, conductors and appurtenances attached thereto (the "Transmission Line Easement"), in, upon, under, over, and across those portions of land ("Burdened Parcel") on which such facilities are existing on the date hereof (the "Transmission Line Easement Area"), together with the right, at Grantee's expense, to cut down, trim or otherwise control the growth of all trees and bushes growing upon or over the Transmission Line Easement Area.

3. Access Easement. Grantor hereby grants and conveys to Grantee and its successors and assigns, the perpetual right, non-exclusive easement, and authority of ingress and egress (the "Access Easement") in, upon, under, over, and across existing and future driveways, roadways, paths, walkways or access roads over and across Grantor's land (Exhibit A/ Burdened Parcel) from the Substation and Transmission Line Easement Areas to publicly dedicated roads, as necessary to access, place, maintain, operate, replace and repair electrical transmission facilities within the Substation Easement and/or Transmission Line Easement Areas.

4. Easement Areas. Attached to this Agreement as Exhibit A is a description of Grantor's land. The Substation Easement, Transmission Line Easement and Access Easement are sometimes hereinafter collectively referred to as the "Easement" and the Substation Easement Area, Transmission Line Easement Area and Access Easement Area (as the Access Easement Area may be relocated from time to time) are sometimes hereinafter collectively referred to as the "Easement Areas".

5. Expansion. Grantee and its successors and assigns shall have the right, upon obtaining Grantor's advance written consent, which consent shall not be unreasonably withheld, conditioned or delayed, to expand, enlarge and add to its facilities within the Substation Easement Area as the Substation Easement Area is generally depicted or described on Exhibit A.

6. Reservation to Grantor. Grantor reserves, for itself and its successors, grantees and assigns, the right to use the Easement Areas for electric and gas distribution facilities and to use the Burdened Parcel in any manner, including the construction, installation, operation, use, maintenance, relocation, replacement, rebuilding, renewing or removing of facilities, provided such use does not interfere with or unduly inconvenience Grantee's full use and enjoyment of the Easements granted to Grantee.

7. Relocation. Subject to the terms and provisions of this Agreement, Grantor may, from time to time, and upon reasonable prior written notice to Grantee, relocate the Access Easement Area or a portion or portions thereof. During relocation Grantor shall provide reasonably equivalent alternative access during the action or construction period. After completion, such relocated Access Easement Area shall be of a quality and quantity substantially equivalent to that enjoyed by Grantee prior to Grantor's relocation of such Access Easement Area. At no time during any construction or other relocation shall

Grantee's ingress and egress to the Substation and Transmission Line Easement Areas from publicly dedicated roads be materially diminished.

8. Maintenance. The respective maintenance and payment obligations of Grantor and Grantee, together with certain other of their rights and obligations are more specifically addressed in an interconnection agreement of even date between Grantor and Grantee.

9. Partial Release. Upon written request by Grantor at any time after the date hereof, Grantee agrees to release, without charge, portions of the Burdened Parcel as described and depicted on the attached Exhibit A as not required for continued operation, maintenance and replacement of Grantee's substation transmission equipment and transmission lines located within the Easement Areas, including, without limitation, Grantee's rights of ingress and egress to and from the Substation Easement Area and Transmission Line Easement Area from publicly dedicated roads. Such written request from Grantor shall be accompanied by a survey prepared and certified by a Wisconsin land surveyor or civil engineer, which survey includes a verifiable legal description as to the Easement Areas remaining subject to this Agreement and those portions of the Burdened Parcel as sought to be released therefrom. With respect to any request in compliance with the foregoing, Grantee shall join Grantor in amending this Agreement to release portions of the Burdened Parcel described and depicted on Exhibit A as unnecessary for Grantee's use and enjoyment of the Easements herein granted.

10. Binding Effect. The terms, conditions and easement rights contained herein shall be covenants running with the land. This Agreement shall be recorded against the Burdened Parcel and the terms and conditions contained herein shall bind, inure to the benefit of and be enforceable by Grantor and Grantee and their respective representatives, agents, employees, successors and permitted assigns.

11. Successors and Assigns. Grantee acknowledges that the rights granted to and duties assumed by Grantee under this Agreement may not be assigned or delegated by Grantee without the prior written consent of Grantor, which consent may be given or withheld in Grantor's sole and absolute discretion. Any attempted assignment or delegation by Grantee without the prior written consent of Grantor shall be void *ab initio*. Notwithstanding the foregoing, Grantee may, without the prior consent of Grantor, hire contractors to perform work or other services in the Easement Area, subject to the terms and conditions of this Agreement.

12. Notice. Whenever notice is required to be given pursuant to this Agreement, the same shall be given in the manner and to the person identified in the interconnection agreement described in Section 8, above.

13. Severability. If any term, provision, or condition of this Agreement shall, to any extent, be invalid or unenforceable, the remainder of this Agreement (or the application of such term, provision or condition to persons or circumstances other than in respect of which it is invalid or unenforceable) shall not be affected thereby; and each term, provision and condition of this Agreement shall be valid and enforceable to the fullest extent permitted by law.

14. Wisconsin Law. The terms and provisions of this Agreement shall be governed by and construed in accordance with the laws of the State of Wisconsin.

15. Default. In the event that either Party hereto ("Defaulting Party") defaults in the performance of its duties or obligations hereunder, and if such default shall continue for a period of thirty

(30) days after written notice thereof shall have been given to such Defaulting Party by the other Party hereto ("Notifying Party") (or in the case of any dangerous or emergency situation, with contemporaneous notice), then, in addition to all rights and remedies available at law or in equity, the Notifying Party shall have the right to cure said default; and the Defaulting Party shall indemnify and hold the Notifying Party harmless from and against any cost, loss, liability or expense incurred in doing the same, together with interest at the rate of four percent (4%) over the rate of interest from time to time announced by U.S. Bank, N.A., as such bank's prime or reference rate, and all other costs relating thereto, and the cost of collection of such reimbursement including, without limitation, reasonable attorneys' fees and expenses. In the case of a default which cannot reasonably be cured within such thirty (30) day period, the Defaulting Party shall not be considered in default if it commences, within five (5) days of receipt of notice of the default, to cure and diligently pursues the cure to completion, provided that the Notifying Party is not further injured by such delay

16. Attorneys' Fees. Either Party hereto (or their respective representatives, successors and assigns) may enforce this instrument by appropriate action and the prevailing Party in such action shall be entitled to recover, as part of its costs, reasonable attorneys' fees and expenses incurred in such action.

17. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original and which, when taken together shall constitute one and the same instrument. Signature(s) of the parties to this Agreement may be executed and notarized on separate pages.

18. No Partnership. None of the terms and provisions of this Agreement shall be deemed to create a partnership between or among the parties hereto in their respective businesses or otherwise, nor shall any terms or provisions of this Agreement cause them to be considered joint ventures or members of any joint enterprise.

19. Amendment. This Agreement may only be amended, modified, or terminated by a declaration in writing, executed and acknowledged by all the parties to the Agreement or their successors or assigns.

20. Compliance with Laws. Grantee covenants and agrees to use the Easement Area only in accordance with all applicable laws, ordinances, rules, regulations and requirements of all federal, state and municipal governments.

21. Signage. Grantee shall not install any exterior signage within the Easement Area, except that Grantee may, upon receiving Grantor's prior written consent (which shall not be unreasonably withheld, conditioned or delayed), install exterior signage identifying Grantee.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the date and year first above written.

GRANTOR:

By: _____

Name:

Title:

ACKNOWLEDGMENT

STATE OF WISCONSIN)
) SS
COUNTY OF _____)

Personally came before me this ____ day of _____, 20____, the above-named _____, the _____ of _____, to me known to be the person who executed the foregoing instrument in such capacity and acknowledged the same.

Name:

Notary Public, Wisconsin

My Commission:

[ADDITIONAL SIGNATURE AND ACKNOWLEDGMENT ON FOLLOWING PAGE]

GRANTEE:

**AMERICAN TRANSMISSION COMPANY LLC,
a Wisconsin limited liability company**

By: ATC Management Inc., its Corporate Manager

By: _____

Name:

Title: Manager Real Estate

ACKNOWLEDGMENT

STATE OF WISCONSIN)
) SS
COUNTY OF _____)

Personally came before me this ____ day of _____, 20____, the above-named _____, as Manager Real Estate, of ATC Management Inc., Manager of American Transmission Company LLC, a Wisconsin limited liability company, to me known to be the person who executed the foregoing instrument in such capacity and acknowledged the same.

Name: _____

Notary Public, Wisconsin

My Commission: _____

This instrument was drafted by Perri Petropoulos and checked by Sarah Lamp on behalf of American Transmission Company, PO Box 47, Waukesha, WI 53187-0047.

EXHIBIT A

(Burdened Parcel)

Outlot 1 of a Certified Survey Map, recorded in the Sheboygan County Registry on January 18, 2024 in Volume 31 of Certified Survey Maps on Pages 263-265, as Document No. 2159629, and being a part of the Southwest 1/4 of the Southeast 1/4 of Section 15, Township 14 North, Range 20 East, in the Town of Mitchell, Sheboygan County, Wisconsin.



DATE: April 24, 2025

TO: Mayor and Common Council

FROM: Tim Blakeslee, City Administrator/Utilities Manager

RE: **Approval of Insurance Benefit Broker Proposal From Gallagher**

Background: Health insurance brokers provide critical expertise in evaluating benefit offerings, negotiating with carriers, supporting staff with claims, and developing strategies to manage high-cost claims and wellness initiatives. Staff recommends using a broker because the depth of knowledge and resources they offer far exceeds what can be provided internally. It is anticipated that these services will yield a return greater than the cost of engagement.

Prior to 2024, the City of Plymouth worked with a broker that operated under a commission-based model—charging a 10% stop-loss commission plus a \$2,000 fee (totaling approximately \$20,000). In 2024, the City transitioned away from that broker due to limited service and concerns with the commission structure, which did not align with the City's interests in securing the most favorable terms.

In early 2025, the City issued a Request for Proposals (RFP) for health insurance brokerage services and received five responses:

- Risk Strategies – \$24,000 (1-year contract)
- R&R Insurance – \$24,960 (1-year contract)
- Cottingham & Butler – \$25,000 (3-year contract) – Interviewed
- Tricare – \$24,000 (3-year contract) – Interviewed
- Gallagher – \$20,400 (1-year contract) – Interviewed

Staff interviewed three firms and recommends proceeding with Gallagher. Highlights:

- A flat fee compensation model that promotes objectivity and aligns with the City's interests
- A national footprint with local expertise and access to extensive public sector experience
- A dedicated service team including compliance, actuarial, pharmacy, and wellness experts
- Advanced data analytics and custom reporting to manage cost drivers and identify trends
- Strategic planning services that include multi-year forecasting and vendor management
- Comprehensive support for benefit renewals, communication materials, and employee education
- In-house legal and compliance resources to support regulatory requirements
- A robust transition plan designed to ensure a seamless onboarding experience

Gallagher also offers specialized services such as wellness program development, pharmacy benefit optimization, and HR technology service—resources the City can access as future needs arise (and would still be less costly than the other proposals).

Funding for the broker services will come from the self-insurance fund, which is supported by health insurance premiums paid by both the City and its employees. Funding is available for this service and will be budgeted for in upcoming years.

Recommendation: Approve proposal from Gallagher and direct staff to finalize agreement.



City of Plymouth

Gallagher Response to Request for Proposal
Benefits Insurance Broker

April 02, 2025

Josh Bergman
Area Vice President

Gallagher Benefit Services, Inc.
245 South Executive Drive, Suite 200
Brookfield, WI 53005

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Section One: Introductory Letter

City of Plymouth

Leah Federwisch, Human Resources

Dear Leah Federwisch

Thank you for the opportunity to submit a proposal to provide employee benefits consultant services for the City of Plymouth (hereafter “the City”) on behalf of Gallagher Benefit Services, Inc. (hereafter “Gallagher”). We are confident you will find Gallagher has the experience, integrity, resources, and innovative people necessary to meet your benefit needs as addressed in our proposal.

Your organization plays an essential role in serving the community, and we are committed to supporting you in achieving your mission. With our extensive experience in both national and local public sector practices, we are deeply familiar with the unique challenges and opportunities that distinguish you from private sector entities. Our team offers not only the expertise of your dedicated consulting group but also the collective insights of professionals who work with public sector employers across the state, region, and nation.

We recognize that Public Sector organizations face challenges such as contract negotiations, evolving workplace expectations, mental health concerns, cost of living adjustments, talent retention, among others. Drawing from our experience with similar organizations, we provide comprehensive solutions designed to advance your mission effectively.

Here's how we can help:

- **Objectivity and Transparency:** We serve our clients with uncompromising integrity and openness, ensuring complete transparency and disclosure in all dealings. Our ethical foundation guarantees unbiased, tailored advice and solutions.
- **Compliance:** We understand the regulatory challenges faced by Public Sector organizations. Our team provides expert guidance to help you navigate these complexities effectively, ensuring you receive tailored solutions to meet your specific needs—all
- **Employee Education:** The employees' understanding of the benefits is paramount to the success of the program. Gallagher will lead a heavy emphasis in the creation and refreshing of materials and events to guide employees toward the greatest benefits experience.
- **Value-driven Cost Management:** Gallagher's strength is in its extensive experience and expertise, offering access to the collective knowledge of thousands of teams. This enables us to effectively manage and optimize benefit program costs, providing comprehensive and efficient solutions.
- **Marketplace Leverage:** By writing the most business with dominant insurance carriers in Wisconsin, we command vendor attention to negotiate competitive terms and tailor solutions for Public Sector organizations. Our vendors seek our insights, ensuring top-tier service and reinforcing our role as a trusted industry advisor.

We aim to be more than just a service provider; we want to be your partner and an extension of your team, helping you develop long-term healthcare and cost-saving strategies. We are excited about the opportunity to partner with the City of Plymouth.

Sincerely,



Josh Bergman

Area Vice President

P: 262 312 3086

E: Josh_Bergman@ajg.com

245 South Executive Drive, Suite 200
Brookfield, WI 53005



Claire Huschen

Area Executive Vice President

E: Claire_Huschen@ajg.com

245 South Executive Drive, Suite 200
Brookfield, WI 53005

Section Two: Experience and Qualifications

All proposals shall include a brief discussion of the proposing consultant/broker, its history, and its general approach to municipal brokerage servicing that demonstrates the proper understanding of the needs of the City of Plymouth and the proposer's ability to address them.

About Gallagher

Gallagher started as a single office in Chicago and has grown to a publicly traded global organization with more than \$11.3 billion in adjusted revenues, 970+ offices globally, and over 56,000 team members with service capabilities in 130-plus countries. Our business units and subsidiaries provide the full spectrum of specifically tailored risk management products and solutions for complex operations.

Gallagher's history is a compelling story of the insurance business; to learn more visit ajg.com/about-us/.

Our Culture

The ideals, principles, and values established by our founder, whose name remains on our door, are integral to our organization. Gallagher's approach to business, fostered through three generations of family leadership, has always centered on creating relationship value as true partners to our clients. Our Gallagher team understands they can make a genuine difference in protecting and supporting your people. We take the time to ask the right questions so that we can offer you the best recommendations. By focusing on your challenges, objectives, and business goals, we gain the insights necessary to help you make strategic decisions now with a long-term vision for success. Our mission statement, and the shared values we refer to as The Gallagher Way, describe how our culture and people are dedicated to yours.

Mission

- To build the best benefits services practice with brokers and consultants who understand the value of building relationships and trust, and creating experiences and results that inspire our clients' confidence.
- To provide superior, cost-effective benefit products and services that meet the ever-changing needs of employers, while striving for the highest professional excellence in the delivery of those solutions.
- To measurably help organizations manage and grow their businesses through our benefit services, expertise and counsel.

We accomplish our mission with the leadership that grows our company by enriching our culture. We will honor the moral and ethical standards that are vital to gaining organizations' trust and their confidence in our ability to continually build and develop a Gallagher benefit services team that excels at what we do.

The Gallagher Way

The Gallagher Way is a one-page document written in 1984 by our former chairman and CEO, Robert E. Gallagher, which defines the Gallagher culture. It describes the principles, behaviors, and beliefs that have produced great work at Gallagher—and great working relationships—since the company was founded. The document's 25 shared values guide business conduct for each of us as individuals, and all of us as a team.

ABOUT GALLAGHER

FOUNDED IN 1927

\$11.3B

TOTAL ADJUSTED BROKERAGE
& RISK MANAGEMENT
REVENUES
Full Year 2024

130+

COUNTRIES SERVED

56,000+

EMPLOYEES WORLDWIDE
As of December 31, 2024

970+

OFFICES GLOBALLY

SOCIAL RESPONSIBILITY

COMPANYWIDE FOCUS ON
ETHICAL CONDUCT,
EMPLOYEE HEALTH AND
WELFARE, ENVIRONMENTAL
INTEGRITY AND COMMUNITY
SERVICE

Section Three: Approach and Methodology

All proposals shall include a detailed description of the services and methods by which the work set forth in the RFP will be performed. The description shall include the consultant/broker's understanding of the services to be performed, methodology to be used, and the estimated project timeline outlining the transition process.

We understand the importance of tailoring our services to best suit your needs. We will work closely with you to complement your existing resources and expertise. Our goal is to provide ongoing insights into emerging trends and offer technical expertise to help you achieve your human resources and financial objectives. We take your issues to heart and believe in a collaborative approach that consistently delivers customized and innovative solutions.

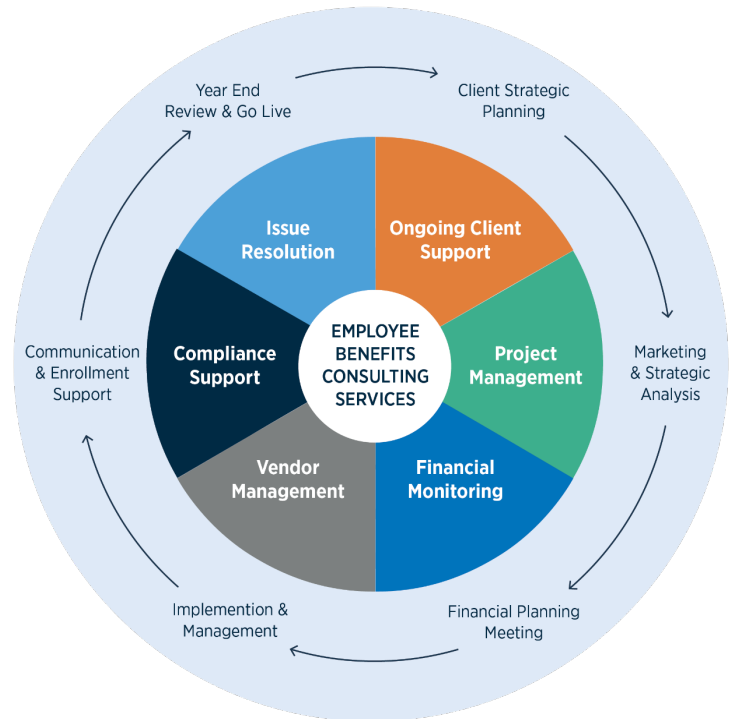
To meet your objectives, we follow a strategic process. We begin with strategic planning and then utilize data analytics, rigorous vendor management, compliance adherence, marketplace influence, and effective employee engagement and communication to achieve your goals. Our dedicated service team is involved in every step of the onboarding, ongoing service planning, and management process, ensuring a seamless and effortless transition. Whether we are working with established clients or new ones, we follow the same meticulous process to develop annual and multi-year plans.

Service Support

Our integrated team approach allows us to always remain completely available and responsive to our clients. Your daily support includes direct contact for benefits-related questions, including eligibility / qualifying life events, liaison between you and all vendors, and assistance in any elevated employee benefits issues.

Your Client Service Team partners with you in the day-to-day servicing of your account in a variety of ways, some of which include:

- A dedicated **Client Manager** will serve as your contact. They will have a deep understanding of your business and insurance needs, ensuring personalized service and attention.
- **Insurance Placement and Renewals:** We will handle the placement and renewal of your insurance policies. We will assess your coverage requirements, negotiate with insurance carriers on your behalf, and present you with the most suitable options. We will also review your policies regularly to ensure they remain aligned with your evolving needs.
- **Claims Assistance:** In the event of a claim, we will provide guidance and support throughout the claims process. We will help you report the claim, communicate with the insurance carrier, and advocate for a fair and timely resolution. Our expertise will help you navigate any complexities and maximize your claim benefits.
- **Employee Benefits Support:** We will help design and manage your employee benefits programs, assist with benefits plan administration, and provide guidance on compliance and regulatory matters. We may also offer technology solutions to streamline benefits administration processes.
- **Regular Communication and Reviews:** We believe in maintaining open and transparent communication with our clients. We will provide regular updates on industry trends, regulatory changes, and other relevant information. We will also conduct periodic reviews of your insurance program to ensure it remains aligned with your goals and objectives.
- **Consulting and Advisory Services:** Our team of experts can provide specialized consulting and advisory services tailored to your unique needs. Whether it's mergers and acquisitions, international risk management, or actuarial services, we will offer strategic advice and solutions to help you make informed decisions.



Your Client Service Team

Your dedicated service team will provide consistent support throughout our relationship. Led by your Benefits Consultant and Client Manager, the team consists of multiple members who will work closely together to ensure your satisfaction.

Our Core Team structure is strategically designed with you in mind.

Lead Consultant – Has dedicated areas of focus to provide comprehensive strategic direction and oversee all deliverables and vendor performance.

Client Manager – Serves in a day-to-day plan management capacity. Assists with the execution of strategy and attends scheduled strategy and renewal meetings.

Client Associate – Primarily an internal facing role with a focus on supporting the tactical work to enable other team members to spend additional time on the strategic work.



Josh Bergman, Lead Consultant

As Area Vice President, Josh's core focus is establishing and maintaining client relationships. In collaboration with other specialized industry experts across Gallagher, he ensures that each client's Total Rewards Strategy is aligned with their unique organizational needs and financial expectations.

Since 2016, Josh has consulted several well-known, highly respected firms on their health and risk management programs. In 2020, he joined Gallagher and brings his accomplished professional experience to the Wisconsin team.

Josh is a relentless problem-solver for companies trying to balance healthcare costs and quality of benefits. His experience brings a unique perspective to his clients by understanding the intricacies of each organization's distinctive culture, and recommends cost effective strategies to satisfy their overall employee life cycle needs.

Josh received his BA in Marketing and Public Relations from Carthage College. He currently resides in Waukesha with his wife, Cammie and his son, Royce. He is an avid sports fan and golfer, enjoys reading, and loves spending free time hiking with the family.



Jackie McCarthy, Client Manager

Jackie's primary responsibility is to deliver exceptional service to her clients through the day-to-day management of their strategic plans and renewal cycle. This includes project management, vendor implementation and relationships, communications strategy and development, and assisting clients with inquiries related to compliance, reporting, and other Gallagher provided solutions.

Jackie began her career in the insurance industry as a member of Gallagher's Summer Internship Program in 2021. She joined Gallagher in a full-time role on the sales side in 2022 in the Boston office. There, she worked on various clients in the Boston area. In September of 2023, Jackie joined the Gallagher team in Wisconsin on the client-side. She continues to support clients in Wisconsin, working out of Gallagher's Madison and Brookfield offices.

She graduated from the College of the Holy Cross with two B.A. in English and Business, Ethics & Society.

Subject Matter Experts

In addition to the core team mentioned earlier, the City will have access to a range of Subject Matter Experts specializing in areas such as compliance, wellbeing, HR technology, and more.

Your service team has years of experience that make them valuable assets in assisting your organization to grow and expand.



Nancy Farnam, J.D., Area Assistant Vice President, Compliance Counsel

Nancy is an employee benefits attorney serving Gallagher Benefit Services' Great Lakes Region as an Area Assistant Vice President, Compliance Counsel. Nancy works with Gallagher consulting teams in the Great Lakes Region to develop effective strategies for clients to comply with the rules and regulations for their benefit plans. She regularly meets with clients to discuss the impact of the requirements on their plans. She is also responsible for conducting internal training sessions on benefits issues for Gallagher's Great Lakes Region employees.

Nancy joined Gallagher in 2017 after working as an employee benefits attorney in private practice for over 25 years. Nancy has extensive experience counseling both private and public sector employers on design, administrative and legal issues impacting various health and welfare benefit plans, including self-insured and insured health plans, cafeteria plans, health reimbursement arrangements and health savings accounts, and assisting with compliance under the Affordable Care Act, HIPAA, COBRA and other laws. Nancy is a frequent speaker to employer and professional groups, and she enjoys breaking down the technical and complicated employee benefit rules into understandable terms.

Nancy has a BS from Michigan State University and holds a JD from Wayne State University's School of Law.



Alicia Tollefson, Wellbeing Consultant

Alicia is a well-being advocate, and over the past 7+ years, Alicia has used her bachelors in kinesiology and master's degree in public health to design and implement well-being strategies for diverse populations. These populations have included blue and white-collar workers, unionized team members, and underserved communities. She is passionate about total whole person health, but also enhancing the team member experience and engaging members in unique ways. In addition to experience as a wellness coach herself, and managing wellness initiatives and leading rewards, communication and overall program management, she also has experience in developing policy, communications and training in response to the COVID pandemic.



Peter Kissinger, Consulting Actuarial

Peter is a fully-credentialed actuary with experience in many areas of healthcare. He has performed nearly every traditional actuarial function throughout my career including pricing, reserving, and rate setting.

Peter has worked with clients to accurately forecast medical and prescription drug revenue and costs, both for self-insured groups and government programs. He consults with various organizations on benefit strategies as well as optimal and efficient plan offerings. Peter helps clients understand their healthcare costs and highlighted areas and potential issues that are driving healthcare spend.

Peter attended the University of Wisconsin where we received his bachelor degree in Business Administration and Actuarial Science.

**Heather Eastman, Senior Vice President, HR and Compensation Consulting**

As a Senior Consultant within the Human Resources Consulting and Compensation Practice of Gallagher, Heather Eastman helps clients navigate large scale organizational change and optimize the human element of their operations.

With more than 25 years of leadership roles across myriad functions, Heather brings a unique perspective to HR with deep experience in the technology, legal, and healthcare sectors. Heather's expertise lies in growth strategy, optimization and turnaround, organizational development, and M&A integrations.

Throughout her career Heather has led large-scale initiatives including HRIS system selection and implementation, global change management, HR process re-design, post-acquisition integration, organizational change and internal communication strategy, growth strategy, and operational turnaround. Prior to joining Gallagher, Heather served in executive leadership roles at Kroll Ontrack / Kroll (MMC), Code42, Thomson Reuters and Amplifon and founded a management consulting firm.

Heather holds a B.A. from The College of Wooster and been trained in Outcome-driven Innovation by Strategyn. She is passionate about her work for MN JDRF (Juvenile Diabetes Research Foundation) and Girls on The Run.

**Brian Lemoine, Area Vice President, Pharmacy Consulting**

Brian Lemoine is a pharmacy subject matter expert and works within Gallagher's Pharmacy Practice. With more than 25 years in employee benefits, including leadership roles with global consulting firms and national carriers. Brian specializes in helping self-funded employers reduce their ongoing pharmacy spend and is considered a subject matter expert in PBM contracting. He works with organizations across the country and has a proven track record for designing needs-based solutions, as well as for tracking and reviewing claims data so that the Plan's financial results can be further improved over time.

Brian earned his Master of Business Administration from the University of Maryland at College Park and his Bachelor's Degree from the University of Massachusetts at Amherst. He also holds a CEBS designation from the Society of Certified Employee Benefit Specialists and has served on the Board and as President of the Carolinas CEBS Chapter, as well as on the Publishing Committee for Benefits Quarterly.

1. Analysis and Reporting

Data drives the decisions related to your current and future benefit offerings. Our consulting approach is rooted in the way we collect, analyze, and report data. Gallagher does not view actuarial, reporting, and/or underwriting services as silos; rather, as a unified offering we provide. Your Financial and Actuarial Consulting (FAC) team member is a part of your core team whose services (e.g., underwriting, actuarial, reporting, claims analysis, renewal review, and financial consulting) are included in the standard scope. Our FAC team has deep industry knowledge, expertise, and a wide range of tools and data to provide the City comprehensive financial analyses. This enables clients to make informed decisions throughout the benefits design process, maximize value, retain talent, and control costs.

Financial

Gallagher will provide financial utilization tracking reports with varying levels of analysis. This allows us to benchmark performance and identify cost drivers that are favorable or unfavorable. This data is invaluable when reviewing program costs, identifying trends, and negotiating renewals.

Gallagher can customize your reporting package to meet your exact needs. We will work with you at the beginning of the program to identify the reports you require, including an analysis of actual claims to budget, tracking large claims, and identification of plan costs by specific lines of coverage.

Gallagher's solutions use proprietary algorithms to uncover, pinpoint, and automate the information process to help you manage your medical risk across the health plan. We capture, diagnose, and optimize actual claims data and provide predictive and prescriptive modeling for high-risk consumers.

Underwriting and Actuarial Services

Our FAC team provides critical actuarial and underwriting services for testing assumptions regarding various enrollment scenarios and benefit designs. They review data in a data warehouse and provide customized benchmarking information based on your demographics, geography, and industry.

We provide underwriting and actuarial support to our clients, including but not limited to:

- Underwriting the plan independently from the insurance carrier.
- Projecting renewal rate actions before the renewal.
- Identifying financial objectives, goals, and risk tolerance
- Forecasting total plan cost and offering alternate cost-saving measures
- Recommending competitive employee and employer contribution strategies
- Developing reserves, COBRA premiums, maximum exposure, and potential savings
- Financial comparison and evaluation of managed care network discounts
- Evaluating the cost-effectiveness of prescription drug carve-out via a pharmacy benefit manager
- Providing benchmark information to compare costs and lines of coverage across all lines
- Providing Incurred But Not Reported (IBNR) calculations
- Providing captive feasibility, historical rate analysis, and forecasting

Financial & Actuarial Tools

PEOPLE INSIGHTS REPORT

Aggregated employee data analysis

CUSTOM BENCHMARKING

Industry specific data cuts

DATA WAREHOUSE

Data analytics platform

CLAIMS & ENROLLMENT TRACKING

Custom built for each client

WORKFORCE EVALUATION

Analysis of population characteristics

ANALYTIC ACTION REPORT

Clinical insights and recommended actions

UNDERWRITING

Independently from the carrier

EMPLOYEE CONTRIBUTION MODELER

Develop contribution strategy & options

Reporting Capabilities

Gallagher can customize your reporting package to meet your organization's exact needs. We will work with you to identify the reports you require, including an analysis of actual claims to budget, tracking large claims, and identification of plan costs by specific lines of coverage.

We use the following tools to assist with the reporting we provide to you:

- Underwriting modeler
- Claims and enrollment tracking
- IBNR reserve models
- Data warehouse platform
- Healthcare rating model
- Carrier feeds and reporting access

We use proprietary algorithms to uncover, pinpoint, and automate the information process to help you manage your medical risk across the health plan. We capture, diagnose, and optimize actual claims data and provide predictive and prescriptive modeling.

We have listed the standard reporting that we will provide that is included in our standard scope of services based on your organization's size, funding, and access to your data.

Self-Funded Reporting

- Monthly financial monitoring report to include summary of plan costs, actual costs vs budget, large claimants and claims applied to stop loss
- Annual IBNR report
- Projection and forecasting that includes rate development
- Plan change modeling
- Contribution modeling
- Disruption analysis with self-funded marketing
- Network discount evaluation with self-funded marketing
- Utilization analysis and reports
- Stop loss renewal financial review
- Self-funded marketing review

2. Communication and Problem Solving

Vendor Performance and Management

Proper vendor management begins with selecting the right partners for the City's employee benefits program. As one of the leading employee benefits consulting and brokerage companies, Gallagher maintains strong working relationships with the top markets in the industry. We actively engage with them on both national and local levels to fully understand their capabilities, offerings, innovations, and Accountable Care Organizations (ACOs). Our selective recommendations ensure we match you with companies, products, and services that meet your specific needs. Gallagher regularly negotiates performance guarantees with vendors and reviews their performance against these set standards. Vendor management is always on the agenda during our regular meetings.

With thousands of clients nationwide, Gallagher possesses tremendous negotiating leverage and knowledge of the range of health and welfare vendors, both locally and nationally. This is invaluable to our clients as they seek ways to ensure they get the most value for their dollar. Our team members serve on the advisory boards for many local and national insurance carriers. We stay closely connected to the carriers to stay current on new product offerings, changes in underwriting, or other matters that may affect our clients. We also share ideas from the marketplace and client feedback. We maintain high-level contacts locally and nationally to have leverage when needed.

As a full-service extension of the City's HR/Benefits department, Gallagher represents your best interests in all interactions with carriers and vendors, including negotiations and ongoing service. We attend and lead all scheduled vendor meetings, making vendor performance a standard agenda topic for our meetings with you. Your Gallagher team provides the service, support, and training your staff needs to work effectively with the selected vendors. We coordinate all open enrollment activities and support all your communication needs. A vendor's ability to deliver on their promises is an important consideration in the vendor selection process.

Claims Issues and Resolutions

Our dedicated team assists with resolving administrative problems and difficult claims issues with vendors. We leverage our longstanding relationships to expedite issue resolution. We follow a proven process, working closely with carriers and TPAs to address problems promptly. As your advocate, we help resolve individual claim issues and provide timely answers to billing and plan questions. We track issues internally, discuss improvements in monthly meetings, and proactively meet with vendors to address concerns. Our goal is efficient issue resolution, exceptional service, and continuous improvement.

Gallagher represents the interests of the City in all ongoing interactions with carriers and vendors, including when dealing with performance issues. Your dedicated Gallagher service team will be your advocate and will handle all issues directly with the service provider. Gallagher will attend and lead all scheduled vendor meetings and will make vendor performance an agenda topic in meetings.

Typical administrative issues that we support our clients with can include:

- Managing the implementation of plans and vendors
- Resolving high-level claims issues
- Addressing billing and eligibility issues
- Reviewing contracts and amendments and resolving related problems
- Ongoing vendor management

We help our clients resolve these issues in several ways, including:

- Facilitating all calls with carriers and vendors
- Developing an operational plan that incorporates goals and objectives that work towards resolving the issue
- Monitoring the progress being made on a day-to-day basis, providing regular updates to all parties involved
- Providing meeting notes and records of interactions related to the issue and resolution

Service Team Availability

Our goal is to respond to our client inquiries and requests by the **end of the business day or within twenty-four hours**. We understand the importance of addressing our clients' needs promptly, and we strive to ensure our clients receive the assistance they require. Our client management team is accessible through phone or email during core business hours, 8 am to 5 pm, Monday through Friday. Depending on the severity of the client's need, an in-person meeting may also be scheduled. Our boots on the ground, teamwork approach allows us to always remain available and accessible to our clients.

Client Service Team Meetings

Your Client Service Team holds a variety of meetings throughout the year. We schedule formal meetings each year, including pre- and post-renewal meetings, as well as four quarterly meetings. The frequency of meetings will vary depending on the stage of the policy year we are in and the topics under review.

Sample Meeting Structure:

Initial Consultation: This is our first meeting with a new client where we gather information about their needs, goals, and expectations. We use this meeting to establish a foundation for our working relationship.

Strategy Meeting: Before the renewal process, we hold a meeting to discuss the current year, 3 year vision plan, and long-term vision for your goals. This session sets the tone for the pre-renewal meeting.

Pre-Renewal Meeting: Your Client Service Team discusses various topics such as benefits, cost constraints, and employee satisfaction issues. This meeting helps us customize the Request for Proposal (RFP) to address your needs and desires during the renewal and RFP process.

Renewal Meeting: During this meeting, we present the carrier renewals obtained from the RFPs. We provide implementation-ready solutions, discuss strategies and approach, and share available options with the client.

Stewardship Meeting: This is the final meeting of the cycle, serving as a recap of the year. We discuss what we did well and where we can improve. We highly value our client relationship and your feedback, as it helps us continue to enhance our performance.

By following this meeting structure, we aim to ensure effective communication, strategic planning, and continuous improvement in our client service.

3. Compliance

Gallagher maintains an in-house compliance team whose aim is to assist our clients in meeting the complex legal requirements for health and welfare plan sponsors in the most efficient and effective manner. Our national compliance team includes over 30 compliance professionals, and our Gallagher service teams are assisted by regional compliance professionals that are essential extension of our overall client service model.

Compliance Review

Gallagher's compliance team maintains several tools that enable us to review your benefit program for compliance – both on an initial and ongoing basis. Our comprehensive and proprietary compliance review tool allows us to assist you in identifying potential gaps in compliance under the ACA, COBRA, HIPAA, as well as newer legislative and regulatory requirements and state law issues that impact your benefit program as well. Further, our annual notices and reporting checklists will help you meet your participant disclosure and governmental reporting obligations. Finally, as new requirements are set forth by Congress, the regulatory agencies, or the courts, our compliance team is vigilant in creating additional tools, newsletters, and alerts, so that our partnership with you keeps compliance obligations at the forefront and assists you in minimizing compliance gaps.

Compliance Education Services:

We regularly monitor critical developments at the federal and state level, including federal issues under the ACA, ERISA, COBRA, HIPAA, and similar laws, and state law issues such as state individual mandates and related reporting requirements, state and local benefit mandates for employers doing business in those jurisdictions, and other state law issues affecting your health and welfare plans.

We maintain a complete compliance database for our advisors with summaries of legislative and regulatory requirements along with practical tools, such as FAQs, sample forms, and checklists. In addition, we subscribe to IRS, DOL and other federal and state distribution lists, as well as materials provided by the Employee Benefits Institute of America (EBIA) and the American Benefits Council (ABC), to ensure that we have access to timely information that we can then review, interpret, and communicate to our Gallagher service teams and their clients.

We utilize a variety of formats to communicate compliance developments to our clients, ranging from a concise “just the facts” approach to a deeper dive into the complexities of new laws and regulations. Among our most popular compliance communications are the following:

Directions Newsletter: Our signature bi-monthly publication featuring articles on employee benefits and HR topics that affect our diverse group of clients nationwide.

Compliance Connections: Publications highlighting a wide variety of compliance topics for employers to consider. Each issue will focus on a specific topic that confronts The City as they continue to better their compliance.

Compliance Alerts: Updates on developments in Congress, the regulatory agencies, and the courts, that are the most newsworthy or time-sensitive.

Benefits Boost!: Our monthly communication provides guidance, resources, and tools on a variety of health and welfare compliance topics to help employers stay prepared.

With respect to state law issues in particular, our monthly Directions newsletter contains a “State Law Review,” which provides a monthly discussion of new state and local benefit laws that affect our clients. Gallagher has clients in all 50 states and rises to challenge to meet the needs of our national book of business.

GALLAGHER'S COMPLIANCE CONSULTING SERVICES

Client-Facing Team of Compliance Experts

Assistance with Day-to-Day Compliance and Administrative Questions

Strategic Compliance Insight For Your Benefit Program

Legislative and Regulatory Monitoring and Support



The collage displays various Gallagher compliance materials:

- REQUIRED PARTICIPANT DISCLOSURES:** A checklist for employers to ensure they are providing the required notices to participants.
- REQUIRED DOCUMENTS:** A checklist for employers to ensure they are maintaining the required documents for their plans.
- COMPLIANCE BENEFITS BOOST!:** A newsletter featuring articles on employee benefits and HR topics.
- Boost Your ERISA Knowledge with our Back to Basics Guide:** A guide for employers to understand their ERISA obligations.
- Compliance Directions:** A newsletter providing updates on developments in Congress, the regulatory agencies, and the courts.
- Looking Ahead in 2024:** A report on the regulatory landscape for 2024, including updates on the DOL's new rules for the 2018 rule and the IRS's new rules for the 2018 rule.

4. Strategy and Renewal

Our long-term strategic approach aims to not only help design and manage benefits programs satisfying current needs, but to develop a forward-looking strategy with built-in cost containment measures for upcoming years. We will work with your organization to develop a multi-year plan to ensure the benefits program is in sync with your short- and long-term objectives.

Your Gallagher team will review, analyze and make appropriate recommendations in terms of competitiveness, cost-effectiveness and benefits philosophy as they are related to the strategic plan. The following five steps are what we will undertake across all your benefits programs.

- 1 Discovery & Analysis**
 - **Understanding Your Environment:** Evaluate future staff changes.
 - **Demographics:** Analyze employee characteristics.
 - **Cost and Financial Modeling:** Inventory employee benefit programs while focusing on key cost drivers, outcomes, and comparisons with benchmarks.
 - **Satisfaction:** Survey the population and assess current employee benefit programs, including the communication of these programs and benefits.
- 2 Desired State and Goal Setting**
 - **Determine Differences:** Identify areas where meaningful changes are expected for the organization, employees, and macro environment.
 - **Identify Impacts:** Evaluate the preferred future state and the impacts of changing variables on benefits program stakeholders.
 - **Develop Specific Goals:** Outline goals for the next three (3) years using tangible metrics.
- 3 Identify Opportunities**
 - **Evolving Needs:** Align offerings with the changing needs in your employee benefits program due to environmental impacts.
 - **Compliance Review:** Conduct a compliance review to identify any potential gaps or opportunities for improvement.
- 4 Strategic and Tactical Options Evaluation**
 - **Develop Strategic Alternatives:** Leverage the gaps and opportunities analysis to create options for reaching goals over the next three (3) years.
 - **Propose Tactics:** Evaluate tactics that support strategic alternatives while considering your organization's culture, benchmarking data, and other factors.
- 5 Implementation and Management**
 - **Vendor Selection:** Select and secure the most qualified vendors with the most favorable terms to deliver the programs and designs determined by this strategic planning process.
 - **Implementation:** Onboard newly customized programs based on identified needs.
 - **Integration:** Introduce programs to employees ensuring a positive onboarding experience.
 - **Measurement:** Identify key metrics with your organization that will be regularly tracked to determine performance and provide insight for continued strategic opportunities.
 - **Communicate and Engage:** Develop a communication strategy to educate and engage staff so they perceive value.
 - **Advocacy:** Provide a dedicated support team to offer ongoing assistance for employees and management, answering questions, educating members, and helping to resolve claims issues.

This dynamic approach enables you to validate and define a long-term benefits strategy by aligning employer and employee needs to achieve success.

Strategic Planning, Negotiating, and Renewing

Your Gallagher team will work with you to fully understand your renewal timeline, employee benefit strategies and priorities (e.g., cost containment, employee satisfaction and engagement, industry competitiveness, your benefits philosophy, etc.). We will set up a renewal timeline with expectations and responsibilities and project manage the process.

- **Stewardship & Planning** that includes benefit renewal strategy development
- **Pre-Renewal Financial Planning** (120 days prior to renewal) that includes program financing, trend reduction, projections and budgets
- **Renewal Negotiation** (90 days prior to renewal) includes review of renewals by Gallagher's experts and development of options
- **Marketing Strategies** (60 days prior to renewal) is dependent if going to market to find other potential vendors is necessary or in client's best interest
- **Final Negotiation and Selection of New Vendors** (45 days prior to renewal) includes option evaluation, choosing of vendor, implementation and ongoing management

This dynamic approach enables you to validate and define a long-term benefits strategy by aligning employer and employee needs to achieve success. We will develop a unique strategy that addresses the cost drivers that are specific to your plan and remain within cultural and financial constraints, while providing a valued benefit package of the highest quality.

Marketplace Expertise

Negotiating vendor renewals is one of our core competencies. Our approach to carrier negotiations involves reviewing assumptions for reasonableness and accuracy using a combination of analytics and market-driven information. The discussion includes supporting detail for our position using the data provided by the vendor and our judgment as to reasonable rating methodologies, retention, demographic trends, and claim margin requests. We maintain complete independence to remain objective in providing the best insurance carriers and service providers, networks, and risk arrangements for each unique negotiation.

We maintain a comprehensive database of our clients' programs, vendor relationships, pricing trends, and other factors that help us identify areas for improvement. Our consultants regularly communicate with each other across different locations to share experiences, market trends, and resources. Our approach is fair and reasonable, representing our clients' interests, and aiming for a successful outcome for all parties involved. We base our decisions on our knowledge of the market, your plans and experience, and what we believe is a fair renewal.

Request for Proposal (RFP) Process

RFP Data Gathering and Release to Market

1

- Learn your needs, including key considerations and areas of concerns
- Incorporate in our Vendor Workbook and Questionnaire
- Facilitate data gathering and workbook preparation process
- RFP is released to market with a Q&A period
- Once Q&A period has ended, our responses will be compiled into a single document and shared with the market
- Vendors will then complete their responses and submit to Gallagher for review

Proposal Analysis

2

Once proposals are received, a detailed analysis of each bid will be conducted. Our evaluation may include, but will not be limited to:

- Geo-access analysis
- Current utilization evaluation
- Discount analysis using the Gallagher discount database
- Total cost of care analysis
- Administrative and fixed or fully insured fee proposal review
- Alternative and shared savings revenue analysis
- Volume-based coverage cost review and calculation
- Vendor Workbook and Questionnaire and terms and conditions review and scoring

Presentation, Contract Analysis and Negotiation

3

After analysis of all proposals received is complete,

- Your team will present the results along with our recommendations
- Facilitate finalist meetings with selected vendors if desired
- Negotiate optimal Best and Final Offers (BAFOs) from each carrier
- Strict forensic contract review process is also completed for all contracts and Administrative Services Agreements

Communication Services

Communications is one of Gallagher's recognized strengths in the employee benefits marketplace. Your team will want to understand your organization's unique communication style, brand guidelines, and priorities that need to be communicated. Before applying our insights to the strategy, design, and delivery of your communications, we'll work collaboratively with you to ensure we capture your preferences, and the needs and concerns of your employees.

The value of your employee benefits program relies on your employees' understanding of your program as a part of their total rewards package. Your team will work with you to develop a communications strategy and roadmap for ensuring your employees feel confident they understand the benefits you offer and can choose the benefits that are best for them.

Our team creates all communications materials. We also offer communications services, resources, and technology solutions that include:

Print and Digital Employee Communications

We work with you to develop print and digital communications that engage your employees and inspire them to take action. These communications may include benefit guides, Open Enrollment and new hire materials, monthly newsletters, posters, wallet cards, mailers, emails, and more.

Open Enrollment Communications

Our goal is to help you achieve your best outcomes and provide engaging, easy-to-understand deliverables to your employees. When creating the communications strategy, we consider your employee demographics, available and potential communication channels, and enrollment goals and budget. There are several "value-adds" built into our services. We may recommend additional items based on strategy development, which include:

- Standard benefits summaries
- Organization of vendors and applicable materials
- Announcement letters (benefits fairs, plan design changes, etc.)
- Open Enrollment literature, presentations, videos
- Implementation timeline

Web-Based Communications

Gallagher works with several employee communications platforms. We can make a recommendation based on your needs.



5. Other Services Requested

Wellbeing Consulting

Gallagher is experienced in helping our clients successfully implement wellbeing initiatives and programs. Your organization's Wellbeing Consultant will be included in your annual strategic planning meetings as well as medical and pharmacy utilization reviews with your carrier. Your Wellbeing Consultant will use their knowledge of your organizational goals, your current resources, industry trends, and your carrier's capabilities to build or evolve an impactful wellbeing program that is tailored to your workforce.

- 1 First, we will assess your current wellbeing programs. We will utilize Gallagher's Wellbeing Resource Inventory to understand what resources your organization has today and begin to develop a gap analysis for future opportunities.
- 2 Second, we will look to collect employee feedback about current initiatives and potential future support. We find that it is critical to consider your people's interests and opinions when assessing the potential for a wellness initiative.
- 3 Third, we will look at available data. We will gather data from a variety of sources such as medical and pharmacy claims, health risk assessments, biometric screenings, and workers compensation to gauge overall employee health and program utilization/participation.

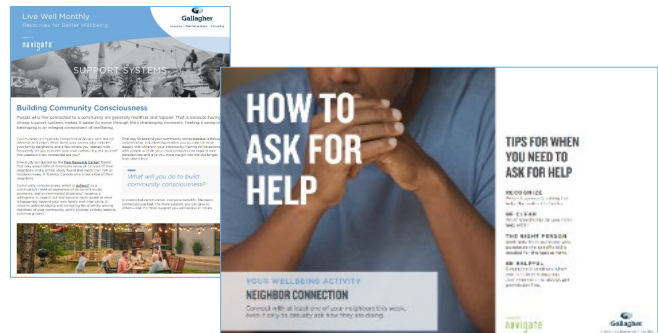
With those three steps completed, we will collaborate with you to develop and implement a comprehensive short-term and long-term action plan that will encompass both health promotion and health risk solutions. This action plan will act as our path forward, together as partners, to achieve meaningful and measurable outcomes. On an annual basis and throughout the year, we will revisit the strategy, evaluate action steps for change, monitor data, and proactively bring you relevant ideas and trends to continuously make your programs better.

Wellbeing Resources

Gallagher's Physical & Emotional Wellbeing Consulting team provides consulting to clients of various sizes and various industries nationally. Your Wellbeing Consultant can provide first-hand local and regional insights is backed by a vast network of national expertise. Together with the rest of your Gallagher team, we will focus on your goals and leverage your resources to efficiently and effectively design a strategy that makes the most impact on the strength of your overall employee value proposition. In addition to the consulting provided, as a Gallagher client, you will have access to the following wellness resources:

Live Well Monthly, Gallagher's wellbeing resource featuring the following materials in English, Spanish, and French Canadian:

- Monthly newsletters you can send out to your employees with tips, tricks, and information about living a healthy lifestyle including healthy recipes
- Printable posters to hang in your workplace that correspond to a theme from the newsletter
- Templates for total wellbeing activities or challenges with tracking cards tied to each month's theme that can easily be executed by HR, the wellbeing champions, or a team of employees



Live Well Toolkits, a valuable set of documents with ideas for establishing or evolving your wellbeing initiatives in the following areas:

- Implementing Tobacco Cessation Initiatives
- Building a Wellbeing Committee
- Planning a Flu Vaccine Clinic
- Planning a Health Fair
- Examples of Common Incentives
- Utilizing Carrier Wellbeing Dollars



Employee Assistance Programs (EAP)

EAPs are cost-effective tools to mitigate these risks. EAPs can help employers reduce absenteeism, workers' compensation claims, health care costs, accidents and grievances. In addition, they can address safety and security issues, improve employee productivity and engagement, and reduce costs related to employee turnover.

In a discovery phase Gallagher will ascertain with you:

Discovery

- Who is your current EAP vendor?
- Historical and current utilization patterns
- ROI metrics
- Employee engagement and satisfaction

The fact that this is in the RFP implies that perhaps there is something more you want to achieve with an EAP. Please know that there are a variety of models of EAP delivery. Gallagher will with you to determine the right model for the City.

Vision/Goal Setting

Gallagher will facilitate planning sessions with you to:

- Review and discuss EAP Standards
- Review critical EAP requirements as identified by the Employee Assistance Professionals Association (EAPA) guidelines.

Other components of a comprehensive EAP program include:

- Responsive account management.
- Legal and regulatory compliance (see the section "Legal Issues" below for information relevant to EAPs).
- Policy development.
- Communication and training.
- Quality local services that are sensitive to language and culture, particularly during emergencies, critical incidents and when training is needed.
- Quality and access as priorities over cost, particularly for services in remote locations or when expatriate services are involved.
- Varied methods of service delivery; phone counseling should not be the only form of service available.
- Electronic services provided by only native-language-speaking professionals, preferably in the country of the EAP client.
- Robust websites and promotional materials customized to language and culture.
- Customized data reporting

The City's EAP Vision

- What is your vision for an EAP along several dimensions:
- Rank ordered priorities
- Culture improvement – less aggressive/ toxic interactions
- Trained management – able to have difficult conversations and proactively make referrals
- Valued benefit by employees – private safety net for their needs (stress, relationship issues, anger management, financial, mental health referrals)
- Enhanced safety and security
- Decision criteria

Modeling and financial analyses

Please know that there are a variety of models of EAP delivery. Gallagher will with you to determine the right model for the City. Based on the above work sessions Gallagher will suggest options and with your input develop financial projections.

Development and implementation plan

The scope of work will of course be dependent on decisions made in the preceding phases. This may include:

- Detailed work plan and timeline
- Criteria for vendor selection/ RFP development
- Vendor selection process
- Employee engagement and communication
- ROI metrics
- Evaluation process

The Gallagher Difference

As your partner, Gallagher will be laser focused on the EAP model that is best for the City. We will listen and understand your priorities and concerns and provide you with clear and concise information for you to make decision. And while many EAPs simply measure performance in use rate metrics we bring a suite of analytical tools that will keep performance data transparent and meaningful. We can and will go deeper with customizable reports to validate the efficacy of your EAP.

Section Four: Transition Plan

Currently the city does not have a broker, but all proposals shall include a transition plan indicating how the consultant/broker will assume the services from the current vendor in a smooth and orderly manner.

You can be confident we will provide all necessary resources to ensure the transition is smooth and stress-free. Our goal is to simplify the process and reduce your workload. The corresponding chart provides a comprehensive timeline with milestones and deliver effective results. We understand the importance of minimizing stress, so throughout the transition process, we will schedule milestones at comfortable intervals and your dedicated service team will guide you with care and precision.

A Seamless Transition to Gallagher

The first 90 days of our partnership

Kick Off Meeting

- Review Partnership Expectations
- Establish goals & objectives / set priorities
 - Begin discussion on developing long term strategic plan
 - Discuss priorities and plan to deploy Gallagher resources
 - Proactively schedule events for 2025
- Carrier/Vendor Data Collection
- Consultant transition paperwork
 - Plan documents
 - Communications
 - Financials

First 90 Days

May

- Facilitate Kick Off/Planning meeting with City of Plymouth team
- Release Broker of Record letters to carrier/vendor(s)
- Collect Gallagher Business Associate Agreement signed
- Logo Authorization form to be signed
- Establish a Project Tracker
- Initiate Carrier/Vendor outreach/data collection

June

- Conduct Strategic Planning Meeting
- Evaluate Lines of coverage / Plan Designs
- Run People Insight Reporting
- Review claim utilization and identify drivers
- Review Communications Strategy
- Schedule Touch Base Cadence
- Schedule Compliance Review

July

- Develop claim monitoring reporting
- Pre-Renewal Meeting
- Carry forward any projects stemming from Kick-Off / Planning Meeting
- Create a communication campaign aligning with City of Plymouth's goals

Section Five: References

All proposals shall include a minimum of three client references, with at least one reference being a recent municipal client. References should include the client name, contact person, mailing address, telephone number, and email address. Also include a list of your current Wisconsin municipality clients.

Reference 1:

Client Name:

City of Elkhorn

Contact Person:

Kacey Keogh

Address:

311 Seymour Ct, Elkhorn, WI 53121

Phone:

(262) 723-2219

Email:

kkeogh@cityofelkhorn.org

Reference 2:

Client Name:

City of Oak Creek

Contact Person:

Max Gadin

Address:

8040 South 6th Street, Oak Creek, WI 53154

Phone:

414-766-7061

Email:

mgagin@oakcreekwi.gov

Reference 3:

Client Name:

City of Milwaukee

Contact Person:

Molly King

Address:

200 E. Wells Street, Milwaukee, WI 53202

Phone:

414-286-2938

Email:

molkin@milwaukee.gov

Section Six: Fee Proposal

All proposals shall include a detailed explanation of the fees and costs to be charged to the City for the services described in this RFP. Proposal must include a comprehensive, specific description indicating how the consultant/broker would price the City's account and any estimated annual costs of service. It shall be clearly identified if pricing is determined by annual fee, fee for service, commission, or combination. Any and all rates of commissions and fees in comparison to consultant rates that the firm would expect to receive from the existing programs for services requested herein, as well as recommended services must be included. The City reserves the right to review and or audit any of its account related records of the selected broker related to costs, commissions, fees, etc. A flat fee is preferred.

We are open to your preferred method of compensation. The standard options include fees, commissions, or a combination of both.

Gallagher's operating standard policy mandates timely disclosure of all revenue related to services or products provided to or placed on behalf of the client. The City can expect to receive a compensation disclosure at least once a year. Transparency is a fundamental principle of the Gallagher Way.

Monthly Fee

For the medical plan, we propose a flat monthly fee of **\$1,700** which can be billed via your insurance carrier or directly, based on your preference. Compensation for non-medical insurance / ancillary lines of coverage (life, disability, vision, etc.) will be based on the carrier's standard schedules.

Accepting Contingency/Override Compensation

Gallagher companies may receive supplemental compensation, such as carrier bonuses, contingent commissions, additional commissions, and supplemental commissions. This compensation does not impact specific case-level rates and premiums. Operational teams, rather than client service teams, receive supplemental/additional or contingent commissions to avoid any bias towards specific carriers.

We prioritize our clients and always put their interests first, ensuring transparency in our compensation practices. Gallagher complies with the Gallagher Compensation Disclosure Policy, providing comprehensive and transparent disclosure of supplemental compensation to clients.

We strictly prohibit accepting or requesting anything of material value (\$500 or more) from insurance companies, except for expenses related to insurance company or trade association sponsored trips, conventions, or business meetings.

Section Seven: Additional Services

Please identify any “special” services the proposing consultant/broker can provide and whether such services would be subject to additional costs to the City.

Gallagher Practice	Services and Skills – Additional Fees May Apply
Benefit Advocate Center (BAC)	<ul style="list-style-type: none"> • Provide benefit support for employees, including new hires • Assist with open enrollment education • Resolve ID card issues • Explain in-network and out-of-network, eligibility rules, and requirements.
Talent	<ul style="list-style-type: none"> • Engages: A team comprised of organizational scientists and consultants dedicated to engineering remarkable workplaces based on pioneering surveys and research • Develops: Through audits, strategic HR consulting, and coaching, we develop talent to better align the next generation of leadership with long-term organizational goals • Rewards: Designing compensation and total rewards programs that are competitive and compliant
HR Technology	<ul style="list-style-type: none"> • Develops long-term HR & benefits technology strategies, taking into account existing technology, contracts and processes • Supports technology purchases to ensure clients select a solution that fits their needs and budget, and aligns with their goals • Oversees technology implementation by providing guidance, accountability and change management support, and managing risk to project success • Optimizes clients' HR & benefits technology to ensure they get the most out of their investments • Ensures technology is positioned and implemented to enable outcomes, not as an outcome in itself
Pharmacy & Health Plan Services	<ul style="list-style-type: none"> • Devises client-specific pharmacy solutions based on the unique needs of the employer and employee population, and driven by client and industry data • Offers access to clinicians and industry veterans with years of behind-the-scenes insight into the pharmacy benefit management industry • Provides a range of bundled and ad hoc pharmacy consulting solutions to meet client needs at any price points
Gallagher Enrollment Solutions (GES)	<ul style="list-style-type: none"> • Provides benefit communication services • Provides open enrollment support • Concierge new hire onboarding • Provides Dependent Eligibility Verification
Retirement Plan Consulting	<ul style="list-style-type: none"> • Designs retirement plans that help ensure the financial wellbeing of our clients' employees while meeting corporate objectives • Helps clients educate their employees so they understand and make the best use of their retirement plan • Provides consultative support to help mitigate risk, avoid conflicts of interest, and ensure responsibilities and liabilities are met • Offers broad support for and deep expertise on a variety of retirement plan vehicles, to meet the needs of all types of organizations and plan sizes

We understand that the City is a unique organization with specific challenges that require a customized approach. Our team of experts leverages our global resources to create an integrated employee benefits solution tailored specifically for you.

We are more than insurance brokers; we are your partners in all aspects of your business. We help you differentiate yourself as a destination employer, attract and retain top talent, control healthcare costs, improve employee wellbeing, and effectively manage risk.



Gallagher

Insurance | Risk Management | Consulting

AJG.com

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Gallagher is pleased to submit this proposal to you. While this proposal is not meant to constitute a formal offer, acceptance, or contract, notwithstanding anything to the contrary contained in the proposal, Gallagher is submitting this proposal with the understanding the parties would negotiate and sign a contract containing terms and conditions that are mutually acceptable to both parties.

This material was created to provide accurate and reliable information on the subjects covered by should not be regarded as a complete analysis of these subjects. It is not to provide specific legal, tax or other professional advice. The services of an appropriate professional should be sought regarding your individual situation.

Consulting and insurance brokerage services to be provided by Gallagher Benefit Services, Inc. and/or its affiliate Gallagher Benefit Services (Canada) Group Inc. Gallagher Benefit Services, Inc., a non-investment firm and subsidiary of Arthur J. Gallagher & Co., is a licensed insurance agency that does business in California as "Gallagher Benefit Services of California Insurance Services" and in Massachusetts as "Gallagher Benefit Insurance Services.



DATE: April 22, 2025

TO: Common Council

FROM: Jack Johnston, Assistant City Administrator/Community Development Director

RE: Rezoning Petition & Certified Survey Map

- Ordinance No. 7 An Ordinance Amending Section 13-1-21, Zoning Map of the Zoning Code of the City of Plymouth (Parcel # 59271821047); to rezone 6.875 acres of land from R-5 Traditional Neighborhood District to R-4 Multi-Family Residential District. Stroebel (enclosure)
- Approved Certified Survey Map (CSM) for; Parcel number 59271821046 and Parcel number 59271821047; containing 31.964 acres, located on the west side Pleasant View Road south of Eastern Avenue containing 31.964 acres of land. SCEDC (enclosure)

Background:

This item includes two applications:

- A certified survey map (CSM) to reshape the two existing lots with parcel numbers 59271821046 and 59271821047. The newly shaped lots will be 25.089 acres and 6.875 acres in size. The proposed CSM is being done to accommodate future development by separate developers on each parcel.
 - The 25.089 acre parcel is for the 94-lot SCEDC single family subdivision project. SCEDC has already gained preliminary plat approval at the Plan Commission meeting on April 3 and plans to present the final plat to the Plan Commission and Common Council later this fall for final approval. The project is planned to produce single family housing options in the ~\$275,000-\$300,000 range.
 - The 6.875 acre parcel will be turned over to developer Duey Stroebel for a senior-living condominium development. Mr. Stroebel plans to propose a nine (9) building quadplex development (36 units in total). A full site plan review for this project by the City's Plan Commission is expected later in 2025.
- Mr. Stroebel has requested a rezone for the 6.875 acre parcel from R-5 Traditional Neighborhood District to R-4 Multi-Family Residential District in order to accommodate the future senior living condominium project. This will allow Mr. Stroebel to continue with the site plan review process later this year. Rezoning requests require a public hearing before the Common Council.

Comprehensive Plan / Rezoning Request:

The City's future land use map within the 2022 Comprehensive Plan identifies this area to be residential. As such, no comprehensive plan amendment would be required for this project. The CSM creates two conforming lots to City Code.

As noted earlier, Mr. Stroebel has applied to rezone the new 6.875 acre lot from R-5 to R-4 as the R-4 district allows multi-family developments. City staff reviewed the request and agreed it would be the correct zoning designation for this development. Staff recommends approval of the CSM and rezone as the future development plans are of complementary land uses to the adjacent areas.

Strategic Plan/Housing Study:

Staff believes these projects aligns following outcomes from the Common Council's 2023–2026 Strategic Plan:

- Expanded Economic Development
- Increased Housing Options for All

It also aligns with the 2024 Housing Study which shows a need for housing of various price points in Plymouth as well as a directive to support SCEDC housing projects.

Shoreland Zoning/Wetlands/Floodplain:

A portion of both lots shows the existence of wetlands per Sheboygan County GIS. A full wetland delineation will be required to be submitted to the City for the SCEDC final plat, as well as the site plan review for the senior living condominium project on the 6.875 acre parcel.

Engineering Review:

The CSM was sent to Jay Panetti at Gremmer Engineering for engineering review. Mr. Panetti submitted a letter with minor corrections to be made to the CSM prior to the Plan Commission meeting in early April. All corrections to the CSM have been made and a letter from Mr. Panetti is included in the packet indicating such.

TID #7

The new 6.875 acre property off of Pleasant View Road is included in TID #7, created on September 24, 2024. TID #7 is a Mixed-Use District comprising approximately 246.47 acres in the eastern part of the City. As a mixed-use TID, no more than 35% of the district can consist of newly platted residential properties. This parcel was designated as a site for newly platted residential development in the TID #7 project plan. Therefore, residential development is permitted at this site without requiring an amendment to the TID project plan.

No development incentive request is anticipated for Stroebel project in TID #7. If a development incentive is requested, the developer must collaborate with City staff on a developer-paid pro forma review through Ehlers and enter into a development agreement. Approval of any such agreement is solely at the discretion of the Common Council and requires their review and approval. Additionally, any development incentive must satisfy the "but for" test, meaning the development would not occur—or not occur in a manner that serves the City's best interests—without the use of TIF.

The developer's agreement for the SCEDC subdivision project was approved by the Common Council earlier in 2025.

Plan Commission Recommendation:

At their meeting on April 3, 2025. The City Plan Commission unanimously recommended approval of both the CSM and rezoning petition.

Public Notices / Public Hearing

The certified survey map and rezone request both require Common Council action for final approval/denial. The rezone request also requires a public hearing at the Council level and class 2 notice in the *Plymouth Review* prior to the public hearing. The notice has been published.

Staff Recommendation:

Staff recommends approval of both the rezoning petition and the certified survey map (CSM).

From a procedure standpoint, staff requests the Common Council hold a public hearing for the rezoning petition for the proposed 6.875 acre parcel first and then consider approval of the rezone prior to the CSM. As the rezoning petition will be held first, staff requests the Common Council make a motion to approve the rezoning *contingent* on approval of the CSM.

Copies Mailed/Emailed To:

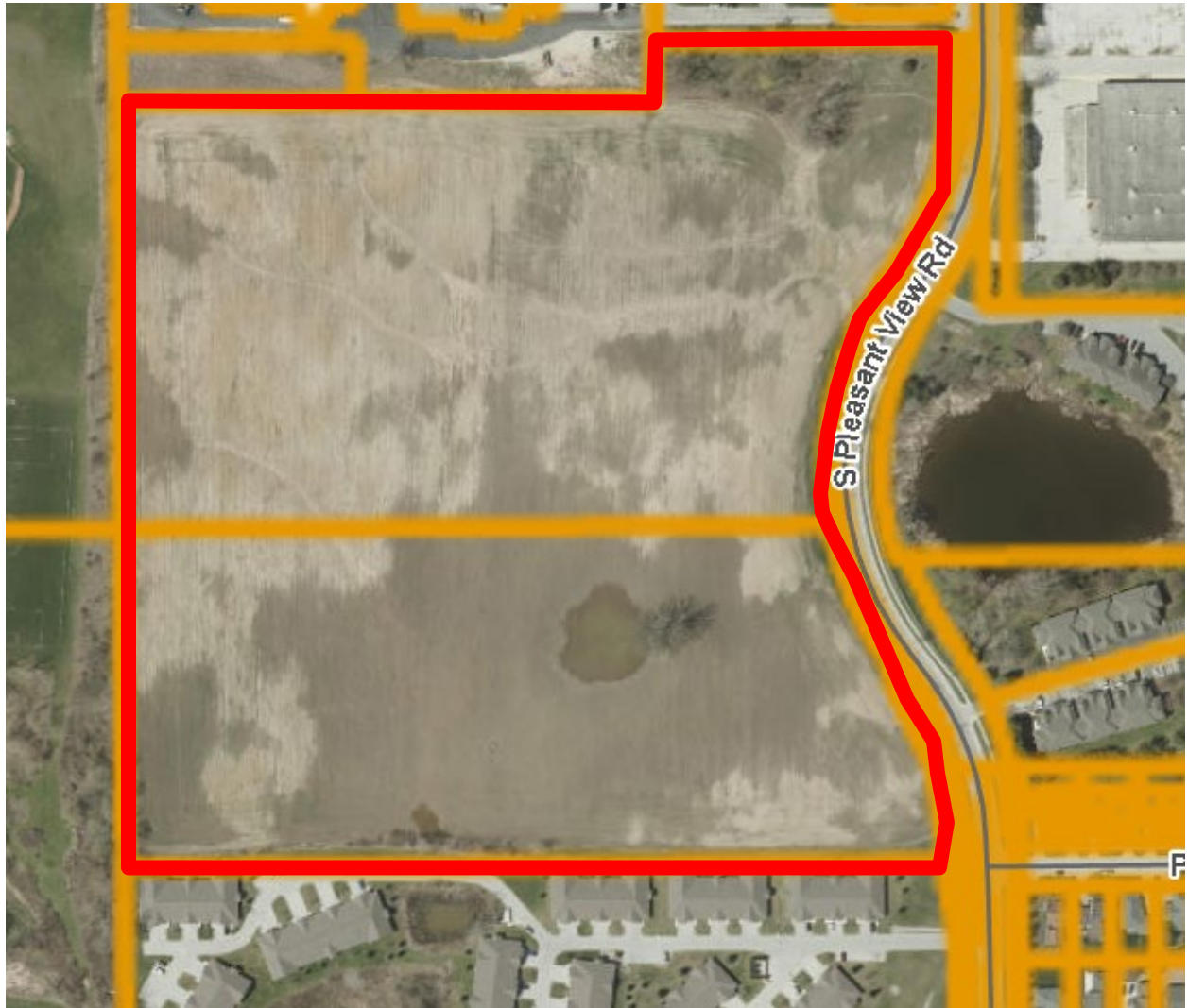
- I. Duey Stroebel: dstroebel@terrace-realty.com
- II. Brian Doudna, SCEDC: doudna@sheboygancountyedc.com

Attachments:

- I. GIS Map showing project area
- II. Ordinance
- III. CSM
- IV. Engineering Review Letter

Action	Date	Status
Plan Commission Meeting CSM & Rezone	4/3/2025	Rec. Approval
Rezone Public Notice in <i>Plymouth Review</i>	4/11/2025; 4/18/2025	Published
Common Council Meeting and Public Hearing; potential final action	4/26/2025	This meeting

Attachment I:



CITY OF PLYMOUTH, WISCONSIN

Ordinance No. _____ of 2025

**AN ORDINANCE AMENDING SECTION 13-1-21, ZONING MAP OF
THE ZONING CODE OF THE CITY OF PLYMOUTH**

WHEREAS, the City of Plymouth received a request from Terrace Realty to amend the City of Plymouth Zoning Map from R-5, Traditional Neighborhood District to R-4, Multi-Family Residential District, for approximately 6.875 acres of real property lying west of Pleasant View Road, Plymouth, Wisconsin, and as more specifically described on the attached Exhibit A as "Lot 2" (hereinafter referred to as the "Property"); and

WHEREAS, on April 3, 2025, the Plan Commission reviewed the rezoning application and supplementary materials and recommended the parcel be rezoned to Multi-Family Residential District (R-4).

WHEREAS, on April 29, 2025, a public hearing was held before the Common Council on the rezoning application, after providing notice as required by Wis. Stat. § 62.23 and City Ordinance Section 13-1-192; and

WHEREAS, the proposed rezoning is consistent with the City of Plymouth Comprehensive Plan of 2022; and

NOW, THEREFORE, the Common Council of the City of Plymouth, Wisconsin, does hereby ordain as follows:

Section 1. Amending Code. Section 13-1-21, Zoning Map of the City of Plymouth is hereby amended so that the map entitled "Zoning Map, Plymouth, Wisconsin" designates the classification of the 6.875 acres shown more specifically as Lot 2 on Exhibit A, as Multi-Family Residential District (R-4).

Section 2. Severability. Should any portion of this Ordinance or the affected Municipal Code Section be declared unconstitutional or invalid by a court of competent jurisdiction, the remainder shall not be affected.

Section 3. Effective Date. This Ordinance shall take effect the day after publication.

Enacted on _____, 2025.

CITY OF PLYMOUTH

By: _____
Donald O. Pohlman, Mayor

Date: _____

CLERK'S CERTIFICATE OF ENACTMENT

I hereby certify that the foregoing Ordinance was duly enacted by the City of Plymouth Common Council and approved by the Mayor on the dates indicated above.

Dated: _____, 2025

Anna Voigt, Clerk

9431\274145

EXHIBIT A
Legal Description

Approximately 6.875 acres on the southern portion of land located on S. Pleasant View Rd, PIN 59271821047. A map of the affected area may be obtained in the Clerk's office located at 128 Smith Street, Plymouth, WI 53073

CERTIFIED SURVEY MAP

PART OF THE NE 1/4 OF THE NW 1/4 AND THE SE 1/4
OF THE NW 1/4 OF SECTION 26, T15N, R21E,
CITY OF PLYMOUTH, SHEBOYGAN COUNTY, WISCONSIN.

LEGEND

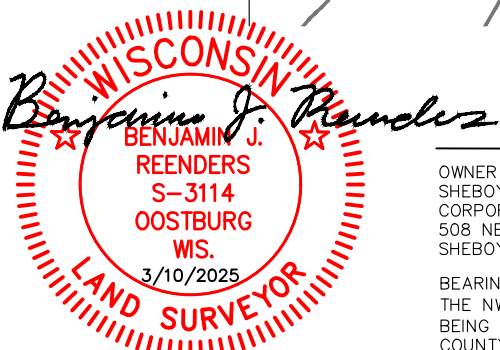
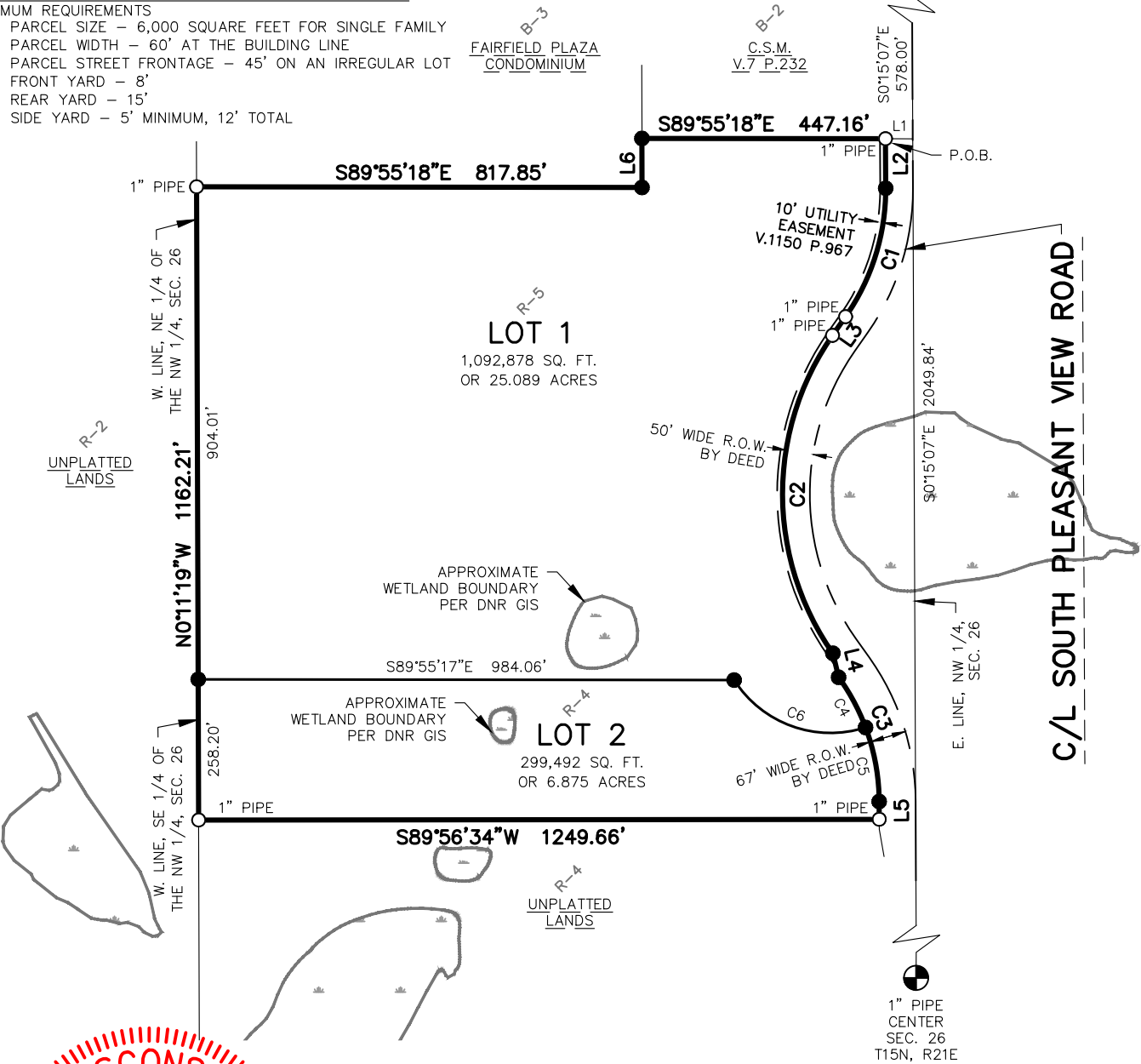
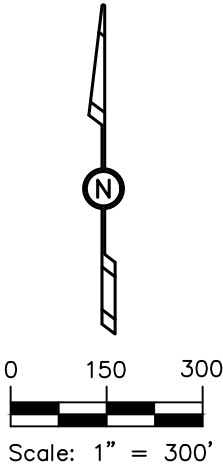
- = Set 3/4"x18" Rebar
min. 1.13 lbs. per foot
- = Found Iron Pipe
- ⊕ = Section Corner Monument

LOT 2 ZONING: R-4 MULTI-FAMILY RESIDENTIAL DISTRICT
MINIMUM SETBACKS

FRONT YARD - 30'
REAR YARD - 25'
READ YARD ADJACENT TO R-1, R-2, OR R-3 - 40'
SIDE YARD - 15'

LOT 1 ZONING: R5 TRADITIONAL NEIGHBORHOOD DISTRICT
MINIMUM REQUIREMENTS

PARCEL SIZE - 6,000 SQUARE FEET FOR SINGLE FAMILY
PARCEL WIDTH - 60' AT THE BUILDING LINE
PARCEL STREET FRONTAGE - 45' ON AN IRREGULAR LOT
FRONT YARD - 8'
REAR YARD - 15'
SIDE YARD - 5' MINIMUM, 12' TOTAL



NOTES:

OWNER AND SUBDIVIDER:
SHEBOYGAN COUNTY ECONOMIC DEVELOPMENT
CORPORATION
508 NEW YORK AVENUE
SHEBOYGAN, WISCONSIN 53081

BEARINGS ARE BASED ON THE EAST LINE OF
THE NW 1/4 OF SECTION 26, T15N, R21E, AS
BEING S0°15'07"E PER THE SHEBOYGAN
COUNTY COORDINATE SYSTEM.



100 South 10th Street
Oostburg, WI 53070

920-547-0599

CEDAR CREEK SURVEYING, LLC
ENGINEERS • SURVEYORS • DRAFTERS
www.cedarcreeksurveying.com

FILE No.: 2025014S DATE: 3/10/2025 PAGE: 1 OF 3

CERTIFIED SURVEY MAP

PART OF THE NE 1/4 OF THE NW 1/4 AND THE SE 1/4 OF THE NW 1/4 OF SECTION 26, T15N, R21E, CITY OF PLYMOUTH, SHEBOYGAN COUNTY, WISCONSIN.

SURVEYOR'S CERTIFICATE

I, Benjamin J. Reenders, Professional Land Surveyor, hereby certify:

That I have surveyed, divided and mapped a part of the Northeast 1/4 of the Northwest 1/4 and the Southeast 1/4 of the Northwest 1/4 of Section 26, T15N, R21E, City of Plymouth, Sheboygan County, Wisconsin.

That I have made such survey, land-division and plat by the direction of Sheboygan Economic Development Corporation, containing 31.964 acres and described as follows:

Commencing at the North 1/4 corner of said Section 26; thence S0°15'07"E 578.00 feet along the East line of said Northwest 1/4; thence N89°55'18"W 50.00 feet to the West right-of-way line of South Pleasant View Road and the POINT OF BEGINNING of this description; thence S0°15'07"E 90.86 feet along said West right-of-way line; thence Southerly 250.95 feet along said West right-of-way line on a 408.37 foot radius curve to the right, the chord of which bears S17°21'08"W 247.02 feet; thence S34°57'23"W 41.89 feet along said West right-of-way line; thence Southerly 621.44 feet along said West right-of-way line on a 508.37 foot radius curve to the left, the chord of which bears S0°03'48"E 583.47 feet; thence S13°22'18"E 45.28 feet along said West right-of-way line; thence Southeasterly 243.78 feet along said West right-of-way line on a 391.39 foot radius curve to the right, the chord of which bears S18°05'48"E 239.86 feet; thence S0°15'07"E 32.75 feet along said West right-of-way line; thence S89°56'34"W 1249.66 feet; thence N0°11'19"W 1162.21 feet along the West line of the Southeast 1/4 of the Northwest 1/4 and the Northeast 1/4 of the Northwest 1/4; thence S89°55'18"E 817.85 feet; thence N0°00'43"W 90.00 feet; thence S89°55'18"E 447.16 feet to the point of beginning.

That such map is a correct representation of the exterior boundaries of the land surveyed and the division thereof.

That I have fully complied with provisions of Section 236.34 of the Wisconsin Statutes and the subdivision regulation of the City of Plymouth in surveying, dividing and mapping the same.

Benjamin J. Reenders Dated this 10th day of March, 2025
Benjamin J. Reenders PLS S-3114



Line Table		
Line #	Direction	Length
L1	N89°55'18"W	50.00'
L2	S0°15'07"E	90.86'
L3	S34°57'23"W	41.89'
L4	S13°22'18"E	45.28'
L5	S0°15'07"E	32.75'
L6	N0°00'43"W	90.00'

Curve Table					
Curve #	Delta	Arc	Radius	Bearing	Distance
C1	35°12'32"	250.95'	408.37'	S17°21'08"W	247.02'
C2	70°02'23"	621.44'	508.37'	S0°03'48"E	583.47'
C3	35°41'14"	243.78'	391.39'	S18°05'48"E	239.86'
C4	15°21'09"	104.87'	391.39'	S28°15'51"E	104.56'
C5	20°20'05"	138.91'	391.39'	S10°25'13"E	138.18'
C6	75°16'59"	275.93'	210.00'	S70°11'06"E	256.50'





100 South 10th Street
Oostburg, WI 53070



920-547-0599

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FILE No.: 2025014S DATE: 3/10/2025 PAGE: 2 OF 3

CERTIFIED SURVEY MAP

PART OF THE NE 1/4 OF THE NW 1/4 AND THE SE 1/4 OF THE NW 1/4 OF SECTION 26, T15N, R21E, CITY OF PLYMOUTH, SHEBOYGAN COUNTY, WISCONSIN.

CORPORATE OWNERS CERTIFICATES

Sheboygan Economic Development Corporation, as owner, does hereby certify that we have caused the lands described herein to be surveyed, divided, and mapped as represented on this map. We also certify that this map is required to be submitted to the City of Plymouth for approval.

_____ Dated _____, 2025
Brian Doudna, Executive Director

CITY PLANNING COMMISSION APPROVAL CERTIFICATE

Resolved that the Certified Survey Map in the City of Plymouth is hereby approved by the Planning Commission of the City of Plymouth.
on this _____ day of _____, 2025.

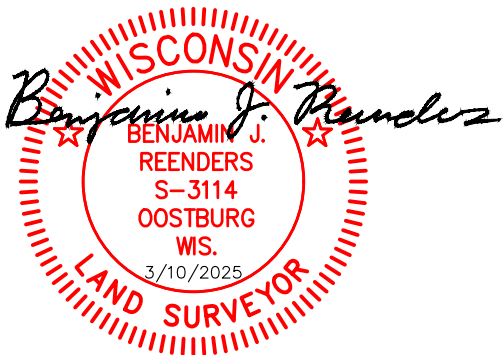
Secretary:

COMMON COUNCIL APPROVAL CERTIFICATE

Pursuant to the Land Subdivision Regulations of the City of Plymouth, all the requirements for approval have been fulfilled and this Certified Survey Map is approved by the City of Plymouth
on this _____ day of _____, 2025.

Mayor:

City Clerk:



This instrument was drafted by Benjamin J. Reenders.



100 South 10th Street
Oostburg, WI 53070

920-547-0599

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FILE No.: 2025014S DATE: 3/10/2025 PAGE: 3 OF 3



April 2, 2025

City of Plymouth
128 Smith Street
Plymouth, WI 53073

Subject: Sheboygan County Economic Development Corporation Certified Survey Map

Dear Mr. Johnston:

All previous comments have been addressed and are considered 'OK', completing the review of the certified survey map.

Please feel free to contact me if you have any questions or need anything else.

Sincerely,

Jay Panetti, PLS
Gremmer & Associates, Inc.

Plymouth Fire Department
Annual Report



Mission Statement:

The Plymouth Fire Department aims to protect our citizens' and visitors' lives and property, free from prejudice or favoritism, against natural and man-made hazards and medical emergencies through prevention, education, and intervention



Vision Statement:

The Plymouth Fire Department is committed to professionalism and dedicated service. We will communicate with respect and value others' opinions. Our decisions will be well-informed and guided by clear direction. Together, we will work as a united team to achieve our vision.

Organization Structure

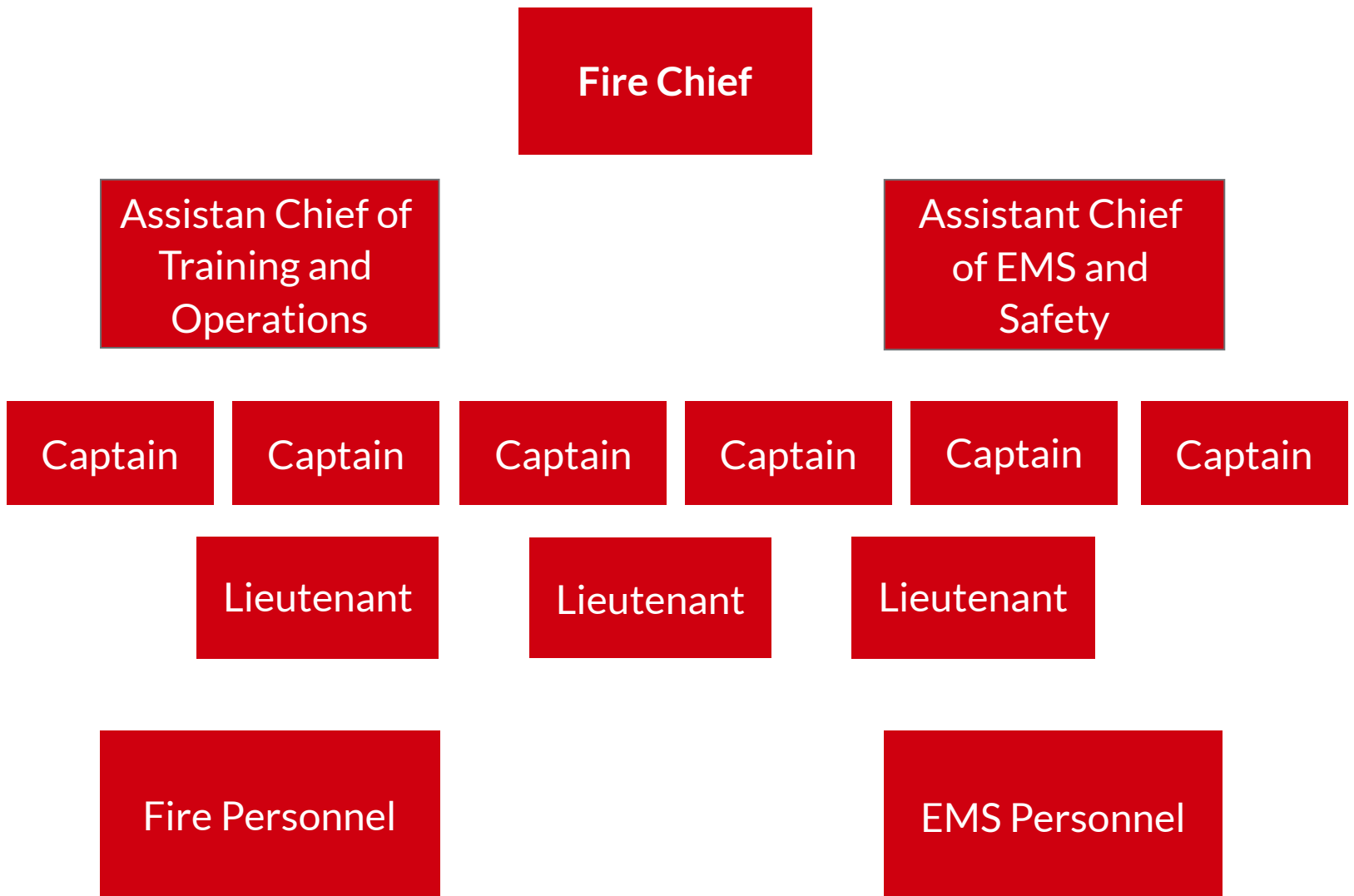
Staffing

Active Roster- 42
Fire Only Personnel- 10
EMS Only Personnel- 6
Cross Trained Personnel- 24
Cadets- 2

Contract Personnel- 7

Recruitment

2024- 9 New Personnel
EMS- 4
Fire- 5



Goals Accomplished in 2024

- 1. Worked with City and Fire Department Staff to place an order for a new ladder truck.
- 2. Completed multiple inspections with different agencies to include ISO and DSPS.
- 3. Went live on new Remote Management System for fire department.
- 4. Updated fitness center through donations.
- 5. Draft of Vehicle and Equipment Replacement Plan completed.

Goals for 2025

1. Implement Vehicle and Equipment Replacement plan.
2. Continue to work on officer development programs.
3. Begin talks of a joint fire safety training center with surrounding departments.

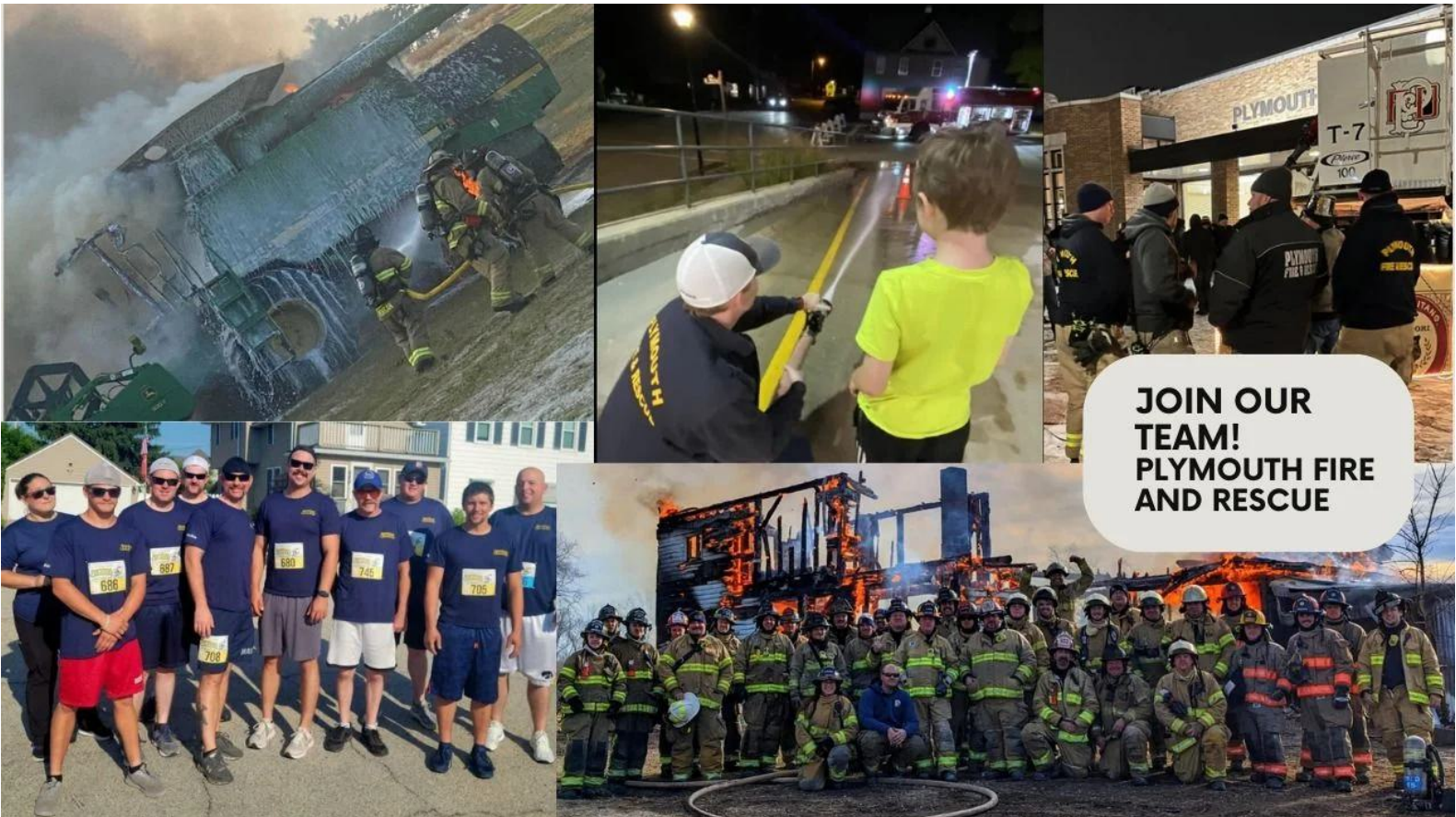


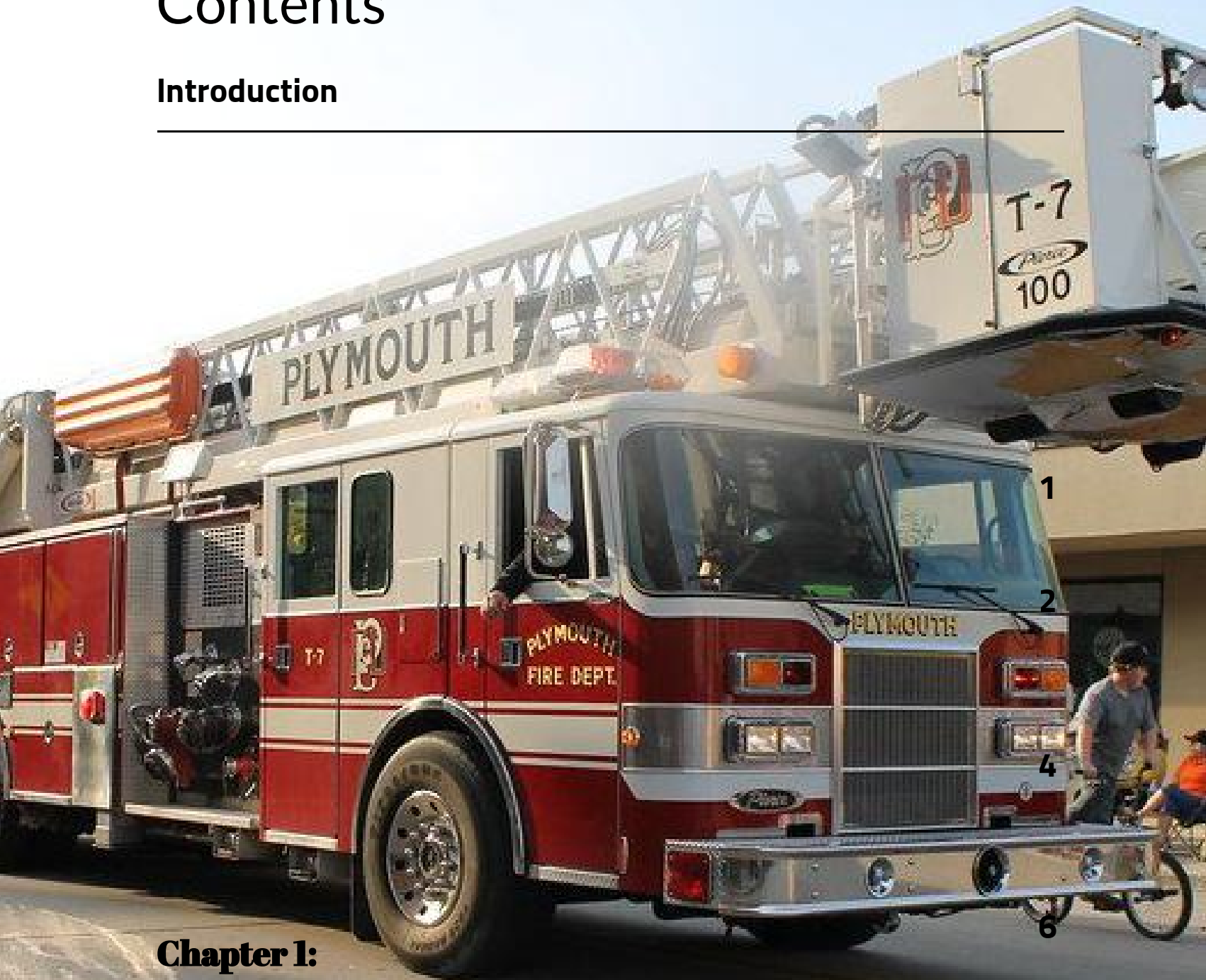
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Introduction

Chapter 1: Call Review

Chapter 2: Training Review

Chapter 3: Fire Prevention and Community Outreach

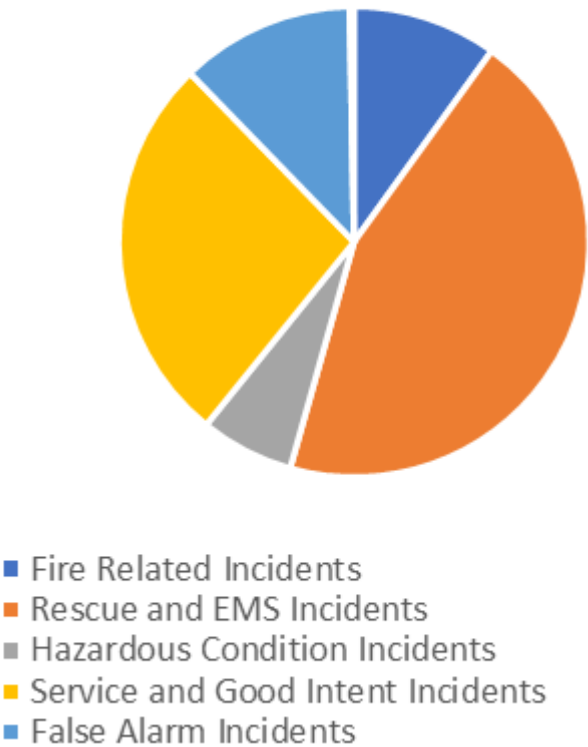


2024 Incident Data

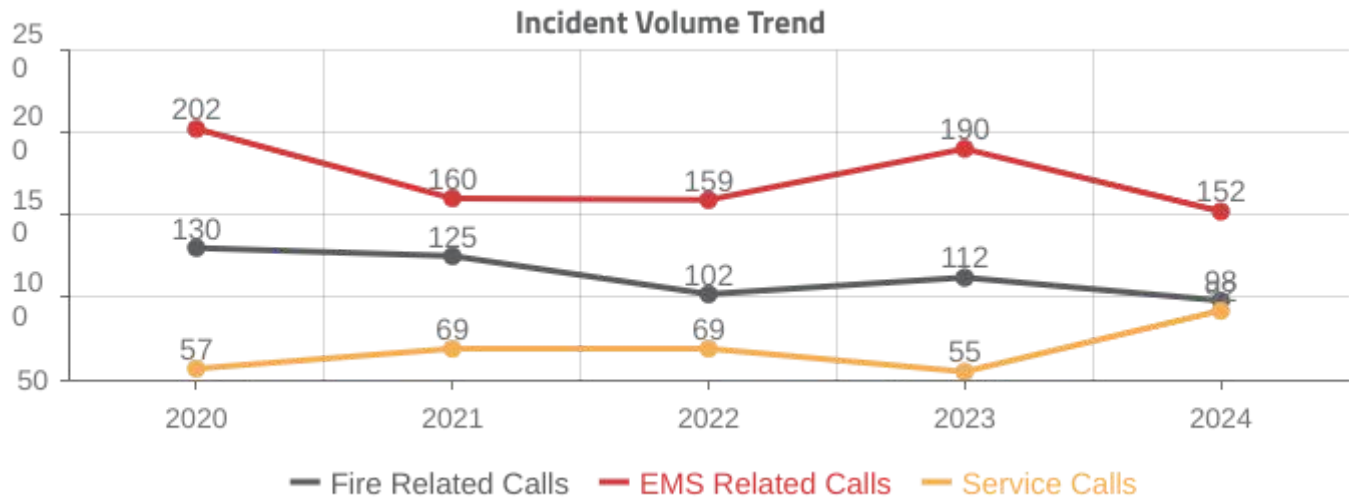
342 2024 Call
Volume

Fire Related Incidents	34
Rescue and EMS Incidents	152
Hazardous Condition Incidents	22
Service and Good Intent Incidents	92
False Alarm Incidents	41
Weather Related Incidents	1

Incident Breakdown



5 Year Incident Trends



Plymouth Fire Department Fleet

Fleet Age and Projected Replacement.

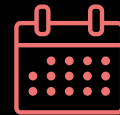


3 Year Call History

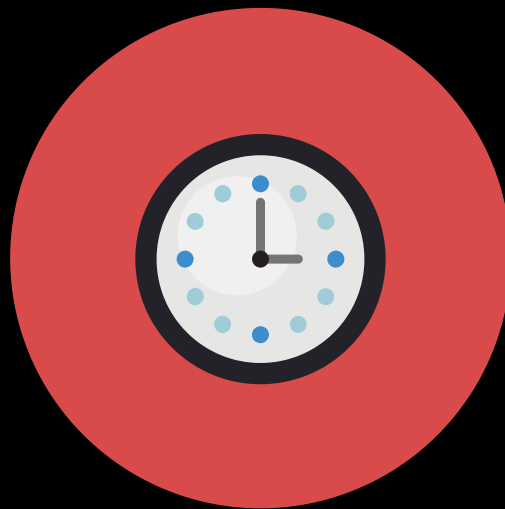
- 2024- 342
- 2023- 357
- 2022- 330

1600	Ford	Explorer	2020	05/16/2016	
1681	FORD	F-250	2021	01/01/2022	2030
6X6	POLARIS	RANGER	2010	10-May-10	2020
BRUSH 22	GMC	Sierra	2005	01-Aug-05	2035
ENGINE 20	PIERCE	Dash 2000	2001	01-Jun-01	2031
ENGINE 6	PIERCE	Saber	2001	01-Jun-01	2031
ENGINE 8	PIERCE	IMPEL	2017	02/25/2017	2037
804-1	MEDTEC	TYPE III	2001	29-Jan-01	2021
804-2	BRAUN	TYPE III	2013		2033
RESCUE 15	PIERCE	Dash	1991	01-Jan-91	2011
TENDER 24	KENWORTH		2008	01-Jan-10	2038
TENDER 25	MACK		2019	01-JAN-19	2049
TRUCK 7	PIERCE	Lance	1996	01-Jan-96	2026

Busiest Day of The Week



Friday



Busiest Time of Day

4pm-6pm = 68 Calls

342 2024 Call
Volume

Number of Times with Overlapping Incidents:

40

Training Overview

Total Training Hours

- Members completed 261 hours of training.



Certification Classes Completed

EMT- Leah Adamietz

Advanced EMT- Joey Paape

Paramedic- Makenna Krim, Ryan Wagner

Firefighter 2- Austin Kramer

Pump Operator- Austin Kramer

Aerial Operator- Austin Kramer, Ryan Pafford

Fire Officer 1- Shane Adams, Robert Hahn, Blake Hendry, Damian Hogue, Ben Holzmann, Noah Kohlmann, Austin Kramer, and Matt Passini

Fire Instructor 1- Shane Adams, Blake Hendry, Noah Kohlmann, Austin Kramer, Matt Passini

Fire Officer 2- Mike Birschbach



Fire Prevention



637

Fire Prevention Week

637 People reached during fire prevention visits.

85

Open House

Roughly 85 people attended our annual open house.



Community Outreach

Community Group Tours



Family Fun Day

August 16th, 2025

Fundraising Efforts





Firefighter of the Year

Captain Hogue was chosen as our firefighter of the year for 2024.



Community Hero Award

Jaaagz Bar and Grill- For contributions to community betterment through fundraisers.



Community Hero Award

Troubadour Vineyard and Events- For contributions to community betterment through fundraisers.



Community Hero Award

Waldo State Bank- For contributions to community betterment through donations.

WALDO
STATE BANK