



# **PUBLIC WORKS COMMITTEE AGENDA**

**November 26, 2024 at 5:30 PM**

**Municipal Service Building - Training Room, 2026 New Jersey Avenue**

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It is possible that a quorum (or a reverse quorum) of the Sheboygan Common Council or any other City committees/boards/commissions may be in attendance, thus requiring a notice pursuant to State ex rel. Badke v. Greendale Village Board, 173 Wis. 2d 553,494 N.W.2d 408 (1993).

Persons with disabilities who need accommodations to attend this meeting should contact the Department of Public Works at 920-459-3440. Persons other than council members who wish to participate remotely shall provide notice to the Public Works Department at 920-459-3440 at least 24 hours before the meeting so that the person may be provided a remote link for that purpose.

## **OPENING OF MEETING**

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Introduction of Committee Members and Staff

## **MINUTES**

5. Approval of Minutes: November 12, 2024

## **ITEMS FOR DISCUSSION & POSSIBLE ACTION**

6. Direct Referral Gen. Ord. No. 25-24-25 / An ordinance amending Sections 54-397, 54-398, and 54-399 of the Sheboygan Municipal Code relating to sewers and sewerage disposal so as to make changes to service charges.
7. Direct Referral Res. No. 119-24-25 / A resolution authorizing execution of the Release of Easement Rights on behalf of the City, with respect to that portion of vacated South Commerce Street located on the Berkshire Apartments developed parcel.
8. Direct Referral Res. No. 122-24-25 / A resolution authorizing the appropriate City officials to enter into contract for the provision and installation of submersible pumps, a control panel, and associated equipment at the 6th Street and Pershing Avenue wastewater pump station and authorizing a budget amendment.

## **NEXT MEETING DATE**

9. Next Regular Meeting Date: December 10, 2024

## **ADJOURNMENT**

10. Motion to adjourn

***In compliance with Wisconsin's Open Meetings Law, this agenda was posted in the following locations more than 24 hours prior to the time of the meeting:***

*City Hall • Mead Public Library  
Sheboygan County Administration Building • City's website*

**CITY OF SHEBOYGAN**

**PUBLIC WORKS COMMITTEE MINUTES**

**Tuesday, November 12, 2024**

**COMMITTEE MEMBERS PRESENT:** Chair Dean Dekker, Vice Chair Angela Ramey, Alderperson Zach Rust, Alderperson John Belanger

**COMMITTEE MEMBERS EXCUSED:** Alderperson Daniel Peterson

**STAFF/OFFICIALS PRESENT:** Director of Public Works Travis Peterson, City Engineer Kevin Jump, Superintendent of Streets and Sanitation Joel Kolste, Superintendent of Parks & Forestry Joe Kerlin, Superintendent of Facilities and Traffic Mike Willmas, Purchasing Agent Bernard Rammer, Administrative Clerk Stacy Weseljak

**OTHERS PRESENT:** Bryan Kelly

**OPENING OF MEETING**

- 1. Call to Order
- 2. Roll Call
- 3. Pledge of Allegiance
- 4. Introduction of Committee Members and Staff

**MINUTES**

- 5. Approval of Minutes: October 29, 2024

MOTION TO APPROVE MINUTES FROM OCTOBER 29, 2024

Motion made by Alderperson Belanger, Seconded by Alderperson Rust.

Voting Yea: Chair Dekker, Vice Chair Ramey, Alderperson Rust, Alderperson Belanger

**ITEMS FOR DISCUSSION & POSSIBLE ACTION**

- 6. Res. No. 111-24-25 / A resolution approving a Fountain Park Conceptual Design Plan.

MOTION TO RECOMMEND THE COMMON COUNCIL ADOPT THE RESOLUTION

Motion made by Vice Chair Ramey, Seconded by Alderperson Rust.

Voting Yea: Chair Dekker, Vice Chair Ramey, Alderperson Rust, Alderperson Belanger

- 7. R. O. No. 82-24-25 / A report by Board of Marina, Parks, and Forestry to whom reviewed the Fountain Park Conceptual Design Plan; recommends to the Public Works Committee that the plan be approved.

MOTION TO RECOMMEND THE COMMON COUNCIL FILE THE DOCUMENT

Motion made by Alderperson Rust, Seconded by Vice Chair Ramey.

Voting Yea: Chair Dekker, Vice Chair Ramey, Alderperson Rust, Alderperson Belanger

8. Res. No. 114-24-25 / A resolution authorizing the appropriate City officials to enter into a contract for the demolition of the former Wells Fargo Bank Building and related site features so as to prepare the site for redevelopment.

Item 5.

MOTION TO RECOMMEND THE COMMON COUNCIL ADOPT THE RESOLUTION

Motion made by Alderperson Belanger, Seconded by Vice Chair Ramey.

Voting Yea: Chair Dekker, Vice Chair Ramey, Alderperson Rust, Alderperson Belanger

#### NEXT MEETING DATE

9. Next Regular Meeting Date: November 26, 2024

#### ADJOURNMENT

10. Motion to adjourn

MOTION TO ADJOURN AT 6:06 PM

Motion made by Alderperson Rust, Seconded by Alderperson Belanger.

Voting Yea: Chair Dekker, Vice Chair Ramey, Alderperson Rust, Alderperson Belanger

CITY OF SHEBOYGAN

REQUEST FOR PUBLIC WORKS COMMITTEE CONSIDERATION

ITEM DESCRIPTION: An ordinance amending Sections 54-397, 54-398, 54-399 of the Sheboygan Municipal Code relating to sewers and sewerage disposal so as to make changes to service charges.

REPORT PREPARED BY: Jordan Skiff, Superintendent of Wastewater

REPORT DATE: November 13, 2024

MEETING DATE: November 26, 2024

FISCAL SUMMARY:

Budget Line Item: N/A
Budget Summary: N/A
Budgeted Expenditure: N/A
Budgeted Revenue: N/A

STATUTORY REFERENCE:

Wisconsin Statutes: N/A
Municipal Code: 54-397, 54-398, 54-399

BACKGROUND / ANALYSIS: The referenced ordinance amendments include the 2025 User Charge Rates for users of the City of Sheboygan’s sanitary sewers and wastewater treatment plant, as well as charges to the satellite communities. The amended sections also define the concentration of domestic strength wastewater.

STAFF COMMENTS: The proposed rates are adequate to support the operation of the wastewater treatment plant and sanitary sewer system. For 2025, the fixed charge for City properties will be increased by \$5.00/quarter, while the volume charge will increase 5% to \$2.27 per 100 cubic feet. These changes will result in an overall cost increase of 7.9% for an average household. Volume rates for satellite communities would increase by 5.9%. Concentrations of biological oxygen demand (BOD), total suspended solids (TSS), and phosphorus that are higher than typical domestic use will be charged more by 5.0%, 5.0% and 4.0%, respectively. Any increases are based on calculations from a comprehensive rate tool we use each year to forecast which treatment categories—if any—are experiencing increased expenses.

Although we are not obligated to accept hauled-in waste (septic systems, etc.), we continue to accept such waste and have kept those rates unchanged for 2025.

ACTION REQUESTED: A motion to recommend the Common Council adopt Gen. Ord. No. 25-24-25 amending Sections 54-397, 54-398 and 54-399 of the Sheboygan Municipal Code relating to sewers and sewerage disposal so as to make changes to service charges.

**ATTACHMENTS:**

- I. Gen. Ord. No. 25-24-25
- II. City Council Rate Memo 11-11-24

**CITY OF SHEBOYGAN  
ORDINANCE 25-24-25  
DIRECT REFERRAL TO PUBLIC WORKS COMMITTEE**

**BY ALDERPERSONS DEKKER AND RUST.**

**NOVEMBER 26, 2024.**

AN ORDINANCE amending Sections 54-397, 54-398, and 54-399 of the Sheboygan Municipal Code relating to sewers and sewerage disposal so as to make changes to service charges.

THE COMMON COUNCIL OF THE CITY OF SHEBOYGAN DO ORDAIN AS FOLLOWS:

**SECTION 1:**        **AMENDMENT** “Sec 54-397, Categories of Users; Amounts; Reassignment” of the Sheboygan Municipal Code is hereby amended as follows:

AMENDMENT

Sec 54-397 Categories of Users; Amounts; Reassignment

- (a) *Category A.* Category A users of the city wastewater treatment system shall be subject to the following:
1. *Definitions.* The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:
 

*Category A* means normal domestic strength wastewater, that is, wastewater having concentrations of biochemical oxygen demand (BOD) no greater than 186 mg/L, suspended solids no greater than 468 mg/L, and total phosphates no greater than 7.70 mg/L.
  2. *Amount.* The sewer service charge for Category A wastewater is as follows:
    - a. Fixed charge: ~~\$52.00 per quarter~~ **\$57.00 per quarter**.
    - b. Volume charge: ~~\$2.16~~ **\$2.27** total charge per 100 cubic feet.
- (b) *Category B.* Category B users of the city wastewater treatment system shall be subject to the following:
1. *Definitions.* The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:
 

Category B means wastewater having concentrations of biochemical oxygen demand greater than ~~187 mg/L~~ **227 mg/L**, suspended solids greater than ~~468 mg/L~~ **385 mg/L**, and phosphorous greater than ~~7.70 mg/L~~ **8.11 mg/L**. Users whose wastewater exceeds the concentrations for any one of these parameters shall be in category B. The minimum category

B charge will be based on a concentration of not less than ~~186 mg/L~~ 227 mg/L for BOD ~~mg/L~~ 385 mg/L for suspended solids, and ~~7.70 mg/L~~ 8.11 mg/L for phosphorous.

2. *Amount.* The sewer service charge for category B wastewater is as follows:
  - a. Fixed charge: ~~\$52.00~~ \$57.00 per quarter.
  - b. If billing is on a monthly basis: ~~\$17.33~~ \$19.00 per month.
  - c. Volume charge: ~~\$2.16~~ \$2.27 per 100 cubic feet.
  - d. Surcharge, total (per pound):
    1. BOD greater than ~~186 mg/L~~ 227 mg/L; ~~\$0.3441~~ \$0.3613.
    2. Suspended solids greater than ~~468 mg/L~~ 385 mg/L; ~~\$0.2029~~ \$0.2130.
    3. Phosphorous greater than ~~7.70 mg/L~~ 8.11 mg/L; ~~\$5.1479~~ \$5.3538.
3. *Computation.* The category B sewer service charges for volume, BOD, suspended solids, and phosphorus shall be computed in accordance with the following formula:

$$C = F + (V \times C^V) + .00624V[(B - B^R \times C^B) + (S - S^R \times C^S) + (P - P^R \times C^P)]$$

Where:

Table 1

C	=	Charge to sewer user for collection and treatment of wastewater
F	=	Fixed charge per billing period
B	=	Concentration of BOD in mg/L in the wastewater
B <sup>R</sup>	=	Concentration of BOD in mg/L as defined for Category A users
S	=	Concentration of suspended solids in mg/L in the wastewater
S <sup>R</sup>	=	Concentration of suspended solids in mg/L as defined for Category A users
P	=	Concentration of phosphorus in mg/L in the wastewater
P <sup>R</sup>	=	Concentration of phosphorus in mg/L as defined for Category A users
V	=	Wastewater volume (per 100 cubic feet for Category B users; per 1,000 gallons for Category C users)
C <sup>V</sup>	=	Cost per volume of wastewater (per 100 cubic feet for Category B users; per 1,000 gallons for Category C users)
C <sup>B</sup>	=	Cost per pound of BOD
C <sup>S</sup>	=	Cost per pound of suspended solids
C <sup>P</sup>	=	Cost per pound of phosphorus
	=	Conversion factor
0.006 24		



- (c) *Reassignment of users.* The city approving authority will reassign sewer users into appropriate service charge categories if wastewater sampling programs and other related information indicate a change of categories is necessary.
- (d) *Sampling requirement.* Sampling frequency for category B users to determine concentrations of BOD, suspended solids, total phosphorus and pH shall be determined by the wastewater discharge loading by the industry. Results of all analyses shall be submitted to the wastewater treatment plant superintendent. Sampling shall be conducted as follows:
  1. Samples collected shall be flow-proportional 24-hour composite samples.
  2. Sampling periods shall be two consecutive days during normal operation.
  3. Flow-weighted average may be used if data is presented.
  4. Samples shall be analyzed for BOD, suspended solids, and total phosphorus.
  5. Sampling frequency shall be quarterly or more frequently as determined by the superintendent of the wastewater treatment plant. The quarterly sampling periods shall be during the months of January through March, April through June, July through September, and October through December.
  6. All data shall be submitted to the superintendent of the wastewater treatment plant.

**SECTION 2: AMENDMENT** “Sec 54-398 Categories of Users; Amounts; Reassignment For Other Municipalities” of the Sheboygan Municipal Code is hereby amended as follows:

AMENDMENT

Sec 54-398 Categories of Users. Amounts; Reassignment for Other Municipalities

Other municipal users shall be charged pursuant to the guidelines established under this section

Table 2

		Village of Kohler	City of Sheboygan Falls	Town of Sheboygan Sanitary District No. 2		Town of Wilson Sanitary District	
						No. 1	No. 2
Fixed Charge		None	None	None	None	None	None
Volume Charge:							
	Volume	<del>\$0.6120</del> \$0.648	<del>\$0.6120</del> \$0.648	<del>\$0.6120</del> \$0.648	<del>\$0.6120</del> \$0.648	<del>\$0.6120</del> \$0.648	<del>\$0.6120</del> \$0.648
	Debt Retirement	<del>0.0680</del> 0.072	<del>0.0680</del> 0.072	<del>0.0680</del> 0.072	<del>0.0680</del> 0.072	<del>0.0680</del> 0.072	<del>0.0680</del> 0.072
	Total volume charge, Per 1,000 gallons	<del>0.800</del> 0.720	<del>0.800</del> 0.720	<del>0.800</del> 0.720	<del>0.800</del> 0.720	<del>0.800</del> 0.720	<del>0.800</del> 0.720
Surcharges (per pound)							
	BOD	<del>0.3441</del> 0.3613	<del>0.3441</del> 0.3613	<del>0.3441</del> 0.3613	<del>0.3441</del> 0.3613	<del>0.3441</del> 0.3613	<del>0.3441</del> 0.3613
	Suspended Solids	<del>0.2029</del> 0.2130	<del>0.2029</del> 0.2130	<del>0.2029</del> 0.2130	<del>0.2029</del> 0.2130	<del>0.2029</del> 0.2130	<del>0.2029</del> 0.2130
	Phosphorus	<del>5.1479</del> 5.3538	<del>5.1479</del> 5.3538	<del>5.1479</del> 5.3538	<del>5.1479</del> 5.3538	<del>5.1479</del> 5.3538	<del>5.1479</del> 5.3538

**SECTION 3: AMENDMENT** “Sec 54-399 Charges for Disposal of Septic Tank Sludge, Holding Tank Sewerage, Or Hauled Wastewater” of the Sheboygan Municipal Code is hereby amended as follows:

AMENDMENT

Sec 54-399 Charges for Disposal of Septic Tank Sludge, Holding Tank Sewerage, Or Hauled Wastewater

*Category C.* Category C users are persons with a permit for disposing of hauled wastewater into the wastewater collection and treatment facilities and shall be subject to the following charges and requirements:

- (a) Septic tank sludge: \$60.00 per 1,000 gallons.
- (b) Holding tank sewerage: \$15.00 per 1,000 gallons.
- (c) Portable toilet disposal charge: \$91.00 per 1,000 gallons.
- (d) Other hauled wastewater:
  - 1) *Sampling and characterizations.* Hauled wastewater shall be sampled and characterized on the basis of suspended solids, BOD, total phosphorus, and pH. Frequency of sampling shall be based on experience and under the direction of the superintendent of the wastewater treatment plant.
  - 2) *Amount.* The sewer service charge for other hauled wastewater is as follows:
    - a. Volume charge: ~~\$0.800~~ **\$0.720** per 1,000 gallons.
    - b. Surcharge, total (per pound):
      - 1. ~~\$0.3441~~ **\$0.3613** per pound of BOD.
      - 2. ~~\$0.2029~~ **\$0.2130** per pound of suspended solids.
      - 3. ~~\$5.1479~~ **\$5.3538** per pound of phosphorus.
  - 3) *Computation.* The other hauled wastewater service charges for volume, BOD, suspended solids, and phosphorus shall be computed in accordance with the following formula and subsections (c)(1) and (2) of this section or in accordance with this subsection.

$$C = (V \times C^V) + (B \times C^B) + (S \times C^S) + (P \times C^P)$$

See Table 1 section 54-397(b)(3) for definitions.

- a. Other hauled wastewater analysis data shall be applied to the formula set forth above.
- b. The discharge fee per 1,000 gallons shall be determined on the result of subsection (c)(3)a. of this section, multiplied by 1.25.
- c. Charges for high strength waste will be determined by the superintendent of the wastewater treatment plan based on the frequency of the hauled wastewater and the needs of the wastewater treatment plan.

**SECTION 4: REPEALER CLAUSE** All ordinances or resolutions or parts thereof in conflict with the provisions of this ordinance are hereby repealed to the extent of such conflict.

**SECTION 5: EFFECTIVE DATE** This ordinance shall be in effect from and after its passage and public according to law and as of January 1, 2025.

Item 6.

PASSED AND ADOPTED BY THE CITY OF SHEBOYGAN COMMON COUNCIL

\_\_\_\_\_.

Presiding Officer

Attest

\_\_\_\_\_

\_\_\_\_\_

Ryan Sorenson, Mayor, City of Sheboygan

Meredith DeBruin, City Clerk, City of Sheboygan



November 13, 2024

City Council Memo: **2025 Sewer Rate Summary**

By: Jordan Skiff, Wastewater Superintendent

At the November 26<sup>th</sup> Public Works Committee and December 2<sup>nd</sup> Common Council meetings, I am requesting approval of 2025 service charges for wastewater treatment. Rates are reviewed each autumn, considering expenses from the past year, the volume and characteristics of wastewater we treated this year, and budget elements for the following year. Adopting the 2025 rates involves an ordinance amendment, necessitating Council approval.

The proposed 2025 rates reflect an **8% increase** in charges for an average residential customer.

The table below breaks down various categories of charges, and shows that volume rates for City ratepayers and those of our satellite communities, and surcharges for customers whose wastewater is higher than domestic waste levels (i.e. that found in a typical household) for biological oxygen demand (BOD), phosphorus, nitrogen, and suspended solids. Average annual increases range from 0% to 4.6%.

Category	2021	2022	2023	2024	2025 (Proposed)
Fixed Charge (per month)	\$16.33	\$15.33	\$16.67	\$17.33	\$19.00
City Volume (per 100 ft <sup>3</sup> )	\$ 1.95	\$ 2.16	\$ 2.16	\$ 2.16	\$ 2.27
Contrib. Volume (per 100 ft <sup>3</sup> )	\$ 0.44	\$ 0.44	\$ 0.51	\$ 0.51	\$ 0.54
BOD (per pound)	\$0.296	\$0.398	\$0.344	\$0.344	\$0.3614
Susp. Solids (per pound)	\$0.207	\$0.195	\$0.203	\$0.203	\$0.2130
Phosphorus (per pound)	\$5.399	\$5.024	\$4.847	\$5.148	\$5.3538

While the proposed increases are due to projects and other expenses at the Plant itself, a very significant project is coming to fruition near the South Pointe business park. A \$23 million interceptor sewer is planned to be constructed next year to serve TID 23 (the former Gartman farm). City staff continue to work with Ehlers to fund this and other projects under the most advantageous terms possible. The revenues this development will generate make the interceptor a smart long-term investment for the City.

We have provided an update on these proposed rates to the satellite communities we serve, including the Village of Kohler, the City of Sheboygan Falls, and the Towns of Wilson and Sheboygan.

Please contact me at 920-459-0220 or [jordan.skiff@sheboyganwi.gov](mailto:jordan.skiff@sheboyganwi.gov) with any questions.

SHEBOYGAN REGIONAL  
WASTEWATER  
TREATMENT PLANT

3333 LAKESHORE DRIVE  
SHEBOYGAN, WI 53081

PHONE: 920.459.3464

WWW.SHEBOYGANWWTP.COM

**CITY OF SHEBOYGAN  
RESOLUTION 119-24-25  
DIRECT REFERRAL TO PUBLIC WORKS COMMITTEE**

**BY ALDERPERSONS DEKKER AND RAMEY.**

**NOVEMBER 26, 2024.**

A RESOLUTION authorizing execution of the Release of Easement Rights on behalf of the City, with respect to that portion of vacated South Commerce Street located on the Berkshire Apartments developed parcel.

WHEREAS, City utilities have been relocated from the developed parcel to the parcel to the east owned by the Redevelopment Authority.

NOW, THEREFORE, BE IT RESOLVED: That the Mayor and City Clerk are hereby authorized to execute the Release of Easement Rights, a copy of which is attached hereto and incorporated herein.

PASSED AND ADOPTED BY THE CITY OF SHEBOYGAN COMMON COUNCIL

\_\_\_\_\_.

Presiding Officer

Attest

\_\_\_\_\_  
Ryan Sorenson, Mayor, City of  
Sheboygan

\_\_\_\_\_  
Meredith DeBruin, City Clerk, City of  
Sheboygan

RELEASE OF EASEMENT RIGHTS

Recording Area

Name and Return Address:

GENCAP EMEM SHEBOYGAN 101, LLC  
6938 North Santa Monica Boulevard  
Fox Point, WI 53217

Parcel No. 59281505931

RELEASE OF EASEMENT RIGHTS

This RELEASE OF EASEMENT RIGHTS is made as of \_\_\_\_\_, 2024 ("Effective Date") by THE CITY OF SHEBOYGAN, WISCONSIN (the "City").

RECITALS

A. The City vacated and discontinued a portion of South Commerce Street ("Vacated South Commerce Street") pursuant to that certain General Ordinance No. 74-06-07, recorded in the Office of the Register of Deeds for Sheboygan County, Wisconsin on April 2, 2007 as Document Number 1823162 (the "Ordinance").

B. A portion of Vacated South Commerce Street lies within that certain real property described in Exhibit A attached hereto and incorporated herein by reference (the "Property").

C. Pursuant to Section 1 of the Ordinance, the City retained certain easement rights in, under, over, across or through Vacated South Commerce Street.

D. All of the City's utility facilities that were in, under, over, across or through the that portion of Vacated South Commerce Street located on the Property have been removed and/or relocated.

NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the City hereby releases all easement rights that it has, may have or may have had in the past with respect to that portion of Vacated South Commerce Street located on the Property.

[Signature Pages Follow]

IN WITNESS WHEREOF, the City has executed and delivered this Release of Easement Rights as of the day and year first above written.

THE CITY OF SHEBOYGAN, WISCONSIN

BY \_\_\_\_\_  
ITS \_\_\_\_\_

STATE OF WISCONSIN            )  
SHEBOYGAN COUNTY            )

Personally came before me on \_\_\_\_\_, 2024 the above named \_\_\_\_\_, the \_\_\_\_\_ of City of Sheboygan, to me known to be the person who executed the foregoing instrument and acknowledged the same on behalf of such corporation.

[SEAL]

\_\_\_\_\_  
Notary Public, State of \_\_\_\_\_  
Name of Notary: \_\_\_\_\_  
My commission: \_\_\_\_\_

This instrument was drafted by:  
Liam Conrad  
Reinhart Boerner Van Deuren s.c.  
1000 North Water Street, Suite 1700  
Milwaukee, Wisconsin



EXHIBIT A

## LEGAL DESCRIPTION OF PROPERTY

Lot 1 of Certified Survey Map recorded in the Office of the Register of Deeds for Sheboygan County, Wisconsin on May 12, 2023, in Volume 31 of Certified Survey maps, Page 129 as Document No. 2150414, said Certified Survey Map being a redivision of Lots 1-4, 7-10, and parts of 11 & 12 in Block 243, Lots 1-5 in Block 232, Vacated South Commerce Street and Vacated Public Alley all in the Original Plat of the City of Sheboygan, all in Government Lot 2 of Section 26, Township 15 North, Range 23 East, in the City of Sheboygan, County of Sheboygan, State of Wisconsin.

For informational purposes only:

Address: 1009 10th St., Sheboygan, WI

Parcel Number: 59281505931

**CITY OF SHEBOYGAN  
RESOLUTION 122-24-25  
DIRECT REFERRAL TO PUBLIC WORKS COMMITTEE**

**BY ALDERPERSONS DEKKER AND RAMEY.**

**NOVEMBER 26, 2024.**

A RESOLUTION authorizing the appropriate City officials to enter into contract for the provision and installation of submersible pumps, a control panel, and associated equipment at the 6<sup>th</sup> Street and Pershing Avenue wastewater pump station and authorizing a budget amendment.

WHEREAS, City staff has identified a need to replace certain equipment at the 6<sup>th</sup> Street and Pershing Avenue wastewater pump station in order to continue providing dependable wastewater collection service to the neighborhood; and

WHEREAS, the City’s 2023 Capital Improvement Budget included \$125,000 for this project, but those funds were not used and subsequently returned to the general fund; and

WHEREAS, the City obtained quotes from three vendors for the necessary equipment and the lowest, responsive quote received was from William/Reid LTD., a division of Gasvoda & Associates Inc., an Illinois corporation.

NOW, THEREFORE, BE IT RESOLVED: That the appropriate City officials are authorized to enter into contract with William/Reid LTD. for the provision of equipment identified in the attached quote.

BE IT FURTHER RESOLVED that the Finance Director is authorized to draw funds from Account Number 630361-631200 (Wastewater Fund – Wastewater- Building Improvements), upon agreement being fully executed by all parties, to pay for the equipment and installation, and to amend the budget as follows:

<u>INCREASE</u>	
630 493000 Wastewater Fund – Fund Equity Applied	(\$68,294.10)
630-631200 Wastewater Fund – Wastewater- Building Improvements	(\$68,294.10)

BE IT FURTHER RESOLVED: That the Finance Director is authorized to draw funds to cover the associated expenses with the above contract via the following budget amendment:

INCREASE:

CDBG Fund – CDBG – Park/Rec Improvements (Acct. No. 260660-641700)	\$37,520
CDBG Fund – Federal Housing/Economic Grant (Acct. No. 260-432710)	\$37,520
Capital Fund – Culture & Recreation – Improvements Other Than Buildings (Acct. No. 400500-641100)	\$13,000
Capital Fund – Contributions/Donations (Acct. No. 400-485000)	\$13,000

PASSED AND ADOPTED BY THE CITY OF SHEBOYGAN COMMON COUNCIL

\_\_\_\_\_

Presiding Officer

Attest

\_\_\_\_\_  
Ryan Sorenson, Mayor, City of Sheboygan

\_\_\_\_\_  
Meredith DeBruin, City Clerk, City of Sheboygan



# Quotation

**DATE:**

*Quotation valid until:*

**Prepared for:** City Of Sheboygan

*Prepared by:* **Paul Ludwig**

Jordan Skiff  
[jordan.Skiff@sheboyganwi.gov](mailto:jordan.Skiff@sheboyganwi.gov)

*Quotation Number:*

We are pleased to offer the following quotation for your consideration:

Quantity	Description	Unit Price
1	Grundfos Duplex Control Panel	\$ 26,318.34
2	Grundfos SE1.30.A40.40.A.EX.4.61R.B 5hp \$7,741.94 each	\$ 15,483.87
4	Floats	\$ 652.80
1	Transducer	\$ 2,012.00
1	float holder	\$ 116.57
1	cable support for transducer	\$ 48.86
2	Base elbows \$2933.33 each	\$ 5,866.66
1	William Reid parts for instllation	\$ 6,035.00
1	William Reid Labor to remove old and install new	\$ 11,760.00
<b>Total Price</b>		<b>\$68,294.10</b>

**TERMS:** See attached sheet for detailed terms and conditions.

**FREIGHT:** F.O.B. Shipping Point, with Freight Allowed to the Jobsite.

**START-UP:** day(s) of start up services are included. Any additional will be billed at our standard rate.

**TAXES:** ALL applicable taxes must be added. If exempt, please provide an exemption certificate with order.

**SUBMITTALS:** weeks after receipt of order.

**DELIVERY:** weeks after approval and authorization to proceed.

**DURATION:** After 30 days, we reserve the right to review, amend, or withdrawal this proposal.

*Respectfully submitted,*

Paul Ludwig

262-893-5774

[paul@williamreidltd.com](mailto:paul@williamreidltd.com)



Thank you for the opportunity to provide our proposal. Please do not hesitate to call with any further questions or requirements. Please be sure to complete all of the information below so that we may get started on your order!

**AUTHORIZATION TO PROCEED :**

***Authorization to proceed with placing the proposed equipment on order must be acknowledged by return of this document properly executed. Such acknowledgement will be considered as your acceptance of this proposal as written including terms and conditions. No submittals will be started and no equipment will be released to manufacturing prior to our receiving your formal authorized return of this document.***

BILL TO:	SHIP TO:
_____	_____
_____	_____
_____	_____

E-MAIL ADDRESS FOR INVOICES:	TAGGING:
_____	_____
	PO #:
	_____

ORDER CONTACT:	SITE CONTACT:
_____	_____
PHONE:	SITE PHONE:
_____	_____

TAXABLE: YES / NO If tax exempt, please return a copy of your tax exemption certificate.

ACCEPTED:

\_\_\_\_\_

Authorized Signature

PRINT NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

SPECIAL INSTRUCTIONS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**WILLIAM REID TERMS AND CONDITIONS OF SALE**

**TERMS**

1. Terms of payment are 100% net due 30 days from "date of shipment & invoice" for all orders less than \$100,000.
2. Terms and conditions for orders totaling more than \$100,000.00 are based on progress payments as follow:
  - A. 10% of net order total due upon delivery of submittal data for review and approval with no retainage allowed.
  - B. 10% of remaining net order total due at time of release to production with no retainage allowed.
  - C. Entire balance of remaining net order total due within 30 business days after delivery and invoicing with no retainage allowed. Start-up services will not be scheduled prior to receipt of full and final payment, with no exceptions.
  - D. A 3.5% processing fee will be added to payments made by credit card.

**CONDITIONS**

1. General Subject only to any credit terms which Seller may extend, the total purchase price hereunder is due at such time, within or after the estimated shipment period specified on the face hereof, as said equipment is ready to be shipped. Buyer shall pay in full all invoices within the time for payment specified therein and BUYER'S PAYMENT OBLIGATION IS NO WAY DEPENDENT OR CONTINGENT UPON BUYER'S RECEIPT OF PAYMENT FROM ANY OTHER PARTY. Any balance owed by Buyer for 30 days or more after the same becomes due is subject to a 1-1/2% per month delinquency charge until paid. In addition to all other amounts due hereunder, Buyer shall reimburse Seller in full for all collection costs or charges, including reasonable attorney's fees, which Seller may incur with respect to the collection of past due amounts from Buyer.
2. Warranty Seller warrants only that said equipment is free from defects in materials and workmanship as set forth in Seller's standard Certificate of Warranty furnished to Buyer at the time of final shipment. Seller makes no other warranty concerning said equipment beyond that set forth in said Certificate and expressly disclaims any warranty of merchantability or fitness for any particular process not described in the applicable drawings and specifications. Seller's sole responsibility with respect to any equipment which proves to be defective as to materials or workmanship is either to replace or to repair the same as is set forth in said Certificate of Warranty. Unless authorized in writing by Seller, Seller is not responsible for any charge or expense incurred for the modification, servicing or adjusting of said equipment after the same has been delivered to Buyer.
3. Liability of Seller Seller is not liable in any event hereunder for any consequential, incidental, or liquidated damages or penalties.
4. Claim Period Buyer shall immediately inspect said equipment upon receipt thereof. Seller is not obligated to consider any claim for shortages or non-conformance unless notified thereof by Buyer within 10 days after Buyer's receipt of said equipment.
5. Cancellation Should Buyer cancel this agreement without Seller's prior written consent, Seller may, at its option, recover from Buyer a cancellation charge of not less than 20% of the purchase price hereunder.
6. Taxes Sale may be subject to state sales tax depending on the state. Gasvoda & Associates requires proof of exemption for all nontaxable sales. Regardless of exemption status, Gasvoda & Associates proposal does not include any sales tax. Payment of any sales tax remains the responsibility of the purchaser.
7. Storage If at such time, within or after the estimated shipment period specified on the face hereof, as Seller notifies Buyer that said equipment is ready to be shipped Buyer requests a delay in shipment, Seller may, at its option, agree to store said equipment for a period of time determined by Seller, provided that such agreement will not affect Buyer's obligation to pay in full all invoices as they become due, and provided further that for each month, or portion thereof, said equipment is stored by Seller, Buyer shall pay to Seller as a storage fee an amount equal to 1% of the balance due hereunder.
8. Drawings, Illustrations and Manuals Catalog and proposal drawings, bulletins, and other accompanying literature are solely for the purpose of general style, arrangement and approximate dimensions. Seller may make any changes Seller deems necessary or desirable.
9. Insurance We have made no allowances for special insurance requirements including but not limited to "Waiver of Subrogation", "Form GC2010", liquidated damages, or anything beyond what is specifically spelled out as being included herein. We reserve the right to amend our offering for anything required outside of the specific items/services spelled out as being included. An exception must be in writing and authorized by Gasvoda & Associates.
10. Start Up NO START UP WILL BE MADE PRIOR TO 100% PAYMENT. Warranty is invalid without authorized start up.