CITY OF STURGEON BAY
FINANCE/PURCHASING & BUILDING COMMITTEE
TUESDAY FEBRUARY 9, 2021
Council Chambers, City Hall - 421 Michigan Street
4:00pm

1. Roll call.

2. Adoption of agenda.

3. Public comment on agenda items and other issues related to finance & purchasing.

4. Consideration of: Price Adjustment of Large Item Pick Up Fees.

5. Consideration of: Bid Award for Hot Water Pressure Washer.

6. Consideration of: Ice Age Trail Alliance Memorandum of Understanding.

7. Consideration of: Revised Intergovernmental Agreement for Joint City-County Revolving Loan Fund.

8. Consideration of: Cable Installation Pricing-Canal Lane.

9. Consideration of: Apex Safety and Compliance Quote for Delivery of Occupational Safety Training and Support.

10. Review bills.

11. Adjourn.

NOTE: DEVIATION FROM THE AGENDA ORDER SHOWN MAY OCCUR.

Notice is hereby given that a majority of the City Committees may be present at this meeting to gather information about a subject over which they have decision-making responsibility. If a quorum of a Committee, does attend, this may constitute a meeting of the aforementioned Committee and is noticed as such, although no formal action will be taken at this meeting.

Posted:
Date: 02/5/21
Time: 4:10pm
By: TM

Finance/Purchasing & Building Committee Members:
Helen Bacon, Chair
Seth Wiederanders, Vice Chair
Dan Williams

4 4

Executive Summary

Date: 11 January 2021

Title: Price Adjustment of Large Item Pick Fees

Background: The current fee charged to residents to haul waste from their homes to the transfer station is less than the City is charged to dispose of it. The City's newly approved fee for brush hauling is $35.00 per load. With the new fee, it is more expensive to dispose of a load of brush than it is a refrigerator.

Proposal options:

1. Continue at the current rate.
2. Increase the rates listed in the recommended price column. This is the price to dispose of the product plus 10%. The additional 10% is to help offset the hourly wage of the personnel required for the pickup.

Item	Current Price	Price of Disposal	Recommended Price
Items Containing Freon	$32	$50.00	$53.50
TV's & Monitors up to 27"	$32	$34.00	$37.50
TV's 28" – 35"	$32	$45.00	$48.50
TV's 36" and larger	$32	$67.00	$70.50
Small Electronics Less than 20lbs	$32	$7.00	$35.00
Large Electronics Greater than 20lbs	$32	$40.00	$43.50

Fiscal Impacts:

If approved, I anticipate preventing the loss of an estimated $500 per year.

Recommendation: Staff fully supports and recommends increasing the fee to the recommended price.

Prepared By: Mike Barker — **Date:** 26 JAN 2021
Mike Barker
Municipal Services Director

Reviewed By: Valerie Clarizio — **Date:** 2/1/21
Valerie Clarizio
Finance Director

Reviewed By: Josh VanLieshout — **Date:** 2/4/21
Josh VanLieshout
City Administrator

2021 Large Item/Brush Collection Request Form

There is a $35 **NON REFUNDABLE** fee per Large Item or Brush Collection (there is no cost if your Large Item pick up only includes metal items). Payment is due at the time you register. You may either drop this form off with payment at the Municipal Services Office, 835 N. 14th Avenue Monday through Friday between 7:00 a.m. and 3:00 p.m. or you may mail the form in with a check made payable to: City of Sturgeon Bay. You may also use our locked drop box in front of our office at any time. **The deadline to register is the Wednesday before each Friday collection.**

*Items that require special disposal (microwaves, televisions, computers and items that contain Freon) will still be accepted for a separate $32 per item to help cover the cost of proper disposal. Please contact our office at 920-746-2912 with any questions. **Tires, chemicals, paint and batteries will not be collected.**

Name: _____

Address: _____

Phone Number: _____

Collection Date – please circle:

April 9 May 14 June 11 July 9 August 13 September 10 October 8

List of Items For Collection – Please remember the amount of items placed out cannot exceed 2 cubic yards (6' x 3' x 3' or similar to the size of a couch):

METAL ITEMS: _____

_____

NON METAL ITEMS: _____

_____

*ITEMS THAT REQUIRE SPECIAL DISPOSAL:

_____

Brush Collection? Yes_____ NOTE: BRUSH MUST BE PLACED PARALLEL TO THE CURB AND NO LEAVES WILL BE COLLECTED – BRUSH ONLY.

Fee Paid: _____ Receipt #: _____

Received by: _____ Date: _____

GFL Environmental Door County
1509 Division Rd
Sturgeon Bay, WI 54235
920-473-2251

Tonnage Rates

Trash	$137/Ton*
Construction Debris	$110/Ton*
Single Stream	$67/Ton*

Per Item Fee

Trash (Single Bag)	$7.00
Trash (Up to 5 bags Garbage)	$12.00
Single Stream per Bag	$3.00
Florescent Bulbs	$1.00
Ballast	$2.00
Microwaves	$35.00
Freon Items (A/C Unit - Dehum - Refrig)	$50.00
Car Tires off Rim	$6.00
Car Tires on Rim	$12.00
Truck Tire	$17.00
Tractor Tire	$23.00
TV's up to 27" (computer monitor)	$34.00
TV's 28" - 35"	$45.00
TV's 36" and larger	$67.00
Small Electronic	$7.00
Large Electronic	$40.00
Household Batteries Per Pound	$3.00
Orange Bags (3) per roll	$20.00
Truck Weight	$7.00

Effective 5.1.19 all prices include 9.9% CBIC fee except Tonnage Rates

$$WE PAY CASH FOR METAL$$

Hours

Monday - Thursday 7:00 am - 4:00 pm
Fridays 7:00 am - 3:45 pm

Updated 11/1/2020

5 5

Executive Summary

Date: February 4, 2021

Title: Award of Bid for a Hot Water Pressure Washer

Background: On January 29th, the Municipal Services Department opened bids for a new hot water pressure washer system. In accordance with the City of Sturgeon Bay Purchasing & Property Accountability Policy, specifications were prepared and competitive sealed bidding was used to obtain pricing. Two bids were received:

Power Wash Store Milwaukee		Hotsy Cleaning Systems	
Largo MDL HD6800-3		Hotsy	
Purchase Price	$16,543.79	Purchase Price	$18,135

The 2021 capital budget, 10-460-000-59070, included $15,000 for the installed hot water generator system. Though the price is over the budgeted amount, staff recommends moving forward with the purchase and will work to identify and transfer excess funds in the capital budget to this account as other capital items are bid, and purchases are made throughout the year.

I recommend purchasing the new Largo HD6800-3 system from the Power Wash Store Milwaukee.

Fiscal Impacts: $16,543.79

Recommendation: Staff recommends purchasing the new Largo HD6800-3 system from the Power Wash Store Milwaukee.

Prepared By: _____ **Date:** 04 FEB 2021
Mike Barker
Municipal Services Director

Reviewed By: _____ **Date:** 2/4/21
Valerie Clarizio
Finance Director

Reviewed By: _____ **Date:** 2/4/21
Josh VanLieshout
City Administrator

6 6

City of Sturgeon Bay
421 Michigan Street
Sturgeon Bay, WI 54235
jvanlieshout@sturgeonbaywi.org

Joshua J. Van Lieshout
City Administrator

920-746-6905 (Voice)
920-746-2905 (Fax)

Memorandum

To: Finance Committee

From: Josh Van Lieshout, Administrator

Re: Agenda Items

Date: February 3, 2021

Item: Ice Age Trail Alliance Memorandum of Understanding

Discussion: In 2020 the Common Council approved becoming designated as an Ice Age Trail Community, a program offered by the Ice Age Trail Alliance (IATA) aimed at strengthening the value of the Ice Age National Scenic Trail (IANST) and raising awareness about the trail and opportunities afforded to the public via the trail. Given the City is at the eastern terminus of the trail, becoming a designated trail community seems a natural fit, certainly attaching the City to the National Park System, is good for awareness and recognition. The IATA Trail Community program seeks a formal relationship with their trail communities. By becoming a Trail Community, the IATA requests marketing support, acknowledgement in marketing pieces and the like in exchange for placement on IATA's website, use of IATA logo and so forth.

The MOU between the City and the IATA has been agreed to by the IATA. As the City doesn't engage in marketing directly, but rather through Destination Sturgeon Bay, the City's side of the MOU is drafted so that we agree to work with and encourage Destination Sturgeon Bay to fulfill the IATA requested activities.

The Common Council did approve the $2,500 IATA Trail Community fee in 2020, the City is expecting to receive two IATA Trail Community signs that will be installed in the City.

Recommendation: Approval of the MOU as drafted.

Memorandum of Understanding

Between

The Ice Age Trail Alliance and **The City of Sturgeon Bay**

This Memorandum of Understanding (MOU) is entered into, by, and between the **Ice Age Trail Alliance,** a 501(c) (3) non-profit organization, located at 2110 Main Street, Cross Plains, WI 53528, and hereinafter referred to as **IATA**, and **The City of Sturgeon Bay,** a Wisconsin municipal corporation, located at 421 Michigan Street, Sturgeon Bay, WI 54235, hereinafter referred to as **Trail Community.**

Purpose: The purpose of this MOU is to promote the natural and cultural heritage of Wisconsin along the Ice Age National Scenic Trail (IANST) as a destination for visitors who increasingly ask for outdoor experiences and places to enjoy nature.

Statement of Mutual Interests and Benefits: IATA is dedicated to creating, supporting and protecting a 1,000-mile footpath tracing glacial formations across the state, providing opportunities for people to connect with the Wisconsin landscape. The IANST passes through the Trail Community which offers broad range tourism related activities and amenities. The Trail Community is a part of significant geologic, natural, and historic features including the Niagara Escarpment, Lake Michigan and the bay of Green Bay, and Paleo-Indian and more recent historic sites. The Trail Community can and is often marketed as a nature-based tourism destination. Tourism and in particular tourism utilizing the Trail Community's natural features generates an economic stimulus and increased public awareness of the natural and cultural heritage of Wisconsin.

This MOU is established between IATA and Trail Community to help each other accomplish mutually beneficial objectives:

A. Inform local businesses, residents, and guests of Trail Community of the value of the IANST as an economic resource, recreational opportunity, and a nationally recognized resource.
B. Enhance the likelihood for grant awards for IATA and the Trail Community. Enable both parties to apply for targeted grants to assist in the IATA's efforts towards nature-based tourism development,

economic development, and trail-related infrastructure development through the development of promotional products, educational resources and/or signature events.

C. Increase usage and awareness of the IANST and IATA, thus continuing to demonstrate the public value of the IANST and enhancing tourism.
D. Promote tourism and nature-based tourism development within the Trail Community and support the IANST and IATA.

The Ice Age Trail Alliance, as part of their regular mission of supporting and promoting the Ice Age National Scenic Trail and in consideration of the Trail Community's one-time cost sharing payment will endeavor to do the following as resources allow:

A. Promote the Trail Community and businesses as destinations through its website and other media.
B. Engage its local chapter as a conduit for community support.
C. Offer outreach materials to the community such as brochures, newsletters, posters, displays, etc.
D. Provide information on hiking opportunities near the community which can be reproduced and distributed to visitors to Trail Communities.
E. Provide periodic guided hikes that pass through the Trail Community.
F. When possible, provide support at local festivals or other community events to encourage interest in the IAT and IATA.
G. Provide two 18" x 24" metal signs with the Ice Age Trail Community logo for posting at the entrances of Trail Community. If the Trail Community requests additional signs, IATA will make them available to the community at IATA cost.
H. Arrangements will be made to regularly maintain the section(s) of the IANST near the Trail Community so that the public can easily locate and follow it. At no time will IATA or its volunteers, employees, or contractors make improvements to Trail Community owned property without the prior approval of the Trail Community.
I. Make use of IATA logos available pending Executive Director approval. Arrange for use of IANST logos through the National Park Service.

As a Designated Trail Community, the Trail Community, as time, resources and public interest allow, will work with their marketing partner, Sturgeon Bay Visitor Center, Inc. (DBA Destination Sturgeon Bay), to endeavor to do the following:

A. Include the IANST and the IATA in their promotional materials, on their website, and through social media.
B. Make available Ice Age Trail information to the public at the local visitor

center and provide space for an IATA display or wall mounted poster.

C. Assist the local IATA contact (contact to be provided by IATA) to promote periodic guided hikes or events, including National Trails Day, using IATA developed content.
D. Engage businesses to assure that IATA maps and brochures will be available and Ice Age Trail Community designation is evident.
E. Encourage local businesses to embrace IAT users and support IATA events.

The Trail Community will directly cause or provide for the prompt installation of two Ice Age Trail Community signs as supplied by the IATA and provide to IATA a one-time cost sharing contribution of $2,500.

The Ice Age Trail Alliance and Trail Community realize and understand the practical importance of memorializing the conditions under which their relationship will function. Any material changes in the efforts cited above will be reviewed and agreed to jointly. Under no condition will the "Trail Community" designation be revoked by the IATA. No part of this MOU is to be construed as a contract or as enforceable by law.

For the Trail Community (City of Sturgeon Bay):

Signed: _____ Date: _____
Mayor, City of Sturgeon Bay

For the Ice Age Trail Alliance:

Signed: _____ Date: 1-28-2021
Director & CEO, IATA

M

7

EXECUTIVE SUMMARY

Title: Revised Intergovernmental Agreement for Joint City-County Revolving Loan Fund

Background: Last year both the City and County approved resolutions and the manual to operate a joint City-County Revolving Loan Funds (RLF). The parties also approved an intergovernmental agreement that specified how the Fund would be monetized. That original agreement was contingent on the use of the County's RLF balance for the original West Side School affordable housing project under the CDBG-CLOSE program. Further, the City was obligated to contribute $850,000 into the RLF from the sale of the West Side Field for that same project. That project never came to fruition and, hence, the original agreement is defunct.

The County and City have now drafted a revised intergovernmental agreement for the joint RLF. The County would still contribute its $1.4 Million in CDBG-CLOSE funds to the new West Side School affordable housing project. However, the City would no longer be obligated to contribute any additional funds to the RLF. Essentially, in exchange for the County applying all of its CDBG funds to the affordable housing project, the city opens up the City RLF to projects throughout the County.

This new agreement in more favorable to the City than the prior agreement because there no longer any future financial liability on the City.

Recommendation: Approve the intergovernmental agreement as drafted.

Prepared by: Martin Olejniczak — Date 2/3/2021
Martin Olejniczak
Community Development Director

Reviewed by: Valerie J. Clarizio — Date 2/3/21
Val Clarizio
Finance Director

Reviewed by: Josh Van Lieshout — Date 2/3/21
Josh Van Lieshout
City Administrator

INTERGOVERNMENTAL AGREEMENT
[Sturgeon Bay—Door County Economic Development Loan Program]

This Intergovernmental Agreement ("Agreement") is made the 26th day of January, 2021 by and between Door County ("County"), and the City of Sturgeon Bay ("City"), each a public body corporate within the State of Wisconsin.

Whereas, the intergovernmental cooperation contemplated herein serves legitimate public purposes, including the encouragement and promotion of economic development within the City and County; and

.Whereas, this Agreement is deemed to be of benefit to each of the parties and is consistent with their powers or duties under law.

It is therefore agreed as follows:

1. This is an intergovernmental agreement consistent with, and a cooperative arrangement as provided by, Section 66.0301, Wisconsin Statutes.
2. The term of this Agreement shall commence on the ___ day of _____, 2021, and shall continue in full force and effect unless terminated by either the County or the City as set forth herein.
3. This Agreement supersedes and supplants the parties March 3, 2020 Intergovernmental Agreement.
4. On December 17, 2019, County adopted Resolution No, 2019-86 authorizing close-out of its Community Development Block Grant Economic Development Revolving Loan Fund ("CDBG ED RLF") and creation of the Sturgeon Bay-Door County Economic Development Loan Program.
5. On December 3, 2019, City adopted a resolution authorizing disposition of its Community Development Block Grant Economic Development Revolving Loan Fund ("CDBG ED RLF") and creation of the Sturgeon Bay-Door County Economic Development Loan Program.
6. County and City hereby create the Sturgeon Bay-Door County Economic Development ("SBDCED") Loan Program consistent with the SBDCED Loan Program Policies and Procedures Manual, attached hereto as Addendum A and incorporated herein by reference.
7. The SBDCED Loan Program will initially be funded by the cash on hand and value of outstanding loans from the City's CDBG ED revolving loan fund (approximately eight hundred and seventy-five thousand dollars ($875,000)).
8. Eligible applicants and eligible projects for SBDCED Loan Program shall be consistent with the SBDCED Loan Program Policies and Procedures Manual.
9. After final close-out of the SBDCED Loan Program:
   a) The parties have the option to either buy out outstanding loans or assign outstanding loans.
   b) Any remaining funds will be distributed between the County and City on a on a 50-50 basis.
10. The viability of this Agreement is premised and contingent upon:
   a) County being awarded and accepting the CDBG authorized by Door County Resolution No. 2020-115; and
   b) The project funded by the above-referenced CDBG (i.e., Former West Side School Redevelopment Project) coming to fruition.

11. This Agreement is intended to encourage and promote economic development, which is a public purpose for which public funds may be appropriated and other public resources expended.

12. The parties hereto agree to exercise good faith, make reasonable efforts, and take whatever cooperative action is necessary to fulfill the intent and purposes of this Agreement.

13. Any notices required or permitted hereunder shall be given in writing and shall be delivered (a) in person, with proof of service (b) by certified mail, postage prepaid, return receipt requested, (c) by registered mail, postage prepaid, with evidence of safe delivery from the U.S. Postal Service (d) by a commercial overnight courier that guarantees next day delivery and provides a receipt, and such notices shall be addressed as follows:

    a) City:

    City Administrator
    City Hall
    421 Michigan Street
    Sturgeon Bay, WI 54235

    b) County:

    County Administrator
    County Government Center
    421 Nebraska Street
    Sturgeon Bay, Wisconsin 54235

    Any notice shall be effective upon delivery.

14. Any party may terminate this Agreement for cause, if another party materially breaches any covenant or obligation set forth in this Agreement, and the terminating party: a) provides written notice of such to the breaching party; b) affords the breaching party a reasonable opportunity to cure such breach; and c) there is an ongoing material breach for a period of thirty (30) days after written notice is delivered.

15. In addition to termination under paragraph #14, either party may, upon 90-days prior notice, terminate this Agreement. Funds remaining and outstanding loans will be disposed of and distributed per Paragraph 9 above. This paragraph does not take effect until and unless the Project referenced in Paragraph 10 is completed.

16. The waiver by a party of any breach or failure of the other party to perform any covenant or obligation contained in this Agreement shall not constitute a waiver of any subsequent breach.

17. If a dispute between any party hereto arises out of or relating to this Agreement, and cannot be settled through direct discussions, each party agrees to first endeavor to settle the dispute by alternative dispute resolution before recourse to a court.

18. If any covenant, condition, provision, or term of this Agreement is held to be invalid or unenforceable by a court of competent jurisdiction, the remaining covenants, conditions, provision, or terms of this Agreement shall not be affected thereby, but each covenant, condition, provision, or term of this Agreement shall be valid and in force to the fullest extent permitted by law.

19. Parties irrevocably submit themselves to the original jurisdiction of the Circuit Court, Door County, State of Wisconsin, with regard to any controversy arising out of, relating to, or in any way concerning this agreement.

20. This Agreement shall be subject and subordinate to applicable federal or state, laws, codes, regulations, ordinances, rules and orders.

21. The parties will work cooperatively, with due diligence, and in good faith to administer the SBDCED Loan Program, including the development and maintenance of, and adherence to, a SBDCED Loan Program Policies and Procedures Manual.

22. This Agreement constitutes the entire agreement between the parties with respect to the subject matter of this Agreement. Any amendments, changes or modification of this agreement shall be effective only when made in writing and executed by the parties.

Accepted and agreed this ___ day of _____, 2021.

_____

David Lienau, Chairperson, Door County Board of Supervisors

Accepted and agreed this ___ day of _____, 2021.

_____

David J. Ward, Mayor, City of Sturgeon Bay

Accepted and agreed this ___ day of _____, 2021.

_____

Ken Pabich, Door County Administrator

_____

Accepted and agreed this ___ day of _____, 2021.

_____

Stephanie L. Reinhardt, Clerk, City of Sturgeon Bay

8 8

City of Sturgeon Bay
421 Michigan Street
Sturgeon Bay, WI 54235
jvanlieshout@sturgeonbaywi.org

Joshua J. Van Lieshout
City Administrator

920-746-6905 (Voice)
920-746-2905 (Fax)

Memorandum

To: Finance Committee

From: Josh Van Lieshout, Administrator

Re: Agenda Items

Date: February 2, 2021

Item: Cable installation pricing—Canal Lane

Discussion: in order to successfully complete the installation of wired highspeed internet services to the Canal Lane neighborhood, Charter Internet must be hired to do the installation. Charter has supplied the cost of $25,800.00. Added will be the City's costs associated with drafting, preparing and recording the repayment agreements previously approved by the Finance Purchasing and Building Committee. The total project cost is expected to be less than $30,000.

I need approval from Finance Committee, conditioned upon receiving executed agreements from all parties, to proceed with requesting an invoice and approving payment.

This will then be fast tracked to the February 16, 2021 Common Council agenda with the same conditions. This is the most expeditious way to move this project along.

Recommendation: Approval of requesting an invoice and payment to Charter Communications in the amount of $25,800 for extension of cable services to Canal Lane; conditioned upon all Canal Lane property owners agreeing to and executing the previously approved repayment agreements.

VanLieshout, Josh

From: Tenuta, Robert A <Robert.Tenuta@charter.com>
Sent: Friday, January 29, 2021 10:05 AM
To: VanLieshout, Josh
Subject: Canal Lane Sturgeon Bay

Follow Up Flag: Follow up
Flag Status: Flagged

Good morning Josh,

Per our conversation yesterday, I wanted to share with you the amount that it would cost to construct Canal Lane, that figure is $25,800.00. I Believe that there is a total of 16 lots/homes, some constructed, some not, but the per home amount would be $1,612.50. All costs that are shown are without winter charges, and I am advising that we schedule this for spring construction. As we discussed yesterday, we will enter into a contract, once you receive, agree, and pay the amount invoiced. I will need a return email from you, stating that you agree with the above mentioned price. Once we have all of our internal approvals, as well as your funds, we will schedule this for construction. Finally, can you please provide me the exact name, and address as it will appear on the invoice that I am sending you. As always, please let me know if you need anything else, or if you have any further questions.

Thank You,
Rob

Charter
COMMUNICATIONS

Robert Tenuta / Business Development Specialist/Wisconsin
414-758-5688

Charter Communications
1320 N. Dr. Martin Luther King Jr. Dr. Milwaukee, WI 53212

The contents of this e-mail message and any attachments are intended solely for the addressee(s) and may contain confidential and/or legally privileged information. If you are not the intended recipient of this message or if this message has been addressed to you in error, please immediately alert the sender by reply e-mail and then delete this message and any attachments. If you are not the intended recipient, you are notified that any use, dissemination, distribution, copying, or storage of this message or any attachment is strictly prohibited.

EXECUTIVE SUMMARY

TITLE: Consideration of: Apex Safety and Compliance quote for delivery of occupational safety training and support.

BACKGROUND: The City of Sturgeon Bay contracted with MEUW to provide Safety Coordination services for City employees over the past six years. The last two of the six years, MEUW has had difficulty in maintaining a Safety Coordinator for the region in which the City of Sturgeon Bay was assigned. The lack of a Safety Coordinator equated to safety training and safety meetings/coordination not being conducted in a timely manner.

In order to provide employees with proper training, education, and support it is recommended to enter into an agreement with APEX Safety & Compliance to deliver occupational safety training and support for the City of Sturgeon Bay.

By making the change to APEX, the City can continue to provide employees with necessary safety training on a more timely manner.

FISCAL IMPACT: No fiscal impact. The contract quote from APEX falls within the 2021 budget

RECOMMENDATION: Approve entering into a contract with APEX Safety & Compliance for 2021 for the delivery of occupational safety training and support for the City of Sturgeon Bay.

PREPARED BY: Stephanie L. Reinhardt
Stephanie L. Reinhardt, City Clerk/HR Director

REVIEWED BY: _____
Josh VanLieshout, City Administrator

DATE: 2/2/2021

3139 Brooks Road
Oshkosh, WI 54904
(920) 312-7574

Quote for the delivery of occupational safety training and support for the city of Sturgeon Bay WI.

APEX Safety and Compliance is pleased to provide this quote for training and support services as requested by the City of Sturgeon Bay. Services to be delivered during the 2021 calendar year for 25 employees.
Cost of services and support to be delivered - $14,300.00

DELIVERY NOTES:

APEX Safety and Compliance will be responsible for providing:

- Staff and SME's to support instructor led training on the dates mutually agreed upon.
- Use of APEX's Learning Management System (LMS) for online employee safety training
- Online learning content meeting OSHA training requirements to be delivered on APEX's LMS
  - Please see Annex A for course list
- Certificates of completion for all students attending in person and online training
- LMS access for a group administrator to assign, manage and view the progress of employee training.
- Support for unannounced DSPS inspection, including response as soon as reasonably possible to assist with the process.

The City of Sturgeon Bay will be responsible for providing:

- Organic safety equipment used by city staff in day to day operations.
- Classroom space capable of accommodating 25 students and instructional staff.
- Training areas
- A roster of employees that will be included in the City's safety training program.
- Required PPE for all students attending.

Not included in proposal:

- Per Fire Chief Tim Dietman, the Sturgeon Bay FD will provide First Aid and CPR training as well as Fire Extinguisher training for City employees.
- Police and Fire Department employees access training of this sort internally and are not included in the 25-employee count.

Should the above quote be found acceptable a contract for service will be generated.

CONTACT INFORMATION:
Rick James
APEX Safety and Compliance LLC
(920) 279-7236
Rick.james@apex-safety.com

ANNEX A

Topic	Regulatory Reference	ILT or Online
Access to employee medical and exposure records	29 CFR 1910.1020(g)(1); 29 CFR 1926.3388	Online
Accident Prevention Signs and Tags	29 CFR 1910.145(c)	Online
Asbestos exposure - construction	29 CFR 1926.1101(k and o)	Online
Asbestos exposure - general industry	29 CFR 1910.1001(j)(7)	Online
Bloodborne Pathogens	29 CFR 1910.1030(g)(2)	Online
Confined Spaces (Permit-required)	29 CFR 1910.146(g)	In Person
Electrical Safety (General)	29 CFR 1910.332	Online
Emergency Action Plan	29 CFR 1910.38	Online
Excavation / Trenching		Online
Fall Protection	29 CFR 1926.503	In Person
Fire Prevention Plan	29 CFR 1910.39	Online
Global Harmonization System-GHS- (Hazard Communication)	29 CFR 1910.1200(h)	Online
Hazardous Chemicals in Laboratories	29 CFR 1910.1450(f)	Online
Hearing Conservation	29 CFR 1910.95(k)	Online
Ladders and Stairways	29 CFR 1926.1060	Online
Lock-out/Tag-out (Control of Hazardous Energy)	29 CFR 1910.147(c)(7)	In Person
Powered Industrial Trucks	29 CFR 1910.178	In Person
Respiratory Protection	29 CFR 1910.134(k)	Online
Roadway / Work Zone Safety		Online
Spill Control and Countermeasure	40 CFR 112	Online

INVOICES DUE ON/BEFORE 02/16/2021

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE	
GENERAL FUND					
GENERAL FUND					
LIABILITIES					
19610	RICHARD STUEWER	01/21 INS REIMBURSE/STUEWER	01-000-000-21530	338.82	
19610		12/20 INS REIMBURSE/STUEWER	01-000-000-21530	324.66	
R0001677	AMERICAN TRANSMISSION CO., LLC	SO-043-18 PERMIT REFUND/ATC	01-000-000-23160	440.00	
			TOTAL LIABILITIES		1,103.48
BALLFIELD LIGHTING					
WPPI ENG	WPPI ENERGY	02/21 ATHLETIC FLD LIGHT PRJCT	01-000-981-70000	1,365.39	
			TOTAL BALLFIELD LIGHTING		1,365.39
			TOTAL GENERAL FUND		2,468.87
CITY COUNCIL					
03133	CELLCOM WISCONSIN RSA 10	01/21 3 ALDER CELLPHONES	01-105-000-58999	118.31	
			TOTAL		118.31
			TOTAL CITY COUNCIL		118.31
LAW/LEGAL					
16555	PINKERT LAW FIRM, LLP	12/20 TRAFFIC MATTERS	01-110-000-55010	1,260.00	
16555		12/20 NUISANCE PROP/E HORNER	01-110-000-55010	90.00	
16555		12/20 NUISANCE PROP/R WILBER	01-110-000-55010	90.00	
			TOTAL		1,440.00
			TOTAL LAW/LEGAL		1,440.00
CITY CLERK-TREASURER					
BUBRICKS	BUBRICK'S COMPLETE OFFICE, INC	DESK CALENDARS	01-115-000-51950	89.88	
BUBRICKS		CREDIT RETURN DESK CALENDARS	01-115-000-51950	-89.88	
BUBRICKS		INK REFLL/LABELS/BOXES/BATTERY	01-115-000-51950	365.48	
R0001675	DAWN LAPERE	SUBPOENA FEE/LAPERE	01-115-000-56350	16.80	
R0001676	CHRISTOPHER LEFEVRE	SUBPOENA FEE	01-115-000-56350	16.80	
			TOTAL		399.08
			TOTAL CITY CLERK-TREASURER		399.08
COMPUTER					
03101	CDW GOVERNMENT, INC.	3 LOGITECH WEB CAMERAS/DPW	01-125-000-55550	78.15	
03101		3 SETS EXTERNAL SPEAKERS/DPW	01-125-000-55550	29.46	
04696	DOOR COUNTY TREASURER	01/21 IS INTERNET USAGE	01-125-000-55550	100.00	
04696		2021 1ST QTR SOFTWARE MAINT	01-125-000-55550	7,297.11	
04696		01/21 TECH SUPPORT	01-125-000-55550	2,500.00	
04696		01/21 4G INTERNET	01-125-000-55550	375.00	
04696		2020 4TH QTR FIBER LOCATES	01-125-000-55550	1,309.81	

INVOICES DUE ON/BEFORE 02/16/2021

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE	
GENERAL FUND					
04696		3 WYSE CLIENTS	01-125-000-55550	345.00	
			TOTAL		12,034.53
			TOTAL COMPUTER		12,034.53
CITY ASSESSOR					
ASSO APP	ASSOCIATES APPRAISAL	02/21 CONTRACT	01-130-000-55010	4,916.67	
			TOTAL		4,916.67
			TOTAL CITY ASSESSOR		4,916.67
BUILDING/ZONING CODE ENFORCEMT					
DCI	DOOR COUNTY INSPECTIONS, LLC	01/21 PERMITS	01-140-000-55010	5,841.58	
			TOTAL		5,841.58
			TOTAL BUILDING/ZONING CODE ENFORCEMT		5,841.58
CITY HALL					
VIKING	VIKING ELECTRIC SUPPLY, INC	BULBS	01-160-000-51850	82.20	
VIKING		LED BULBS	01-160-000-51850	129.12	
			TOTAL		211.32
			TOTAL CITY HALL		211.32
GENERAL EXPENDITURES					
04549	DOOR COUNTY ECONOMIC DEVELOPME	LIVE STURGEON BAY PROJECT	01-199-000-57000	5,355.00	
04696	DOOR COUNTY TREASURER	2021 ANNUAL WISNET FEE	01-199-000-58200	428.00	
04696		01/21 CITY HALL PHONE SVC	01-199-000-58200	112.48	
04696		01/21 FIRE PHONE SVC	01-199-000-58200	37.17	
04696		01/21 DPW PHONE SVC	01-199-000-58200	23.82	
04696		01/21 POLICE PHONE SVC	01-199-000-58200	52.14	
			TOTAL		6,008.61
			TOTAL GENERAL EXPENDITURES		6,008.61
POLICE DEPARTMENT/PATROL					
04590	HUMANE SOCIETY	2021 1ST QTR ANIMAL CONTROL	01-215-000-55100	3,750.00	
DASH	DASH MEDICAL GLOVES,INC	CSE LRG NITRILE GLOVES	01-215-000-54999	300.90	
DASH		CSE XLG NITRILE GLOVES	01-215-000-54999	300.90	
ENGEBOSE	KYLE ENGEBOSE	TRAINING MEAL EXPENSE/ENGEBOSE	01-215-000-55600	40.44	
JIM FORD	JIM OLSON FORD-LINCOLN, LLC	SQUAD 30 MAINTENANCE	01-215-000-58600	39.42	

INVOICES DUE ON/BEFORE 02/16/2021

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE	
GENERAL FUND					
JIM FORD		SQUAD 10 MAINTENANCE	01-215-000-58600	47.00	
			TOTAL		4,478.66
			TOTAL POLICE DEPARTMENT/PATROL		4,478.66
FIRE DEPARTMENT					
06650	GALLS, AN ARAMARK COMPANY	UNIFORM PARTS	01-250-000-52900	92.90	
23730	WPS	01/21 656 S OXFORD AVE-WS FIRE	01-250-000-56600	226.70	
JIM FORD	JIM OLSON FORD-LINCOLN, LLC	SUSPENSION/CH10	01-250-000-53000	822.28	
			TOTAL		1,141.88
			TOTAL FIRE DEPARTMENT		1,141.88
SNOW REMOVAL					
SNOW REMOVAL					
02835	BROOKS TRACTOR,INC	BUMPER	01-410-000-51400	154.09	
02835		TOGGLE	01-410-000-51400	62.44	
02835		SEAT/SUSPENSION	01-410-000-51400	77.64	
02835		SHIPPING	01-410-000-51400	15.91	
06012	FASTENAL COMPANY	STYLE CUT TIP	01-410-000-51400	29.97	
06012		RATCHET BIND	01-410-000-51400	51.17	
06012		RATCHET BIND	01-410-000-51400	51.17	
R0000655	TRANSMOTION, LLC	10 NIPPLES @ 27.17	01-410-000-51400	271.70	
R0000655		10 COUPLERS @ 62.43	01-410-000-51400	624.30	
R0000655		SHIPPING	01-410-000-51400	16.87	
			TOTAL SNOW REMOVAL		1,355.26
			TOTAL SNOW REMOVAL		1,355.26
STREET SIGNS AND MARKINGS					
13360	MENARDS-GREEN BAY EAST	RATCHET STRAPS	01-420-000-52550	7.99	
13360		LUMBER	01-420-000-52550	863.40	
13360		REBATE	01-420-000-52550	-69.52	
13360		REBATE	01-420-000-52550	-36.73	
			TOTAL		765.14
			TOTAL STREET SIGNS AND MARKINGS		765.14
STREET MACHINERY					
04545	DOOR COUNTY COOPERATIVE/NAPA	CHAIN SAW FUEL	01-450-000-52150	82.78	
04545		HYDRAULIC OIL	01-450-000-52150	94.02	
04545		V220C 10OZ FLUID	01-450-000-52150	47.90	
04696	DOOR COUNTY TREASURER	TRUCK TOWING TO SHOP	01-450-000-58600	151.69	
06012	FASTENAL COMPANY	HARDWARE	01-450-000-53000	90.33	
06012		MIDLINK	01-450-000-53000	27.98	

INVOICES DUE ON/BEFORE 02/16/2021

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE	
GENERAL FUND					
08225	HERLACHE SMALL ENGINE	BAR	01-450-000-52150	62.59	
08225		CREDIT RETURN	01-450-000-52150	-57.90	
08225		CHAINS	01-450-000-52150	53.90	
08225		18" CHAINSAW BAR	01-450-000-52150	62.59	
13655	MONROE TRUCK EQUIPMENT, INC	THUMB SCREW	01-450-000-52150	7.64	
19070	SCHARTNER IMPLEMENT INC	CHAIN	01-450-000-52150	127.17	
ADVAUTO	GENERAL PARTS DISTRIBTION LLC	BRAKE CLEANER	01-450-000-52150	47.76	
ADVAUTO		LOADER SEAT	01-450-000-52150	162.00	
QUALITY	QUALITY TRUCK CARE CENTER INC	4 BATTERIES & CORE	01-450-000-53000	386.80	
			TOTAL		1,347.25
			TOTAL STREET MACHINERY		1,347.25
CITY GARAGE					
06012	FASTENAL COMPANY	BATTERIES	01-460-000-54999	50.06	
APPLIED	APPLIED INDUSTRIALTECH INC	3/4" -1" ADAPTOR	01-460-000-52700	57.09	
APPLIED		1/2" ADAPTOR	01-460-000-52700	17.40	
APPLIED		NUT & BOLT GAUGE	01-460-000-52700	4.36	
APPLIED		SHIPPING	01-460-000-52700	14.86	
			TOTAL		143.77
			TOTAL CITY GARAGE		143.77
HIGHWAYS - GENERAL					
YOUNK	RYAN YOUNK	SAFETY CLOTHING REIMB/YOUNK	01-499-000-56800	230.25	
			TOTAL		230.25
			TOTAL HIGHWAYS - GENERAL		230.25
PARKS AND PLAYGROUNDS					
03025	CAPTAIN COMMODES INC	2 PORT A POTTI RENTALS	01-510-000-58999	180.00	
06012	FASTENAL COMPANY	HARDWARE	01-510-000-54999	4.79	
23730	WPS	01/21 335 S 14TH AVE-MEM FLD	01-510-000-56600	195.69	
EBARKER	ELIZABETH BARKER	WORK PERMIT REIMB/E BARKER	01-510-000-57100	10.00	
MBARKER	MALLORY BARKER	WORK PERMIT REIMB/M BARKER	01-510-000-57100	10.00	
WARNER	WARNER-WEXEL WHOLESALE &	PAPER PRODUCTS	01-510-000-51850	23.68	
			TOTAL		424.16
			TOTAL PARKS AND PLAYGROUNDS		424.16
MUNICIPAL DOCKS					
23730	WPS	01/21 36 S NEENAH AVE	01-550-000-56600	18.91	
			TOTAL		18.91

INVOICES DUE ON/BEFORE 02/16/2021

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE	
GENERAL FUND					
			TOTAL MUNICIPAL DOCKS		18.91
			TOTAL GENERAL FUND		43,344.25
CAPITAL FUND					
CITY HALL					
EXPENSE					
04966	EAGLE MECHANICAL INC	TOILET REPAIRS-911 HOUSE	10-160-000-59999	207.24	
16737	PORTSIDE BUILDERS INC	PLAN FEE DPW REMODEL	10-160-000-59040	500.00	
			TOTAL EXPENSE		707.24
			TOTAL CITY HALL		707.24
PARKS AND PLAYGROUNDS					
PARKS AND PLAYGROUNDS					
06580	FOTH AND VAN DYKE	LITTLE LAKE PROJ MGMT	10-510-000-59025	225.00	
06580		LABOR	10-510-000-59025	98.00	
			TOTAL PARKS AND PLAYGROUNDS		323.00
			TOTAL PARKS AND PLAYGROUNDS		323.00
WATERFRONT PARKS & WALKWAYS					
02130	BAUDHUIN INC	CONSTRUCTION ADMIN-SUNSET PRK	10-570-000-59075	222.00	
02130		CONSTRUCTION ADMIN-RAILROAD	10-570-000-59075	222.00	
			TOTAL		444.00
			TOTAL WATERFRONT PARKS & WALKWAYS		444.00
			TOTAL CAPITAL FUND		1,474.24
CABLE TV					
CABLE TV / GENERAL					
CABLE TV / GENERAL					
02975	CAMERA CORNER	CAMERA UPGRADE COUNCIL CHAMBER	21-000-000-59070	799.00	
02975		VIDEO INSTALL COUNCIL CHAMBERS	21-000-000-59070	397.99	
02975		VIDEO INSTALL COUNCIL CHAMBERS	21-000-000-59070	350.98	
15890	PACK AND SHIP PLUS	CAMERA RETURN SHIPPING	21-000-000-54999	59.60	
VIKING	VIKING ELECTRIC SUPPLY, INC	SHIELDED PVC	21-000-000-59070	271.43	
VIKING		SHIELDED FEED	21-000-000-59070	60.33	
VIKING		LABEL MAKER TAPE	21-000-000-51950	34.13	
VIKING		CREDIT RETURN	21-000-000-59070	-331.76	
			TOTAL CABLE TV / GENERAL		1,641.70
			TOTAL CABLE TV / GENERAL		1,641.70
			TOTAL CABLE TV		1,641.70

INVOICES DUE ON/BEFORE 02/16/2021

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE	
SOLID WASTE ENTERPRISE					
SOLID WASTE ENTERPRISE FUND					
SOLID WASTE ENTERPRISE FUND					
GFLENVIR	GFL ENVIRONMENTAL, INC	208.12 TON GARBAGE	60-000-000-58300	13,417.51	
GFLENVIR		86.79 TON RECYCLING	60-000-000-58350	1,294.05	
			TOTAL SOLID WASTE ENTERPRISE FUND		14,711.56
			TOTAL SOLID WASTE ENTERPRISE FUND		14,711.56
			TOTAL SOLID WASTE ENTERPRISE		14,711.56
			TOTAL ALL FUNDS		61,171.75

MANUAL CHECKS

SUPERIOR VISION INSURANCE 01/27/21 Check # 88199 02/21 Vision Insurance 01-000-000-21540	$738.11
DOOR COUNTY TREASURER 02/01/2021 Check # 88203 Wagener Foreclosure Property Purchase 10-199-000-59080	$10,840.19
DELTA DENTAL 02/01/21 Check # 88204 02/21 Dental Insurance Various Departmental Accounts	$6,156.10
EFT GROUP INSURANCE 02/01/21 Check # 88204 02/21 Health Insurance Various Departmental Accounts	$135,778.20
WISCONSIN MANAGEMENT CO 02/03/21 Check # 88285 2020 Tax Increment Reimbursement 28-340-000-550001	$ 96,298.40
MANN COMMUNICATIONS 02/03/21 Check # 88286 02/02/21 Contract 21-000-000-55015	$5,205.83
TOTAL MANUAL CHECKS	**$ 255,016.83**

INVOICES DUE ON/BEFORE 02/16/2021

VENDOR #	NAME	ITEM DESCRIPTION	ACCOUNT #	AMOUNT DUE

SUMMARY OF FUNDS:

GENERAL FUND	43,~~344.25~~	298,361.08
CAPITAL FUND	1,474.24	
CABLE TV	1,641.70	
SOLID WASTE ENTERPRISE	14,711.56	
TOTAL --- ALL FUNDS	61,171.75	316,188.58