

Sonja Birr

From: Jim Muenzenmeyer
Sent: Wednesday, May 30, 2018 2:14 PM
To: Sonja Birr; Lee Kummer - D5
Cc: Dan Koski; Chad Scheinoha
Subject: For Public Infrastructure Committee Agenda
Attachments: City of Manitowoc MOU - 2018.docx

Please see attached for an agenda item, **Henry Schuette Park Trail Revitalization**, for consideration at our next DPI Committee meeting. The cost of this project easily fits within our 2018 budget line for Henry Schuette Park.

Action items might include:

- Authorization to allow WisCorps Inc to camp overnight inside the boundaries of Lower Henry Schuette Park from 7/23/2018 – 8/10/2018
- Ask the City Attorney to draft a simple contract that protects the City:
 - Attach the MOU as an addendum.
 - The City will provide all project materials not to exceed \$6,000.00
 - The City will provide one port-a-john as near the campsite as possible
- The release of \$8,250.00 to reserve WisCorps services within their summer schedule once a material list and proof of insurance is provided.

Thx – Jim

Thank you,

Jim Muenzenmeyer

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WisCorps, Inc.
789 Myrick Park Dr.
La Crosse, WI 54601

Memorandum of Understanding

5/31/2018

WisCorps, Inc. and the City of Manitowoc enter into the following agreement:

WisCorps has partnered with the City of Manitowoc Park and Recreation Department during the summer of 2018 to complete two stair case and trail revitalization at Henry Schuette Park in the City of Manitowoc.

Scope of project

Project Dates: Three weeks during July 23rd – August 10th

Description: WisCorps crew will spend three weeks at Henry Schuette Park completing a two c-step staircases. Removing the two old staircases and a third long staircase too. The crew will also revegetate a couple sections of rogue trails and the location where they remove the third staircase. There are 5 culverts that the crew will clean the debris out of and landscape around along the trail too. Also the crew will remove invasive vegetation to open a view to the river along the ice age trail. If time permits the crew will also level an existing boardwalk on the trail. The City of Manitowoc will be responsible for depositing of the materials from the old staircases.

WisCorps will provide:

- One crew with 4-5 Corp Members and 2 trained Crew Leaders,
- A general tool cache, chainsaws, brush saws, first aid supplies, and crew transportation,
- Workers Compensation and General Liability insurance coverage for WisCorps employees,
- Supervision and direct support of the WisCorps crew pertaining to crew management, discipline, and work project management.

Project Sponsor will provide:

- Planning and logistical support for the project,
- All project materials (lumber, hardware, materials, equipment rental, dumpster and etc.)
- General oversight of the project (a minimum of 1 visit per week of work),
- Onsite camping at the Henry Schuette Park or similar location.
- A cost share of \$5,500 per week (\$16,500 total) to support the WisCorps crew.

At the signing of this contract, WisCorps will invoice \$8,250 due as a deposit by June 22nd to confirm the project on our summer schedule. The remaining balance will be invoiced upon completion of the project and will be due 10 days later.

William Bittner

5/30/18

William Bittner
Operations Director

Date

Date