

## Shawn Alfred

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**From:** Shawn Alfred  
**Sent:** Tuesday, February 22, 2022 10:10 AM  
**To:** Dan Koski  
**Cc:** Kim Lynch  
**Subject:** RE: 2021 Carry Over Request

Good morning Dan –

Please see below in regards to the Carryover Requests for 2022. As stated at MLC, carryovers would be very limited due to the General Fund deficit anticipated for year end 2021:

1100-31100-521500 – Architectural & Engineering \$1,400

1100-32325-521500 – Architectural & Engineering \$2,600

N. 8<sup>th</sup> Street Bridge South of Albert Drive – Non-Destructive IR Testing. Work was completed in early November and the invoice was just received on 2/2/22.

Process through 2022; no carryover. Delay in invoice received/payment would not qualify under guidelines. Record in budget exception that invoice was received after 2021 cut off year. Attempt/monitor during procuring for 2022 through these accounts to determine if can stay within 2022 budget.

1100-31100-527300 - Software Maintenance & Support \$2,000.00

Update ArcGIS-based Conversion Workflow – Updates to software for used for plan design for road projects. Cost estimated at \$6,000.00. 2022 budget has \$4,000 budgeted for this.

Will not occur. Prefer to transfer the \$4,000 out of the 2022 budget from 1100-31100-527300 and transfer to 1100-14400-527300 due to appears that this software is used for software for the use of City services and is what 1100-14400-527300 purpose is. Run entire bill through the 1100-14400-527300 when received and going forward can accordingly plan with this account. Departmental wants of software (Adobe Acrobat for example) would still go through 1100-14400-527300.

1100-51200-521900 - Parks – Other Professional Services - \$8,729.53

The Parks and Ped Plan project has not been completed - Trail Genius contract \$7,500.00 and balance of Vagabond contract \$2,250.00 (invoice will not be paid until we receive final product).

Will carryforward the \$7,500 due to being a project that start in August 2021 is not completed. Vagabond, run through as 2022 expense..

6400-36300-535220 - Tires and Tubes - \$3,744.00

Due to supply chain issues, half of the tires ordered on 9-30-21 has not arrived as of today.

Not applicable due to Transit Enterprise Fund.

**Shawn M. Alfred, CPA, CMA**

Finance Director/Treasurer

City Hall | 900 Quay St. | Manitowoc, WI 54220

P: (920) 686-6961

**From:** Dan Koski

**Sent:** Friday, February 4, 2022 8:50 AM

**To:** Shawn Alfred <salfred@manitowoc.org>; Kim Lynch <klynch@manitowoc.org>

**Cc:** Billy Hutterer <bhutterer@manitowoc.org>; Curtis Hall <chall@manitowoc.org>; Greg Minikel

<gminikel@manitowoc.org>; Jeremy Walvoord <jwalvoord@manitowoc.org>; Kara Ottum <kottum@manitowoc.org>;

Karen Dorow <kdorow@manitowoc.org>

**Subject:** 2021 Carry Over Request

Shawn / Kim,

Please find attached the 2021 Carry Over Request memo and documentation for DPI.

Thanks

Dan

Dan Koski, PE

Director of Public Infrastructure

City of Manitowoc

900 Quay Street

Manitowoc, WI 54220

[dkoski@manitowoc.org](mailto:dkoski@manitowoc.org)

[www.manitowoc.org](http://www.manitowoc.org)

phone: (920) 686-6910

fax: (920) 686-6906



CONTRACT

This contract is made and entered into this 12<sup>th</sup> day of August, 2021, by and between Trail Genius, LLC (hereinafter "Contractor"), located at PO Box 577, Green Bay, WI 54305 and the City of Manitowoc, Wisconsin, a Wisconsin municipal corporation (hereinafter "City"), located at 900 Quay Street, Manitowoc, Wisconsin 54220.

RECITALS

**WHEREAS**, Trail Genius, LLC located at PO Box 577, Green Bay, WI 54305, intends to provide interactive mapping and a 360 virtual tour of city trails and parks for Camp Vits, Lincoln Park, Silver Creek Park and Schuett Park, as outlined in "Exhibit A", Trail Genius, LLC Proposal.

**WHEREAS**, Trail Genius, LLC has the ability to perform the required work needed to highlight our parks and trails using 360 video to capture entire trail experience, provide accurate GPS data, photos, aerials, panoramas to be automatic link generated for social media and embeddable in City website.

**NOW, THEREFORE**, in consideration of the mutual covenants and representations of the parties hereinafter set forth, the undersigned parties hereby agree as follows:

1. Recitals. The above recitals are deemed to be true and correct.
2. Scope of Work. The Contractor agrees to perform the following work and/or furnish the following labor and materials in accordance with the terms of this contract:

**All work shall be performed in accordance with the City of Manitowoc's Standard Specifications for Public Works Construction.**

**See listing of tasks for this project. (Attached are "Exhibit A).**

3. Contract Price. The City agrees to pay to the Contractor for the performance of this contract the sum not to exceed **\$15,000.00**.
4. Schedule. Contractor agrees to commence work under this Contract upon its execution and complete performance of this contract in accordance with the City of Manitowoc's Standard Specifications, which are made part of this Contract and are incorporated by reference. The contract completion date shall be **December 1, 2021**.
5. Liquidated Damages. For every calendar day of delay in the completion of the work beyond the time specified, unless extended by written agreement, there shall be deducted from the amount due under this Contract as fixed, agreed and liquidated damages, the sum of **One-Hundred Dollars (\$100)**.
6. Payment Schedule. Requests for payment shall be made to the Director of Public Infrastructure. The Director of Public Infrastructure shall make a recommendation on the payment request and submit the same to the City's Board of Public Works when applicable. Contractor shall be entitled to payment within 30 days following approval by the Director of Public Infrastructure. The Contractor shall be required to submit a Lien Waiver prior to the City processing the final payment.



# CITY OF MANITOWOC

WISCONSIN, USA

[www.manitowoc.org](http://www.manitowoc.org)

August 12, 2021

TO: Mayor and Common Council  
FROM: Board of Public Works  
SUBJECT: AGMT-21-15 Contract with Trail Genius

Dear Mayor and Common Council:

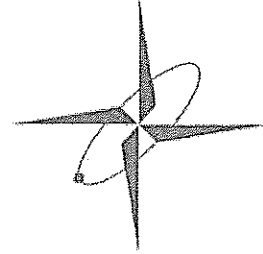
At the August 11, 2021 Board of Public Works meeting, the Board met to approve entering into agreement **AGMT-21-15 with Trail Genius**, for work needed to highlight our parks and trails using 360 video to capture entire trail experience, provide accurate GPS data, photos, aerials, panoramas to be automatic link generated for social media and embeddable in City website, for a contract price of \$15,000.00.

"Moved by City Attorney Kathleen McDaniel, seconded by Alderperson Jim Brey, and unanimously carried to enter into the agreement. Ayes, 7. Nays, none."

Very Truly Yours,

MACKENZIE REED-KADOW  
Secretary Board of Public Works

Trail Genius  
 PO Box 577  
 Green Bay, WI 54305  
 (920) 445-3720  
 contact@trailgenius.com  
 www.trailgenius.com



# INVOICE

**BILL TO**

Curtis Hall  
 City of Manitowoc  
 900 Quay St  
 Manitowoc, WI 542204543  
 USA

INVOICE # 1183  
 DATE 05/11/2021  
 DUE DATE 06/10/2021  
 TERMS Net 30

ACTIVITY	QTY	RATE	AMOUNT
<b>360 SkyTour</b> City parks 360 SkyTour containing: Single 360 ground image for each of the 35 parks, Expanded 360 media for each of (Schuette, Camp Vits, Lincoln, Silver Creek), Integration of park info/amenities into each park 360 location, 10-20 sky 360s of the overall city area. For exact scope details see proposal: MANTY_CITY-TG02	1	13,000.00	13,000.00
<b>Trail Mapping</b> Creation of online interactive maps for each: Schuette, Camp Vits, Lincoln, Silver Creek. All official trails with be mapped via hiking or biking using realtime video and GPS data. For exact scope details see proposal: MANTY_CITY-TG02	4	2,000.00	8,000.00
<b>Discount</b> Project discount for continued marketing partnership	1	-6,000.00	-6,000.00
<b>Annual Online Support</b> 2022 annual support for the online interactive experiences. Will be billed starting JAN-2022 at \$500/yr. Support includes map and 360 tour hosting, updates and enhancements to the map interface, minor client changes/edits, storage and backup of all map data, and ongoing support to embed the map into client's site.	1	0.00	0.00
<b>Deposit/Downpayment</b> 50% down payment required to start the project. Final 50% due upon project completion.	1	-7,500.00	-7,500.00

Thanks for choosing to work with us on this project. We look forward to this opportunity to help your business.

**BALANCE DUE**

**\$7,500.00**

*BR*  
 Down Payment #1  
 Budget: 1100-51200-521900

