

**RESOLUTION**

WHEREAS, some projects which were budgeted in the 2014 City of Manitowoc Budget were not completed for various reasons during the year; and

WHEREAS, the Mayor and Common Council desire to complete certain projects with remaining 2014 budgeted funds in 2015.

NOW, THEREFORE BE IT RESOLVED by the Mayor and Common Council that the following appropriations which were budgeted in 2014 for the departments listed below shall be carried forward into the respective 2015 departmental budgets effective as of December 31, 2014.

DEPARTMENT	AMOUNT	PROJECT
City Attorney	3,934.36	No Request
Non-Lapsing Funds	\$2,500.74	Winter Maintenance
	\$22,348.40	Fuel handling surcharge
	\$1,452.24	Tree Fund
Carryforward to 2015 Budgets	\$56,556.07	2014 to 2015 General Fund Carry forward
Fire	20,619.11	Act 102 EMS Training Grant
	4,415.00	Private Donations for Equipment
General Fund Committed Sub-Total	<u>\$107,410.92</u>	

All Special Revenue Funds, Debt Service, Capital Projects, Enterprise and Internal Service Funds will be carried forward to 2015. Below is a listing of the fund balances for all other governmental funds.

Special Revenue	337,961.04
Room Tax	37,727.93
Farmer's Market	(\$39,420.02)
Library	66,530.82
Library Gift Fund	746,912.60
Commercial Revolving Loan	283,676.99
Housing Revolving Loan	(32,364.58)
CDBG Revolving Loan	36,918.54
HCRI Revolving Loan	1,761,479.88
Industrial Revolving Loan	8,035.97
Manitowoc International Relations	307,107.17
Rahr West Museum	92,594.08
Police Programs	262,987.64
Parkland Dedication	(79,387.69)
Aquatic Center	129,420.66
Senior Center Programs	130,779.00
TIF #7	34,140.46
Eternal Flame	10,424.85
Centennial Funds	-
Ball Diamond Improvements	114,402.38
Park & Rec Donations	34,978.30
Transit Capital Grant	<u>4,243,906.02</u>
Total Special Revenue Funds	
Capital Project Funds	
Capital Equipment Fund	\$1,316,551.66
Sanitary and Storm Sewers	(\$1,714,018.12)
Streets	(\$2,904,575.12)
Harbor Improvements	\$0.00
Environmental Remediation	\$279,894.05
Cemetery Improvements	\$24,141.96
Buildings and other improvements	\$331,182.59
TIF Districts #9-17	(\$2,584,836.99)
	<u>(\$5,251,659.97)</u>
Debt Service	\$607,099.00
Enterprise Funds-Unrestricted	
Maritime Transit	\$308,968.00
Waste Water Treatment Facility	\$3,488,504.00
Poor Fund	\$16,698.61
Health Insurance Fund	\$1,441,749.27
Introduced	
Adopted	
Approved	

Debt Service

Enterprise Funds-Unrestricted

Maritime Transit

Waste Water Treatment Facility

Poor Fund

Health Insurance Fund

Introduced

Adopted

Approved

Justin M. Nickels, Mayor

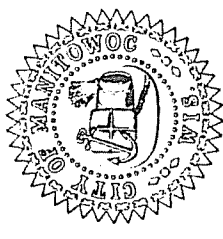
**City of Manitowoc**  
**2014 to 2015 Carryforward Requests from Departments**


Department	Total	Not Recommended For Carryover		1100	2920	4200	4300	4500	4600	4700			
		2014 A/P	Deny	General Fund	Car Seat Deposits	San/Storm Sewers	Streets Fund	Environ Remediate	Capital Bldgs	Capital Equipment			
City Attorney	1100	12100	521200	719.00									
	1100	12100	521210	930.00									
	1100	12100	521900	900.00									
	1100	12100	532500	558.81									
	1100	12100	533400	297.51									
	1100	12100	533500	37.04									
	1100	12100	533600	492.00									
	4500	12400	521800	47,012.27				47,012.27					
<b>Total City Attorney</b>				<b>50,946.63</b>	-	-	-	<b>47,012.27</b>	-	-			
Fire	1100	22100	581930	16,204.11									
	1100	22100	581940	4,415.10									
	4700	22100	581920	67,236.00						67,236.00			
<b>Total Fire</b>				<b>87,855.21</b>	-	-	-	-	-	<b>67,236.00</b>			
Police	1100	21100	534700	940.00									
	4700	21100	581900	3,400.00						3,400.00			
	4700	21100	581920	47,134.00						47,134.00			
	4600	21100	582200	1,147.00					1,147.00				
<b>Total Police</b>				<b>52,621.00</b>	-	-	-	-	<b>1,147.00</b>	<b>50,534.00</b>			
Community Development	1100	61100	521600	18,473.00									
	1100	61100	581800	10,000.00									
<b>Total Community Development</b>				<b>28,473.00</b>	-	-	-	-	-	-			
Department of Public Infrastructure	1100	51300	534500	2,589.50									
<b>Total Dept of Public Infrastructure</b>				<b>2,589.50</b>	-	-	-	-	-	-			
CAWG ELF				114,738.63						114,738.63			
CAWG Carryforward 2015 Plan				81,000.00					81,000.00				
Recommended Carry Forward						(1,714,018.47)	(2,904,575.12)	232,881.78	250,182.59	1,084,043.03			
<b>Grand Totals All Departments</b>				<b>418,223.97</b>	-	-	<b>56,556.07</b>	-	<b>(1,714,018.47)</b>	<b>(2,904,575.12)</b>	<b>279,894.05</b>	<b>332,329.59</b>	<b>1,316,551.66</b>
12/31/14 Fund Balance				(2,689,549.29)			1,416.00	(1,714,018.47)	(2,904,575.12)	279,894.05	331,182.59	1,316,551.66	

**Note: All Special Revenue Funds, Debt Service, Capital Projects, Enterprise and Internal Service Funds will be carried forward to 2014.**

# CITY OF MANITOWOC

WISCONSIN, USA  
www.manitowoc.org



**DATE:** February 6, 2015  
**TO:** Steve Corbeille, Finance Director/Treasurer  
**FROM:** Kathleen M. McDaniel, City Attorney   
**RE:** Budget Carryover Requests for City Attorney

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The City Attorney's Office is requesting carryover of the following funds from the Attorney budget:

**Line:** 1100-12100-521200, Legal Expenses

**Amount:** \$719.00

**Justification:** This line is used to fund outside counsel costs. The City has continuing litigation from last year (CVS Pharmacy) and it would be appropriate to use funds appropriated for 2014 litigation to partially cover these expenses. There is also a claim pending from 2014 that will require outside counsel because it was filed by an alderperson.

**Line:** 1100-12100-521210, Court Costs

**Amount:** \$930.00

**Justification:** This line is used to fund litigation expenses. CVS Pharmacy has filed an additional claim against the City disputing their 2014 property assessment. Menard's also filed a tax assessment challenge. As these cases will likely end up in litigation resulting from the 2014 Property Tax Assessment, I would ask that this amount be carried over since the events giving rise to the litigation occurred in 2014.

**Line:** 1100-12100-521900, Other Professional Services

**Amount:** \$900.00

**Justification:** This line is used to fund outside counsel, expert witnesses, and advisors. CVS Pharmacy and Menard's filed claims with the City that are likely to end in litigation.

**Line:** 1100-12100-532500, Registration Fees and Tuition

**Amount:** \$558.81

**Justification:** I was only able to attend one continuing legal education (CLE) seminar in 2014 due to staffing shortages in the City Attorney and Human Resources Departments. That seminar had no cost to the City because I was a presenter.

City Attorney Kathleen M. McDaniel – Phone (920) 686-6990  
CITY HALL • 900 Quay Street • Manitowoc, WI 54220-4543 • Fax (920) 686-6999



**Line:** 1100-12100-533400, -533500, -533600, Auto Mileage, Meals, and Lodging  
**Amount:** \$297.51, \$37.04, \$492.00

**Justification:** As stated above, I was only able to attend one CLE seminar in 2014 due to staffing shortages. I am required to obtain 30 credits of CLE every two years and would like to carry these funds over so I can obtain this training in 2015.

**Line:** <sup>4560</sup>~~1100~~-12400-521800, Environmental Remediation

**Amount:** ~~\$27,435.77~~ 47,612.27

**Justification:** The amount bonded for Lemberger Landfill, a Superfund site, in 2014 was not entirely spent because the project came in under budget for the year. The City will have additional expenses in 2015 and I believe it would be appropriate to carry these funds over rather than engage in additional bonding to fund the property.

February 6, 2015

# MEMO

To: Steve Corbeille, Finance Director  
From: Todd Blaser, Fire Chief  
Re: Fiscal Year 2014 Carry-over Requests  
Page 1 of 2

Dear Steve,

The Manitowoc Fire Department would appreciate your consideration of the following 2014 Budget Year Carry-over Requests. These requests are made with careful consideration to the fact that the EMS Revenues were less than originally projected. Also taken into consideration with this request is the due diligence of the Fire Department staff to keep other line item expenditure costs lean.

The first request for consideration is for the amount of **\$2,100.00** be carried over from account **1100-22100-534920-New Hose**. These funds would be used to purchase new nozzles. I had a conversation with the Mayor regarding the need for nozzle replacements prior to the budget year ending. At that time, it was discussed that we would reassess the need at year's end.

Secondly, I am requesting the amount of **\$2,100.00** be carried over from account **1100-22340-528100-Labor Provided by Other Depts**. These monies would be used to address unforeseen building maintenance at Fire Station 4. As you will notice from 2014 expenditures, our station maintenance was challenging based upon unexpected mechanical issues with our fire stations that are aging.

The third request for carry over are for funds received from grant monies and donations to the Fire Department that are required to be carried over as these are designated funds:

1. 1100-22100-424200-EMS State Grant: \$4,883.97 to expense account 1100-22100-581930-Grant Expenditures.  
This is the amount received from the State in 2014 and the monies can only be spent on specific EMS items.
2. 1100-22100-581930-Grant Expenditures: \$11,320.14.  
These monies are an accumulation from previous grant years. Again, these funds can only be spent on specific EMS items.
3. 1100-22100-581940-Donation Expenditures: \$4,415.10  
These funds are the balance remaining of monies that were donated to the Fire Department over several years, including monies received from the Turgasen estate.

911 Franklin Street • Manitowoc, WI 54220 • Phone (920) 686-6540 • Fax (920) 686-6545  
[www.manitowoc.org](http://www.manitowoc.org)

Office of Fire Department

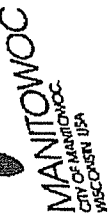
  
MANITOWOC  
CITY OF MANITOWOC  
WISCONSIN USA



The final request is for the following designated Capital Funds to be carried over:

**4700-22100-581920-Radio Communication Equipment:**

- **\$67,236.00:** These funds are for the enhancement of our radio communications and to address concerns of interoperability and firefighter safety.



In conclusion, I appreciate your consideration of these requests. Should you have any questions and/or concerns, please contact me.

Respectfully submitted,

Todd M. Blaser  
Fire Chief

Office of Fire Department

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

**MEMORANDUM**

**TO:** Steve Corbeille, Finance Director/Treasurer  
**FROM:** Oscar Dick, Police Chief  
**DATE:** February 06th, 2015  
**RE:** Transfer of 2014 funds to 2015 Budget

The following is our 2014 Year-end Carryover Request:

- \$1,147.00    4600-21100-582200 Buildings**  
This is donated money for the training/storage building located on Hecker Road. Not all improvements are complete. Please continue funds in same line.
- \$940.00    1100-21100-534700 Firearm Supplies**  
I am requesting \$940 of the Firearms line be carried over to 2015. We Have placed an order for Federal practice ammo for our pistols at the government contract price of \$430. We also ordered one Glock training pistol for \$510. Both of these items are on back order.
- \$3,400.00    4700-21100-581900 Other Capital Equipment.**  
I am requesting this money to be carried over to help cover costs of the federal mandated CIJS secure line run between the County C&T building and the city police department... This work is complete and we received the bill in Feb 5<sup>th</sup> 2015.
- \$47,134.00    4700-21100-581920 Radio Communication Equipment.**  
This money is for contractual obligations to pay for the city portions of upgrades to the joint mobile and records systems. The work is nearly complete but has not been paid for yet.

**Carryover and Transfer Requests - Year End 2014**

(Summary Includes Planning, Building Inspection, and Assessor Budgets)

Priorities: A must; already committed  
 Highly probable need  
 Would be helpful

2014 Year End Net Variance: \$111,543

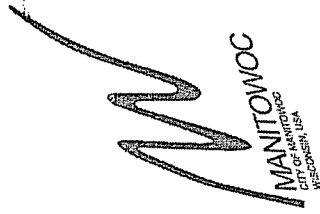
Amount	From	Budget Fund	To	Budget Fund	Purpose
\$6,273	Planning-Salaries	1100-61100-511100	Consulting Services	1100-61100-521600	Sign Code Update Project (VandeWalle Contract)
\$7,200	Planning-Salaries	1100-61100-511100	Consulting Services	1100-61100-521600	Heresite Sampling (Symbiont Contract)
\$5,000	Planning-Salaries	1100-61100-511100	Consulting Services	1100-61100-521600	Additional Projects: marketing materials, business recruitment, etc.
\$0	Planning-Salaries	1100-61100-511100	Inspection-Temp Empl/Intern	1100-23100-511500	Code enforcement, housing program, farmers market, etc.
				1100-11100-511500	
\$0	Planning-Salaries	1100-61100-511100	Assessor-Temp Empl/Intern	Need to Create Acct	Field work, error correction, year-end cruch time
\$10,000	Planning-Computer Equipment	1100-61100-581800	same	1100-61100-581800	GIS Development for EPA Grant Match (Stantec Contract)

\$28,473

\$83,070 Back to the General Fund

Condition of department vehicles is also a future concern. 2000 Ford Escort in particular. Create motor pool?





February 6, 2015

To: Steve Corbeille – Finance Director  
From: Dan Koski – Director of Public Infrastructure  
RE: Carryover from 2014 to 2015

Steve,

There is only one item for the Department of Public Infrastructure that we would like to carry over. The ammunition for the recreation department that was ordered the end of October 2013 is still on backorder. We have been told that it would be 18 to 24 months from the order date for delivery. We would like to carry forward the \$2,589.50 to cover this purchase. The order form is attached.

Thank you.

Dan Koski



# Order Form

.22 CAL. AMMUNITION, AIR PELLET AND BB  
PURCHASE PROGRAM FOR CMP AFFILIATES

**INSTRUCTIONS:** The CMP .22 Cal. Ammunition, Air Pellet and BB Purchase Program allows CMP affiliated organizations (which includes all JROTC teams: BSA camps, troops and crews; 4-H clubs or camps and youth camps with rifle marksmanship programs) to purchase ammunition suitable for junior marksmanship instruction and target practice at special prices. Please use this form to order rifle/air rifle smallbore ammunition, air rifle pellets and BBs at any time during the year. Unlimited quantities of any item may be purchased as long as they are ordered by an organization affiliated with the CMP. Orders should be submitted at least 30 days before the items are required to allow sufficient time for order processing and shipping. Please review the instructions and information on the back of this form before ordering.

Club, Team, Camp or Organization Name <b>Manitowish Rec Dept JRC</b>	Check Type of Organization <input checked="" type="checkbox"/> CMP Junior Club <input type="checkbox"/> 4-H Club <input type="checkbox"/> Youth Camp <input type="checkbox"/> JROTC Unit <input type="checkbox"/> School Team <input type="checkbox"/> Other
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**Organization Shipping Information:**

Ship To: **Manitowish Rec Dept**      Attention: **Mr. Joseph A Muehl**

Shipping Address (No P.O. Boxes): **3330 Tubber Street**

City: **Manitowish**      State: **WI**      Zip Code: **53220**

Delivery Phone Number: **920-686-3061**      E-Mail: **jb.muehl@shelburne.wi.net**

**AK and HI Affiliates: Please call (419) 635-2141 ext. 1115 or email [customerservice@cmp.org](mailto:customerservice@cmp.org) for shipping costs**

Description	Type of Ammunition	Price	Units Ordered	Extended Price
NLU 419ASVSE	Aguila .22LR Super Extra, standard velocity, 40gr. Solid bullet	\$234.00 + \$24.95 s/h per 5,000 rds	10 5,000 rds	10 units x \$238.95 = \$2389.50
NLU 419ASVGE	Aguila .22LR Target Golden Eagle, standard velocity, 40 gr solid bullet	\$346.50 + \$24.95 s/h per 5,000 rds	5,000 rds	units x \$371.45 = \$
NLU 409	.177 cal. Air rifle pellets, match grade pellets (Vogel Merim)	\$62.00 + \$8.00 s/h per 5,000 pellets	5,000 pellets	units x \$79.00 = \$
NLU 442	.177 cal. H&N Sport Pellets	\$7.50 + \$6.95 s/h per 500 pellets	500 pellets	units x \$14.45 = \$
NLU 442Match	.177 cal. H&N Match grade pellets	\$10.00 + \$6.95 s/h per 500 pellets	500 pellets	units x \$16.95 = \$
NLU 442Final	.177 cal. H&N Finale match pellets	\$12.00 + \$6.95 s/h per 500 pellets	500 pellets	units x \$16.95 = \$
NLU 414	BBs (case)	\$35.00 + \$12.00 s/h per 30,000 BBs	30,000 BBs	units x \$47.00 = \$

Please include payment with order. Make checks or money orders payable to "Civilian Marksmanship Program." MasterCard, Visa, Discover, American Express credit cards are accepted. Provide credit card information below.

Credit Card (circle one)    MasterCard    American Express    Visa    Discover

Name on card (print)    DENISE LALIBON

Address of Cardholder    3330 TUBBER STREET

Please mail or fax the completed order form with payment to:  
 CMP Club Ammo Sales  
 P.O. Box 575  
 Port Clinton, OH 43452  
 Fax (419) 635-2014

OH and AL Affiliates:  
 Please include tax exempt documentation or add OH 7% Sales Tax; AL 10% Sales Tax

Total Cost of All Items Ordered:

Card No. 4246-0441-0189-3548

Exp. Date: 08/16      CVV# 643

Signature of Cardholder: [Signature]

Ammo will be delivered in 30 to 60 days. If your order is delayed, you will be notified.

Please see the fact sheet on the reverse side of this form for additional information.      Updated 06/31/2013

Failed: October 21, 2013