



# CITY OF MANITOWOC

WISCONSIN, USA

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

**Date:** January 22, 2024

**To:** Shawn Alfred, Finance Director  
Erika Beeman, Comptroller

**From:** Adam Tegen, Community Development Director

**Re:** 2023 Fiscal Year Carryover Request to 2024

The Community Development Department is requesting the carryover of the following fund monies from the Planning Budget:

**Line:** 1100-61100-521600, Contracted Services

**Carryover Amount:** \$19,410.29

**Justification:** The carryover amount will be used to fund a consulting contract to complete a rewrite of the City Zoning Ordinance. When the \$20,000 was placed into the budget for 2023 the goal was to complete a Request for Proposals and enter into a contract with a consultant in the final quarter of 2023. However, based upon the extensive discussions surrounding the 2024 budget, we held off on the RFP until after it was approved in November. The RFP was released on December 7, 2023 with proposals due back on January 12, 2024. Three proposals were received and we are currently in the process of securing approval at the February Council meeting to hire Graeff/CiviTek at a cost of \$100,487. The rewrite process is expected to take 18 to 24 months. The request is to carry over funding to help supplement the \$50,000 budgeted in 2024 and minimize the budget request in 2025 to complete the project.

**Line:** 1100-61100-582900, Other Capital Improvements

**Carryover Amount:** \$3,000

**Justification:** The carryover amount will be used to cover PO # CD2023-1 dated October 31, 2023 with Calibre Coatings (attached) to cover the painting and reconditioning of garbage cans located in the downtown and parks. The work is completed by the contractor as fill-in work helping to keep the cost down, but it does delay the completion and billing. The total PO was \$6,300 with work completed on 11 of the garbage cans. The \$3,000 in funding will cover the remaining 10 garbage cans.

Respectfully submitted,

Adam Tegen,  
Community Development Director

**NOT APPROVED**

Due to project being accepted in 2024, would not meet criteria of carry-forward. should be appropriately budgeted in 2025

**APPROVED**

Perfect example of carry-forward.



# PURCHASE ORDER

City of Manitowoc  
 900 Quay Street  
 Manitowoc, WI 54220

DATE	10/31/2023
PO #	CD2023-1

## VENDOR

Calibre Coatings  
 ATTN: Melissa  
 2811 18th Street  
 Two Rivers, WI 54241  
 Phone: 920-242-1040  
 Email: calibreus@hotmail.com  
 Vendor #: TBD

## SHIP TO

Communtiy Development  
 City of Manitowoc  
 900 Quay Street  
 Manitowoc, WI 54220  
 920-686-6930

REQUISITIONER	TERMS	REQUIRED DELIVERY DATE	SHIPPING INSTRUCTIONS
K Piazza, Community Development	0		PICK UP TO BE SCHEDULED

ITEM #	DESCRIPTION	QTY	UNIT PRICE	TOTAL
1	Trash Can Painting	21	300.00	6,300.00
2				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
	SHIPPING	0		-
				-

ACCOUNT: 1100-61100-582900

**Comments or Special Instructions**  
 Please submit W-9 with invoice.

SUBTOTAL	6,300.00
TAX	-
SHIPPING	-
OTHER	-
<b>TOTAL</b>	<b>\$ 6,300.00</b>

If you have any questions about this purchase order, please contact  
 Kait Piazza, Business & Housing Planner | kpiazza@manitowoc.org | 920-686-6930



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## MEMORANDUM

TO: Shawn Alfred, Finance Director  
Erika Beeman, Comptroller

FROM: Nick Reimer, Chief of Police

DATE: January 30, 2024

RE: 2023 Year-end Carryover Requests:

\$10,000.00 **1100-21100-581100 Automotive Equipment**

I am requesting to carryover \$10,000 from the automotive equipment account line. Part of the funds will be used to purchase 3 light bars for squad cars. Our current light bars are approximately 10-15 years old and are at end of life. The light bars are also not serviceable, because they do not make parts for them anymore. The remaining funds would be used to purchase center consoles for the squad cars/anticipated shipping costs. The center console houses all the electronic equipment such as the printer, computer, light bar switches, and wiring for these devices. These items were not purchased in 2023 due to supply chain issues and we were not sure if we would get our three squad cars. Thank you for considering our request. (See attached Sales Order Quote)

**APPROVED**

Carry-forward request was increased to a total of \$37,000 from 1100-21100-581100 due to state/federal grant dollars being unspent that will be used for the procuring of two leased vehicles from Enterprise with extensive after-market equipment that it would be in the best interest for the City to purchase. \$10k for request above and \$27k to purchase vehicles.





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Date: February 1, 2024  
To: Shawn Alfred – Finance Director  
From: Brock Wetenkamp – Parks Planner

RE: 2023 Carry Over Requests

Parks Division is requesting to carry over the following amounts to the 2024 budget.

1100-51200-521900 – Union Park Master Plan (Carry forward \$5,000 from the 2023 budget to add to the \$7,500 adopted 2024 budget to increase total to \$12,500) This amount is for professional services for a Master Plan of Union Park that began in 2023 and is still in progress into 2024.

**APPROVED**

Thank you for considering our request.

Respectfully,

Brock Wetenkamp

2023 project that is being carried  
forwarded to 2024 for completion.



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Date: January 30, 2024  
To: Shawn Alfred – Finance Director  
From: Dan Koski – Director of Public Infrastructure

RE: 2023 Carry Over Requests

DPI is requesting to carry over the following amounts to the 2024 budget.

**APPROVED**

1100-34111-527700 – 8<sup>th</sup> Street Bridge (Carry forward \$5,093 from the 2023 budget to add to the \$5,093 adopted 2024 budget to increase total to \$10,186) per the Mayor’s request to budget half the amount annually for inspections to be performed every 2 years.

**APPROVED**

1100-34112-527700 – 10<sup>th</sup> Street Bridge (Carry forward \$5,093 from the 2023 budget to add to the \$5,093 adopted 2024 budget to increase total to \$10,186) per the Mayor’s request to budget half the amount annually for inspections to be performed every 2 years.

**APPROVED**

1100-34120-522700 – Other Bridges (Carry forward \$5,775 from the 2023 budget to add to the \$5,775 adopted 2024 budget to increase total to \$11,550) per the Mayor’s request to budget half the amount annually for inspections to be performed every 2 years.

**NOT APPROVED**

1100-32260-581900 - Winter Maintenance – Geo Melt Tank - \$4,765.00  
Supply Chain Issues. This tank was designated to be funded through the snow and ice non-lapsing fund.

**Geo Melt Tank was not delivered until after 2/28/2024; therefore, procurement was not considered complete. Will be a 2024 expense and covered by Winter Maintenance Non Lapsing Fund**

Thank you for considering our requests.

Respectfully,

Dan Koski

**3 carry-forwards for Bridge inspections will be a one time occurrence for 2023/2024 only. Is not the intent of carry-forwards; however, due to being approved in 2023 budget discussions, will honor. Moving forward, either full amount of inspection budgeted each year or every other year will be budgeted with justification.**