



# Capital Project Request Form

City of Manitowoc

Select Request Type: Annual Capital Request

Department or Activity: DPI/B&G		Date of Submission: 2/19/15											
Contact Person: Randy Junk		Phone#: 374-0403											
Project Title: Marina Fish Grinder		Estimated Useful Life: 10.0											
Department Priority (select one) Desirable		Purpose of Project Request (check one)											
Will Request be part of another departments project? No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> Department/Project		<input type="checkbox"/> New Item <input checked="" type="checkbox"/> Replace Existing Item: List Age 10.0 <input type="checkbox"/> Modify Existing Item											
Purpose of Expenditure (select one) Replace Worn-out Equipment													
Description: remove and replace fish grinder parts.													
Cost & Recommended Sources of Funding: (Sources can be from sales of existing assets to offset cost of replacement)													
<table border="1"><tr><td><u>Basis of Cost:</u></td><td></td></tr><tr><td>Quote <input type="radio"/></td><td></td></tr><tr><td>Other Project <input type="radio"/></td><td></td></tr><tr><td>Bid <input type="radio"/></td><td></td></tr><tr><td>Estimate <input checked="" type="radio"/></td><td></td></tr></table>		<u>Basis of Cost:</u>		Quote <input type="radio"/>		Other Project <input type="radio"/>		Bid <input type="radio"/>		Estimate <input checked="" type="radio"/>		Total Cost \$ 6,250.00	
<u>Basis of Cost:</u>													
Quote <input type="radio"/>													
Other Project <input type="radio"/>													
Bid <input type="radio"/>													
Estimate <input checked="" type="radio"/>													
		Total Revenue \$ (2,083.33) enter as - (neg)											
		Net Cost \$ 4,166.67											
Will there be additional costs in future years to complete this project? No <input checked="" type="radio"/> Yes <input type="radio"/> Amount \$													
Net Effect on Operating Costs (+/-) of 'New' Asset for the first year after purchase.		Net Effect on Operating Costs (+/-) of 'Retaining' Existing Asset for another year.											
<u>Direct Costs</u>		<u>Direct Costs</u>											
Personnel \$		Personnel \$											
Purchase of Service \$		Purchase of Service \$											
Material/Supplies/Equip \$		Material/Supplies/Equip \$											
Utilities \$		Utilities \$											
Other \$		Other \$											
<u>Indirect Costs</u>		<u>Indirect Costs</u>											
Other \$		Other \$											
Total \$ 0.00		Total \$ 0.00											
Finance Department Use:													
Account Assigned to Project: _____ - _____ - _____													
Approval sent to Contact Person: initials _____ Date ____/____/____													

Approve up to \$4,200 for Repair

of Fish Grinder @ Fishery Station  
w/ 1/3 coming from NEGLSF Club. est @ 2,083  
for TOTAL cost \$4,250

Aye	Nay
<p data-bbox="402 745 560 829">S</p> <p data-bbox="370 829 576 934">O. D. [unclear]</p> <p data-bbox="354 934 560 1060">[unclear]</p> <p data-bbox="292 1081 592 1186">Call</p> <p data-bbox="284 1186 527 1354">[unclear]</p> <p data-bbox="259 1354 462 1522">[unclear]</p>	

## Dan Koski

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**From:** Rich Larsen <rlarsen@manitowoc-marina.com>  
**Sent:** Friday, February 06, 2015 8:50 AM  
**To:** Tom Kocourek; Dan Koski  
**Cc:** Randy Junk  
**Subject:** RE: Fish Grinder

Hi Dan,

The fish grinder repair doesn't fall into the "re-occurring maintenance" category" which is what I am responsible for like winterizing the fish cleaning station, docks, fuel system, launch ramps etc. The fish grinder would fall into the city's portion of the maintenance account which as you know is only budgeted for about 20K for the year. Any cost spilt would/should come out of that account which is why I was hoping that you could find some funding in a different area like perhaps room tax. I hate to dig a hole into the budget when the year has barely just begun and , as you know, we have an aging facility ( and furnace and air).

As, I believe you are aware, I already invest substantial money into maintaining the marina.....somewhere in the area of triple the city's annual budget for the marina. Please let me know how you plan on proceeding. I was surprised that they need to send a technician to install? That seems like that might not be necessary and an additional expense.

Regards,

Rich

**Rich Larsen**  
President and General Manager  
Manitowoc Marina  
425 Maritime Drive | PO Box 993  
Manitowoc, WI 54220  
920.682.5117 main  
920.629.8664 cell  
920.685.5177 fax  
[www.manitowoc-marina.com](http://www.manitowoc-marina.com)

$$\$6,250.00/3 = \$2,083.33$$

$$(\$2,083.33)(3) = \underline{\underline{\$6,250.00}}$$

**From:** Tom Kocourek [mailto:[newglsf@charter.net](mailto:newglsf@charter.net)]  
**Sent:** Thursday, February 05, 2015 8:16 PM  
**To:** 'Dan Koski'; 'Rich Larsen'  
**Cc:** 'Randy Junk'  
**Subject:** RE: Fish Grinder

Hello Dan,

NEWGLSF would be willing to do a cost share on this project. In talking with you and Rich Larson from the Marina at one of our 4th on the Shore meeting it appeared that Rich would be willing to do a 3-way split on the cost if necessary. You might want to check with Rich to confirm that.

Tom Kocourek, President NEWGLSF.

$$\$2,083.33$$

**From:** Dan Koski [<mailto:dkoski@manitowoc.org>]  
**Sent:** Thursday, February 05, 2015 8:52 AM  
**To:** Rich Larsen  
**Cc:** Tom Kocourek ([newglsf@charter.net](mailto:newglsf@charter.net)); Randy Junk; Dan Koski  
**Subject:** RE: Fish Grinder

The following is an excerpt from an email from Randy containing a cost estimate for the work on the Fish Grinder:

"In regard to the Fish Cleaning Station grinder; The repair estimate would include all new (3) tooth cutters, new spacers, lower bearings and mechanical seals, all associated gaskets and labor and travel for (1) technician for on-site repair.  
Price Estimate = \$6,250.00"

The question I have before I continue making the funding request on the City's end would be are you looking for the City to fund this entire amount, or are you proposing a cost share?

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)  
Phone: (920) 686-6910  
Fax: (920) 686-6906

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

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**From:** Rich Larsen [<mailto:rlarsen@manitowoc-marina.com>]  
**Sent:** Tuesday, January 27, 2015 12:03 PM  
**To:** Dan Koski  
**Cc:** Tom Kocourek; Randy Junk  
**Subject:** RE: Fish Grinder

Hi Dan.

I didn't have any specific idea as to where the funding would come from. I simply realized that it is not in the marina's maintenance budget and to pull from that account would, more than likely, use up 20-25% of the annual budget for maintaining the marina (portion of maintenance that is the city's responsibility. We invest much more annually) and we are not even 1 month into the year. I was wondering if the room tax fund that the city has could be used as this does help promote tourism and "heads on beds". That is the only source I know of, but I am sure there are many more.

Please let me know what I can do to assist.

Rich