

**DATE:** February 7, 2014  
**TO:** Steve Corbeille, Finance Director/Treasurer  
**FROM:** Kathleen M. McDaniel, Interim 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:** 1100-12100-521210, Court Costs

**Amount:** \$988.10

**Justification:** This line is used to fund litigation expenses. Holy Family Memorial recently filed a claim against the City for a tax refund on properties that they believe should be considered exempt under Wisconsin law. In addition, CVS Pharmacy has also recently filed a claim against the City disputing their 2013 property assessment. These cases will likely end up in litigation resulting from the 2013 Property Tax Assessment, so I would ask that this amount be carried over. Additionally, the City will need to hire a contract prosecutor until a new City Attorney can be hired. As that individual will be handling court cases, it would be appropriate to fund some of that expense from the court costs line.

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

**Amount:** \$1,033.71

**Justification:** This line is used to fund outside counsel, expert witnesses, and advisors. As mentioned above, Holy Family Memorial and CVS Pharmacy have filed claims with the City that are likely to end in litigation. There is also a potential need to retain outside counsel related to the Newton Gravel Pit environmental remediation efforts.

**Line:** 1100-12100-524900, Other Machinery and Equipment

**Amount:** \$521.50

**Justification:** The iPad that was assigned to City Attorney Boston has been reassigned to another department. The new City Attorney will need an iPad upon hire in order to use the iLegislate software that the City is implementing in 2014

**Line:** 1100-12100-53300, Office Supplies

**Amount:** \$569.73

**Justification:** The iPad that was assigned to City Attorney Boston has been reassigned to another department. The new City Attorney will need an iPad upon hire in order to use the iLegislate software that the City is implementing in 2014.

P:\ATTORNEY\BUDGET\Budget Carryovers 2013.docx

February 7, 2014

MEMO

To: Steve Corbeille, Finance Director  
From: Gregg Kadow, Interim Fire Chief  
Re: **Carry-over Requests from Budget Year 2013**

Page 1 of 3

Steve,

I am requesting the following carry-overs:

- 1.) **1100-22100-581700- FAP (ACT 102 FUNDS) \$29,425.74**  
**1100-22100-424260 Revenue \$8,844.10**  
**Balance=\$38,269.84 All transfers to Acct # 1100-22100-581700**

This is money from a State EMS Grant that **must** be carried over and spent only on certain EMS products. State requires an annual balance sheet to account for all money. Money can only be spent on specific EMS items.

- 2.) **2920-00000-239450 CHILD CAR SEAT DEPOSITS**  
**\$1,416.00**

This is money that has been deposited by individuals who temporarily use the child car seats while their children are young. It **must** remain here so we may return it to them upon the return of the child car seat.

- 3.) **1100-22100-531800 DONATION LINE-Small items of equip**  
**\$11,778.76**

These are donations from private citizens and estates, etc. that were not spent last year, and **must** be carried over to 2014. Should this stay in this line or moved to 1100-22100-581940-Donation Expenditures?

- 4.) **4700-22100-581900 Capital Equipment Hose Racks**  
**\$5,000.00**

I was planning to use this money for repairing and adding on to the fire hose racks. The hose needs to be stored properly to keep it from getting moldy and breaking down thereby extending the life of the hose.

- 5.) **1100-22100-529900 Sundry Contractual**  
**\$1,836.00**

This is to cover physicals and psychological evals for two possible firefighter replacements in 2014 that were not budgeted due to retirements.

6.) **Civil Defense Sirens**

**\$7,601.98**

1100-24100-528100	Labor	\$1,995.00
4700-24100-581900	Siren Replacement	\$5,050.00

I would like to carry this money over to help with repairs of old sirens and to put up the new siren in the Silver Ridge Subdivision this spring. The siren was ordered by DPW and has been received. We plan on installing the new siren soon

7.) **Capital Equipment-Radio Communications Equipment**

**\$267,790.00**

4700-22100-581920	Radio Equipment-Capital
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I am requesting the full amount be carried over. I believe this is for the new tower, but will verify.

**MEMORANDUM**

TO: Steve Corbeille, Finance Director/Treasurer  
FROM: Oscar Dick, Police Chief  
DATE: February 07<sup>th</sup>, 2014  
RE: Transfer of 2013 funds to 2014 Budget

The following is our 2013 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.

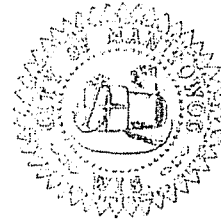
\$6,712.71     **1100-21100-534700 Firearm Supplies**  
I am requesting the balance of the Firearms line be carried over to 2014. We ordered 40,000 rounds of Federal practice ammo for our pistols at a very attractive government contract price of \$246.00 per 1000. The lead time was 8 to 10 months so we should take delivery in April of 2014.

\$11,747.00     **4700-21100-581920 Radio Communication Equipment.**  
This money was budgeted for costs of programming emergency radios, radio equipment, and for the police portion of the unfinished communication tower project.



# CITY OF MANITOWOC

WISCONSIN, USA  
[www.manitowoc.org](http://www.manitowoc.org)



February 7, 2014

To: Steve Corbeille – Finance Director  
From: Dan Koski – Director of Public Infrastructure  
RE: Carryover from 2013 to 2014

Steve,

Following you will find the list of carryovers requested by the Department of Public Infrastructure along with supporting documents. If you have any questions, please let me know.

Dan Koski

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**DPW Streets & Sanitation · Parks · Cemetery**

2655 S. 35<sup>th</sup> Street, Manitowoc, WI 54220 · Fax (920)686-6525

DPW Streets & Sanitation (920)686-6550 · Parks (920)686-3580 · Cemetery (920)686-3570



2013 - Carry Over Department Request - Department of Public Infrastructure

2/5/2013

Department / Account Number	Account Description	Carryover Amount	Reason for Carryover
<b>DPW Operations</b>			
1100-32320-523210	Storm Sewer Televising	\$27,073.53	Please carry this over to be used for the Newton Gravel Pit.
1100-32320-541200	Ready-Mix Concrete	\$4,351.50	Stormsewer Repair I-tech Park
1100-32320-542910	Manhole Castings & Access	\$3,680.00	Stormsewer Repair I-tech Park
1100-34210-536910	Marina Maintenance	\$3,476.53	Necessary repairs that were not completed in 2013.. HVAC unit tune-ups, gate repairs, dock repairs, electrical failures on E dock along with others. See Attached.
1100-34230-529900	Sundry Contractual Services	\$9,206.00	Local Cooperation Agreement between the City of Manitowoc and the Army Corp. See attached.
1100-35210-474337	UST Recovery Funds	\$11,416.38	Annual carryover for maintenance of fuel system and underground storage tanks.
<b>Parks</b>			
1100-51200-458590	Building & Grounds Revenue	\$284.60	Donated by the Lions Foundation specifically for Handicap Accessible items which did not get used in 2013. See attached.
1100-51200-581900	Other Capital Equipment	\$4,720.00	Directional Boring for Silver Creek Park Cameras. See attached.
<b>Recreation</b>			
1100-51300-531300	Printing and Duplicating	\$384.04	Printing of manuals not completed in 2013
1100-51300-534500	Recreation Supplies	\$3,934.90	Ammunition on back order. See attached.
<b>Lincoln Park Zoo</b>			
1100-51500-535510	Plumbing Supplies	\$267.32	Used for new waterers to be installed in 2014
1100-51500-536300	Sign Parts and Supplies	\$393.92	Finish up interpretive signage
<b>Engineering</b>			
1100-31100-521500	Architectural & Engineering	\$1,715.07	To cover balance of invoice from RA Smith for sewer management system - For Account number 1100-31100-581850. See attached.
<b>Capital</b>			
<b>PLEASE CARRY OVER ALL CAPITAL FOR THE DEPARTMENT OF INFRASTRUCTURE</b>			

January 28, 2014

Karen,

Upon Dan's approval, please ask for a carry forward of \$ 3,475.00 from the Manitowoc Marina Budget line of 1100-34210-536910 ~ Marina Maintenance.

I was assigned to oversee the maintenance of this facility in September 2013 and have accumulated a long list of necessary repairs. I ran out of time to get the work done in 2013 and the budgeted monies in 2014 will fall short. (I was not in position to critique the 2014 Marina Budget until it was too late.)

The projects include:

- HVAC unit tune-ups
- Gate repairs
- Dock repairs
- Door replacement
- Lock repairs/replacement
- Floor repair from water leak
- Painting
- Electrical failures on E dock
- Rotten soffit / fascia replacement on gas hut
- Roof leaks in admin building (unaffected by hail)
- Shore-up slipping limestone caps along walkway



DEPARTMENT OF THE ARMY

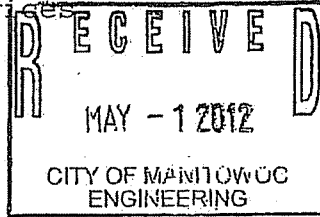
DETROIT DISTRICT, CORPS OF ENGINEERS  
477 MICHIGAN AVENUE

DETROIT, MICHIGAN 48226-2550

MAR 27 2012

IN REPLY REFER TO:

Engineering and Technical Services  
Operations Office



Mr. Michael Huck  
Department of Public Works  
Business Manager  
City of Manitowoc  
900 Quay Street  
Manitowoc, Wisconsin 54220-4543

1100-34930-529900

Dear Mr. Huck:

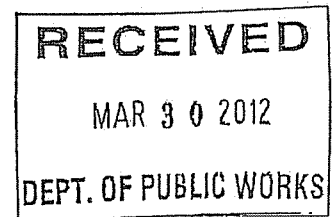
This is in reference to the Local Cooperation Agreement between the City of Manitowoc and the United States of America, entered into on August 20, 1982, for the Manitowoc River Channel Extension, at Manitowoc, Wisconsin.

In accordance with Paragraph 1.a. of the referenced Local Cooperation Agreement, the City of Manitowoc has agreed to make an annual cash contribution equivalent to 50% of the annual costs associated with construction and maintenance of the channel extension. As in previous years, the required annual cash contribution is \$9,206.00. Please submit a cashier's check in the amount of \$9,206.00 to the Finance and Accounting Officer "FAO, USAED, Detroit", at the above address. Your contribution is due in April 2012. A cost adjustment may be required after the completion of the next maintenance dredging cycle.

If there are any questions please contact Mr. Kenneth Drum of my staff at (313) 226-2200.

Sincerely,

*David Wright*  
David L. Wright, P.E.,  
Chief, Operations Office





# City of Manitowoc Parks Department

## Cash Receipts

Date: 8/16/2013

Line	Description	Code	Total
1100-00000-458550	Key Deposit Kept	F1	
1100-51100-458560	Concessions		
1100-51200-458550	Facility & Equipment Rentals - Income (Garden Fair, etc.)	F1	
1100-51200-458580	Firewood Sales	C3	
1100-51200-458590	Buildings & Grounds Revenue		\$ 284.60
2850-51300-458550	Aquatic Center Facility Rentals - Income	ACREN	
2859-51900-484100	Donation Tube Lincoln Park Zoo [Easter & Halloween \$]	LPZDT	\$ 373.73
1100-51500-458540	Zoo Special Events [Tours, Camps, Eurolink, Other Revenue]	Z2	
	Zoo Special Events Tours	TOURS	
	Zoo Special Events Camps	CAMPS	
	Zoo Special Events Eurolink	EUROL	
	Zoo Special Events Other	OTHER	
1100-51500-454100	Zoo Special Events Easter	EASTE	
1100-51500-454100	Zoo Special Events Halloween	HALLO	
1100-14200-412200	Sales Tax - Income	18	
	<b>CASH TOTAL</b>		<b>\$ 658.33</b>

*Lions Club*  
mark for Handicap  
Accessible items

Deposit by: Sandy

Receipt

City of Manitowoc  
Treasurer's Office  
Batch: 00219  
Permit:  
Receipt No. 00183333  
Date 08/19/2013  
Time 1:15 PM

PARKS 8-16-13

49  
LIONS FOUNDATION  
284.60  
LPZDT  
LINCOLN PARK ZOO DON T  
UBE  
373.73

Receipt Total  
658.33

Check  
284.60  
Check  
373.73

Change  
0.00

Directional Drilling Services of WI, Inc.

P.O. Box 12593  
Green Bay, WI. 54307

COPY

Invoice

Date	Invoice #
12/26/2013	401923

Bill To
Department of Public Works 2655 S. 35th Street Manitowoc, WI. 54220-5965

*attn: Chad*  
*920 686-6525*

P.O. No.	Terms	Job#
<i>Camera duct</i>	<i>N-30</i>	<i>Silver Creek</i>

Item	Description	Qty	Rate	Amount
Bore	Directional Bore and Install 1 1/4" (inch) Duct for Camera cables in Manitowoc City Park - Total Footage 800' (feet)	800	5.90	4,720.00
	Handhole and Installation you would need to add \$750.00 each 451		5.00%	0.00

It's been a pleasure working with you!		<b>Total</b>	\$4,720.00
		<b>Payments/Credits</b>	\$0.00
		<b>Balance Due</b>	\$4,720.00

Phone #	Fax #
920-660-7332	920-863-1570

1100-51300-034500



# 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 rimfire 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	Check Type of Organization		
Manitowoc Rec. Dept JRC	<input checked="" type="checkbox"/> CMP Junior Club or Club with Junior Division	<input type="checkbox"/> BSA Council <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

**Organization Shipping Information:**

Ship To: Manitowoc Sr. Center - Rec. Dept.  
 Attention: Mr. Joseph A. Muench  
 Shipping Address (No P.O. Boxes): 3330 Cubber Street  
 City: Manitowoc State: WI Zip Code: 54220  
 Delivery Phone Number: 920-686-3060 E-Mail: jbmuench@shcglobal.net

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

Order No.	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	<u>10</u> 5,000 rds	<u>10</u> units X \$258.95 = \$ <u>2589.50</u>
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 Merlin)	\$62.00 + \$8.00 s/h per 5,000 pellets	___ 5,000 pellets	___ units X \$70.00 = \$___
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 442Finale	.177 cal, H&N Finale match pellets	\$12.00 + \$6.95 s/h per 500 pellets	___ 500 pellets	___ units X \$18.95 = \$___
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.

**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:**

Credit Card (circle one)  MasterCard  American Express  
 Visa  Discover  
 Name on card (print) DENISE LARSON  
 Address of Cardholder 800 Quay Street

Card No: 4246-0441-0189-2598  
 Exp. Date: 08/16 CW2#: 643  
 Signature of Cardholder: [Signature]

Please mail or fax the completed order form with payment to:  
 CMP Club Ammo Sales  
 P.O. Box 576  
 Port Clinton, OH 43452  
 Fax (419) 635-2014

**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

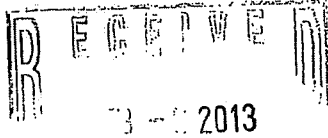
Updated 08/31/2013

faxed: October 21, 2013

16745 W. BLUEMOUND RD  
BROOKFIELD, WI 53005-5938  
(262) 781-1000 phone  
(262)781-8466 fax

# R.A. Smith National

Beyond Surveying  
and Engineering



February 05, 2013

Project No: 1110103.02

Invoice No: 108180

GREG MINIKEL  
CITY OF MANITOWOC, WI  
900 QUAY STREET  
MANITOWOC, WI 54220-4543

Invoice Total: **\$3,430.14**

Date Due: March 07, 2013

Project 1110103.02 City of Manitowoc Sewer Management System - Maintenance and Complaints

**Professional Services for the Period: December 01, 2012 to December 31, 2012**

Phase 001 GIS

Total	9,396.82	Total Earned	9,396.82
Percent Complete	100.00	Previous Fee Billing	5,966.68
		Current Fee Billing	3,430.14

Phase Total ~~\$3,430.14~~

Total Due This Invoice ~~\$3,430.14~~

**Outstanding Invoices**

Number	Date	Balance
106518	8/15/2012	3,104.00
<b>Total</b>		<b>3,104.00</b>

*\$1,715.07*

Invoices are due within 30 days, 1% interest per month after 30 days  
Call your PM, Kyle Belott, if you have any questions.

*100-31100-581850 5/17/13 pay only \$1,715.07*

*Balance Due will be \$1,715.07*

*o.k. to Pay  
d.j.m. 5/14/13*