MINUTES OF THE WATER COMMISSION

MONDAY, DECEMBER 10, 2018, 8:30 AM
GREEN BAY WATER UTILITY

A. ROLL CALL.

Commissioners Present: Doug Martin, James Blumreich, John Heugel, Nanette Nelson, Lisa Bauer-Lotto, Kathy Lefebvre, Kathryn Hasselblad-Pascale, Joe Moore

Also present: Alderwoman Lefebvre, General Manager Quirk, Executive Assistant Jaeger, Engineering Services Manager Powell, Business Manager Rogers, Communications Director Hay, Distribution Manager Maes, Attorney Vande Castle

B. APPROVAL OF THE AGENDA.

Motion by Hasselblad-Pascale, second by Martin, to approve Agenda as establish. Passed unanimously.

C. APPROVAL OF MINUTES.

1. Approve the minutes from the November 12, 2018 Water Utility Commission Meeting.

Motion by Nelson, seconded by Martin, to approve November 12, 2018 Meeting Minutes as presented. Passed unanimously.

D. REGULAR BUSINESS.

1. Introduction of new employee

Melissa Jaeger, Executive Assistant, was introduced to and welcomed by Commission.

2. Approve election of commission officers

Motion by Heugel, seconded by Moore, to elect Commission officers: James Blumreich, President; Kathryn Hasselblad-Pascale, Vice President; Doug Martin, Secretary, by unanimous ballot. Passed unanimously.

3. Approve reclassification of Operations Manager

The Operations Manager position, as recommended by Utility's Workforce Study, was presented. Following review and discussion, a Motion was made by Moore, seconded by Martin, to establish the position of Operations Manager as recommended. Passed unanimously.

4. Approve reclassification of Engineering Supervisor

The basis for establishing the position of Engineering Supervisor and eliminating the position of Water Utility Engineer, as recommended by Utility's Workforce Study, was presented. Following review and discussion, a Motion was made by Hasselblad-Pascale, seconded by Nelson, to approve reclassification of the Engineering Supervisor and Water Utility Engineer positions as recommended. Passed unanimously.

5. Approval of new vehicle and equipment quotes

Bid proposals for a 3/4 Ton Cargo Van ($24,574.00 + accessories ($4,000), 3/4 Ton 2WD, double cab truck ($27,434.00) and a Trailer 50T ($24,441.00) were presented. Staff clarified that the cargo van bid summary should have shown the cost of accessories for each bid. Moved by Heugel, seconded by Hasselblad-Pascale, to accept bids as recommended by staff and to approve purchase of van, truck, and trailer. Passed unanimously.

E. INFORMATIONAL.

1. Financial Report

Business Manager Rogers reviewed Utility's November's 2018 Cash position and other financials presented to Commission. Financials are within expectations. No substantive issue of concern was identified.

a. Certificate of Achievement Award for Excellence in Financial Reporting Award

Business Manager Rogers received a Certificate of Achievement Award for Excellence in Financial Reporting Award for 2017 fiscal year end comprehensive annual financial report. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and it's attainment represents a significant accomplishment.

2. General Manager's Report

General Manager Quirk reported: an emergency response training exercise was held with Metro Fire; department heads met regarding employee performance evaluations; a meeting was held with architects for the office and shop remodeling project; numerous approvals are need before moving forward with remodeling next fall; interviewing for the filter plant operator position continues; a filter plant technician has been hired and will start in January; the HR Coordinator has been hired and will starting in January; the Distribution Supervisor position will be posted internal; 2019 Commission meeting dates were presented; Joe Moore was welcomed to Commission; and retiring Commissioner, Nanette Nelson, was recognized and thanked for her valuable service and contributions to the Utility and extended best wishes as she leaves the Commission.

F. ADJOURNMENT.

Moved by Nelson, seconded by Martin to adjourn. Passed unanimously.