



AGENDA OF THE WATER COMMISSION

**MONDAY, MARCH 9, 2020, 8:30 AM
GREEN BAY WATER UTILITY
631 S Adams St**

A. Roll Call.

B. Approval of the Agenda.

C. Approval of Minutes.

- I. Approval of Commission Meeting Minutes of February 10, 2020.

D. Regular Business.

- I. Introduction of New Employee
2. Approve updates to the Employee Handbook: Chapter 9, Section 6 – Outside Employment
3. Approve vehicles to purchase for Green Bay Water Utility
4. Financial Report

E. Informational.

- I. General Manager's Update

F. Adjournment.

- 1) **ACCESSIBILITY:** Any person wishing to attend who requires special accommodation because of a disability, should contact the City Safety Manager at 920-448-3125 at least 48 hours before the scheduled meeting time so that arrangements can be made.
- 2) **QUORUM:** Please take notice that a majority or quorum of the Common Council may attend this Water Commission meeting and will constitute a meeting of the Common Council for purposes of discussion and information gathering relative to this agenda.

- 3) REPRESENTATION: The party requesting the communication, or their representative, should be present at this meeting.



Report to the
Water Utility Commission
of the City of Green Bay

MEETING DATE

March 9, 2020

PREPARED BY

AGENDA ITEM # C.I

Approval of Commission Meeting Minutes of February 10, 2020.

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Water Utility Commission
of the City of Green Bay

MEETING DATE

March 9, 2020

PREPARED BY

AGENDA ITEM # D.I

Introduction of New Employee

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Water Utility Commission
of the City of Green Bay

MEETING DATE

March 9, 2020

PREPARED BY

AGENDA ITEM # D.2

Approve updates to the Employee Handbook: Chapter 9, Section 6 – Outside Employment

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. Memo-Approve updates to the Employee Handbook Chapter 9 Section 6-Outside Employment
2. Handbook Chapter 9, Section 6 Outside Employment
3. Updates to the Employee Handbook Chapter 9, Section 6 Outside Employment - red lined
4. Updates to the Employee Handbook Chapter 9, Section 6 Outside Employment proposed draft



Green Bay Water Utility
MEMORANDUM

DATE: March 9, 2020
TO: Green Bay Water Commissioners
FROM: Nancy Quirk
RE: Approve updates to the Employee Handbook: Chapter 9, Section 6-Outside Employment

Utility management initiated an update to Chapter 9, Section 6 of our Employee handbook to ensure the highest ethical behavior from our employees.

We have worked with outside labor counsel, Kyle Gulya of Von Briesen Law, to draft this language.

Managers and employees worked collaboratively to create the revised document you have before you.

We ask that you approve these updates.

Section 6 OUTSIDE EMPLOYMENT. The Utility expects an employee's work for the Utility will take precedence over any outside employment or services engaged in by the employee. The unique services provided by the Utility require that employees be available and physically and mentally capable of serving the emergency and safety needs of the community, including during nonscheduled hours of work. The Utility and its employees must be mindful of avoiding outside business and employment activities that may disrupt those service needs and that may result in additional workload to fellow employees. If the Utility, at its sole discretion, determines that the employee's outside employment interferes with or is otherwise incompatible with employment for the Utility, the employee may be asked to choose between the jobs.

Employees shall not engage in any private business or activity while on Utility work time or at Utility workplaces.

Except as identified below, an employee is prohibited from engaging in secondary employment during hours scheduled, assigned or as designated as needed to be available. For example, an employee who is expected to be available after normal hours for emergencies or call ins cannot perform secondary employment during those times. This restriction against off-duty work while on leave applies to all leaves except military leave, jury duty leave, when occurring specifically authorized by the Utility during a specific vacation or personal leave, or as otherwise prohibited by law.

Section 6 OUTSIDE EMPLOYMENT.

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The Utility requires you to serve our community with fairness and the highest ethical standards, which includes avoiding conflicts. The Utility expects an employee's work for the Utility will take precedence over any outside employment or services engaged in by the employee. The unique services provided by the Utility require that employees have the ability to work the required hours of the position, including to work extended hours, after hour call-ins as needed and ~~be available and physically and mentally capable of serving the emergency and safety needs of the community performing their job, including during nonscheduled hours of work.~~ The Utility and its employees must be mindful of avoiding outside business and employment activities that may disrupt those service needs and that may result in additional workload to fellow employees.

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You have the ability to work the required hours of the position, including availability to work extended hours and after hour's call-ins as needed. You are expected to be physically and mentally ready for work for the Utility. This restriction against ~~off-duty outside employment work~~ while on leave applies to all leaves except military leave, jury duty leave, ~~when occurring specifically authorized by the Utility during a specific vacation or personal leave,~~ or as otherwise prohibited by law.

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As part of this policy, the General Manager has established general expectations that must be followed in the event that you desire to remain employed by the Utility and to engage in outside employment or business activity. These expectations are as follows:

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- Any off-duty employment and business activity ~~must~~ should be modified to fill the Utility's needs. Please ensure that any off-duty employment and business activity you consider conforms to this requirement. You must attend any training, assigned work activities, or special assignments assigned to you by the Utility even if it conflicts with your outside employment or business activity.
- You may not use any equipment issued by the Utility in your outside employment or business activity. This includes any part of your uniform.

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- You may not use any information obtained through your employment with the Utility in your employment or outside business activity unless such information is obtained by public records request or is generally available to the public. This includes any records that are held by the Utility. Further, your duty of confidentiality to the Utility is not relieved when you perform any outside employment or business activity. As such, you may not divulge confidential information obtained while employed with our Utility.
- You may not use your employment with the Utility in any marketing, solicitation of business, or in the performance of any duties involving your outside employment or business activity.
- While on duty with the Utility, you may not use the Utility resources or equipment to do work for any outside employment or business activity. This includes computers, databases, telephones, tools, internet service, data-processing programs, and office supplies.
- When you are off-duty, you are not authorized on the Utility's behalf to take any action except those actions authorized by a supervisor. If you take any action while off-duty that relates in any manner to the work of the Utility, then you will be considered to be acting outside the scope of your authority and you may not be eligible for certain legal protections available under law, policy, or contract. If you are sued for actions taken in response to any outside employment or business activity or any unauthorized activity, the actions will not be considered "within the scope of employment" with the Utility as defined in Wis. Stat. § 895.46(1)(a). Therefore, the costs incurred in the course of defending any suit brought against you for such actions will be borne by you or another party.
- Any injuries sustained when working for outside employment or business activity will not be eligible for compensation under the Utility's worker's compensation policy. Keep in mind that worker's compensation is calculated based upon the pay you receive from that employer from whom you are injured.
- Any absences from the Utility, incurred as a result of an injury with an outside employment or business activity must be approved under the Utility Policy, Chapter 18, Fringe Benefits. Unauthorized absences will be subject to appropriate discipline.
- When engaging in outside employment or business activity, you must clearly identify that you are not acting as an employee or representative of the Utility.

— If the Utility, at its sole discretion, determines that the employee's outside employment interferes with or is otherwise incompatible with employment for the Utility, the employee may be asked to choose between the jobs.

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Report to the
Water Utility Commission
of the City of Green Bay

MEETING DATE

March 9, 2020

PREPARED BY

AGENDA ITEM # D.3

Approve vehicles to purchase for Green Bay Water Utility

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

- I. Memo- Approve vehicles to purchase



Green Bay Water Utility
MEMORANDUM

DATE: March 9, 2020
TO: Green Bay Water Commissioners
FROM: Nancy Quirk
RE: Approve vehicles to purchase for Green Bay Water Utility

QUOTATIONS FOR CLASS 8 TANDEM CHASIS (Budgeted \$115,000)				
<i>Dealer</i>	<i>Model</i>	<i>Quoted Price</i>	<i>Delivery</i>	<i>Notes</i>
Kriete Truck Center	2021 Mack Granite	\$113,053	Approx. 120 days	
Quality Truck Care Center	2021 Western Star 4700 SB	\$100,598	Approx. 90-135 days	
Truck Country	2021 Freightliner 114 SD	\$92,980	Approx. 60-90 days	

QUOTATIONS FOR ¾ TON CARGO VAN (Budgeted \$35,000)				
<i>Dealer</i>	<i>Model</i>	<i>Quoted Price</i>	<i>Delivery</i>	<i>Notes</i>
Bergstrom Nissan	2020 Nissan NV2500 Low Roof V-8 SV	\$30,442	Approx. 120-140 days	
Gandrud Nissan	2020 Nissan NV2500 Low Roof SV	\$30,344.06	3-4 months	Did not meet specs

I recommend we award this contract to the low bidders for the amounts respectively bid, as indicated by the shaded cells in the above table.

Total expenses are still under budget.

Funds are available in the 2020 budget.



Report to the
Water Utility Commission
of the City of Green Bay

MEETING DATE

March 9, 2020

PREPARED BY

AGENDA ITEM # D.4

Financial Report

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

I. Financials

GREEN BAY WATER UTILITY
CASH POSITION
December 31, 2019

	<u>12/31/2018</u>	<u>12/31/2019</u>
UNRESTRICTED CURRENT ASSETS		
Cash & Investments - Operation & Maintenance		
Local Govt. Investment Pool	101,052	103,329
Associated Bank Checking	4,949,375	5,419,243
Working Cash Funds - Petty Cash	1,700	1,700
Total Cash & Investments - Operation & Maintenance	<u>5,052,127</u>	<u>5,524,272</u>
Assoc Bank Checking - Private Lead Service Replacement	<u>66,415</u>	<u>69,887</u>
RESTRICTED CURRENT ASSETS		
Cash & Investments - Bond Redemption		
Certificates of Deposit - Bond Redemption	885,000	890,000
Associated Bank Money Market Account	712	43,921
Total Cash & Investments - Bond Redemption	<u>885,712</u>	<u>933,921</u>
RESTRICTED LONG-TERM ASSETS		
Cash & Investments - Debt Reserve		
Associated Bank Money Market Account	2,108	-
Associated Trust Money Market	18,345	33,020
Associated Trust Certificates of Deposit	727,858	721,617
Associated Trust Municipal Bonds	5,125,422	5,273,457
Total Cash & Investments - Debt Reserve	<u>5,873,733</u>	<u>6,028,094</u>
 TOTAL CASH POSITION	 <u>\$ 11,877,987</u>	 <u>\$ 12,556,174</u>

GREEN BAY WATER UTILITY

BALANCE SHEET

December 31, 2019

	AS OF 12/31/2018	AS OF 12/31/2019
<u>ASSETS</u>		
Current Assets		
O & M Cash & Investments	\$ 5,052,127	\$ 5,524,272
Lead Service Replacement Cash	66,415	69,887
Lead Service Replacement Receivable	26,725	0
Interest Receivable	1,529	1,295
Accounts Receivable	5,035,599	5,641,706
Inventories	520,195	498,043
Prepayments	23,503	28,681
Total Current Assets	<u>10,726,093</u>	<u>11,763,884</u>
Property, Plant & Equipment		
Original Cost	228,151,254	232,799,188
Less: Accumulated Depreciation	<u>(85,182,131)</u>	<u>(89,325,787)</u>
Net Plant	142,969,123	143,473,401
Construction in Progress	47,639	105,153
Total Plant & Equipment	<u>143,016,762</u>	<u>143,578,554</u>
Restricted Assets		
Debt Reserve Fund	5,873,733	6,028,094
Bond Redemption Fund	885,712	933,921
Accrued Interest	31,378	48,671
Total Restricted Assets	<u>6,790,823</u>	<u>7,010,686</u>
Other Assets		
Unamortized Ashwaubenon Booster	1,643,166	1,511,713
Unamortized Wrightstown Loan/Grant	538,050	506,400
Unamortized Loss on Refunding	813,997	619,002
Net Pension Asset	718,059	718,059
Deferred Outflows-Pension	1,328,713	1,328,713
Total Other Assets	<u>5,041,985</u>	<u>4,683,887</u>
TOTAL ASSETS	<u>\$ 165,575,663</u>	<u>\$ 167,037,010</u>

GREEN BAY WATER UTILITY**BALANCE SHEET**

December 31, 2019

Page 2

	AS OF 12/31/2018	AS OF 12/31/2019
<u>LIABILITIES & FUND EQUITY</u>		
Current Liabilities		
Accounts Payable	\$ 968,032	\$ 506,804
Sewer Billings Payable	3,556,239	3,752,088
Storm Water Billings Payable	1,204,650	1,331,965
Lead Service Replacement Grant	56,655	30,571
Accrued Vacation & Sick Leave Pay	490,874	439,369
Accrued Taxes	31,168	33,603
Total Current Liabilities	<u>6,307,618</u>	<u>6,094,399</u>
Other Liabilities		
Net Pension Liability	-	-
Deferred Outflows-Pension	1,419,898	1,419,898
Total Other Liabilities	<u>1,419,898</u>	<u>1,419,898</u>
Payable from Restricted Assets		
Current Portion of Long-Term Debt	3,560,000	3,705,000
Accrued Interest	263,202	450,683
Total Restricted Payables	<u>3,823,202</u>	<u>4,155,683</u>
Long-Term Debt - Net of Premiums & Discounts	<u>48,251,133</u>	<u>44,418,818</u>
TOTAL LIABILITIES	<u>59,801,851</u>	<u>56,088,797</u>
<u>FUND EQUITY</u>		
Contributed Capital		
City of Green Bay	<u>204,288</u>	<u>736,907</u>
Earned Surplus		
Restricted	3,005,635	2,855,003
Unrestricted	102,563,889	107,356,303
Total Earned Surplus	<u>105,569,524</u>	<u>110,211,306</u>
TOTAL FUND EQUITY	<u>105,773,812</u>	<u>110,948,213</u>
TOTAL LIABILITIES & FUND EQUITY	<u>\$ 165,575,663</u>	<u>\$ 167,037,010</u>

GREEN BAY WATER UTILITY

INCOME SUMMARY
December 31, 2019

	<u>2019 BUDGET</u>	<u>BUDGET THRU DECEMBER</u>	<u>ACTUAL AS OF 12/31/2019</u>	<u>TOTAL BUDGET REMAINING VARIANCE</u>
TOTAL OPERATING REVENUES	<u>\$ 22,821,827</u>	<u>\$ 22,821,827</u>	<u>\$ 22,533,349</u>	<u>\$ (288,478)</u>
OPERATING EXPENSES				
Pumping	1,387,814	1,387,814	1,323,603	64,211
Water Treatment	1,451,868	1,451,868	2,019,678	(567,810)
Transmission & Distribution	3,218,549	3,218,549	2,816,622	401,927
Customer Accounts	851,784	851,784	859,024	(7,240)
Administrative & General	11,018,740	11,018,740	10,548,649	470,092
Total Operating Expenses	<u>17,928,755</u>	<u>17,928,755</u>	<u>17,567,576</u>	<u>361,179</u>
Operating Profit (Loss)	4,893,072	4,893,072	4,965,773	72,701
Interest & Miscellaneous Income	1,135,666	1,135,666	1,614,352	478,686
Interest Expense	<u>1,703,314</u>	<u>1,703,314</u>	<u>1,938,342</u>	<u>(235,028)</u>
NET INCOME (LOSS)	<u>\$ 4,325,424</u>	<u>\$ 4,325,424</u>	<u>\$ 4,641,782</u>	<u>\$ 316,358</u>

GREEN BAY WATER UTILITY
INCOME & EXPENSE COMPARISON
BUDGET TO ACTUAL
December 31, 2019

	BUDGET THRU DECEMBER	ACTUAL AS OF 12/31/2019	DOLLAR VARIANCE	PERCENT VARIANCE
OPERATING REVENUES				
Residential & Apartment	\$ 7,014,000	\$ 7,010,727	\$ (3,273)	0.0%
Commercial & Restaurant	3,709,600	3,677,570	(32,030)	-0.9%
Industrial	5,143,000	5,219,982	76,982	1.5%
Municipal	474,227	443,568	(30,659)	-6.5%
Sales to General Customers	16,340,827	16,351,847	11,020	0.1%
Sales for Resale - Ashwaubenon	3,051,000	2,903,163	(147,837)	-4.8%
Sales for Resale - Scott	108,000	79,068	(28,932)	-26.8%
Sales For Resale - Hobart	243,000	285,740	42,740	17.6%
Sales for Resale - Wrightstown	177,000	166,936	(10,064)	-5.7%
Public Fire Protection	1,358,000	1,340,187	(17,813)	-1.3%
Private Fire Protection	141,000	140,085	(915)	-0.6%
Sewer & Stormwater Portion of Expenses	1,253,000	1,113,612	(139,388)	-11.1%
Penalties	150,000	152,709	2,709	1.8%
TOTAL OPERATING REVENUES	22,821,827	22,533,349	(288,478)	-1.3%
OPERATING EXPENSES				
PUMPING EXPENSE				
Purchased Water (602)	4,200	4,466	(266)	-6.3%
Maint of Intakes (613)	15,000	-	15,000	100.0%
Maint of Supply Mains (616)	145,996	45,953	100,043	68.5%
Pumping Operation Supervision (620)	60,264	30,862	29,402	48.8%
Power Purchased for Pumping (623)	725,000	700,620	24,380	3.4%
Pumping Labor & Expense (624)	41,879	83,013	(41,134)	-98.2%
Miscellaneous Pumping Expense (626)	65,577	85,224	(19,647)	-30.0%
Pumping Maintenance Supervision (630)	64,968	83,280	(18,312)	-28.2%
Maintenance of Pumping Structures (631)	87,915	135,777	(47,862)	-54.4%
Maintenance of Power Prod Equip (632)	7,200	10,379	(3,179)	-44.2%
Maintenance of Pumping Equipment (633)	169,815	144,030	25,785	15.2%
TOTAL PUMPING EXPENSE	1,387,814	1,323,603	64,211	4.6%
WATER TREATMENT EXPENSE				
Treatment Operations Supervision (640)	68,668	71,606	(2,938)	-4.3%
Chemicals (641)	284,000	300,998	(16,998)	-6.0%
Treatment Operations (642)	679,080	530,789	148,291	21.8%
Miscellaneous Water Treatment (643)	115,465	118,609	(3,144)	-2.7%
Treatment Maintenance Supervision (650)	24,689	23,823	866	3.5%
Maint of Treatment Structures (651)	55,710	27,300	28,410	51.0%
Maint of Treatment Equipment (652)	224,256	946,553	(722,297)	-322.1%
TOTAL WATER TREATMENT EXPENSE	1,451,868	2,019,678	(567,810)	-39.1%
TRANSMISSION & DISTRIBUTION EXPENSE				
Stores Expense (163)	-	-	-	XXX
Unallocated Vehicle & Equip Expense (184)	-	-	-	XXX
Distribution Operation Supervision (660)	147,427	214,057	(66,630)	-45.2%
Transmission & Distribution Line Expense (662)	410,472	455,266	(44,794)	-10.9%
Meter Expense (663)	172,120	150,204	21,916	12.7%
Customer Installation Expense (664)	105,612	90,519	15,093	14.3%
Miscellaneous Distribution Expense (665)	325,699	226,958	98,741	30.3%
Maintenance of Reservoirs & Standpipes (672)	29,121	12,119	17,002	58.4%
Maintenance of Mains (673)	1,388,397	1,155,934	232,463	16.7%
Maintenance of Services (675)	368,474	262,042	106,432	28.9%
Maintenance of Meters (676)	88,732	95,054	(6,322)	-7.1%
Maintenance of Hydrants (677)	182,495	154,469	28,026	15.4%
TOTAL TRANSMISSION & DISTRIBUTION EXPENSE	3,218,549	2,816,622	401,927	12.5%
CUSTOMER ACCOUNTS EXPENSE				
Meter Reading Expense (902)	15,108	28,213	(13,105)	-86.7%
Customer Records & Collection Expense (903)	816,926	818,163	(1,237)	-0.2%
Uncollectible Accounts (904)	4,000	11,804	(7,804)	-195.1%
Conservation/Educational Expense (906)	15,750	845	14,905	94.6%
TOTAL CUSTOMER ACCOUNTS EXPENSE	851,784	859,024	(7,240)	-0.9%

**GREEN BAY WATER UTILITY
INCOME & EXPENSE COMPARISON
BUDGET TO ACTUAL**

December 31, 2019

	BUDGET THRU DECEMBER	ACTUAL AS OF 12/31/2019	DOLLAR VARIANCE	PERCENT VARIANCE
<u>ADMINISTRATIVE & GENERAL EXPENSE</u>				
Depreciation Expense (403 & 426)	\$ 5,331,434	\$ 5,228,702	\$102,732	1.9%
Amortization of Non-Utility Plant (405)	131,453	131,453	(0)	0.0%
Taxes (408)	2,727,996	2,694,202	33,794	1.2%
Administrative & General Salaries (920)	729,186	641,424	87,762	12.0%
Office Supplies & Expense (921)	108,400	85,562	22,838	21.1%
Outside Services Employed (923)	348,950	305,786	43,164	12.4%
Property Insurance (924)	53,400	67,411	(14,011)	-26.2%
Injuries & Damages (925)	82,433	73,212	9,221	11.2%
Employee Pension & Benefits (926)	1,277,789	1,128,172	149,617	11.7%
Regulatory Commission Expense (928)	10,000	9,494	506	5.1%
Miscellaneous General Expense (930)	71,655	57,742	13,913	19.4%
Maintenance of General Plant (932)	146,044	125,490	20,554	14.1%
TOTAL ADMINISTRATIVE & GENERAL EXPENSE	11,018,740	10,548,649	470,092	4.3%
 TOTAL OPERATING EXPENSES	 17,928,755	 17,567,576	 361,179	 2.0%
 OPERATING PROFIT	 4,893,072	 4,965,773	 72,701	 1.5%
 <u>MISCELLANEOUS INCOME & (EXPENSE)</u>				
Interest Income-Operating Accounts (419)	100,000	230,515	130,515	130.5%
Interest Income-Debt Accounts (419)	175,000	241,006	66,006	37.7%
Misc Income/Contributed Capital (421)	500,000	793,003	293,003	58.6%
Other Income (415, 416, 471, 472, 474)	360,666	349,829	(10,837)	-3.0%
TOTAL MISC INCOME & (EXPENSE)	1,135,666	1,614,352	478,686	42.2%
 INTEREST EXPENSE (427, 428, 429)	 1,703,314	 1,938,342	 (235,028)	 -13.8%
 NET INCOME (LOSS)	 \$ 4,325,424	 \$ 4,641,782	 \$ 316,358	 7.3%



Report to the
Water Utility Commission
of the City of Green Bay

MEETING DATE

March 9, 2020

PREPARED BY

AGENDA ITEM # E.I

General Manager's Update

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None