



AGENDA OF THE WATER COMMISSION

**MONDAY, FEBRUARY 8, 2021, 8:30 AM
GREEN BAY WATER UTILITY
631 S Adams St**

A. Roll Call.

B. Approval of the Agenda.

C. Approval of Minutes.

1. Approval of Commission Meeting Minutes of January 11, 2021

D. Regular Business.

1. Introduction of New Water Commissioners - Jacque Boyle & Tom Karman
2. Approval of Final Payment in the amount of \$87,813.30 to Express Excavating for Dredging of Sludge Lagoon No. 2
3. Approval of Recommendation of Vehicle Bids
4. Approval of Green Bay Water Utility Addition/Renovation Bids
5. Approval of Resolution Relating to the Issuance of Water System Revenue Bonds
6. Approval of Resolution Authorizing Execution of the Department of Natural Resources Principal Forgiven Financial Assistance Agreement
7. Financial Report - Preliminary December 2020

E. Informational.

1. Reported Injury Review
2. General Manager's Update

F. Adjournment.

1. Motion to Adjourn

G. Zoom Information

- I. Join Zoom Meeting
<https://zoom.us/j/94412257559?pwd=TnhvUTRTSEtsakUxK2lCQXg3Vjg2QT09>

Meeting ID: 944 1225 7559

Passcode: 051601

One tap mobile

+13126266799,,94412257559#,,,051601# US (Chicago)

+19292056099,,94412257559#,,,051601# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 944 1225 7559

Passcode: 051601

Find your local number: <https://zoom.us/u/ac87vMLEvI>

- 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.



Green Bay Water Utility

MEMORANDUM

Date: February 8, 2021

To: Water Commission

From: Kristin Romanowicz, PE *KR 1/17/21*

RE: Dredging of Sludge Lagoon No. 2 – Final Payment and Acceptance

Attached is Payment 1 (Final) for Express Excavating for work done on the contract "Dredging of Sludge Lagoon No. 2".

We recommend payment of \$87,813.30 and final acceptance of the contractor's work on this project.



DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION

100 N. Jefferson Street, Room 300
Green Bay, WI 54301
Tel (920) 448-3100
Fax (920) 448-3102

APPLICATION FOR PAYMENT NO. 1- Final

Contractor: Express Excavating, Inc

Contract: Green Bay Water Utility Dredging of Sluge Lagoon NO 2

Contract Part/Base Bid: \$79,712.50 Project No.: 67009

For Work completed through the date of 1/04/2021

Application is made for payment, as shown below, in connection with the Contract. Supporting documentation is attached.

1.	Original Contract Price	\$	<u>79,712.50</u>
2.	Net Change by Change Orders (+ or -)	\$	<u>19,470.00</u>
3.	Current Contract Price (Line 1 + or - Line 2)	\$	<u>99,182.50</u>
4.	Total Completed and Stored to Date	\$	<u>87,813.30</u>
5.	Retainage (5% of Line 4 not to exceed 2.5% of Line 3)	\$	<u>0</u>
6.	Total Earned Less Retainage (Line 4 - Line 5)	\$	<u>87,813.30</u>
7.	Less Previous Application for Payment	\$	<u>0</u>
8.	AMOUNT DUE THIS APPLICATION (Line 6 - Line 7)	\$	<u>87,813.30</u>

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Document, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR

By: *Vicki Cravillon*

(Sign)

Vicki A Cravillon

(Print Name)

Date: 1/27/21

State of Wisconsin

County of Kewaunee

Subscribed and sworn to before me this 27 day of January 2021

Notary Public: *Michael Stone*

My Commission expires: 7-17-2024

MICHAEL STONE
NOTARY PUBLIC
STATE OF WISCONSIN

Payment of the above AMOUNT DUE THIS APPLICATION is recommended.

By: *Kristi Romany*
(Project Engineer)

Date: 1/27/2021



DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION

100 N. Jefferson Street
Green Bay, WI 54301
Tel (920) 448-3100
Fax (920) 448-3102

**WAIVER OF LIEN
BY CONTRACTOR**

The undersigned Contractor, pursuant to §779.05(1), Wis. Stats., hereby waives the right to claim a lien for labor, services or materials furnished to the City of Green Bay on the following described project:

Green Bay Water Utility Dredging of Lagoon NO 2.

This Waiver of Lien is unconditional. This waiver includes the waiver of lien rights for charges for labor, services, or materials furnished before and after the date specified below. The undersigned contractor agrees to indemnify and hold the City of Green Bay harmless from any and all liens on the project described above arising out of work by or for the undersigned.

Dated this 4th day of January, 2021.

Company Name: Wery Dairy Aire

By: Kevin L Wery

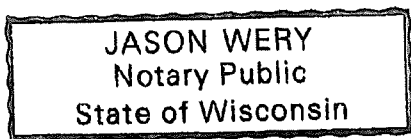
Address: N5131 Gascard Luxemburg, WI 5417

Printed Name: Kevin L Wery

STATE OF WISCONSIN
BROWN COUNTY

PERSONALLY APPEARED BEFORE ME, the undersigned authority in and for the said county and state, on this 6 day of January, 2021, within my jurisdiction, the within named, who acknowledged that (he) (she) is Kevin Wery of Wery Dairy Aire, a corporation, and for and on behalf of the said corporation, and as its act and deed (he) (she) executed the above and foregoing instrument, after first having been duly authorized by said corporation so to do.

GIVEN under my hand and official seal of office on this the 6 day of January, 2021.



[Signature]
NOTARY PUBLIC

My Commission Expires: 5-14-2023



DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION

100 N. Jefferson Street
Green Bay, WI 54301
Tel (920) 448-3100
Fax (920) 448-3102

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Dated this 4th day of January, 2021.

Company Name: Express Excavating, Inc

By: Daniel J Cravillon

Address: 5431 Church Road New Franken, WI 54229

Printed Name: Daniel J Cravillon

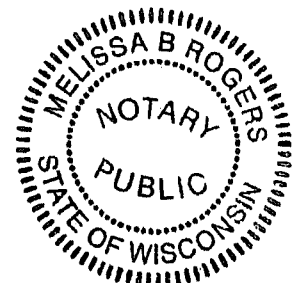
STATE OF WISCONSIN
BROWN COUNTY

PERSONALLY APPEARED BEFORE ME, the undersigned authority in and for the said county and state, on this 4th day of January, 2021, within my jurisdiction, the within named, who acknowledged that (he) (she) is Daniel Cravillon of Express Excavating Inc. a corporation, and for and on behalf of the said corporation, and as its act and deed (he) (she) executed the above and foregoing instrument, after first having been duly authorized by said corporation so to do.

GIVEN under my hand and official seal of office on this the 4th day of January, 2021.

Melissa B. Rogers
NOTARY PUBLIC

My Commission Expires: 01-24-2023





5431 Church Road
New Franken, WI 54229
(920) 866-3131 Fax (920) 866-3138

Customer Name

City of Green Bay
100 N Jefferson St
Green Bay, WI 54303

Invoice

Date	Invoice #
1/4/2021	3034

Job Location

Jossart Rd

Job No.	Terms
	1.5% Net 30

Description	Date	Quantity	Rate	Amount
GREEN BAY WATER UTILITY DREDGING OF LAGOON NO 2				
Mobilization 1 LS	1/4/2021	1	9,800.00	9,800.00
Field Permitting 1 LS	1/4/2021	1	375.00	375.00
Lime Application PH (50 tons not completed)	1/4/2021	0	0.00	0.00
Sludge Dredging 1 LS (Based on 988,700 gallons)	1/4/2021	1	19,425.00	19,425.00
Sludge Transport 1 LS (Based on 988,700 gallons)	1/4/2021	1	26,250.00	26,250.00
Reporting 1 LS	1/4/2021	1	475.00	475.00
Clay liner base grade prep 1 LS	1/4/2021	1	3,675.00	3,675.00
Clay Liner Soil and Placement 34 CY (2 loads imported)	1/4/2021	34	15.75	535.50
Delayed by wet condition - additional 413,300 gallons were dredged	1/4/2021	413,300	0.028	11,672.40
Delayed by wet condition - additional 413,300 gallons were transported	1/4/2021	413,300	0.038	15,705.40

Subtotal \$87,813.30

Sales Tax (5.5%) \$0.00

Balance Due \$87,813.30

A service fee of 1.5% is compounded monthly. Please feel free to call me with any questions you may have

Thank You!
Vicki (920) 866-3131
Fax: (920) 866-3138



Green Bay Water Utility
MEMORANDUM

DATE: February 8, 2021
TO: Green Bay Water Commissioners
FROM: Nancy Quirk
RE: Recommendation of Vehicle Bids for Green Bay Water Utility

Bid proposals for Vehicles and Equipment for the Green Bay Water.

QUOTATIONS FOR 2-units 2021 REGULAR LOW ROOF ¾ TON VANS (Budgeted \$70,000)				
<i>Dealer</i>	<i>Model</i>	<i>Quoted Price (for <u>two</u>*)</i>	<i>Delivery</i>	<i>Notes</i>
Ewald Auto	Ford Transit 250	\$59,126	16-18 weeks	
Bergstrom	Ford Transit 250	\$61,476	12-16 weeks	
Dorsch Ford	Ford Transit 250			No Bid

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

Funds are available in the 2021 budget.



Green Bay Water Utility

MEMORANDUM

Date: February 3, 2021

To: Water Commission

From: Kristin Romanowicz, PE *KR*

RE: Green Bay Water Utility Addition/Renovation

Attached is the Summary of Bids for Contract "Green Bay Water Utility Addition/Renovation".

We recommend award of this contract to Miron Construction Co, Inc. for the Base Bid amount of \$4,339,725.00.

CITY OF GREEN BAY, WISCONSIN
SUMMARY OF BIDS FOR CONTRACT

GREEN BAY WATER UTILITY ADDITION / RENOVATION

Tuesday, February 2, 2021

Contractor	Base Bid	Alt 1	Bid Bond
MIRON CONSTRUCTION CO., INC.	\$4,339,725	-\$9,574	5%
FRANK O. ZEISE CONSTRUCTION CO., INC.	\$4,523,200	-\$4,200	5%
MIKE KOENIG CONSTRUCTION CO., INC.	\$4,629,050	-\$7,000	5%
C.D. SMITH CONSTRUCTION	\$4,678,500	-\$15,000	5%
HOWARD IMMEL INC.	\$4,796,900	-\$9,659	5%
Any questions, call 920-448-3100			



Green Bay Water Utility
MEMORANDUM

DATE: February 4, 2021
TO: Green Bay Water Commissioners
FROM: Nancy Quirk
RE: Bonding for Green Bay Water Utility Building Addition/Renovation Project

Construction Bid:	\$4,340,000
Direct Purchases:	\$ 560,000
Contingencies:	\$ 500,000
Consulting Fees:	<u>\$ 350,000</u>
	\$5,750,000

The estimated total project amount is **\$5,750,000** for the Green Bay Water Utility Building Addition/Renovation.

City of Green Bay

Presentation to Water Commission

February 8, 2021

Bradley D. Viegut, Managing Director

bviegut@rwbaird.com
777 East Wisconsin Avenue
Milwaukee, WI 53202
Phone 414.765.3827
Fax 414.298.7354

City of Green Bay

Water Commission Meeting

February 8, 2021

Timeline

- Water Commission considers Initial Resolution..... February 8, 2021
 - Preparations are made for issuance
 - ✓ Official Statement
 - ✓ Bond Rating
 - ✓ Due Diligence call
 - ✓ Marketing
- City Council authorizes and considers Award Resolution (finalizes terms and interest rates)..... March 2, 2021
- Closing (funds available)..... March 23, 2021

Borrowing/Structure/Purpose

Estimated Size:	\$7,060,000
Issue:	Water System Revenue Bonds
Purpose:	• Building Additions – 20 Year Amortization • Main Inspections – 10 Year Amortization
Structure:	Matures November 1, 2021-2040
First Interest:	November 1, 2021
Callable:	2029-2040 callable 11/1/2028 or any date thereafter
Estimated Interest Rate:	1.92%
Detailed Analysis:	Page 3-5

City of Green Bay

Water Commission Meeting

February 8, 2021

2021 Financing Illustration



PRELIMINARY 2021 BONDS \$7,060,000 Water System Revenue Bonds, Series 2021 Dated March 23, 2021 (First Interest November 1, 2021) 2021 Projects Financed: \$7,307,550						
YEAR DUE	EXISTING WATER DEBT (Revenue Only)	PRINCIPAL (11/1)	INTEREST (5/1 & 11/1) TIC 1.92%	TOTAL	COMBINED WATER DEBT (Revenue Only)	DEBT SERVICE COVERAGE
2021	\$5,195,186	\$415,000	\$105,851	\$520,851	\$5,716,037	2.23
2022	\$5,191,933	\$355,000	\$165,463	\$520,463	\$5,712,396	2.23
2023	\$5,191,088	\$365,000	\$157,475	\$522,475	\$5,713,563	2.23
2024	\$5,191,927	\$375,000	\$149,263	\$524,263	\$5,716,190	2.23
2025	\$4,569,525	\$380,000	\$140,825	\$520,825	\$5,090,350	2.50
2026	\$4,571,025	\$390,000	\$128,475	\$518,475	\$5,089,500	2.51
2027	\$4,580,125	\$405,000	\$115,800	\$520,800	\$5,100,925	2.50
2028	\$4,576,275	\$420,000	\$102,638	\$522,638	\$5,098,913	2.50
2029	\$10,174,675	\$390,000	\$88,988	\$478,988	\$10,653,663	1.20
2030		\$440,000	\$80,213	\$520,213	\$520,213	24.51
2031		\$280,000	\$70,313	\$350,313	\$350,313	36.40
2032		\$290,000	\$64,013	\$354,013	\$354,013	36.02
2033		\$295,000	\$57,488	\$352,488	\$352,488	36.17
2034		\$300,000	\$50,850	\$350,850	\$350,850	36.34
2035		\$310,000	\$44,100	\$354,100	\$354,100	36.01
2036		\$315,000	\$37,125	\$352,125	\$352,125	36.21
2037		\$325,000	\$30,038	\$355,038	\$355,038	35.91
2038		\$330,000	\$22,725	\$352,725	\$352,725	36.15
2039		\$335,000	\$15,300	\$350,300	\$350,300	36.40
2040		\$345,000	\$7,763	\$352,763	\$352,763	36.14
	\$49,241,759	\$7,060,000	\$1,634,701	\$8,694,701	\$57,936,460	

2019 Net Revenues Available for Debt Service:

(Additional Bonds Test requires 1.2x max annual debt service)

\$12,750,221

2021 Financing Illustration – Building Additions Amortization

PRELIMINARY 2021 BONDS \$5,595,000 Water System Revenue Bonds, Series 2021 <i>Dated March 23, 2021</i> <i>(First Interest November 1, 2021)</i> <i>2021 Projects Financed: \$5,750,000</i>			
YEAR DUE	PRINCIPAL (11/1)	INTEREST (5/1 & 11/1) TIC 2.00%	TOTAL
2021	\$270,000	\$82,318	\$352,318
2022	\$225,000	\$129,863	\$354,863
2023	\$230,000	\$124,800	\$354,800
2024	\$235,000	\$119,625	\$354,625
2025	\$240,000	\$114,338	\$354,338
2026	\$245,000	\$106,538	\$351,538
2027	\$255,000	\$98,575	\$353,575
2028	\$265,000	\$90,288	\$355,288
2029	\$230,000	\$81,675	\$311,675
2030	\$275,000	\$76,500	\$351,500
2031	\$280,000	\$70,313	\$350,313
2032	\$290,000	\$64,013	\$354,013
2033	\$295,000	\$57,488	\$352,488
2034	\$300,000	\$50,850	\$350,850
2035	\$310,000	\$44,100	\$354,100
2036	\$315,000	\$37,125	\$352,125
2037	\$325,000	\$30,038	\$355,038
2038	\$330,000	\$22,725	\$352,725
2039	\$335,000	\$15,300	\$350,300
2040	\$345,000	\$7,763	\$352,763
	\$5,595,000	\$1,424,230	\$7,019,230

2021 Financing Illustration – Main Inspections Amortization

PRELIMINARY 2021 BONDS \$1,465,000 Water System Revenue Bonds, Series 2021 <i>Dated March 23, 2021</i> <i>(First Interest November 1, 2021)</i> <i>2021 Projects Financed: \$1,557,550</i>			
YEAR DUE	PRINCIPAL (11/1)	INTEREST (5/1 & 11/1) TIC 1.35%	TOTAL
2021	\$145,000	\$23,533	\$168,533
2022	\$130,000	\$35,600	\$165,600
2023	\$135,000	\$32,675	\$167,675
2024	\$140,000	\$29,638	\$169,638
2025	\$140,000	\$26,488	\$166,488
2026	\$145,000	\$21,938	\$166,938
2027	\$150,000	\$17,225	\$167,225
2028	\$155,000	\$12,350	\$167,350
2029	\$160,000	\$7,313	\$167,313
2030	\$165,000	\$3,713	\$168,713
	\$1,465,000	\$210,471	\$1,675,471

GREEN BAY WATER COMMISSION

February 8, 2021

Resolution No. _____

A Resolution Relating to the Issuance of Water System Revenue Bonds

RECITALS

The Green Bay Water Commission (the “**Commission**”) of the City of Green Bay, Wisconsin (the “**City**”) makes the following findings and determinations:

1. The City currently owns and operates a municipal water utility (the “**System**”), which is a “public utility” (within the meaning of Section 66.0621 (1) (b) of the Wisconsin Statutes).
2. The Commission has been established pursuant to Section 66.0805 of the Wisconsin Statutes to manage the System.
3. Under the provisions of Section 66.0621 of the Wisconsin Statutes, as amended (the “**Act**”), the City may, by action of its governing body, provide for, among other things, the acquisition, construction, extension, improvement, operation, and management of the System, and the refunding of municipal obligations issued for such purposes, from the proceeds of obligations that are payable only from the income and revenues derived from the operation of the System.
4. The City needs funds to finance certain additions, extensions, and improvements to the System, including, but not limited to, construction of additions to System facilities and construction and improvements to water mains and intakes (collectively, the “**Project**”).
5. The Commission deems it to be in the best interests of the City that the City undertake the Project and finance the costs of the Project by authorizing, selling, and issuing water utility revenue bonds pursuant to the Act.

RESOLUTIONS

The Commission resolves as follows:

Section 1. Authorization of Project.

The Project is hereby authorized and approved and the Commission hereby recommends the Project to be undertaken by the City.

Section 2. Recommendation for Issuance of Bonds.

The Commission recommends and requests that the City's Common Council authorize the City to issue water system revenue bonds in an aggregate principal amount not to exceed \$7,365,000 (the "**Bonds**") to finance the Project under and by virtue of the provisions of the Act.

Section 3. Authorization to Act.

The staff of the System, or other agents or employees of the System, are hereby authorized and directed do all acts and procedures required of them by this resolution for the full, punctual, and complete performance of all of the provisions of this resolution, including to work with the City's Finance Director and any other necessary City personnel in connection with the offering and sale of the Bonds.

Section 4. Prior Actions Superseded.

All prior resolutions, rules, or other actions, or parts thereof, of the Commission in conflict with the provisions of this resolution shall be and the same are hereby rescinded insofar as they may so conflict.

Section 5. Effective Date.

This resolution shall take effect upon its adoption in the manner provided by law.

* * * * *

Adopted: February 8, 2021

Chairperson

Secretary

CERTIFICATIONS BY SECRETARY

I, _____, hereby certify that I am the duly qualified and acting Secretary of the Green Bay Water Commission (the “**Commission**”), and as such I have in my possession, or have access to, the complete corporate records of the Commission, and that attached hereto is a true, correct, and complete copy of the resolution (the “**Resolution**”) entitled:

A Resolution Relating to the Issuance of Water System Revenue Bonds

I do hereby further certify as follows:

1. **Meeting Date.** On February 8, 2021 a meeting of the Governing Body was held commencing at _____ p.m.
2. **Posting.** On February ____, 2021 (and not less than 24 hours prior to the meeting), I posted, or caused to be posted, at the Commission’s offices in Green Bay, Wisconsin a notice setting forth the date, time, location, and subject matter (including specific reference to the Resolution) of said meeting.
3. **Notification of Media.** On February ____, 2021 (and not less than 24 hours prior to the meeting), I communicated or caused to be communicated, the date, time, location, and subject matter (including specific reference to the Resolution) of said meeting to those news media who have filed a written request for such notice and to the official newspaper of the Commission.
4. **Open Meeting Law Compliance.** Said meeting was a regular meeting of the Commission that was held in open session in compliance with Subchapter V of Chapter 19 of the Wisconsin Statutes and any other applicable local rules and state statutes.
5. **Members Present.** Said meeting was duly called to order by the Chairperson (the “**Presiding Officer**”), who chaired the meeting. Upon roll call, I noted and recorded that there were ____ members of the Governing Body present at the meeting, such number being a quorum of the Commission.
6. **Consideration of and Roll Call Vote on Resolution.** Various matters and business were taken up during the course of the meeting without intervention of any closed session. One of the matters taken up was the Resolution. A proper quorum of the Commission was present for the consideration of the Resolution, and each member of the Commission had received a copy of the Resolution. All rules of the Commission that interfered with the consideration of the Resolution, if any, were suspended by a two-thirds vote of the Commission. The Resolution was then introduced, moved, and seconded, and after due consideration, upon roll call, ____ of the Governing Body members voted Aye, ____ voted Nay, and ____ Abstained.

7. **Adoption of Resolution.** The Resolution was supported by the affirmative vote of a majority of a quorum of the members of the Commission in attendance. The Presiding Officer then declared that the Resolution was adopted, and I recorded the adoption of the Resolution.

IN WITNESS WHEREOF, I have signed my name and affixed the seal of the Commission, if any, hereto on February ___, 2021.

Secretary

[SEAL]



Green Bay Water Utility
MEMORANDUM

DATE: February 8, 2021
TO: Green Bay Water Commissioners
FROM: Nancy Quirk
RE: Approve Resolution Authorizing Execution of the Department of Natural Resources Principal Forgiven Financial Assistance Agreement

The DNR requires City authorization to execute the Principal Forgiven Financial Assistance Agreement to replace private lead service lines at residences, pre k-12 schools and licensed and/or certified daycare centers project, identified as DNR No. 5331-29.

The DNR defines galvanized services that were once connected to lead services as "lead services". We have documented 800 properties that fit that description.

I am asking you to recommend to the Green Bay Common Council that they approve the Resolution Authorizing Execution of the Department of Natural Resources Principal Forgiven Financial Assistance Agreement.

**Resolution Authorizing Execution of the
Department of Natural Resources
Principal Forgiven Financial Assistance Agreement**

February 17, 2021

BY THE COMMON COUNCIL OF THE CITY OF GREEN BAY:

WHEREAS, the City of Green Bay wishes to undertake a project to replace private lead service lines at residences, pre k -12 schools and licensed and/or certified daycare centers, identified as DNR No. 5331-29 (the "Project"); and

WHEREAS, the Department of Natural Resources Intended Use Plan notes that "galvanized service lines that are currently or have previously been downstream of lead components, and lead goosenecks, are considered lead service lines for purposes of this program"; and

WHEREAS, the City has applied to the Safe Drinking Water Loan Program (the "SDWLP") for financial assistance in the form of a loan made by the SDWLP to the City of which all the principal will be forgiven at the time that loan disbursements are made to the City, pursuant to the DNR Principal Forgiven Financial Assistance Agreement, which is incorporated herein by reference; and

WHEREAS, the SDWLP has determined that it can provide a loan with principal forgiveness in an amount up to \$1,411,635 that it has identified as being eligible for SDWLP funding;

NOW, THEREFORE, BE IT RESOLVED that the Common Council of the City of Green Bay hereby authorizes the Mayor and City Clerk by and on behalf of the City to execute the Principal Forgiven Financial Assistance Agreement that contains the terms and conditions of the SDWLP award for the Project.

Adopted _____

Approved _____

Eric Genrich, Mayor

Celestine Jeffreys, Clerk

GREEN BAY WATER UTILITY

CASH POSITION
December 31, 2020

PRELIMINARY

	12/31/2019	12/31/2020
UNRESTRICTED CURRENT ASSETS		
Cash & Investments - Operation & Maintenance		
Local Govt. Investment Pool	\$ 103,329	\$ 103,838
Associated Bank Checking	5,419,243	6,239,776
Working Cash Funds - Petty Cash	1,700	1,700
Total Cash & Investments - Operation & Maintenance	5,524,272	6,345,314
 Assoc Bank Checking - Private Lead Service Replacement	 69,887	 -
RESTRICTED CURRENT ASSETS		
Cash & Investments - Bond Redemption		
Certificates of Deposit - Bond Redemption	890,000	860,000
Associated Bank Money Market Account	43,921	5,000
Total Cash & Investments - Bond Redemption	933,921	865,000
RESTRICTED LONG-TERM ASSETS		
Cash & Investments - Debt Reserve		
Associated Trust Money Market	33,020	20,409
Associated Trust Certificates of Deposit	511,149	537,617
Associated Trust Agency	249,950	-
Associated Trust Municipal Bonds	5,370,424	5,870,670
Total Cash & Investments - Debt Reserve	6,164,543	6,428,697
 TOTAL CASH POSITION	 \$ 12,692,623	 \$ 13,639,011

GREEN BAY WATER UTILITY

BALANCE SHEET

December 31, 2020

AS OF AS OF
12/31/2019 12/31/2020
PRELIMINARY

ASSETS

Current Assets

O & M Cash & Investments	\$ 5,524,272	\$ 6,345,314
Lead Service Replacement Cash	69,887	0
Lead Service Replacement Receivable	40	67,620
Interest Receivable	1,295	86
Accounts Receivable	9,747,989	6,363,231
Inventories	498,043	554,137
Prepayments	28,681	63,710
Total Current Assets	<u>15,870,207</u>	<u>13,394,099</u>

Property, Plant & Equipment

Original Cost	232,799,188	233,761,795
Less: Accumulated Depreciation	<u>(89,325,787)</u>	<u>(94,164,149)</u>
Net Plant	143,473,401	139,597,646
Construction in Progress	105,153	5,833,648
Total Plant & Equipment	<u>143,578,554</u>	<u>145,431,293</u>

Restricted Assets

Debt Reserve Fund	6,164,543	6,428,697
Bond Redemption Fund	933,921	865,000
Accrued Interest	48,671	39,636
Total Restricted Assets	<u>7,147,135</u>	<u>7,333,333</u>

Other Assets

Unamortized Ashwaubenon Booster	1,511,713	1,380,259
Unamortized Wrightstown Loan/Grant	506,400	474,750
Unamortized Loss on Refunding	909,955	426,632
Net Pension Asset	0	0
Deferred Outflows-Pension	2,471,155	2,471,155
Total Other Assets	<u>5,399,223</u>	<u>4,752,797</u>

TOTAL ASSETS

\$ 171,995,119	\$ 170,911,522
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GREEN BAY WATER UTILITY**BALANCE SHEET**

December 31, 2020

Page 2

AS OF	AS OF
12/31/2019	12/31/2020

LIABILITIES & FUND EQUITY**Current Liabilities**

Accounts Payable	\$ 506,804	\$ 378,351
Sewer Billings Payable	5,177,798	2,990,740
Storm Water Billings Payable	2,137,889	1,523,368
Lead Service Replacement Grant	30,571	0
Accrued Payroll, Vacation & Sick Leave Pay	439,369	701,137
Accrued Taxes	33,613	52,913
Total Current Liabilities	8,326,044	5,646,509

Other Liabilities

Net Pension Liability	910,735	910,735
Deferred Outflows-Pension	1,262,931	1,262,931
Total Other Liabilities	2,173,666	2,173,666

Payable from Restricted Assets

Current Portion of Long-Term Debt	3,705,000	3,775,000
Accrued Interest	450,683	236,698
Total Restricted Payables	4,155,683	4,011,698

Long-Term Debt - Net of Premiums & Discounts

44,743,445	40,285,463
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TOTAL LIABILITIES

59,398,838	52,117,336
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FUND EQUITY**Contributed Capital**

City of Green Bay	736,907	736,907
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Earned Surplus

Restricted	2,991,452	3,321,635
Unrestricted	108,867,922	114,735,644
Total Earned Surplus	111,859,374	118,057,279

TOTAL FUND EQUITY

112,596,281	118,794,186
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TOTAL LIABILITIES & FUND EQUITY

\$ 171,995,119	\$ 170,911,522
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GREEN BAY WATER UTILITY**INCOME SUMMARY**

December 31, 2020

PRELIMINARY

	<u>2020 BUDGET</u>	<u>BUDGET THRU DECEMBER</u>	<u>ACTUAL AS OF 12/31/2020</u>	<u>TOTAL BUDGET REMAINING VARIANCE</u>
TOTAL OPERATING REVENUES	<u>\$ 23,647,750</u>	<u>\$ 23,647,750</u>	<u>\$ 23,241,506</u>	<u>\$ (406,244)</u>
OPERATING EXPENSES				
Pumping	2,970,879	2,970,879	1,466,153	1,504,726
Water Treatment	1,964,040	1,964,040	1,445,160	518,880
Transmission & Distribution	3,096,765	3,096,765	2,744,393	352,372
Customer Accounts	892,781	892,781	828,575	64,206
Administrative & General	<u>11,170,080</u>	<u>11,170,080</u>	<u>10,074,657</u>	<u>1,095,423</u>
Total Operating Expenses	<u>20,094,545</u>	<u>20,094,545</u>	<u>16,558,938</u>	<u>3,535,607</u>
Operating Profit (Loss)	3,553,205	3,553,205	6,682,567	3,129,362
Interest & Miscellaneous Income	1,486,011	1,486,011	788,402	(697,609)
Interest Expense	<u>1,467,721</u>	<u>1,467,721</u>	<u>1,273,064</u>	<u>194,657</u>
NET INCOME (LOSS)	<u>\$ 3,571,495</u>	<u>\$ 3,571,495</u>	<u>\$ 6,197,905</u>	<u>\$ 2,626,410</u>

GREEN BAY WATER UTILITY
INCOME & EXPENSE COMPARISON
BUDGET TO ACTUAL
December 31, 2020

	BUDGET THRU DECEMBER	ACTUAL AS OF 12/31/2020	DOLLAR VARIANCE	PERCENT VARIANCE
OPERATING REVENUES				
Residential & Apartment	\$ 7,271,250	\$ 7,476,870	\$ 205,620	2.8%
Commercial & Restaurant	3,858,750	3,608,435	(250,315)	-6.5%
Industrial	5,496,750	5,370,878	(125,872)	-2.3%
Municipal	446,250	370,342	(75,908)	-17.0%
Sales to General Customers	17,073,000	16,826,524	(246,476)	-1.4%
Sales for Resale - Ashwaubenon	3,108,000	2,952,509	(155,491)	-5.0%
Sales for Resale - Scott	84,000	92,653	8,653	10.3%
Sales For Resale - Hobart	309,750	349,705	39,955	12.9%
Sales for Resale - Wrightstown	168,000	165,921	(2,079)	-1.2%
Public Fire Protection	1,386,000	1,354,815	(31,185)	-2.2%
Private Fire Protection	144,000	150,444	6,444	4.5%
Sewer & Stormwater Portion of Expenses	1,235,000	1,275,000	40,000	3.2%
Penalties	140,000	73,934	(66,066)	-47.2%
TOTAL OPERATING REVENUES	23,647,750	23,241,506	(406,244)	-1.7%
OPERATING EXPENSES				
<u>PUMPING EXPENSE</u>				
Purchased Water (602)	4,100	6,716	(2,616)	-63.8%
Maint of Intakes (613)	15,000	8,900	6,100	40.7%
Maint of Supply Mains (616)	1,642,556	194,531	1,448,025	88.2%
Pumping Operation Supervision (620)	31,581	61,602	(30,021)	-95.1%
Power Purchased for Pumping (623)	756,840	701,814	55,026	7.3%
Pumping Labor & Expense (624)	85,335	68,566	16,769	19.7%
Miscellaneous Pumping Expense (626)	70,543	93,140	(22,597)	-32.0%
Pumping Maintenance Supervision (630)	85,962	57,339	28,623	33.3%
Maintenance of Pumping Structures (631)	112,446	150,790	(38,344)	-34.1%
Maintenance of Power Prod Equip (632)	8,700	10,565	(1,865)	-21.4%
Maintenance of Pumping Equipment (633)	157,816	112,190	45,626	28.9%
TOTAL PUMPING EXPENSE	2,970,879	1,466,153	1,504,726	50.6%
<u>WATER TREATMENT EXPENSE</u>				
Treatment Operations Supervision (640)	76,752	72,331	4,421	5.8%
Chemicals (641)	302,700	306,496	(3,796)	-1.3%
Treatment Operations (642)	631,809	565,852	65,957	10.4%
Miscellaneous Water Treatment (643)	117,070	143,662	(26,592)	-22.7%
Treatment Maintenance Supervision (650)	25,584	29,168	(3,584)	-14.0%
Maint of Treatment Structures (651)	46,958	44,675	2,283	4.9%
Maint of Treatment Equipment (652)	763,167	282,976	480,191	62.9%
TOTAL WATER TREATMENT EXPENSE	1,964,040	1,445,160	518,880	26.4%
<u>TRANSMISSION & DISTRIBUTION EXPENSE</u>				
Stores Expense (163)	-	53,651	(53,651)	XXX
Unallocated Vehicle & Equip Expense (184)	-	(273,859)	273,859	XXX
Distribution Operation Supervision (660)	203,599	219,916	(16,317)	-8.0%
Transmission & Distribution Line Expense (662)	378,330	373,278	5,052	1.3%
Meter Expense (663)	157,011	175,930	(18,919)	-12.0%
Customer Installation Expense (664)	94,292	92,147	2,145	2.3%
Miscellaneous Distribution Expense (665)	243,026	225,584	17,442	7.2%
Maintenance of Reservoirs & Standpipes (672)	24,822	47,719	(22,897)	-92.2%
Maintenance of Mains (673)	1,361,929	1,200,954	160,975	11.8%
Private Services (674)	-	4,003	(4,003)	XXX
Maintenance of Services (675)	357,791	351,288	6,503	1.8%
Maintenance of Meters (676)	90,872	114,626	(23,754)	-26.1%
Maintenance of Hydrants (677)	185,093	159,154	25,939	14.0%
TOTAL TRANSMISSION & DISTRIBUTION EXPENSE	3,096,765	2,744,393	352,372	11.4%
<u>CUSTOMER ACCOUNTS EXPENSE</u>				
Meter Reading Expense (902)	30,548	30,538	10	0.0%
Customer Records & Collection Expense (903)	851,233	787,919	63,314	7.4%
Uncollectible Accounts (904)	4,000	8,608	(4,608)	-115.2%
Conservation/Educational Expense (906)	7,000	1,511	5,489	78.4%
TOTAL CUSTOMER ACCOUNTS EXPENSE	892,781	828,575	64,206	7.2%

GREEN BAY WATER UTILITY
INCOME & EXPENSE COMPARISON
BUDGET TO ACTUAL
December 31, 2020

PRELIMINARY

	BUDGET THRU DECEMBER	ACTUAL AS OF 12/31/2020	DOLLAR VARIANCE	PERCENT VARIANCE
ADMINISTRATIVE & GENERAL EXPENSE				
Depreciation Expense (403 & 426)	\$ 5,391,434	\$ 4,556,112	\$835,322	15.5%
Amortization of Non-Utility Plant (405)	131,453	131,453	(0)	0.0%
Taxes (408)	2,738,718	2,799,068	(60,350)	-2.2%
Administrative & General Salaries (920)	701,187	715,857	(14,670)	-2.1%
Office Supplies & Expense (921)	87,000	74,574	12,426	14.3%
Outside Services Employed (923)	467,930	250,016	217,914	46.6%
Property Insurance (924)	61,600	59,167	2,433	4.0%
Injuries & Damages (925)	56,000	36,870	19,130	34.2%
Employee Pension & Benefits (926)	1,283,712	1,240,699	43,013	3.4%
Regulatory Commission Expense (928)	10,000	12,454	(2,454)	-24.5%
Miscellaneous General Expense (930)	95,660	70,855	24,805	25.9%
Maintenance of General Plant (932)	145,386	127,532	17,854	12.3%
TOTAL ADMINISTRATIVE & GENERAL EXPENSE	11,170,080	10,074,657	1,095,423	9.8%
TOTAL OPERATING EXPENSES	20,094,545	16,558,938	3,535,607	17.6%
OPERATING PROFIT	3,553,205	6,682,567	3,129,362	88.1%
MISCELLANEOUS INCOME & (EXPENSE)				
Interest Income-Operating Accounts (419)	85,000	35,090	(49,910)	-58.7%
Interest Income-Debt Accounts (419)	247,000	285,499	38,499	15.6%
Misc Income/Contributed Capital (421)	725,000	427,345	(297,655)	-41.1%
Other Income (415, 416, 471, 472, 474)	429,011	285,325	(143,686)	-33.5%
Covid - 19 expenses (880's)	-	(244,856)	(244,856)	XXX
TOTAL MISC INCOME & (EXPENSE)	1,486,011	788,402	(697,609)	-46.9%
INTEREST EXPENSE (427, 428, 429)	1,467,721	1,273,064	194,657	13.3%
NET INCOME (LOSS)	\$ 3,571,495	\$ 6,197,905	\$ 2,626,410	73.5%



Green Bay Water Utility

631 S. Adams St. – P.O. Box 1210
Green Bay, WI 54305-1210

920-448-3480
FAX 920-448-3486
www.gbwater.org

MEMORANDUM

DATE: February 3, 2021
TO: Green Bay Water Commissioners
FROM: Jessica Cortes, Human Resource Coordinator
RE: 2020 Review Reported Injuries

Review of 2020 work related injuries and illness. Included is 2019 data for a reference of how many injuries in 2019 versus 2020.

2019 Reported Injuries for Water			
DOI	Injury Description	Diagnosis	Medically Treated
8/7/2019	sharp pain in shoulder, bicep & upper back after removing extremely tight nozzle from hydrant using a 4 ft. bar	Injury to shoulder, bicep & upper back (strain?)	No
7/5/2019	Car accident causing lower back & hand pain	Lumbar back pain and bilateral wrist pain	Yes
5/14/2019	pulled something in back when loading hammer head boring tool	Back muscle strain	No
3/5/2019	lost grip on tool & smashed middle finger	Contusion & bruise to ? Middle finger	No
2/5/2019	another employee turned on a machine-that machine hooked on to a ladder tossing it. The ladder landed on the victims leg.	L. leg multiple contusions. Strain of quadricep & L. hip injury	Yes
1/23/2019	main gate at filter plant iced up, hit head on end of gate causing head scrape	Scrape to L. side of Head above eye	No
2020 Reported Injuries for Water			
DOI	Injury Description	Diagnosis	Medically Treated
10/4/2020	Repairing broken main and when cleaning pipe off, dirt hit him in the L eye	L. eye scratched cornea	Yes
6/3/2020	Shoveling in the trench/L. patella dislocated	L. patella dislocation to outer aspect of knee	Yes
3/5/2020	Asbestos particulate in air when walking through the room, inhalation of asbestos	Potentially breathed in asbestos	No
3/2/2020	Wrench slipped off pipe plug while pulling and struck self in head.	Head injury	No
2/18/2020	Cleaning a corp metal shut-off valve on water main & got a piece of metal in my eye	Metal in eye	Yes
2/10/2020	Slipped from ladder and hyper extended L. arm	L. arm Injury	Yes
1/8/2020	Cutting steel pipe, took gloves off to use hand tools in a better manner and cut R. 4th finger when removing debris out of work area.	Laceration to R. 4th finger	Yes

As a whole and including GBWU data, the city had 108 medically treated injuries and 111 non-treated injuries reported to us in CY2020.



Department of Safety and Professional Services
Industry Services Division
P.O. Box 7302
Madison, Wisconsin 53707-7302

Summary of Work-Related Injuries and Illnesses

Year: 2020

Per SPS 332.205, all Wisconsin public employers must complete and submit this summary form, or the equivalent OSHA 300A form, by March 1 of each year even if no work-related injuries or illnesses occurred during the year. Review your "Log of Work-Related Injuries and Illnesses" to verify that the information you provide is complete and accurate. If applicable, use a zero to indicate no cases. A "Log of Work-Related Injuries and Illnesses" worksheet is provided and can be found at: [Log of Work-Related Injuries and Illnesses SBD10710A](#)

Number of Cases

Total number of deaths:	Total number of cases with days away from work:	Total number of cases with days of job transfer or restrictions:	Total number of other recordable cases:
0	0	1	3

Establishment Information

Name: Green Bay, City Of - Water Utility

Street Address: 631 S Adams Street, Green Bay, WI

Number of Days

Total number of days away from work:	Total number of days of job transfer or restrictions:
0	62

Employment Information

Annual average number of employees: 67

Total hours worked by all employees last year: 153641

Injury and Illness Types (Total number of):

(1) Injuries	4	(4) Poisonings	0
(2) Skin disorders	0	(5) Hearing losses	0
(3) Respiratory conditions	0	(6) All other illnesses	0

Contact Information

Employer contact name: Nate Froemming Telephone number: (920) 448-3091

This summary must be posted in an employee area from February 1 to April 30 of the year following the year covered by the form.