



MINUTES OF THE WATER COMMISSION

**MONDAY, FEBRUARY 14, 2022, 8:30 AM
GREEN BAY WATER UTILITY
631 S Adams St**

A. ZOOM INFORMATION

I. This item contains a document which provides call-in information and instructions for the Zoom Virtual Meeting.

B. ROLL CALL.

Called to order by President Heugel at 8:30 a.m.

Commissioners: Doug Martin, Kathryn Hasselblad-Pascale, John Heugel, Tom Karman, Elizabeth Wheat, Kathy Lefebvre, Jamie Wall, Jacque Boyle

Other: Attorney William Vande Castle, Patrick Glynn

Utility Staff: Nancy Quirk, Jessica Cortes, Andrea Hay, Jason Maes, Allen Evenson, Stephanie Rogers, Meghan Finger, Kristin Romanowicz, Brian Powell, Jeff Possi, Russ Hardwick

C. APPROVAL OF THE AGENDA.

I. Approval of Agenda

Motion by Hasselblad-Pascale, second by Martin to amend agenda and move item E4 CLOSED SESSION to end of presented agenda after F4 General Manager Update. Motion passed unanimously.

D. APPROVAL OF MINUTES.

I. Approval of Water Commission Meeting Minutes from December 13, 2021

Motion by Wall, second by Martin to approve December 13, 2021 meeting minutes as presented. Motion passed unanimously.

E. REGULAR BUSINESS.

1. Introduction of New Employees

- Introduction of Allen Evenson, Distribution Maintenance Person. Allen introduced himself to the Water Commissioners.
- Introduction of Meghan Finger, Education and Outreach Coordinator. Meghan introduced herself to the Water Commissioners.

2. Approval of Recommendation of Vehicle Bids

Motion by Hasselblad-Pascale, second by Martin to approve bid proposals for equipment as recommended by staff. Motion passed unanimously.

3. Financials - Preliminary December 2021

Business Manager Rogers reviewed preliminary financial reports from December 2021. Financials are within expectations. No substantive issue of concern was identified. Motion by Karman, second by Wall to receive financials and place on file. Motion passed unanimously.

4. Consider to adjourn to CLOSED SESSION pursuant Sec. 19.85(l)(c). Wis. Stats., for consideration of employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; to- wit, General Manager's performance evaluation and compensation.

Motion by Wall, second by Hasselblad-Pascale for Commission to convene at 9:38 a.m. into Closed Session pursuant to Sec. 19.85(l)(c). Wis. Stats., for consideration of employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; to- wit, General Manager's performance evaluation and compensation. Roll call was taken: John Heugel-yes, Jamie Wall-yes, Tom Karman-yes, Kathryn Hasselblad-Pascale-yes, Doug Martin-yes, Elizabeth Wheat-yes, Jacque Boyle-yes, Kathy Lefebvre-yes. Roll call vote passed unanimously.

Motion by Wall, second by Hasselblad-Pascale at 10:04 a.m. to return to open session. Vote to return to open session passed unanimously.

5. Return to Open Session for Possible Consideration of General Manager Compensation

Motion by Wall, second by Hasselblad-Pascale to approve 2022 compensation for the Green Bay Water Utility General Manager from a Step 5 on the Employee Pay Plan to a Step 6 on the Employee Pay Plan along with a cost of living adjustment.

F. INFORMATIONAL.

1. 2021 Training Update

Human Resources Coordinator Cortes presented information to the Commission regarding the total amount of hours of safety and technical training by department in 2021.

2. Building Remodel Update

Engineering Services Supervisor Romanowicz gave the following Building Remodel Update: We have processed a change order in the amount of \$60,603.55, bringing the contract total to \$4,876,094.55. We are working through other closeout topics with the contract and have one change order close to processing. We are happy to report that we just received full occupancy of our spaces, so we can move in as we need. There are items in our training center that we will not have until spring due to the material and shipping shortages that are being experienced throughout the industry.

3. Strategic Communications Update

Communications Director Hay gave the following Strategic Communications Update: . . .

4. General Manager Update

General Manager Update:

1. 36" Pipe Repairs – The second repair of the 36" pipe located with SmartBall technology is complete. The third repair will be conducted in two weeks.
2. Human Resources Hiring Update:
 - a. Seasonal Assignments -
 - b. Summer Postings -
 - c. Permanent Full Time Hiring -
 - Distribution Maintenance Person – Two positions have been filled and a third applicant will be starting soon.
 - Distribution Maintenance Assistant – Interviews were conducted and awaiting background check results on best applicant.
 - Billing Assistant – Position has been posted and applications are being reviewed.
 - Executive Assistant – Position has been posted and applications are being reviewed.
3. COVID Update – Employee cases of COVID have slowed and updates to COVID Childcare policy will be effective March 1, 2022.
4. Utility Training Center - Lease Agreements and Rules for use of the new training center are being worked on.
5. PFAS Discussion – A discussion on PFAS took place. Commissioners Wheat and Martin will help General Manager Quirk and Communications Director Hay write a statement.

G. ADJOURNMENT.

I. Motion to Adjourn

Motion to adjourn by Martin, second by Wall to adjourn the meeting. Motion passed unanimously.

President Heugel adjourned the meeting at 10:08 a.m.