AGENDA OF THE WATER COMMISSION

MONDAY, NOVEMBER 14, 2022, 8:30 AM
Held Virtually Via Zoom

A. Zoom Information.

1. This item contains a document that provides call-in information and instructions for the Zoom virtual meeting.

B. Roll Call.

1. Roll call for the Water Commission Meeting of November 14, 2022

C. Approval of the Agenda.

1. Approval of the Water Commission Meeting Agenda for November 14, 2022

D. Approval of Minutes.

1. Approval of Commission Meeting Minutes of October 10, 2022

E. Regular Business.

1. Approval & Adoption of Resolution for the 2023 Annual Budget
2. Approval of Vehicle Purchase
3. Approval of Hybrid Water Commission Meeting Format
4. Approval of Updates to the Employee Handbook Chapter 9, Section 1: Hours of Work
5. September 2022 & October 2022 Financial Reports

F. Informational.

1. Building Project Update
2. Safety Report

3. Strategic Communications Update

4. General Manager Update

G. Adjournment.

1. Motion to adjourn

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.

Virtual Meeting Instructions

Water Commission

Zoom Meeting Information

Join Zoom Meeting

https://zoom.us/j/98284055918?pwd=eHBxaWkvN1J2a3N0RERUWkRsNjVkUT09

Meeting ID: 982 8405 5918
Passcode: 385002

One tap mobile

+13126266799,,98284055918#,,,,*385002# US (Chicago)
+19292056099,,98284055918#,,,,*385002# 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: 982 8405 5918
Passcode: 385002

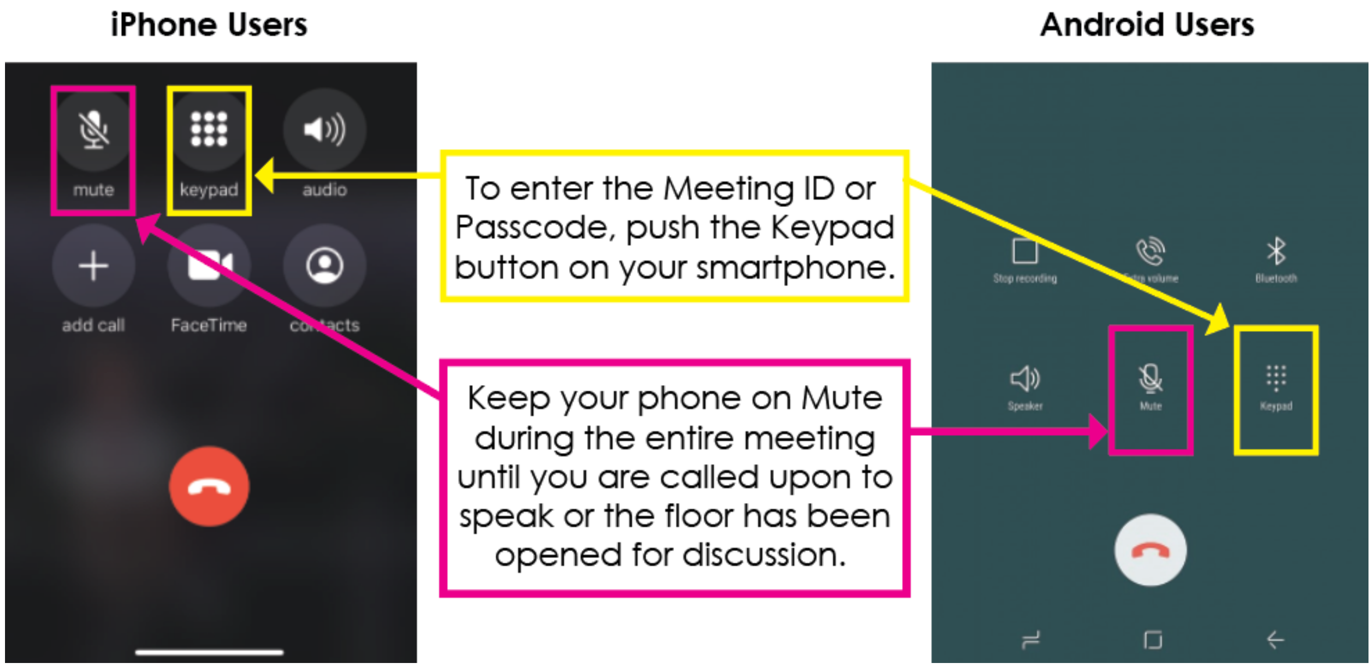
Find your local number: https://zoom.us/u/afEVof5c6

Additional Information

1. Wisconsin Open Meetings Law still applies
    a. Persons interested in speaking to an item must state their name and address for the minutes.
    b. Committee/Commission/Board members will still follow *Roberts Rules of Order Newly Revised 12th edition.*
2. Please log into the Zoom meeting at least 10 minutes before the meeting begins to ensure a proper connection and that your technology is working.
3. Once you are in the meeting, please mute yourself.
    a. You may unmute yourself when you are called upon to speak.
4. Waiting room
    a. When you call in or connect via web or Zoom app, you will be placed in a "waiting room."
    b. The meeting host will then admit you to the meeting, and mute you upon entrance (you will still be able to hear and or otherwise observe the meeting).
5. Raising your hand
    a. Committee/Commission/Board members—utilize the "raise your hand" tool in the Zoom platform (you'd need to use a computer or tablet) to let the host know you would like to speak. You can also un-mute yourself and start speaking.
    b. Persons with items on the agenda or other interested parties —you can also utilize the "raise your hand" tool on the Zoom platform via computer or mobile device.
6. What devices should I use?
    a. Smart phone (please see more detailed instructions on page 3)
    b. Land line
    c. Tablet— in advance of the meeting, please download the Zoom Meeting app by using either the Apple Store or the Play Store. You will be asked to input your name, to identify you for the meeting.
    d. Computer— you can access the meeting through a web browser by clicking on the meeting link, or through the Zoom Meeting app. If using the app, please download it in advance of the meeting. You will be asked to input your name, to identify yourself for the meeting.
    e. For tablet and computer users--if you download the app you may be asked to verify your email.
7. Zoom etiquette
    a. Muting yourself when you're not speaking will prevent your background noise from interfering with others' ability to listen to and participate in the meeting.
    b. If you're using a telephone, please identify yourself with your phone number and state your name and address before you speak. Zoom meeting hosts can see only your telephone number and will ask you to identify yourself.
8. Closed session
    a. Persons in the Zoom meeting will be put into a waiting room while the committee/commission/board meets in Closed Session. Participants will be admitted back into the Zoom meeting once the committee reconvenes in Open Session.
    b. Persons watching a Common Council meeting live on YouTube will see a gray screen with the City logo during closed session.
9. Persons interested in attending anonymously or listening to the meeting may call in by dialing *67 followed by the phone number in the Zoom Meeting Information box.

Calling into the Zoom meeting using a smartphone

1. Dial the phone number listed at the beginning of this document.
2. When prompted, enter the Meeting ID number followed by **#**
3. Once you are in the meeting, notify the meeting host that you are in and state your name.
4. If you do not wish to speak, please make sure your phone is on **Mute**
    a. If you're using a smartphone, look at your screen and click the Mute button



AGENDA OF THE WATER COMMISSION

MONDAY, NOVEMBER 14, 2022, 8:30 AM
Held Virtually Via Zoom

MEETING DATE	PREPARED BY
November 14, 2022	

AGENDA ITEM # C.1

Approval of the Water Commission Meeting Agenda for November 14, 2022

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. c1 attachment agenda for approval

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2. Safety Report

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AGENDA OF THE WATER COMMISSION

MONDAY, NOVEMBER 14, 2022, 8:30 AM
Held Virtually Via Zoom

MEETING DATE	PREPARED BY
November 14, 2022	

AGENDA ITEM # D.1

Approval of Commission Meeting Minutes of October 10, 2022

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. d1 attachment _ minutes for approval

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MINUTES OF THE WATER COMMISSION

MONDAY, OCTOBER 10, 2022, 8:30 AM
Held Virtually Via Zoom

A. ZOOM INFORMATION

1. This item contains a document that provides call-in information and instructions for the Zoom virtual meeting.

On Monday, October 10, 2022, the Water commission met virtually via Zoom. President Heugel called the meeting to order at 8:30 a.m.

B. ROLL CALL

1. Roll call attendance for the Water Commission meeting of October 10, 2022.

Recording Secretary Wagner called the roll. Six commission members responded: President John Huegel, Vice President Jamie Wall, Secretary-Treasurer Tom Karman, Al Farvour, Kathryn Hasselblad-Pascale, and Elizabeth Wheat. Member Jacque Bolye arrived at 8:33 a.m. Absent: Craig Stevens.

Also Present:
Nancy Quirk, Sarah Fidler, Stephanie Rogers, Kristin Romanowicz, Russ Hardwick, Jason Maes, Brian Powell, Jordan Wagner, Bill Kumbalek, and Patrick Glynn (Carson Dettmann Consulting).

C. APPROVAL OF THE AGENDA

1. Approval of the Water Commission agenda for October 10, 2022.

Motion by member Hasselblad-Pascale, seconded by member Wall, to approve the agenda. Voice vote being had, the motion passed unanimously.

D. APPROVAL OF MINUTES

1. Approval of the Water Commission meeting minutes from August 8, 2022 and September 26, 2022.

Motion by member Wall, seconded by member Farvour, to approve the August 8, 2022 minutes. Voice vote being had, the motion passed unanimously.

Motion by member Hasselblad-Pascale, seconded by member Farvour, to approve the September 26, 2022 minutes. Voice vote being had, the motion passed unanimously.

E. REGULAR BUSINESS

Member Boyle joined the meeting at 8:33 a.m.

1. Introduction of new Water Utility employees: Executive Assistant, Jordan Wagner and Distribution Maintenance Person, Bill Kumbalek.

General Manager Quirk introduced employee Wagner. Wagner gave a brief overview of her background and experience. President Heugel welcomed employee Wagner. Quirk then introduced employee Kumbalek. Kumbalek gave a brief overview of where he came from and his hobbies. President Heugel welcomed employee Kumbalek

3. August 2022 Financial Report.

Business Manager Rogers presented the Water Utility's August 2022 financials and cash position. All were within expectations. No substantive issue of concern was identified. Business Manager Rogers, responded to questions with regards to the revenue related to a DNR grant and providing month-to-month budget comparison reports in the future. Motion by member Karman, seconded by member Hasselblad-Pascale to receive the financials and place on file. Voice vote being had, the motion passed unanimously.

F. INFORMATIONAL

1. Building Project Update.

Engineering Services Supervisor, Romanowicz, gave a brief update on the Water Utility facility building remodel. The drive-through window should be open within the week. Staff are working with the contractors to finish the final punch list items and get a final payment scheduled.

2. Presentation from Carlson Dettmann Consulting on cost of living and pay adjustment trends.

Patrick Glynn from Carlson Dettmann Consulting presented information on current cost of living and employer pay adjustment trends, including differences within the public and private sectors. General Manager Quirk and Patrick Glynn responded to questions from commissioners, a general discussion ensued and covered topics such as: structural versus performance merit-based pay adjustments and how they can impact employee morale, other benefits that are offered to entice and retain staff, what the Water Utility should do within reason and that is fiscally responsible to attract and maintain employees. General Manager Quirk informed commission members that another employee engagement survey will be kicked off in November as a follow up to the 2018 survey and that the November results can be shared at the end of the year.

Member Boyle left the meeting at 8:50 a.m.

2. General Manager Update.

General Manager Quirk asked HR Coordinator Fidler to present the Workforce Report section of the update. Operations Manager Powell presented the PipeDiver Results and the Energy Study at Lake Station Update portions of the update. General Manager Quirk then presented the rest of the items from her report:

1. Workforce Report
    a. Recruitment
        i. Supply Maintenance Manager (FT)
    b. Safety Coordinator for 2023
2. GBW Training Center to serve as November 8 Election Site
3. Ad Hoc Workgroups
    a. Personnel
    b. Budget
4. PipeDiver Results
5. Energy Study at Lake Station Update
6. Pulaski Wholesale Customer Update
    a. Meeting with DNR and PSC
    b. Open Records Request

G. ADJOURNMENT

1. Motion to adjourn the Water Commission meeting of October 10, 2022.

Motion by member Karman, seconded by member Wall, to adjourn the meeting. Voice vote being had, the motion passed unanimously. The meeting adjourned at 9:32 a.m.

AGENDA OF THE WATER COMMISSION

MONDAY, NOVEMBER 14, 2022, 8:30 AM
Held Virtually Via Zoom

MEETING DATE	PREPARED BY
November 14, 2022	

AGENDA ITEM # E.1

Approval & Adoption of Resolution for the 2023 Annual Budget

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. e1 budget
2. e1.2 cip

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2023 BUDGET

THE MISSION OF THE GREEN BAY WATER UTILITY IS TO PROVIDE A RELIABLE, HIGH-QUALITY DRINKING WATER SUPPLY WITH EXCEPTIONAL CUSTOMER SERVICE AND VALUE.

GREEN BAY WATER

631 South Adams Street
Green Bay, WI 54301
(920) 448-3480

November 7, 2022

Dear Green Bay Water Commission, Staff and Customers:

Welcome to Green Bay Water's Five-Year Capital Improvement Plan and Budget for 2023, led by our utility Business Manager, Stephanie Rogers, and Accountant, Karen Smits. As General Manager of a leading Wisconsin drinking water utility, I value our finance team's ability to design and execute an annual budget that balances income with spending.

Economic inflation affects Green Bay Water Utility as it affects the rest of our community's businesses and residences. As a result, the utility's budget faces the pressures of rising supply, equipment, and labor costs.

REVENUES

There will be no change in Green Bay Water's drinking water rates this year. A five percent rate increase was last implemented on June 1, 2020. Since then, Green Bay Water has not initiated another case with the Wisconsin Public Service Commission (PSC). The PSC's water rates, and projections of our typical water consumption volume were used to decide not to raise rates in 2023. Based on our communications with significant water consumers, we predict that water usage in the next year will be comparable to prior years.

Green Bay Water continues to serve the City of De Pere, the Village of Ashwaubenon, the Village of Wrightstown, and the Village of Bellevue with chargeable water billing services.

CAPITAL IMPROVEMENT PROGRAM

Our 5-year Capital Improvement Plan (CIP) addresses our water system's safety, security, efficiency, redundancy, and reliability. Additionally, we balance expenses to minimize the impacts on rates. The following are in the 2023 CIP:

- We have budgeted $190,000 to make server, firewall, GIS, work order system, phone, and computer upgrades to improve operational efficiency and minimize cyber security threats.
- We have budgeted $840,000 for the maintenance of the Utility's 440 miles of water mains in the distribution system, which includes small equipment and safety equipment, as well as the cost of installing services, hydrants, valves, and mains.
- The budget for this year includes $4,960,000 for water relays on resurfacing and reconstructed streets in the engineering department, which the utility regards as the highest critical priority. This will replace approximately 3.92 miles of mains.
- The utility will invest $370,000 in meter replacement.

- $360,000 is budgeted in our pumping department, which includes a generator addition at our Lake Station, as well as logic computer and vault pump replacements.
- $489,500 will be invested in necessary equipment and projects at our treatment plant.

PERSONNEL

The Green Bay Water Commission unanimously authorized the addition of a joint Safety Coordinator with the City of Green Bay in the 2023 budget.

We recommend a four percent increase in the cost-of-living adjustment and a commensurate step raise for employees, based on Carlson Dettmann's 2022 compensation survey. Green Bay Water is dedicated to becoming an employer of choice to attract and maintain a skilled staff, particularly considering labor shortages and reduced benefits. In 2023, rates for employee health insurance will not increase. The current health insurance contract is in place for one more year, meaning employee spouses who lost access to municipal insurance over the last two years will still be ineligible. In 2023, the State of Wisconsin will increase its contribution requirement to our employee's retirement funds, going from 6.5 percent to 6.8 percent. Despite the enormous challenges of the pandemic and other crises, Green Bay Water employees have not wavered in their commitment to providing excellent customer service.

Green Bay Water provides opportunities for utility employees to train and develop as professionals in areas that will increase their knowledge of health and safety, leadership, succession planning, diversity, emergency preparation and more.

OPERATING BUDGET

The mounting prices force us to confront the effects of the economy. We expect higher gas and electricity costs; therefore, we have budgeted for such. The cost of most chemicals used in water treatment is anticipated to increase substantially.

Due to ongoing labor and supply shortages, we've postponed some of our 2022 projects until 2023. These include replacing a pump at the Lake Station and demolishing the decommissioned Broadway Tower.

Treatment plant maintenance includes dredging the south sludge lagoon, inspecting two reservoirs, replacing the power supply unit in ozone generator #3, and fixing chemical lines and tanks. At the treatment plant, we're conducting a pilot study to see whether any viable alternatives to the current treatment methods may improve water quality.

The budget for the outside service includes completing the master plan update and pump efficiency research begun in 2022. We will also retain consultants for water quality, treatment plant residuals, and succession planning.

During 2023, we are transitioning to a new flushing program using only our hydrants based on the success of our Uni-Directional Flushing. This change will be a cost-savings in our distribution area.

Finally, we're assessing the potential for electric vehicles (EV) adoption in the future. To become better environmental stewards in the face of climate change and rising energy prices, we have joined forces with Focus on Energy and WPS for an efficiency study. Additionally, in 2022 and 2023, we will work with the city to conduct an energy efficiency study using funding from the Wisconsin Public Service Commission.

CONCLUSION

The 2023 utility budget reflects our mission statement and continued commitment to providing a reliable, high-quality drinking water supply with exceptional customer service and value for Green Bay Water Utility customers.

Sincerely,

Nancy Quirk

Nancy Quirk, P.E.
General Manager
Green Bay Water Utility

GREEN BAY WATER COMMISSION

RESOLUTION AUTHORIZING AND APPROVING 2023 ANNUAL BUDGET

WHEREAS, pursuant to the provisions of Sec. 66.0805, Wis. Stats., the City of Green Bay (the “City”) has previously provided for and authorized the management of the Green Bay Water Utility (the “Utility”), as a municipal public utility, by a commission; and

WHEREAS, the Green Bay Water Commission (the “Commission”), as established by the City under the provisions of Sec. 66.0805, Wis. Stats., is responsible for oversight of the management and control of the Utility, including, but not limited to the financial and fiscal operations thereof; and

WHEREAS, the rules and regulations of the Green Bay Water Utility as adopted by the Green Bay Water Commission (the “Commission”) on May 8, 1974, and approved by the City of Green Bay Improvement and Service Committee of the Common Council of the City of Green Bay on August 15, 1974 and the Green Bay Water Utility Operating Rules, as adopted by the Commission on September 16, 1985, and approved by the City of Green Bay Improvement and Service Committee of the Common Council of the City of Green Bay on December 11, 1985, require the Commission to annually consider, approve and adopt an annual operating budget for the Utility; and

WHEREAS, the Utility’s staff, in consultation with the Commission’s Budget Committee has prepared a proposed 2023 Annual Budget, in the form presented herewith and attached hereto, which proposed 2023 Annual Budget has subsequently been reviewed by and received the approval recommendation from the Budget Committee; and

WHEREAS, on review of financial and management information provided by the Utility staff, on review of the Commission’s previously adopted strategic plan and within the current rate based revenue structure authorized and approved by the Wisconsin Public Service Commission, and on consideration of the recommendation of the Commission’s Budget Committee, the Commission has reviewed, analyzed and considered the Utility’s proposed 2023 Annual Budget including projected rate based revenues as well as anticipated expenses necessary to maintain the operation of the Utility and carry-out its mission and responsibilities within the framework of the approved rate based revenue structure;

NOW, THEREFORE, it is hereby moved and resolved by the Green Bay Water Commission in the following:

RESOLVED FIRST: That the 2023 Annual Budget of the Green Bay Water Utility, in the form presented herewith and attached hereto, be, and the same hereby is authorized and approved.

RESOLVED SECOND: That the appropriate officers of the Utility be, and they hereby are, authorized to take all such other and further action as they, in their judgment, shall determine necessary to carry out the intent and to accomplish the purposes of these Resolutions and to carry out and implement the Budget approved hereunder.

ADOPTED this ___ day of __________________, 2022.

APPROVED this ___ day of _________________, 2022.

GREEN BAY WATER COMMISSION

____
John C. Heugel, President

ATTEST:

____
Tom Karman, Secretary/Treasurer

GREEN BAY WATER UTILITY
2023 BUDGET

	2020 Actual	2021 Actual	2022 Budget	2022 Projected	2023 Budget
OPERATING REVENUE					
Residential & Apartment	$ 7,663,060	$ 7,570,248	$ 7,430,000	$ 7,398,000	$ 7,495,000
Commercial & Restaurant	3,597,822	3,716,899	3,927,000	3,730,000	3,810,000
Industrial	5,450,345	6,886,481	6,200,000	6,800,000	6,850,000
Municipal	369,660	448,152	450,000	400,000	405,000
Public Fire Protection	1,364,722	1,380,074	1,365,000	1,375,000	1,380,000
Private Fire Protection	150,444	158,255	159,000	160,000	160,000
Water for Resale - Ashwaubenon	3,214,287	3,371,009	3,500,000	3,300,000	3,325,000
Water for Resale - Scott	99,618	103,481	105,000	100,000	102,000
Water for Resale - Hobart	374,008	366,674	380,000	370,000	380,000
Water for Resale - Wrightstown	207,053	177,517	185,000	173,000	175,000
Sewer Dept Reimbursement	894,559	948,989	1,010,000	997,000	1,055,000
Stormwater Utility Reimbursement	361,188	374,000	375,000	390,000	405,000
Penalties	73,934	115,967	150,000	120,000	120,000
Other Water Revenues	304,798	313,431	287,000	313,723	318,523
TOTAL OPERATING REVENUE	24,125,498	25,931,177	25,523,000	25,626,723	25,980,523
OPERATING EXPENSES					
Source of Supply Expense					
Purchased Water	6,716	7,911	8,000	7,900	8,000
Maintenance of Intakes	8,900	-	10,000	10,000	-
Maintenance of Supply Mains	25,866	758,597	1,206,683	1,175,793	119,394
Total Source of Supply Expense	41,482	766,508	1,224,683	1,193,693	127,394
Pumping Expense					
Pumping Operation Supervision	61,602	83,754	76,456	79,492	93,512
Fuel/Power Purchased for Pumping	701,815	815,310	761,250	918,000	980,000
Pumping Labor & Expense	68,566	71,483	81,856	62,969	71,628
Miscellaneous Pumping	110,507	58,074	77,402	77,274	84,994
Pumping Maintenance Supervision	57,339	30,995	36,400	26,771	26,991
Maintenance of Pumping Structures	144,215	135,107	248,601	155,219	237,328
Maintenance of Power Prod Equip	10,565	247,235	29,000	24,100	29,500
Maintenance of Pumping Equipment	112,190	107,098	180,788	138,904	221,507
Total Pumping Expense	1,266,800	1,549,056	1,491,753	1,482,729	1,745,460
Water Treatment Expense					
Water Treatment Supervision	72,331	72,206	77,212	74,541	82,147
Chemicals	306,496	346,704	370,000	368,821	582,875
Treatment Operations	615,610	701,623	981,882	825,455	1,359,712
Miscellaneous Water Treatment	143,991	146,480	146,628	142,287	157,675
Treatment Maintenance Supervision	29,168	29,038	33,091	30,988	31,686
Maintenance of Treatment Structures	44,675	37,877	46,065	19,387	127,066
Maintenance of Treatment Equipment	290,231	548,151	192,472	164,393	383,220
Total Water Treatment Expense	1,502,502	1,882,079	1,847,350	1,625,872	2,724,381
Transmission & Distribution Expense					
Distribution Supervision	219,916	224,149	233,021	226,264	262,501
Transmission and Distribution Line	357,003	419,567	441,408	234,145	335,415
Meter Expense	175,930	268,940	271,209	280,091	340,887
Customer Installation	92,147	81,284	88,458	125,970	136,068
Private Services	4,003	31,466	-	-	-
Miscellaneous Distribution	300,578	228,066	253,862	396,176	439,577
Maintenance of Reservoirs and Standpipes	47,719	23,521	30,828	41,548	33,898
Maintenance of Mains	1,173,660	1,235,389	1,459,214	1,456,729	1,550,655
Maintenance of Services	357,428	344,516	388,776	365,584	407,631
Maintenance of Meters	144,677	135,379	133,171	95,347	95,269
Maintenance of Hydrants	154,194	147,283	161,471	131,593	162,174
Total Transmission & Distribution Expense	3,027,256	3,139,560	3,461,418	3,353,447	3,764,075

GREEN BAY WATER UTILITY
2023 BUDGET

	2020 Actual	2021 Actual	2022 Budget	2022 Projected	2023 Budget
Customer Accounts Expense					
Meter Reading	30,538	14,460	32,197	13,068	56,659
Customer Records and Collection	940,441	988,384	1,028,648	1,033,108	1,096,367
Uncollectible Accounts	8,608	24,023	5,000	1,000	1,000
Customer Service & Information	1,511	2,068	77,317	67,105	78,456
Total Customer Accounts Expense	981,097	1,028,935	1,143,162	1,114,281	1,232,482
Administrative & General Expense					
Administrative & General Salaries	716,244	705,261	718,316	627,558	768,844
Office Supplies & Expenses	75,687	71,179	109,265	111,376	119,134
Outside Services Employed	280,215	276,722	609,900	313,065	554,550
Property Insurance	59,167	71,855	80,450	80,715	97,884
Liability Insurance	39,222	112,040	59,500	59,741	64,500
Employee Benefits	1,274,726	712,798	1,372,160	1,254,502	1,392,631
Regulatory Commission Expense	12,952	635	-	-	10,000
Miscellaneous General Expense	70,978	51,433	97,385	50,575	60,589
General Plant Maintenance	142,475	141,339	211,068	201,288	292,917
Jobbing & Contract Work	148,962	219,722	221,825	232,384	250,093
Taxes	321,278	343,173	354,823	339,289	380,324
Amortization of Ashwaubenon Booster	131,453	131,453	131,453	131,453	131,453
Total Administrative & General Expense	3,273,360	2,837,610	3,966,145	3,401,946	4,122,919
Depreciation Expense	5,295,672	5,386,567	5,401,434	5,396,434	5,428,434
TOTAL OPERATING EXPENSE	15,388,168	16,590,315	18,535,946	17,568,402	19,145,145
OPERATING INCOME	8,737,330	9,340,862	6,987,054	8,058,321	6,835,378
NONOPERATING REVENUES (EXPENSES)					
Interest Income	319,662	29,438	278,500	20,000	40,000
Miscellaneous Income	421,620	309,593	310,000	302,000	335,500
Amortization of Debt Premium	572,749	585,568	589,689	589,689	589,689
Capital Contributions	591,178	209,823	500,000	400,000	300,000
Tax Equivalency	(2,545,829)	(2,457,195)	(2,622,000)	(2,530,910)	(2,598,000)
Interest Expense	(1,472,722)	(1,644,170)	(1,501,433)	(1,501,433)	(1,400,088)
Amortization of Debt Expense	(373,093)	(342,819)	(308,587)	(308,587)	(270,391)
TOTAL NONOPERATING REVENUES (EXPENSES)	(2,486,435)	(3,309,762)	(2,753,831)	(3,029,241)	(3,003,290)
NET INCOME	$ 6,250,895	$ 6,031,099	$ 4,233,223	$ 5,029,080	$ 3,832,088

GREEN BAY WATER UTILITY

Green Bay Operations w/o Ashwaubenon
2023 BUDGET

	2020 Actual	2021 Actual	2022 Budget	2022 Projected	2023 Budget
OPERATING REVENUE					
Residential & Apartment	$ 7,663,060	$ 7,570,248	$ 7,430,000	$ 7,398,000	$ 7,495,000
Commercial & Restaurant	3,597,822	3,716,899	3,927,000	3,730,000	3,810,000
Industrial	5,450,345	6,886,481	6,200,000	6,800,000	6,850,000
Municipal	369,660	448,152	450,000	400,000	405,000
Public Fire Protection	1,364,722	1,380,074	1,365,000	1,375,000	1,380,000
Private Fire Protection	150,444	158,255	159,000	160,000	160,000
Water for Resale - Scott	99,618	103,481	105,000	100,000	102,000
Water for Resale - Hobart	374,008	366,674	380,000	370,000	380,000
Water for Resale - Wrightstown	207,053	177,517	185,000	173,000	175,000
Sewer Dept Reimbursement	894,559	948,989	1,010,000	997,000	1,055,000
Stormwater Utility Reimbursement	361,188	374,000	375,000	390,000	405,000
Penalties	73,934	115,967	150,000	120,000	120,000
Other Water Revenues	304,798	313,431	287,000	313,723	318,523
TOTAL OPERATING REVENUE	20,911,211	22,560,168	22,023,000	22,326,723	22,655,523
OPERATING EXPENSES					
Source of Supply Expense					
Purchased Water	6,716	7,911	8,000	7,900	8,000
Maintenance of Intakes	8,900	-	10,000	10,000	-
Maintenance of Supply Mains	25,866	758,597	1,206,683	1,175,793	119,394
Total Source of Supply Expense	41,482	766,508	1,224,683	1,193,693	127,394
Pumping Expense					
Pumping Operation Supervision	61,602	83,754	76,456	79,492	93,512
Fuel/Power Purchased for Pumping	592,814	687,656	640,500	768,000	820,000
Pumping Labor & Expense	68,566	71,483	81,856	62,969	71,628
Miscellaneous Pumping	110,507	58,074	77,402	77,274	84,994
Pumping Maintenance Supervision	57,339	30,995	36,400	26,771	26,991
Maintenance of Pumping Structures	144,215	135,107	248,601	155,219	237,328
Maintenance of Power Prod Equip	10,565	247,235	29,000	24,100	29,500
Maintenance of Pumping Equipment	112,190	107,098	180,788	138,904	221,507
Total Pumping Expense	1,157,799	1,421,402	1,371,003	1,332,729	1,585,460
Water Treatment Expense					
Water Treatment Supervision	72,331	72,206	77,212	74,541	82,147
Chemicals	257,352	293,192	300,000	292,821	467,875
Treatment Operations	597,590	682,463	960,882	803,455	1,336,212
Miscellaneous Water Treatment	143,991	146,480	146,628	142,287	157,675
Treatment Maintenance Supervision	29,168	29,038	33,091	30,988	31,686
Maintenance of Treatment Structures	44,675	37,877	46,065	19,387	127,066
Maintenance of Treatment Equipment	290,231	548,151	192,472	164,393	383,220
Total Water Treatment Expense	1,435,338	1,809,407	1,756,350	1,527,872	2,585,881
Transmission & Distribution Expense					
Distribution Supervision	219,916	224,149	233,021	226,264	262,501
Transmission and Distribution Line	357,003	419,567	441,408	234,145	335,415
Meter Expense	175,930	268,940	271,209	280,091	340,887
Customer Installation	92,147	81,284	88,458	125,970	136,068
Private Services	4,003	31,466	-	-	-
Miscellaneous Distribution	300,578	228,066	253,862	396,176	439,577
Maintenance of Reservoirs and Standpipes	47,719	23,521	30,828	41,548	33,898
Maintenance of Mains	1,173,660	1,235,389	1,459,214	1,456,729	1,550,655
Maintenance of Services	357,428	344,516	388,776	365,584	407,631
Maintenance of Meters	144,677	135,379	133,171	95,347	95,269
Maintenance of Hydrants	154,194	147,283	161,471	131,593	162,174
Total Transmission & Distribution Expense	3,027,256	3,139,560	3,461,418	3,353,447	3,764,075

GREEN BAY WATER UTILITY

Green Bay Operations w/o Ashwaubenon

2023 BUDGET

	2020 Actual	2021 Actual	2022 Budget	2022 Projected	2023 Budget
Customer Accounts Expense					
Meter Reading	30,538	14,460	32,197	13,068	56,659
Customer Records and Collection	940,441	988,384	1,028,648	1,033,108	1,096,367
Uncollectible Accounts	8,608	24,023	5,000	1,000	1,000
Customer Service & Information	1,511	2,068	77,317	67,105	78,456
Total Customer Accounts Expense	981,097	1,028,935	1,143,162	1,114,281	1,232,482
Administrative & General Expense					
Administrative & General Salaries	716,244	705,261	718,316	627,558	768,844
Office Supplies & Expenses	75,687	71,179	109,265	111,376	119,134
Outside Services Employed	280,215	276,722	609,900	313,065	554,550
Property Insurance	59,167	71,855	80,450	80,715	97,884
Liability Insurance	39,222	112,040	59,500	59,741	64,500
Employee Benefits	1,274,726	712,798	1,372,160	1,254,502	1,392,631
Regulatory Commission Expense	12,952	635	-	-	10,000
Miscellaneous General Expense	70,978	51,433	97,385	50,575	60,589
General Plant Maintenance	142,475	141,339	211,068	201,288	292,917
Jobbing & Contract Work	148,962	219,722	221,825	232,384	250,093
Taxes	321,278	343,173	354,823	339,289	380,324
Amortization of Ashwaubenon Booster	131,453	131,453	131,453	131,453	131,453
Total Administrative & General Expense	3,273,360	2,837,610	3,966,145	3,401,946	4,122,919
Depreciation Expense	5,184,237	5,275,133	5,290,000	5,285,000	5,317,000
TOTAL OPERATING EXPENSE	15,100,569	16,278,555	18,212,762	17,208,968	18,735,211
OPERATING INCOME	5,810,642	6,281,613	3,810,238	5,117,755	3,920,312
NONOPERATING REVENUES (EXPENSES)					
Interest Income	319,662	29,438	278,500	20,000	40,000
Miscellaneous Income	421,620	309,593	310,000	302,000	335,500
Amortization of Debt Premium	339,299	519,942	536,882	536,882	536,882
Capital Contributions	591,178	209,823	500,000	400,000	300,000
Tax Equivalency	(2,394,589)	(2,317,259)	(2,469,000)	(2,386,777)	(2,450,000)
Interest Expense	(1,336,937)	(1,514,508)	(1,378,168)	(1,378,168)	(1,285,198)
Amortization of Debt Expense	(338,694)	(311,211)	(280,135)	(280,135)	(245,461)
TOTAL NONOPERATING REVENUES (EXPENSES)	(2,398,460)	(3,074,182)	(2,501,921)	(2,786,198)	(2,768,277)
NET INCOME	$ 3,412,182	$ 3,207,431	$ 1,308,317	$ 2,331,557	$ 1,152,035

GREEN BAY WATER UTILITY

Ashwaubenon Operations

2023 BUDGET

	2020 Actual	2021 Actual	2022 Budget	2022 Projected	2023 Budget
OPERATING REVENUE					
Water for Resale - Ashwaubenon	$ 3,214,287	$ 3,371,009	$ 3,500,000	$ 3,300,000	$ 3,325,000
OPERATING EXPENSES					
Pumping Expense					
Fuel/Power Purchased for Pumping	109,001	127,654	120,750	150,000	160,000
Water Treatment Expense					
Chemicals	49,144	53,512	70,000	76,000	115,000
Treatment Operations	18,020	19,160	21,000	22,000	23,500
Total Water Treatment Expense	67,164	72,672	91,000	98,000	138,500
Depreciation Expense	111,434	111,434	111,434	111,434	111,434
TOTAL OPERATING EXPENSE	287,599	311,760	323,184	359,434	409,934
OPERATING INCOME	2,926,688	3,059,249	3,176,816	2,940,566	2,915,066
NONOPERATING REVENUES (EXPENSES)					
Amortization of Debt Premuim	34,460	52,807	52,807	52,807	52,807
Tax Equivalency	(151,240)	(139,936)	(153,000)	(144,133)	(148,000)
Interest Expense	(135,785)	(129,662)	(123,265)	(123,265)	(114,890)
Amortization of Debt Expense	(34,399)	(31,608)	(28,452)	(28,452)	(24,930)
TOTAL NONOPERATING REVENUES (EXPENSES)	(286,964)	(248,399)	(251,910)	(243,043)	(235,013)
NET INCOME	$ 2,639,723	$ 2,810,850	$ 2,924,906	$ 2,697,523	$ 2,680,053

GREEN BAY WATER UTILITY

Operating and Maintenance Expenses by Major Function w/o Ashwaubenon

2023 BUDGET

	2023 Budget Amount	% of Total Budget	2022 Budget Amount	% of Total Budget
Salaries & wages	$ 4,929,941	21.70%	$ 4,398,434	19.69%
Employee benefits:				
Health, dental & life insurance	948,544	4.18%	968,143	4.33%
Social Security	368,988	1.62%	333,396	1.49%
WRS pension	326,990	1.44%	284,346	1.27%
Other employee benefits	150,642	0.66%	129,044	0.58%
Total employee benefits	1,795,164	7.90%	1,714,929	7.68%
Total salaries, wages & employee benefits	6,725,105	29.61%	6,113,363	27.37%
Contractor costs	1,543,900	6.80%	2,835,084	12.69%
Materials & supplies	793,144	3.49%	825,462	3.69%
Vehicle & equipment fuel & maintenance	1,010,030	4.45%	532,800	2.38%
Pumping electric & gas	844,800	3.72%	653,500	2.93%
Treatment plant electric & gas	203,000	0.89%	140,000	0.63%
Office & vehicle building electric & gas	81,650	0.36%	71,000	0.32%
Property maintenance	81,000	0.36%	-	0.00%
Chemicals for water treatment	467,875	2.06%	300,000	1.34%
Water sample testing	115,000	0.51%	248,250	1.11%
Outside services (legal, audit, engineering, city services, etc.)	1,086,627	4.78%	748,700	3.35%
Liability, property & workers' comp insurance	162,384	0.71%	139,950	0.63%
Meetings, conventions and public information	51,993	0.23%	85,550	0.38%
Other (phone, postage, bad debts, etc.)	88,600	0.39%	62,650	0.28%
Depreciation	5,317,000	23.41%	5,290,000	23.68%
Amortization of wholesale grants	163,103	0.72%	166,453	0.75%
PILOT payment to City	2,450,000	10.79%	2,469,000	11.05%
Debt interest and amortization	1,530,659	6.74%	1,658,303	7.42%
Total Expenses	$ 22,715,870	100.00%	$ 22,340,065	100.00%

GREEN BAY WATER UTILITY

Schedule of Cash Flows

2023 BUDGET

	Total	Green Bay	Ashwaubenon
Cash Balance 12/31/20	$ 7,230,724	$ (5,797,067)	$ 13,027,791
Net Income	$ 6,018,281	$ 3,207,431	$ 2,810,850
Capital Contribution	(164,689)	(164,689)	-
Depreciation	5,520,383	5,520,383	-
Amortization of grants	131,453	131,453	-
LT debt proceeds	7,311,207	7,311,207	-
LT debt pmts	(4,180,000)	(3,831,945)	(348,055)
Amortization of debt prem/disc.	(242,749)	(242,749)	-
Interest on debt reserve	(152,096)	(152,096)	-
Gain/loss on debt reserve	145,927	145,927	-
Fixed asset purchases	(8,569,868)	(8,466,591)	(103,277)
Net change in cash	5,817,849	3,458,331	2,359,518
Cash Balance 12/31/21	$ 13,048,573	$ (2,338,736)	$ 15,387,309
Net Income	$ 5,029,080	$ 2,331,557	$ 2,697,523
Capital Contribution	(400,000)	(400,000)	-
Depreciation	5,530,434	5,530,434	-
Amortization of grants	131,453	131,453	-
LT debt proceeds	-	-	-
LT debt pmts	(4,205,000)	(3,849,569)	(355,431)
Amortization of debt prem/disc.	(281,102)	(281,102)	-
Interest on debt reserve	(150,000)	(150,000)	-
Gain/loss on debt reserve	240,000	240,000	-
Fixed asset purchases	(6,706,427)	(6,554,127)	(152,300)
Net change in cash	(811,562)	(3,001,354)	2,189,792
Cash Balance 12/31/22	$ 12,237,011	$ (5,340,090)	$ 17,577,101
Net Income	$ 3,832,088	$ 1,152,035	$ 2,680,053
Capital Contribution	(300,000)	(300,000)	-
Depreciation	5,568,434	5,568,434	-
Amortization of grants	131,453	131,453	-
LT debt proceeds	-	-	-
LT debt pmts	(4,305,000)	(3,941,271)	(363,729)
Amortization of debt prem/disc.	(319,298)	(319,298)	-
Interest on debt reserve	(145,000)	(145,000)	-
Gain/loss on debt reserve	150,000	150,000	-
Fixed asset purchases	(7,209,725)	(6,960,225)	(249,500)
Net change in cash	(2,597,048)	(4,663,872)	2,066,824
Cash Balance 12/31/23	$ 9,639,963	$ (10,003,962)	$ 19,643,925

Cash Balance includes O & M, Bond Redemption & Reserve, Construction and Private Service Replacement Accounts.

GREEN BAY WATER UTILITY

PROJECTED 2023 RATE OF RETURN ANALYSIS

(Excluding Ashwaubenon Wholesale Operations)

2023 BUDGET

	1/1/22	12/31/22	AVERAGE
Plant in Service (Utility Financed)	$ 215,393,605	$ 219,100,000	$ 217,246,803
Less: Accumulated Depreciation	89,582,062	92,165,345	90,873,704
Net Capital Investment (Utility Financed)	125,811,543	126,934,655	126,373,099
Plus: Materials & Supplies	528,064	550,000	539,032
Rate Base	$ 126,339,607	$ 127,484,655	$ 126,912,131
Less: Regulatory Liability			302,012
Net Investment Rate Base			$ 126,610,119
Net Operating Income			$ 2,730,978
Rate of Return			2.16%

AUTHORIZED RATE OF RETURN: 3.9%

	1/1/23	12/31/23	AVERAGE
Plant in Service (Utility Financed)	$ 219,100,000	$ 223,309,725	$ 221,204,863
Less: Accumulated Depreciation	92,165,345	94,730,305	93,447,825
Net Capital Investment (Utility Financed)	126,934,655	128,579,420	127,757,038
Plus: Materials & Supplies	550,000	550,000	550,000
Rate Base	$ 127,484,655	$ 129,129,420	$ 128,307,038
Less: Regulatory Liability			100,667
Net Investment Rate Base			$ 128,206,371
Net Operating Income			$ 1,470,312
Rate of Return			1.15%

AUTHORIZED RATE OF RETURN: 3.9%

GREEN BAY WATER UTILITY

CAPITAL IMPROVEMENTS

2023 BUDGET

Project	Department	Amount
Firewall Upgrade	Administrative	$ 15,000
Miscellaneous Computer Upgrades	Administrative	20,000
Phone System Upgrade	Administrative	65,000
Server Optimization Upgrades and Storage Enhancements	Administrative	30,000
Vehicle/Equipment Replacement Program Summary	Distribution	85,000
Small Equipment	Distribution	45,000
Small Safety Equipment	Distribution	10,000
Water Utility Installs of Services, Hydrants, Valves & Mains	Distribution	700,000
Cityworks Upgrades and Implementations	Engineering	50,000
GIS (ESRI) Upgrade and Implementations	Engineering	10,000
Water Main Relays	Engineering	4,960,000
Meter Replacement	Metering & Cross Connection	370,225
Generator Addition at Lake Station	Pumping	200,000
PLC Replacement	Pumping	80,000
Vault Replacement - Hwy 54/57	Pumping	80,000
Calibration Instrumentation	Treatment	9,500
Insertion Mag Meters Project	Treatment	400,000
Corrosion Control Upgrade	Treatment	40,000
Lab Equipment	Treatment	40,000
Total Project Costs		$ 7,209,725

Funding Source		
Water User Fees		$ 7,209,725

See 2023 Five-Year Capital Improvement Plan for detail on each project.

FIVE-YEAR
CAPITAL IMPROVEMENT PLAN

2023

THE MISSION OF THE GREEN BAY WATER UTILITY IS
TO PROVIDE A RELIABLE, HIGH-QUALITY
DRINKING WATER SUPPLY
WITH EXCEPTIONAL CUSTOMER SERVICE AND VALUE.

GREEN BAY WATER UTILITY
CAPITAL IMPROVEMENT PLAN
PROGRAM DEVELOPMENT

It is the intent of the Green Bay Water Utility to maintain a Capital Improvement Plan both to provide physical facilities that are responsive to the needs and demands of the Utility and Utility customers and to be supportive of the long and short range economic, social and environmental development policies of the Utility.

Development of the Five-Year Capital Improvement Plan entails planning together by the various departments within the Utility and with the Business Manager and General Manager. Project requests are submitted by departments in preparation of their operating budget requests. Project and operating budget requests are reviewed by the General Manager in order to develop a capital program and to balance the operating impacts of projects and their funding sources. The Five-Year Capital Improvement Plan is updated each year as an essential component of budget development.

The Five-Year Capital Improvement Plan serves as a planning tool for future growth and development within the Utility. Funds are appropriated in the budget for the current year only, with subsequent years being separately authorized with that year's budget. Sound planning, project descriptions and accurate cost estimates aid in the formulation of a plan that is used as a valuable management tool in accomplishing needed capital improvements within the Utility's ability to pay.

Expenditures consist of a permanent addition to the Utility's assets of major importance and cost and according to Public Service Commission (PSC) definitions. The cost of land acquisition, construction, renovation and equipment are included. Capital Plan assets should have a multi-year useful life or extend the useful life of an existing asset. The Plan includes projects costing approximately $10,000 or greater.

Funding is provided by user fees "rates" charged to the customers who receive services provided by the Utility. Funding can also be generated through the borrowing of funds (principal) at a cost (interest). Revenue bonds are the main instrument used.

Significant operating and maintenance expenses that are related to maintaining the Utility's capital assets are also included. These are non-frequent or one-time expenses that do not meet the PSC definitions of capital assets but that would have significant effects on our operating budget in a given year. Projects costing $300,000 or above are included. These expenses would mostly likely be funded by borrowing of funds and/or recovered through user fees over a number of years.

GREEN BAY WATER UTILITY
CAPITAL IMPROVEMENT PLAN
2022 PROJECT STATUS

Project	Dept.	2022 Budget Amount	2022 Projected or Actual Cost	Project Status
Building Addition and Remodel (carried over from 2021)	Administrative	$ 1,750,000	$ 1,750,000	Complete
Fuel System	Administrative	-	72,564	Complete
GIS Server Upgrade and Storage Enhancements	Administrative	15,000	-	N/A
Miscellaneous Network and PC Upgrades	Administrative	20,000	25,000	Complete
Phone System Upgrade	Administrative	65,000	-	Carry forward to 2023
Server Optimization Upgrades with Hard Drive Racks	Administrative	100,000	58,000	Complete
Distribution Vehicles	Distribution	190,000	178,979	Complete
Treatment Vehicle	Distribution	21,000	19,119	Complete
Metering Vehicle (carried over from 2021)	Distribution	70,000	59,465	Complete
Small Equipment	Distribution	25,000	25,000	Complete
Small Safety Equipment	Distribution	10,000	10,000	Complete
Water Utility Installs of Services, Hydrants, Mains & Valves	Distribution	500,000	650,000	Complete
Cityworks Upgrades and Implementations	Engineering	80,000	50,000	Complete
ESRI Upgrade	Engineering	20,000	-	N/A
Water Main Relays	Engineering	4,480,000	3,000,000	Complete
Meter Reading Software Upgrade	Metering & Cross Connection	125,000	110,000	Complete
Meter Replacement	Metering & Cross Connection	406,085	416,000	Complete
Generator Addition at Lake Station	Pumping	200,000	-	Carry forward to 2023
Raw Water Meters for 54" and 42" Mains	Pumping	130,000	130,000	Complete
Vault Replacement - Hwy 54/57	Pumping	60,000	-	Carry forward to 2023
Insertion Mag Meters Project	Treatment	50,000	-	Carry forward to 2023
Instrumentation	Treatment	8,000	12,300	Complete
Lab Equipment	Treatment	40,000	35,000	Complete
Turbidity Meters	Treatment	125,000	105,000	Complete
		$ 8,490,085	$ 6,706,427	

GREEN BAY WATER UTILITY
CAPITAL IMPROVEMENT PLAN
2023-2027

Page	Project	Dept.	2023	2024	2025	2026	2027	Total
4	Firewall Upgrade	Administrative	$ 15,000	$ -	$ -	$ -	$ -	$ 15,000
5	Miscellaneous Computer Upgrades	Administrative	20,000	20,000	20,000	20,000	20,000	100,000
6	Phone System Upgrade	Administrative	65,000	-	-	-	-	65,000
7	Server Optimization Upgrades and Storage Enhancements	Administrative	30,000	30,000	30,000	30,000	30,000	150,000
8	Billing System Customer Portal Upgrade	Administrative	-	205,000	-	-	-	205,000
9	Village of Pulaski Water Main	Administrative	-	1,230,000	-	-	-	1,230,000
10	Village of Luxemburg Water Main	Administrative	-	-	1,230,000	-	-	1,230,000
11	Vehicle/Equipment Replacement Program Summary	Distribution	85,000	755,000	510,000	565,000	555,000	2,470,000
12-16	Distribution Vehicles							
17-18	Metering & Cross Connection Vehicles							
19-20	Pumping Vehicles							
21	Small Equipment	Distribution	45,000	25,000	25,000	25,000	25,000	145,000
22	Small Safety Equipment	Distribution	10,000	10,000	10,000	10,000	10,000	50,000
23	Water Utility Installs of Services, Hydrants, Valves & Mains	Distribution	700,000	700,000	700,000	700,000	700,000	3,500,000
24	36-Inch Transmission Main Segment Replacements	Engineering	-	500,000	-	-	-	500,000
25	Cityworks Upgrades and Implementations	Engineering	50,000	20,000	20,000	20,000	20,000	130,000
26	GIS (ESRI) Upgrade and Implementations	Engineering	10,000	110,000	10,000	10,000	10,000	150,000
27-31	Water Main Relays	Engineering	4,960,000	5,540,000	5,840,000	6,440,000	5,450,000	28,230,000
32	Meter Replacement	Metering & Cross Connection	370,225	353,025	447,000	487,000	531,000	2,188,250
33	Generator Addition at Lake Station	Pumping	200,000	2,000,000	-	-	-	2,200,000
34	PLC Replacement	Pumping	80,000	-	-	-	-	80,000
35	Vault Replacement - Hwy 54/57	Pumping	80,000	-	-	-	-	80,000
36	Radio Replacement	Pumping	-	100,000	-	-	-	100,000
37	Water Tower - Bader Zone	Pumping	-	300,000	2,700,000	-	-	3,000,000
38	Calibration Instrumentation	Treatment	9,500	-	-	-	-	9,500
39	Insertion Mag Meters Project	Treatment	400,000	-	-	-	-	400,000
40	SCADA Software Upgrade	Treatment	-	225,000	-	-	-	225,000
41	Corrosion Control Upgrade	Treatment	40,000	500,000	-	-	-	540,000
42	LED Lighting Project	Treatment	-	24,000	-	-	-	24,000
43	Lab Equipment	Treatment	40,000	40,000	40,000	40,000	40,000	200,000
44	Lab Addition	Treatment	-	-	550,000	-	-	550,000
45	Filter Media	Treatment	-	-	300,000	-	-	300,000
46	Diesel Generator Replacement	Treatment	-	-	-	375,000	-	375,000
47	Residuals Management Project	Treatment	-	-	-	-	6,000,000	6,000,000
	Total Project Costs		$ 7,209,725	$ 12,687,025	$ 12,432,000	$ 8,722,000	$ 13,391,000	$ 54,441,750
	Funding Sources:							
	Water User Fees		$ 7,209,725	$ 8,657,025	$ 8,502,000	$ 8,722,000	$ 7,391,000	$ 40,481,750
	Revenue Bonds/Safe Drinking Water Loan		-	4,030,000	3,930,000	-	6,000,000	13,960,000
	Total Funding Sources		$ 7,209,725	$ 12,687,025	$ 12,432,000	$ 8,722,000	$ 13,391,000	$ 54,441,750

See pages 48-53 for Significant Operating and Maintenance Expenses

GREEN BAY WATER UTILITY
CAPITAL IMPROVEMENT PLAN
PROJECT REQUEST FOR 2023 - 2027

Project Title: Firewall Upgrade

Department: Administrative

Project Description & Justification:

Firewall upgrade will be needed for hardware to stay current with cybersecurity standards.

Impact on On-going Operating Costs/Personnel Requirements:

N/A

COST ANALYSIS Estimated Cash Summary					
2023	**2024**	**2025**	**2026**	**2027**	**Total**
$ 15,000	$ -	$ -	$ -	$ -	$ 15,000

GREEN BAY WATER UTILITY
CAPITAL IMPROVEMENT PLAN
PROJECT REQUEST FOR 2023 - 2027

Project Title: Miscellaneous Computer Upgrades

Department: Administrative

Project Description & Justification:

Yearly hardware and software updates on desktop computers, laptops, printers, etc.

Impact on On-going Operating Costs/Personnel Requirements:

N/A

COST ANALYSIS
Estimated Cash Summary

2023	2024	2025	2026	2027	Total
$ 20,000	$ 20,000	$ 20,000	$ 20,000	$ 20,000	$ 100,000

GREEN BAY WATER UTILITY
CAPITAL IMPROVEMENT PLAN
PROJECT REQUEST FOR 2023 - 2027

Project Title: Phone System Upgrade

Department: Administrative

Project Description & Justification:

In 2022, this project was started by analyzing the needs of the Utility. The phone system upgrade is needed for hardware to stay current with hardware and software technology standards. Additional features and capacity will be needed to meet the demands of our billing customers, citizens and staff. The project will be completed during 2023.

Impact on On-going Operating Costs/Personnel Requirements:

N/A

COST ANALYSIS
Estimated Cash Summary

2023	2024	2025	2026	2027	Total
$ 65,000	$ -	$ -	$ -	$ -	$ 65,000

GREEN BAY WATER UTILITY
CAPITAL IMPROVEMENT PLAN
PROJECT REQUEST FOR 2023 - 2027

Project Title: Server Optimization Upgrades and Storage Enhancements

Department: Administrative

Project Description & Justification:

Miscellaneous upgrades to hardware and software associated with data storage system and servers including GIS servers. Continue to upgrade servers to current Microsoft Operating System. Upgrade and add to the hardware at the main office and filter plant based on additional building and operational needs.

Impact on On-going Operating Costs/Personnel Requirements:

N/A

COST ANALYSIS
Estimated Cash Summary

2023	2024	2025	2026	2027	Total
$ 30,000	$ 30,000	$ 30,000	$ 30,000	$ 30,000	$ 150,000

GREEN BAY WATER UTILITY
CAPITAL IMPROVEMENT PLAN
PROJECT REQUEST FOR 2023 - 2027

Project Title: Billing System Customer Portal Upgrade

Department: Administration

Project Description & Justification:

Our current customer portal included in our billing software (NorthStar) is eCare. This upgrade is mandatory due to security and the old system will not be supported. The new customer portal is SilverBlaze. This customer portal enhances mobile customer experiences and provides more user-friendly access to their utility account information.

Impact on On-going Operating Costs/Personnel Requirements:

The annual license subscription will increase approximately $55,000. This will cover all 5 utilities that we bill for.

COST ANALYSIS Estimated Cash Summary					
2023	**2024**	**2025**	**2026**	**2027**	**Total**
$ -	$ 205,000	$ -	$ -	$ -	$ 205,000

GREEN BAY WATER UTILITY
CAPITAL IMPROVEMENT PLAN
PROJECT REQUEST FOR 2023 - 2027

Project Title: Village of Pulaski Water Main

Department: Administrative

Project Description & Justification:

Contribution to construction based on Pulaski guaranteeing 0.325 MGD usage.

Impact on On-going Operating Costs/Personnel Requirements:

N/A

COST ANALYSIS
Estimated Cash Summary

2023	2024	2025	2026	2027	Total
$ -	$ 1,230,000	$ -	$ -	$ -	$ 1,230,000

GREEN BAY WATER UTILITY
CAPITAL IMPROVEMENT PLAN
PROJECT REQUEST FOR 2023 - 2027

Project Title: Village of Luxemburg Water Main

Department: Administrative

Project Description & Justification:

Contribution to construction based on Luxemburg guaranteeing 0.325 MGD usage.

Impact on On-going Operating Costs/Personnel Requirements:

N/A

COST ANALYSIS
Estimated Cash Summary

2023	2024	2025	2026	2027	Total
$ -	$ -	$ 1,230,000	$ -	$ -	$ 1,230,000

GREEN BAY WATER UTILITY
CAPITAL IMPROVEMENT PLAN
VEHICLE/EQUPMENT REPLACEMENT PROGRAM SUMMARY
2023 - 2027

2023

ID	Year	Make	Model	Department	Description	Condition	Anticipated miles/hours	Recommended Replacement	Est. Replacement Cost	Disposition
14	2018	Chev	Silverado 3500	Distribution	Crew truck*	7	45,898	55,000 miles	$85,000	Keep - Misc. Fleet
								TOTAL	$85,000	

2024

ID	Year	Make	Model	Department	Description	Condition	Anticipated miles/hours	Recommended Replacement	Est. Replacement Cost	Disposition
16	2019	Chev	Silverado 3500	Distribution	Crew truck*	8	54,602	55,000 miles	$85,000	Keep - Misc. Fleet
98	2009	Intl	Dump Truck	Distribution	Front line daily usage	4	91,363	100,000 miles	$185,000	Sell
61	2010	John Deere	Backhoe	Distribution	Limited usage breaker	5	6,543 hours	7,500 hours	$165,000	Sell
5	2015	Chev	Silverado 2500	Distribution	UDF/service truck	5	109,072	125,000 miles	$75,000	Keep - Misc. Fleet
4	2015	Chev	Silverado 2500	Distribution	Locate/service truck	6	110,162	125,000 miles	$75,000	Keep - Misc. Fleet
111	2008	Chev	2500 Van	Metering	Service van	2	111,734	125,000 miles	$50,000	Sell or keep
307	2017	Chev	Colorado	Pumping	Electrician work truck	6	100,075	125,000 miles	$60,000	Sell or keep
308	2017	Chev	Colorado	Pumping	Electrician work truck	6	110,218	125,000 miles	$60,000	Sell or keep
								TOTAL	$755,000	

2025

ID	Year	Make	Model	Department	Description	Condition	Anticipated miles/hours	Recommended Replacement	Est. Replacement Cost	Disposition
8	2015	Cat	Backhoe	Distribution	Backhoe	5	7,881 hours	7,500 hours	$165,000	Sell
86	2005	Intl	Dump Truck	Distribution	Front line daily usage	4	126,336	100,000 miles	$185,000	Sell
95	2009	Ford	F250	Distribution	Valve turner/service truck	6	66,949	125,000 miles	$75,000	Keep - Misc. Fleet
210	2009	Pont	G6	Distribution	IT daily usage	5	120,669	125,000 miles	$35,000	Sell
114	2013	Ford	E250 Van	Metering	Service van	6	63,907	125,000 miles	$50,000	Sell or keep
								TOTAL	$510,000	

2026

ID	Year	Make	Model	Department	Description	Condition	Anticipated miles/hours	Recommended Replacement	Est. Replacement Cost	Disposition
19	2019	Ford	F350	Distribution	Crew truck*	9	53,600	55,000 miles	$85,000	Keep - Misc. Fleet
3	2016	Mack	Dump Truck	Distribution	Front line daily usage	7	78,539	100,000 miles	$185,000	Sell
18	2019	Chev	Silverado 2500	Distribution	Locate/service truck	7	117,515	125,000 miles	$70,000	Keep - Misc. Fleet
212	2015	Chev	Colorado	Distribution	Foreman truck	7	109,604	125,000 miles	$55,000	Keep - Misc. Fleet
429	2013	Vermeer	LP555SDT	Distribution	Limited use vacuum excavator	6	2,162 hours	2,000 hours	$90,000	Sell
309	2018	Ford	F250	Pumping	Electrician work truck	8	94,762	125,000 miles	$80,000	Sell or keep
								TOTAL	$565,000	

2027

ID	Year	Make	Model	Department	Description	Condition	Anticipated miles/hours	Recommended Replacement	Est. Replacement Cost	Disposition
213	2016	Chev	Colorado	Distribution	Foreman truck	7	114,916	125,000 miles	$55,000	Keep - Misc. Fleet
83	2000	GMC	Sierra 2500	Distribution	Mechanic service truck	4	93,555	125,000 miles	$80,000	Sell
11	2017	Mack	Dump Truck	Distribution	Front line daily usage	9	76,985	100,000 miles	$185,000	Keep - Misc. Fleet
64	1991	John Deere	Loader	Distribution	Yard loader	6	6,457 hours	8,000 hours	$235,000	Sell
								TOTAL	$555,000	Sell

Condition 1-10 - (1 = poor, 10 = excellent)

*Crew trucks get replaced every three to five years due to essential reliability. Retired Crew trucks become miscellaneous fleet vehicles used for Distribution maintenance.

GREEN BAY WATER UTILITY
CAPITAL IMPROVEMENT PLAN
PROJECT REQUEST FOR 2023 - 2027

Project Title: Distribution Vehicles - 2023

Department: Distribution

Project Description & Justification:

$85,000 - Front line daily use crew truck will be purchased through State of Wisconsin contract.
#14, a 2018 Chev Silverado 3500 crew truck will remain in the fleet until it reaches its maximum service life and then be retired.

Impact on On-going Operating Costs/Personnel Requirements:

The major factor for this equipment replacement is mileage and reliability (daily front line use). Given our climate, rust plays a significant role in the longevity of our vehicles/equipment. This type of maintenance is very expensive and often times doesn't last.

COST ANALYSIS
Estimated Cash Summary

2023	2024	2025	2026	2027	Total
$ 85,000	$ -	$ -	$ -	$ -	$ 85,000

GREEN BAY WATER UTILITY
CAPITAL IMPROVEMENT PLAN
PROJECT REQUEST FOR 2023 - 2027

Project Title: Distribution Vehicles - 2024

Department: Distribution

Project Description & Justification:

$85,000 - Front line daily use crew truck.
#16, a 2019 Chev Silverado 3500 crew truck will remain in the fleet until it reaches its maximum service life and then be retired.

$185,000 - Front line daily use dump truck.
#98, a 2009 International dump truck will be sold.

$165,000 - Front line daily use backhoe.
#61, a 2007 Cat backhoe will be sold.

$75,000 - Front line daily use UDF/service truck.
#5, a 2015 Chev Silverado 2500 UDF/service truck will remain in the fleet until it reaches its maximum service life and then be retired.

$75,000 - Front line daily use locate/service truck.
#4, a 2015 Chev Silverado 2500 locate/service truck will remain in the fleet until it reaches its maximum service life and then be retired.

Impact on On-going Operating Costs/Personnel Requirements:

The major factor for this equipment replacement is mileage and reliability (daily front line use). Given our climate, rust plays a significant role in the longevity of our vehicles/equipment. This type of maintenance is very expensive and often times doesn't last.

COST ANALYSIS
Estimated Cash Summary

2023	2024	2025	2026	2027	Total
$ -	$ 585,000	$ -	$ -	$ -	$ 585,000

GREEN BAY WATER UTILITY
CAPITAL IMPROVEMENT PLAN
PROJECT REQUEST FOR 2023 - 2027

Project Title: Distribution Vehicles - 2025

Department: Distribution

Project Description & Justification:

$165,000 - Front line daily use backhoe.
#8, a 2015 Cat backhoe will be sold.

$185,000 - Front line daily use dump truck.
#86, a 2005 International dump truck will be sold.

$75,000 - Front line daily use valve turner mounted/service truck.
#95, a 2009 Ford F250 valve turner mounted/service truck will remain in the fleet until it reaches its maximum service life and then be retired.

$35,000 - Front line daily use miscellaneous transportation vehicle.
Electric powered vehicle options will be considered.
#210, a 2009 Pontiac G6 will be sold.

Impact on On-going Operating Costs/Personnel Requirements:

The major factor for this equipment replacement is mileage and reliability (daily front line use). Given our climate, rust plays a significant role in the longevity of our vehicles/equipment. This type of maintenance is very expensive and often times doesn't last.

COST ANALYSIS
Estimated Cash Summary

2023	2024	2025	2026	2027	Total
$ -	$ -	$ 460,000	$ -	$ -	$ 460,000

GREEN BAY WATER UTILITY
CAPITAL IMPROVEMENT PLAN
PROJECT REQUEST FOR 2023 - 2027

Project Title: Distribution Vehicles - 2026

Department: Distribution

Project Description & Justification:

$85,000 - Front line daily use crew truck.
#19, a 2019 Ford F350 crew truck will remain in the fleet until it reaches its maximum service life and then be retired.

$185,000 - Front line daily use dump truck.
#3, a 2016 Mack dump truck will be sold.

$70,000 - Front line daily use locate/service truck.
#18, a 2019 Chev Silverado 2500 locate/service truck will remain in the fleet until it reaches its maximum service life and then be retired.

$55,000 - Daily use foreman transportation vehicle.
#212, a 2015 Chev Colorado foreman truck will remain in the fleet until it reaches its maximum service life and then be retired.

$90,000 - Limited use vacuum excavator.
#429, a 2013 Vermeer vacuum excavator will be sold.

Impact on On-going Operating Costs/Personnel Requirements:

The major factor for this equipment replacement is mileage and reliability (daily front line use). Given our climate, rust plays a significant role in the longevity of our vehicles/equipment. This type of maintenance is very expensive and often times doesn't last.

COST ANALYSIS
Estimated Cash Summary

2023	2024	2025	2026	2027	Total
$ -	$ -	$ -	$ 485,000	$ -	$ 485,000

GREEN BAY WATER UTILITY
CAPITAL IMPROVEMENT PLAN
PROJECT REQUEST FOR 2023 - 2027

Project Title: Distribution Vehicles - 2027

Department: Distribution

Project Description & Justification:

$55,000 - Daily use foreman transportation vehicle.
#213, a 2016 Chev Colorado foreman truck will remain in the fleet until it reaches its maximum service life and then be retired.

$80,000 - Limited use mechanic service truck.
#83, a 2000 GMC Sierra 2500 mechanic service truck will be sold.

$185,000 - Front line daily use dump truck.
#11, a 2017 Mack dump truck will remain in the fleet until it reaches its maximum service life and then be retired.

$235,000 - Limited use yard loader.
#64, a 1991 John Deere loader will be sold.

Impact on On-going Operating Costs/Personnel Requirements:

The major factor for this equipment replacements is mileage and reliability (daily front line use). Given our climate, rust plays a significant role in the longevity of our vehicles/equipment. This type of maintenance is very expensive and often times doesn't last.

COST ANALYSIS
Estimated Cash Summary

2023	2024	2025	2026	2027	Total
$ -	$ -	$ -	$ -	$ 555,000	$ 555,000

GREEN BAY WATER UTILITY
CAPITAL IMPROVEMENT PLAN
PROJECT REQUEST FOR 2023 - 2027

Project Title: Metering & Cross Connection Vehicles - 2024

Department: Distribution

Project Description & Justification:

$50,000 - Front line daily use service van.
#111, a 2008 Chev 2500 service van will be sold or remain in the fleet until it reaches its maximum service life and then be retired.

Impact on On-going Operating Costs/Personnel Requirements:

The major factor for this equipment replacement is mileage and reliability (daily front line use). Given our climate, rust plays a significant role in the longevity of our vehicles/equipment. This type of maintenance is very expensive and often times doesn't last.

COST ANALYSIS
Estimated Cash Summary

2023	2024	2025	2026	2027	Total
$ -	$ 50,000	$ -	$ -	$ -	$ 50,000

GREEN BAY WATER UTILITY
CAPITAL IMPROVEMENT PLAN
PROJECT REQUEST FOR 2023 - 2027

Project Title: Metering & Cross Connection Vehicles - 2025

Department: Distribution

Project Description & Justification:

$50,000 - Front line daily use service van.
#114, a 2013 Ford E250 service van will be sold or remain in the fleet until it reaches its maximum service life and then be retired.

Impact on On-going Operating Costs/Personnel Requirements:

The major factor for this equipment replacement is mileage and reliability (daily front line use). Given our climate, rust plays a significant role in the longevity of our vehicles/equipment. This type of maintenance is very expensive and often times doesn't last.

COST ANALYSIS
Estimated Cash Summary

2023	2024	2025	2026	2027	Total
$ -	$ -	$ 50,000	$ -	$ -	$ 50,000

GREEN BAY WATER UTILITY
CAPITAL IMPROVEMENT PLAN
PROJECT REQUEST FOR 2023 - 2027

Project Title: Pumping Vehicles - 2024

Department: Distribution

Project Description & Justification:

$120,000 - (2) Front line daily use electrician work trucks.
#307 and #308, 2017 Chev Colorado electrician work trucks will be sold or remain in the fleet until they reach their maximum service life and then be retired.

Impact on On-going Operating Costs/Personnel Requirements:

The major factor for this equipment replacement is mileage and reliability (daily front line use). Given our climate, rust plays a significant role in the longevity of our vehicles/equipment. This type of maintenance is very expensive and often times doesn't last.

COST ANALYSIS
Estimated Cash Summary

2023	2024	2025	2026	2027	Total
$ -	$ 120,000	$ -	$ -	$ -	$ 120,000

GREEN BAY WATER UTILITY
CAPITAL IMPROVEMENT PLAN
PROJECT REQUEST FOR 2023 - 2027

Project Title: Pumping Vehicles - 2026

Department: Distribution

Project Description & Justification:

$80,000 - Front line daily use pumping electrician work truck.
#309, a 2018 Ford F250 electrician work truck will be sold or remain in the fleet until it reaches its maximum service life and then be retired.

Impact on On-going Operating Costs/Personnel Requirements:

The major factor for this equipment replacement is mileage and reliability (daily front line use). Given our climate, rust plays a significant role in the longevity of our vehicles/equipment. This type of maintenance is very expensive and often times doesn't last.

COST ANALYSIS
Estimated Cash Summary

2023	2024	2025	2026	2027	Total
$ -	$ -	$ -	$ 80,000	$ -	$ 80,000

GREEN BAY WATER UTILITY
CAPITAL IMPROVEMENT PLAN
PROJECT REQUEST FOR 2023 - 2027

Project Title: Small Equipment

Department: Distribution

Project Description & Justification:

This request is for the purchase of equipment for new vehicle set up and new or replacement equipment ranging in price from $500 - $10,000. Examples include generators, pipe saws, gas and electric pumps, valve operators, trench compactors, inspection cameras, pipe tapping machines, pipe tapping motors, welders, electronic leak detection equipment, GPS locating equipment and torch kits.
There is a increase in the 2023 budget to reflect the purchase of a handheld GPS locator($15,000) and an electronic leak noise amplification system($5,000).
The major factor for these equipment replacements is maintenance and reliability (daily front line use).

Impact on On-going Operating Costs/Personnel Requirements:

N/A

COST ANALYSIS
Estimated Cash Summary

2023	2024	2025	2026	2027	Total
$ 45,000	$ 25,000	$ 25,000	$ 25,000	$ 25,000	$ 145,000

GREEN BAY WATER UTILITY
CAPITAL IMPROVEMENT PLAN
PROJECT REQUEST FOR 2023 - 2027

Project Title: Small Safety Equipment

Department: Distribution

Project Description & Justification:

This request is for the replacement of safety equipment ranging in price from $500 - $10,000. Examples would be trench shields, air shores, fin form trench wall plates, large steel shoring plates, davit systems for confined space entry/exit, oxygen monitors and ventilators. The major factor for these equipment replacements is maintenance and reliability (daily front line use).

Impact on On-going Operating Costs/Personnel Requirements:

N/A

COST ANALYSIS
Estimated Cash Summary

2023	2024	2025	2026	2027	Total
$ 10,000	$ 10,000	$ 10,000	$ 10,000	$ 10,000	$ 50,000

GREEN BAY WATER UTILITY
CAPITAL IMPROVEMENT PLAN
PROJECT REQUEST FOR 2023 - 2027

Project Title: Water Utility Installs of Services, Hydrants, Valves & Mains

Department: Distribution

Project Description & Justification:

Water Utility stand alone installations of services, hydrants & valves along with replacement of mains due to repairs.

Impact on On-going Operating Costs/Personnel Requirements:

N/A

COST ANALYSIS
Estimated Cash Summary

2023	2024	2025	2026	2027	Total
$ 700,000	$ 700,000	$ 700,000	$ 700,000	$ 700,000	$ 3,500,000

GREEN BAY WATER UTILITY
CAPITAL IMPROVEMENT PLAN
PROJECT REQUEST FOR 2023 - 2027

Project Title: 36-Inch Transmission Main Segment Replacements

Department: Engineering

Project Description & Justification:

Replace the pipe segments on the 36" Transmission Mains that were identified with wire breaks from the PipeDiver analysis. Replace the 9 pipe segments with broken wires along Finger Road and the 2 pipe segments along Grandview Road in 2024.

Impact on On-going Operating Costs/Personnel Requirements:

N/A

COST ANALYSIS
Estimated Cash Summary

2023	2024	2025	2026	2027	Total
$ -	$ 500,000	$ -	$ -	$ -	$ 500,000

GREEN BAY WATER UTILITY
CAPITAL IMPROVEMENT PLAN
PROJECT REQUEST FOR 2023 - 2027

Project Title: Cityworks Upgrades and Implementations

Department: Engineering

Project Description & Justification:

Cityworks upgrades, pumping section implementation, filter plant implementation & general assistance through Power Engineers.

Impact on On-going Operating Costs/Personnel Requirements:

N/A

COST ANALYSIS
Estimated Cash Summary

2023	2024	2025	2026	2027	Total
$ 50,000	$ 20,000	$ 20,000	$ 20,000	$ 20,000	$ 130,000

GREEN BAY WATER UTILITY
CAPITAL IMPROVEMENT PLAN
PROJECT REQUEST FOR 2023 - 2027

Project Title: GIS (ESRI) Upgrade and Implementations

Department: Engineering

Project Description & Justification:

Upgrade is needed for 2024 because ESRI software is moving to a different platform and our GIS would not be supported any longer. This also includes consultant costs for GIS yearly updates.

Impact on On-going Operating Costs/Personnel Requirements:

N/A

COST ANALYSIS
Estimated Cash Summary

2023	2024	2025	2026	2027	Total
$ 10,000	$ 110,000	$ 10,000	$ 10,000	$ 10,000	$ 150,000

GREEN BAY WATER UTILITY
CAPITAL IMPROVEMENT PLAN
PROJECT REQUEST FOR 2023 - 2027

Project Title: Water Main Relays - 2023

Department: Engineering

Project Description & Justification:

Relays on Resurfacing Streets:
Brosig Street - $270,000
Dennis Place - $230,000
Edison Street - $140,000
Eliza Street - $180,000
Heyrman Street - $160,000
Hickory Hill Drive - $110,000
Hudson Street - $340,000
Irene Street - $90,000
Mason Way - $140,000
Newtols Street - $160,000
Redwood Drive - $320,000
Suydam Street - $110,000

Total Footage = 20,700 Feet / 3.92 Miles

Relays on Reconstructed Streets:
Arndt Street - $0 (TIF)
Berner Street - $530,000
Finger Road - $290,000
Howard Street - $160,000
Irwin Street - $80,000
Oakland Avenue - $210,000
School Place - $270,000
School Place - $290,000
Maple Avenue - $110,000
Spring Street - $80,000
VanBuren Street - $400,000

Water Utility Stand Alone Relays:
Hazelwood Lane - $290,000

Impact on On-going Operating Costs/Personnel Requirements:

N/A

COST ANALYSIS
Estimated Cash Summary

2023	2024	2025	2026	2027	Total
$ 4,960,000	$ -	$ -	$ -	$ -	$ 4,960,000

GREEN BAY WATER UTILITY
CAPITAL IMPROVEMENT PLAN
PROJECT REQUEST FOR 2023 - 2027

Project Title: Water Main Relays - 2024

Department: Engineering

Project Description & Justification:

Relays on Resurfacing Streets:
8th Street - $270,000
Bader Street - $320,000
Baird Street - $110,000
Crooks Street - $180,000
Deckner Avenue - $160,000
Eastman Avenue - $180,000
Ethel Avenue - $290,000
Foeller Drive - $200,000
Grognet Street - $110,000
Henry Street - $290,000
Klee Street - $290,000
Langlade Avenue - $160,000
Lincoln Street - $140,000
Reber Street - $160,000R
Roscoe Street - $340,000

Relays on Reconstructed Streets:
4th Street - $190,000
Cass Street - $80,000
Country Club Road - $1,040,000
Maple Avenue - $500,000
Oxford Avenue - $160,000
Reed Street - $80,000
Woodlawn Avenue - $290,000

Total Footage = 23,000 Feet / 4.36 Miles

Impact on On-going Operating Costs/Personnel Requirements:

N/A

COST ANALYSIS
Estimated Cash Summary

2023	2024	2025	2026	2027	Total
$ -	$ 5,540,000	$ -	$ -	$ -	$ 5,540,000

GREEN BAY WATER UTILITY
CAPITAL IMPROVEMENT PLAN
PROJECT REQUEST FOR 2023 - 2027

Project Title: Water Main Relays - 2025

Department: Engineering

Project Description & Justification:

Relays on Resurfacing Streets:
Amy Street - $230,000
Berger Street - $140,000
Biemeret Street - $500,000
Briquelet Street - $360,000
Cedar Street - $230,000
Clayton Place - $200,000
Deschane Place - $250,000
Frank Street - $70,000
Oak Grove Avenue - $290,000
Park Street - $520,000
Parkwood Court - $70,000
Rutgers Street - $90,000
Schoen Street - $230,000
Servais Street - $410,000
Steven Street - $360,00
Wegner Street - $70,000

Relays on Reconstructed Streets:
Elmore Street - $1,330,000
Hinkle Street - $120,000
Maple Avenue - $370,000

Total Footage = 24,500 Feet / 4.64 Miles

Impact on On-going Operating Costs/Personnel Requirements:

N/A

COST ANALYSIS
Estimated Cash Summary

2023	2024	2025	2026	2027	Total
$ -	$ -	$ 5,840,000	$ -	$ -	$ 5,840,000

GREEN BAY WATER UTILITY
CAPITAL IMPROVEMENT PLAN
PROJECT REQUEST FOR 2023 - 2027

Project Title: Water Main Relays - 2026

Department: Engineering

Project Description & Justification:

Relays on Resurfacing Streets:
14th Avenue - $430,000
Alvina Street - $200,000
Bond Street - $130,000
Bretcoe Drive - $200,000
Grouse Court - $70,000
Hillside Lane - $340,000
Irene Street - $90,000
Minor Court - $200,000
Morning Star Court - $50,000
Neufeld Street - $360,000
Raymond Street - $320,000
Rosalie Lane - $230,000
Rufffed Court - $70,000
Skyline Boulevard - $70,000
Skyline Boulevard(ES) - $230,00
Skyline Boulevard(WS) - $110,000
Spence Street - $630,000
Woodruff Court - $70,000

Relays on Reconstructed Streets:
13th Avenue - $560,000
Division Street - $240,000
Hinkle Street - $390,000
Maple Avenue - $190,000
Mather Street - $1,260,000

Total Footage = 25,400 Feet / 4.81 Miles

Impact on On-going Operating Costs/Personnel Requirements:

N/A

COST ANALYSIS
Estimated Cash Summary

2023	2024	2025	2026	2027	Total
$ -	$ -	$ -	$ 6,440,000	$ -	$ 6,440,000

GREEN BAY WATER UTILITY
CAPITAL IMPROVEMENT PLAN
PROJECT REQUEST FOR 2023 - 2027

Project Title: Water Main Relays - 2027

Department: Engineering

Project Description & Justification:

Relays on Resurfacing Streets:
Alpine Drive - $180,000
Columbia Avenue - $480,000
Eastview Drive - $200,000
Lost Lane - $200,000
Minahan Street - $140,000
Park Street - $110,000
Royal Boulevard - $270,000
Royal Boulevard - $110,000
Schwartz Street - $200,000

Relays on Reconstructed Streets:
13th Avenue - $850,000
Congress Street - $110,000
Emilie Street - $350,000

Water Utility Stand Alone Relays:
Supply Lines: 10,000 Ft - $2,250,000

Total Footage = 23,300 Feet / 4.41 Miles

Impact on On-going Operating Costs/Personnel Requirements:

N/A

COST ANALYSIS
Estimated Cash Summary

2023	2024	2025	2026	2027	Total
$ -	$ -	$ -	$ -	$ 5,450,000	$ 5,450,000

GREEN BAY WATER UTILITY
CAPITAL IMPROVEMENT PLAN
PROJECT REQUEST FOR 2023 - 2027

Project Title: Meter Replacement

Department: Metering & Cross Connection

Project Description & Justification:

Meters are replaced every year according to PSC guidelines. The following is a listing of the number of meters and MTUs that will be replaced each year (including labor):

2023: Meters - 1,278 MTUs - 1,700
2024: Meters - 1,447 MTUs - 1,450
2025: Meters - 1,555 MTUs - 1,600
2026: Meters - 1,544 MTUs - 1,600
2027: Meters - 1,713 MTUs - 1,600

Impact on On-going Operating Costs/Personnel Requirements:

N/A

COST ANALYSIS
Estimated Cash Summary

2023	2024	2025	2026	2027	Total
$ 370,225	$ 353,025	$ 447,000	$ 487,000	$ 531,000	$ 2,188,250

GREEN BAY WATER UTILITY
CAPITAL IMPROVEMENT PLAN
PROJECT REQUEST FOR 2023 - 2027

Project Title: Generator Addition at Lake Station

Department: Pumping

Project Description & Justification:

Install an additional generator including switch gear and accommodating structure at the Lake Station.
Associated engineering work for preparation of plans and specifications to occur in 2023.
The actual generator addition will take place in 2024.

Impact on On-going Operating Costs/Personnel Requirements:

Would allow us to run more pumps, improve efficiency and provide greater reliability.

COST ANALYSIS
Estimated Cash Summary

2023	2024	2025	2026	2027	Total
$ 200,000	$ 2,000,000	$ -	$ -	$ -	$ 2,200,000

GREEN BAY WATER UTILITY
CAPITAL IMPROVEMENT PLAN
PROJECT REQUEST FOR 2023 - 2027

Project Title: PLC Replacement - Lake Station and Adams Street Masters

Department: Pumping

Project Description & Justification:

Replace Allen Bradley 5/05 Programmable Logic Controller Systems (PLC's) with MicroLogix PLC's. The 5/05s are over 20 years old and no longer supported. Upgrade to the newer units is needed to ensure replacement parts will be available to repair the control system.

Impact on On-going Operating Costs/Personnel Requirements:

N/A

COST ANALYSIS
Estimated Cash Summary

2023	2024	2025	2026	2027	Total
$ 80,000	$ -	$ -	$ -	$ -	$ 80,000

GREEN BAY WATER UTILITY
CAPITAL IMPROVEMENT PLAN
PROJECT REQUEST FOR 2023 - 2027

Project Title: Vault Replacement - Hwy 54/57

Department: Pumping

Project Description & Justification:

The recently abandoned in place Bay Highlands vault will be removed from its existing location, refurbished and relocated near the Hwy 54/57 well. This relocated vault will replace the existing Hwy 54/57 vault, which is outdated, too small to make upgrades or repairs and is a safety concern being located right off the edge of the highway.

Impact on On-going Operating Costs/Personnel Requirements:

The new vault will allow us to meter & track water entering the Bader Pressure Zone. We will also be able to perform maintenance with only one employee instead of the two we previously had to send out.

COST ANALYSIS
Estimated Cash Summary

2023	2024	2025	2026	2027	Total
$ 80,000	$ -	$ -	$ -	$ -	$ 80,000

GREEN BAY WATER UTILITY
CAPITAL IMPROVEMENT PLAN
PROJECT REQUEST FOR 2023 - 2027

Project Title: Radio Replacement

Department: Pumping

Project Description & Justification:

Replace outdated data radios at all sites with new radios, antennas and cabling. Radios are obsolete and only one company will fix our existing ones.

Impact on On-going Operating Costs/Personnel Requirements:

N/A

COST ANALYSIS Estimated Cash Summary					
2023	**2024**	**2025**	**2026**	**2027**	**Total**
$ -	$ 100,000	$ -	$ -	$ -	$ 100,000

GREEN BAY WATER UTILITY
CAPITAL IMPROVEMENT PLAN
PROJECT REQUEST FOR 2023 - 2027

Project Title: Water Tower - Bader Zone

Department: Pumping

Project Description & Justification:

Install 1 million gallon water tower in Bader zone. Includes the purchase of land in 2024.

Impact on On-going Operating Costs/Personnel Requirements:

N/A

COST ANALYSIS
Estimated Cash Summary

2023	2024	2025	2026	2027	Total
$ -	$ 300,000	$ 2,700,000	$ -	$ -	$ 3,000,000

GREEN BAY WATER UTILITY
CAPITAL IMPROVEMENT PLAN
PROJECT REQUEST FOR 2023 - 2027

Project Title: Calibration Instrumentation

Department: Treatment

Project Description & Justification:

Fluke 754 Process Calibrator with HART communication. This a piece of equipment that will be used in the calibration of instrumentation at the filter plant, such as level transmitters, differential pressure meters, etc. This will replace old outdated equipment.

Impact on On-going Operating Costs/Personnel Requirements:

N/A

COST ANALYSIS Estimated Cash Summary					
2023	**2024**	**2025**	**2026**	**2027**	**Total**
$ 9,500	$ -	$ -	$ -	$ -	$ 9,500

GREEN BAY WATER UTILITY
CAPITAL IMPROVEMENT PLAN
PROJECT REQUEST FOR 2023 - 2027

Project Title: Insertion Mag Meters Project

Department: Treatment

Project Description & Justification:

An evaluation of existing equipment, conditions and replacement options was performed in 2022. Engineering costs for installation of new insertion mag meters into finished water transmission lines will be incurred in 2023. The existing finished water vaults will not allow installation of new equipment. The existing vaults will either need to be renovated or possibly new can style vaults installed. Replace existing finished water venturi meters with insertion mag meters in 2023.

Impact on On-going Operating Costs/Personnel Requirements:

N/A

COST ANALYSIS
Estimated Cash Summary

2023	2024	2025	2026	2027	Total
$ 400,000	$ -	$ -	$ -	$ -	$ 400,000

GREEN BAY WATER UTILITY
CAPITAL IMPROVEMENT PLAN
PROJECT REQUEST FOR 2023 - 2027

Project Title: SCADA Upgrade

Department: Treatment

Project Description & Justification:

The filter plant and distribution system Supervisory Control and Data Acquisition (SCADA) will need to be upgraded with new hardware and software. The last upgrade was in 2014/15. This would include 11 computers, 19 monitors and 4 printers.

Impact on On-going Operating Costs/Personnel Requirements:

N/A

COST ANALYSIS
Estimated Cash Summary

2023	2024	2025	2026	2027	Total
$ -	$ 225,000	$ -	$ -	$ -	$ 225,000

GREEN BAY WATER UTILITY
CAPITAL IMPROVEMENT PLAN
PROJECT REQUEST FOR 2023 - 2027

Project Title: Corrosion Control Upgrade

Department: Treatment

Project Description & Justification:

Install new chemical feed system from the results of the pilot plant study. Anticipate this to include chemical day and bulk tanks, metering pumps, containment system, etc. Depending on size of equipment a small addition to the facility might be needed. Engineering for the project is planned for 2023 and installation in 2024.

Impact on On-going Operating Costs/Personnel Requirements:

There will be an on-going chemical cost and maintenance costs for pumps, tanks, etc.

COST ANALYSIS
Estimated Cash Summary

2023	2024	2025	2026	2027	Total
$ 40,000	$ 500,000	$ -	$ -	$ -	$ 540,000

GREEN BAY WATER UTILITY
CAPITAL IMPROVEMENT PLAN
PROJECT REQUEST FOR 2023 - 2027

Project Title: LED Lighting Project

Department: Treatment

Project Description & Justification:

Replace existing lights in slow mix area with new LED fixtures. This includes 60 fixtures & dooms and 26 wall packs.

Impact on On-going Operating Costs/Personnel Requirements:

N/A

COST ANALYSIS Estimated Cash Summary					
2023	**2024**	**2025**	**2026**	**2027**	**Total**
$ -	$ 24,000	$ -	$ -	$ -	$ 24,000

GREEN BAY WATER UTILITY
CAPITAL IMPROVEMENT PLAN
PROJECT REQUEST FOR 2023 - 2027

Project Title: Lab Equipment

Department: Treatment

Project Description & Justification:

As we continue to expand our lab capabilities we need to purchase new lab equipment.

Impact on On-going Operating Costs/Personnel Requirements:

No new personnel will be needed, but there will most likely be additional operating costs such as equipment maintenance, reagents, etc.

COST ANALYSIS
Estimated Cash Summary

2023	2024	2025	2026	2027	Total
$ 40,000	$ 40,000	$ 40,000	$ 40,000	$ 40,000	$ 200,000

GREEN BAY WATER UTILITY
CAPITAL IMPROVEMENT PLAN
PROJECT REQUEST FOR 2023 - 2027

Project Title: Lab Addition

Department: Treatment

Project Description & Justification:

The upgrade/expansion of the lab will allow for more in house testing of water quality parameters with the goal of achieving improved finished water quality.

Impact on On-going Operating Costs/Personnel Requirements:

There will be additional on-going operating costs for such things as lab equipment maintenance, lab supplies, etc.

COST ANALYSIS
Estimated Cash Summary

2023	2024	2025	2026	2027	Total
$ -	$ -	$ 550,000	$ -	$ -	$ 550,000

GREEN BAY WATER UTILITY
CAPITAL IMPROVEMENT PLAN
PROJECT REQUEST FOR 2023 - 2027

Project Title: Filter Media

Department: Treatment

Project Description & Justification:

We will most likely need to add additional filter media in the form of anthracite to each filter. Over time, media is lost from each filter primarily during the filter back wash process.

Impact on On-going Operating Costs/Personnel Requirements:

I do not anticipate any additional costs.

COST ANALYSIS
Estimated Cash Summary

2023	2024	2025	2026	2027	Total
$ -	$ -	$ 300,000	$ -	$ -	$ 300,000

GREEN BAY WATER UTILITY
CAPITAL IMPROVEMENT PLAN
PROJECT REQUEST FOR 2023 - 2027

Project Title: Diesel Generator Replacement

Department: Treatment

Project Description & Justification:

The 650 KW diesel generator at the filter plant that provides backup to the ozone facility is approaching 21 years old and needs to be replaced.

Impact on On-going Operating Costs/Personnel Requirements:

I do not anticipate any impact on operating costs and no additional personnel required.

COST ANALYSIS
Estimated Cash Summary

2023	2024	2025	2026	2027	Total
$ -	$ -	$ -	$ 375,000	$ -	$ 375,000

GREEN BAY WATER UTILITY
CAPITAL IMPROVEMENT PLAN
PROJECT REQUEST FOR 2023 - 2027

Project Title: Residuals Management Project

Department: Treatment

Project Description & Justification:

Implement recommendations from the residuals management study that was performed in 2021. This may include the construction of a sanitary sewer, organic removal treatment process or other residuals treatment that will allow for disposal of any solids/sludge that are produced during the treatment process.
This new disposal method will help reduce the amount of concentrated organics that are currently being recycled to the head of the plant. This means a reduction in organics that need to be removed from the water and improved water quality.

Impact on On-going Operating Costs/Personnel Requirements:

There could be additional operating costs, specifically for sending this waste to NEW Water.

COST ANALYSIS Estimated Cash Summary					
2023	**2024**	**2025**	**2026**	**2027**	**Total**
$ -	$ -	$ -	$ -	$ 6,000,000	$ 6,000,000

GREEN BAY WATER UTILITY
CAPITAL IMPROVEMENT PLAN - SIGNIFICANT OPERATING AND MAINTENANCE EXPENSES
2023-2027

Page	Project	Dept.	2023	2024	2025	2026	2027	Total
49	Abandon Highway B Booster	Pumping	$ -	$ -	$ -	$ 300,000	$ -	$ 300,000
50	Sludge Lagoon Dredging #1	Treatment	535,000	-	-	-	-	535,000
51	Tank Painting - 150,000 Gallon	Treatment	-	500,000	-	-	-	500,000
52	Tank Painting - 500,000 Gallon	Treatment	-	550,000	-	-	-	550,000
53	Sludge Lagoon Dredging #2	Treatment	-	-	-	-	500,000	500,000
	Total Project Costs		$ 535,000	$ 1,050,000	$ -	$ 300,000	$ 500,000	$ 2,385,000
	Funding Sources:							
	Water User Fees		$ 535,000	$ 1,050,000	$ -	$ 300,000	$ 500,000	$ 2,385,000
	Revenue Bonds/State Trust Fund Loans		-	-	-	-	-	-
	Total Funding Sources		$ 535,000	$ 1,050,000	$ -	$ 300,000	$ 500,000	$ 2,385,000

GREEN BAY WATER UTILITY
CAPITAL IMPROVEMENT PLAN - OPERATING AND MAINTENANCE EXPENSES
PROJECT REQUEST FOR 2023 - 2027

Project Title: Abandon Highway B Booster

Department: Pumping

Project Description & Justification:

Abandon Highway B booster including the reservoir.

Impact on On-going Operating Costs/Personnel Requirements:

Lower maintenance costs and streamline pumping operations.

COST ANALYSIS Estimated Cash Summary					
2023	2024	2025	2026	2027	Total
$ -	$ -	$ -	$ 300,000	$ -	$ 300,000

GREEN BAY WATER UTILITY
CAPITAL IMPROVEMENT PLAN - OPERATING AND MAINTENANCE EXPENSES
PROJECT REQUEST FOR 2023 - 2027

Project Title: Sludge Lagoon #1 Dredging

Department: Treatment

Project Description & Justification:

Sludge lagoon #1 will be dredged and the solids land applied. Solids from the treatment process are drained from settling tanks to the lagoon every spring and fall. The solids accumulate in the lagoon and must be dredged so more solids can be added. This is a project that happens every 5 to 7 years per lagoon.

Impact on On-going Operating Costs/Personnel Requirements:

N/A

COST ANALYSIS
Estimated Cash Summary

2023	2024	2025	2026	2027	Total
$ 535,000	$ -	$ -	$ -	$ -	$ 535,000

GREEN BAY WATER UTILITY
CAPITAL IMPROVEMENT PLAN - OPERATING AND MAINTENANCE EXPENSES
PROJECT REQUEST FOR 2023 - 2027

Project Title: Tank Painting - 150,000 Gallon

Department: Treatment

Project Description & Justification:

The 150,000 gallon elevated tank at the filter plant needs to sand blasted and painted.
Costs for this project are expected to be higher than other tanks due to the style and accessibility of this tank.
The last painting was performed in 2005.

Impact on On-going Operating Costs/Personnel Requirements:

I do not anticipate any impact on operating costs and no additional personnel will be required.

COST ANALYSIS
Estimated Cash Summary

2023	2024	2025	2026	2027	Total
$ -	$ 500,000	$ -	$ -	$ -	$ 500,000

GREEN BAY WATER UTILITY
CAPITAL IMPROVEMENT PLAN - OPERATING AND MAINTENANCE EXPENSES
PROJECT REQUEST FOR 2023 - 2027

Project Title: Tank Painting - 500,000 Gallon

Department: Treatment

Project Description & Justification:

The 500,000 gallon elevated tank at the filter plant will need to be sand blasted and painted. The tank was constructed in 2006 and has not been painted since.

Impact on On-going Operating Costs/Personnel Requirements:

I do not anticipate any impact on operating costs and no additional personnel are required.

COST ANALYSIS
Estimated Cash Summary

2023	2024	2025	2026	2027	Total
$ -	$ 550,000	$ -	$ -	$ -	$ 550,000

GREEN BAY WATER UTILITY
CAPITAL IMPROVEMENT PLAN - OPERATING AND MAINTENANCE EXPENSES
PROJECT REQUEST FOR 2023 - 2027

Project Title: Dredging of Sludge Lagoon #2 (North Lagoon)

Department: Treatment

Project Description & Justification:

Sludge lagoon #2 will be dredged and the solids land applied. Solids from the treatment process are drained from settling tanks to the lagoon every spring and fall. The solids accumulate in the lagoon and it must be dredged so more solids can be added. This is a project that happens every 5 to 7 years per lagoon.

Impact on On-going Operating Costs/Personnel Requirements:

N/A

COST ANALYSIS
Estimated Cash Summary

2023	2024	2025	2026	2027	Total
$ -	$ -	$ -	$ -	$ 500,000	$ 500,000

AGENDA OF THE WATER COMMISSION

MONDAY, NOVEMBER 14, 2022, 8:30 AM
Held Virtually Via Zoom

MEETING DATE	PREPARED BY
November 14, 2022	

AGENDA ITEM # E.2

Approval of Vehicle Purchase

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. e2 vehicle purchase memo

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
MEMORANDUM

DATE: November 14, 2022
TO: Green Bay Water Commission
FROM: Jason Maes, Distribution Manager, Green Bay Water
RE: Approval of vehicle purchase

Green Bay Water requests the Green Bay Water Commission's approval to accept the bid proposal (below) for a vehicle. Due to the restricted purchasing window and supply and demand difficulties for vehicle purchases, Green Bay Water will purchase via the state contract at this time. As you see indicated by the shaded cells in the table below, the state's contracted bid is with Ewald Automotive for this vehicle. Funds are available in the 2023 budget. Thank you for your consideration.

QUOTATIONS FOR 3/4 TON DUAL REAR WHEEL 4 WD CREW CAB PICKUP TRUCK (Budgeted $85,000)				
Dealer	***Model***	***Quoted Price***	***Delivery***	***Notes***
Ewald Automotive	Ford F 350 XL 4WD	$50243.00	TBD	Meets specs

AGENDA OF THE WATER COMMISSION

MONDAY, NOVEMBER 14, 2022, 8:30 AM
Held Virtually Via Zoom

MEETING DATE	PREPARED BY
November 14, 2022	

AGENDA ITEM # E.3

Approval of Hybrid Water Commission Meeting Format

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. e3 Memo on the future of Hybrid Commission Meetings

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 Commission
MEMORANDUM

DATE: November 14, 2022
TO: Green Bay Water Commission
FROM: Nancy Quirk, P.E., General Manager, Green Bay Water
RE: Approval to move to a hybrid commission meeting model

Green Bay Water requests the Green Bay Water Commission's approval to switch our regularly scheduled Zoom commission meetings to a hybrid format that will enable in-person and virtual participation. Green Bay Water has recently installed audio and video equipment in our conference room and training center to accommodate virtual and hybrid meetings. While the City of Green Bay has recently adopted a hybrid mode for all meetings, the Green Bay Water Commission is tasked with determining the future of our meeting location.

Thank you for your consideration. A hybrid meeting offers flexibility to individuals immunocompromised or hampered by inclement weather while allowing for enhanced participation among those who can attend in person.

AGENDA OF THE WATER COMMISSION

MONDAY, NOVEMBER 14, 2022, 8:30 AM
Held Virtually Via Zoom

MEETING DATE	PREPARED BY
November 14, 2022	

AGENDA ITEM # E.4

Approval of Updates to the Employee Handbook Chapter 9, Section 1: Hours of Work

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. e4 Memo - Update Meal Ticket Policy 11.8.2022
2. e4.1 Chapter 9 - Meal ticket updated policy

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 Commission
MEMORANDUM

DATE: November 14, 2022
TO: Green Bay Water Commission
FROM: Sarah Fidler, Human Resources Coordinator, Green Bay Water
RE: Approval of updates to:
Employee Handbook Chapter 9, Section 1: Hours Of Work

Green Bay Water requests the Green Bay Water Commission's approval to remove the financial number associated with our meal reimbursement policy and replace it with a figure decided by the General Manager on an as-needed basis, as noted on the following page.

Current policy states that an employee may be eligible for meal reimbursement of $10 if the individuals work more than seven hours outside of regular work hours or if the employee works past 5:30 pm outside of regular workday hours. During summer hours, when an employee works past 1:00 pm on Friday, the employee may be eligible for meal reimbursement. If the Utility provides food, meal reimbursement is not applicable. Filter Plant employees are exempt from meal reimbursement.

An employee recently pointed out that the cost of a meal is frequently more than $10. The General Manager will determine the amount based on current economic conditions. Policy modifications also include meal reimbursement for Filter Plant Technicians.

Thank you for your consideration. Eliminating the current cash figure ensures that we stay fair without requiring future policy modifications to be resubmitted to the commission every time the economy changes. If approved, this change would take effect in December 2022.

CHAPTER 9 ~ HOURS OF WORK

Section 1 HOURS OF WORK.

Current Policy

C. General Overtime Rules for Nonexempt Employees.

4. With authorization, when an employee is called in and works more than seven hours outside of normal work hours or if the employee works past 5:30 PM outside of regular weekday hours, then the employee may be eligible for meal reimbursement of $10.00. During summer hours when an employee works past 1:00pm on Friday the employee may be eligible for meal reimbursement of $10.00. If food is provided by the Utility, the meal reimbursement is not applicable. Filter Plant employees are exempt from meal reimbursement.

Red Line Policy

C. General Overtime Rules for Nonexempt Employees.

4. With authorization, when an employee is called in and works more than seven hours outside of normal work hours or if the employee works past 5:30 PM outside of regular weekday hours, then the employee may be eligible for meal reimbursement as determined by the General Manager. During summer hours when an employee works past 1:00pm on Friday the employee may be eligible for meal reimbursement as determined by the General Manager. If food is provided by the Utility, the meal reimbursement is not applicable. Filter Plant Operators are exempt from meal reimbursement.

Deleted: of $10.00

Deleted: of $10.00

Deleted: employees

Proposed Policy

C. General Overtime Rules for Nonexempt Employees.

4. With authorization, when an employee is called in and works more than seven hours outside of normal work hours or if the employee works past 5:30 PM outside of regular weekday hours, then the employee may be eligible for meal reimbursement as determined by the General Manager. During summer hours when an employee works past 1:00pm on Friday the employee may be eligible for meal reimbursement as determined by the General Manager. If food is provided by the Utility, the meal reimbursement is not applicable. Filter Plant Operators are exempt from meal reimbursement.

AGENDA OF THE WATER COMMISSION

MONDAY, NOVEMBER 14, 2022, 8:30 AM
Held Virtually Via Zoom

MEETING DATE	PREPARED BY
November 14, 2022	

AGENDA ITEM # E.5

September 2022 & October 2022 Financial Reports

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. e5 Sep 2023 FS
2. e5.1 October 2022 FS

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

CASH POSITION

September 30, 2022

	12/31/2021	9/30/2022
UNRESTRICTED CURRENT ASSETS		
Cash & Investments - Operation & Maintenance		
Local Govt. Investment Pool	$ 103,899	$ 104,624
Associated Bank Checking	9,924,189	11,017,048
Working Cash Funds - Petty Cash	1,700	1,700
Total Cash & Investments - Operation & Maintenance	10,029,788	11,123,372
RESTRICTED CURRENT ASSETS		
Cash & Investments - Restricted		
Certificates of Deposit - Bond Redemption	950,000	4,435,000
Associated Bank Money Market Account - Bond Redemption	20,228	19,911
Associated Bank Checking - Private Service Replacement	1,487	445,762
Local Govt. Investment Pool - Construction Fund	1,749,901	175,900
Total Cash & Investments - Restricted	2,721,616	5,076,573
RESTRICTED LONG-TERM ASSETS		
Cash & Investments - Debt Reserve		
Associated Trust Money Market	297,169	77,107
Associated Trust Certificates of Deposit	515,663	473,205
Associated Trust Municipal Bonds	5,284,050	5,498,064
Total Cash & Investments - Debt Reserve	6,096,882	6,048,376
TOTAL CASH POSITION	$ 18,848,286	$ 22,248,321

GREEN BAY WATER
BALANCE SHEET
September 30, 2022

	AS OF 12/31/2021	AS OF 9/30/2022
ASSETS		
Current Assets		
Unrestricted Current Assets		
Cash & Investments - Operating & Maintenance	$ 10,029,788	$ 11,123,372
Accounts Receivable - Customer Accounts	10,749,134	12,156,780
Inventories	538,570	489,355
Prepaid Items	43,552	85,839
Total Unrestricted Current Assets	21,361,044	23,855,347
Restricted Current Assets		
Cash & Investments - Bond Redemption Fund	970,228	4,454,911
Interest Receivable	88	5,248
Cash & Investments - Private Service Replacement Fund	1,487	445,762
Accounts Receivable - Grants	123,220	8,900
Total Restricted Current Assets	1,095,023	4,914,821
Total Current Assets	22,456,067	28,770,166
Noncurrent Assets		
Restricted Assets		
Cash & Investments - Debt Reserve Fund	6,096,882	6,048,376
Accrued Interest	37,883	48,880
Cash & Investments - Construction Fund	1,749,901	175,900
Net Pension Asset	1,675,610	1,675,610
Total Restricted Assets	9,560,276	7,948,766
Other Assets		
Unamortized Ashwaubenon Booster	1,248,806	1,150,216
Unamortized Wrightstown Loan/Grant	443,100	419,363
Total Other Assets	1,691,906	1,569,579
Capital Assets		
Property, Plant & Equipment	242,991,575	243,482,320
Less: Accumulated Depreciation	(98,441,709)	(102,102,030)
Net Property, Plant & Equipment	144,549,866	141,380,289
Construction in Progress	5,458,158	6,628,699
Total Capital Assets	150,008,024	148,008,988
Total Noncurrent Assets	161,260,206	157,527,334
TOTAL ASSETS	183,716,273	186,297,501
DEFERRED OUTFLOWS OF RESOURCES		
Unamortized Loss on Advanced Refunding	496,311	378,222
Deferred Outflows - Pension	2,745,871	2,132,984
Total Deferred Outflows of Resources	3,242,182	2,511,206

GREEN BAY WATER
BALANCE SHEET
September 30, 2022

		AS OF 12/31/2021		AS OF 9/30/2022
LIABILITIES				
Current Liabilities				
Accounts Payable	$	1,775,388	$	166,078
Sewer Collections Payable		5,553,452		6,332,621
Storm Water Collections Payable		2,939,704		2,966,578
Accrued Payroll Taxes		56,491		98,691
Accrued Payroll, Vacation & Sick Leave Pay		484,576		260,631
Accrued Taxes		2,457,195		1,842,896
Payable from Restricted Assets				
Current Portion of Long - Term Debt		4,205,000		4,205,000
Accrued Interest		250,239		625,597
Total Current Liabilities		17,722,045		16,498,092
Long - term Obligations, Less Current Portion				
Revenue Bonds - Net of Premiums & Discounts		42,917,073		42,588,155
Accrued Vacation & Sick Leave Pay		264,364		264,364
Total Current Liabilities		43,181,437		42,852,519
TOTAL LIABILITIES		60,903,482		59,350,611
DEFERRED INFLOWS OF RESOURCES				
Deferred Inflows - Pension		3,654,487		3,041,600
NET POSITION				
Contributed Capital - City of Green Bay		736,907		736,907
Net Investment in Capital Assets		103,382,262		101,594,055
Restricted		8,655,159		12,062,090
Unrestricted		9,626,158		12,023,443
TOTAL NET POSITION	$	122,400,486	$	126,416,495

GREEN BAY WATER

Statement of Revenues, Expenses and Changes in Net Position
Month Ended September 30, 2022

		9/30/22
OPERATING REVENUES		
Charges for services	$	17,858,681
Other		1,294,649
Total operating revenues		19,153,331
OPERATING EXPENSES		
Operation and maintenance		9,200,427
Depreciation		3,623,211
Total operating expenses		12,823,638
Operating income		6,329,693
NONOPERATING REVENUES (EXPENSES)		
Interest income		(138,269)
Grant revenue		560,062
Miscellaneous income		237,339
Interest and fiscal charges		(1,126,075)
Amortization of debt premium net of discounts		339,570
Amortization of loss on advance refundings		(128,742)
Total nonoperating revenues (expenses)		(256,115)
Income before contributions and transfers		6,073,578
Capital contributions		21,153
Transfers out - tax equivalent		(2,078,722)
Change in net position		4,016,009
Net position - January 1		122,400,486
Net position - September 30	$	126,416,495

GREEN BAY WATER
SEPTEMBER 2022 REVENUE DATE BUDGET REPORT

FOR 2022 09

ACCOUNTS FOR: 610	WATER UTILITY	ORIGINAL BUDGET	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD REVENUE		AVAILABLE BUDGET	PCT USED	
415000	MERCH & JOBBING REV	255,000	0	255,000	203,954.25	.00	51,045.75	80.0%	
419900	INT INCOME-OPER FUND	20,000	0	20,000	78,429.13	.00	-58,429.13	392.1%	
419904	INT INC-CONST FUND	500	0	500	1,630.17	.00	-1,130.17	326.0%	
419911	INT INC-BOND REDEMPTION	3,000	0	3,000	5,559.09	.00	-2,559.09	185.3%	
419920	INT INC-DEBT RESERVE	165,000	0	165,000	111,882.26	.00	53,117.74	67.8%	
419925	UNREALIZED GAIN/LOSS DEBT RE	90,000	0	90,000	-335,773.33	.00	425,773.33	-373.1%	(1)
420000	GRANT REVENUE	0	0	0	560,061.50	.00	-560,061.50	100.0%	(2)
421000	MISC NON-OPERATING INC	500,000	0	500,000	21,152.89	.00	478,847.11	4.2%	(3)
429440	AMORT PREM-GB-2004	124,305	0	124,305	93,229.02	.00	31,075.98	75.0%	
429443	AMORT PREM ASH-2004	12,625	0	12,625	9,468.72	.00	3,156.28	75.0%	
429460	AMORT PREM-GB-2014	82,167	0	82,167	61,625.16	.00	20,541.84	75.0%	
429463	AMORT PREM-ASH-2014	8,345	0	8,345	6,258.87	.00	2,086.13	75.0%	
429470	AMORT PREM-GB-2019	313,470	0	313,470	235,102.77	.00	78,367.23	75.0%	
429473	AMORT PREM-ASH-2019	31,837	0	31,837	23,878.08	.00	7,958.92	75.0%	
429480	AMORT PREM-GB-2021	16,940	0	16,940	12,705.03	.00	4,234.97	75.0%	
461508	METERED RESIDENTIAL	5,100,000	0	5,100,000	3,843,872.12	.00	1,256,127.88	75.4%	
461558	METERED COMMERCIAL	2,230,000	0	2,230,000	1,551,709.38	.00	678,290.62	69.6%	
461608	METERED INDUSTRIAL	6,200,000	0	6,200,000	5,110,913.99	.00	1,089,086.01	82.4%	
461658	METERED APARTMENT < 3 UNITS	2,330,000	0	2,330,000	1,704,493.53	.00	625,506.47	73.2%	
461708	METERED MULTI FAMILY	1,545,000	0	1,545,000	1,126,906.69	.00	418,093.31	72.9%	
461758	METERED RESTAURANT	152,000	0	152,000	116,714.66	.00	35,285.34	76.8%	
461808	METERED MUNICIPAL	450,000	0	450,000	291,986.20	.00	158,013.80	64.9%	
462000	PRIVATE FIRELINES	159,000	0	159,000	120,117.92	.00	38,882.08	75.5%	
463000	PUBLIC FIRE PROTECTION	1,365,000	0	1,365,000	1,029,541.33	.00	335,458.67	75.4%	
466003	SALES FOR RESALE-ASH	3,500,000	0	3,500,000	2,473,497.01	.00	1,026,502.99	70.7%	
466004	SALES FOR RESALE-SCOTT	105,000	0	105,000	73,035.08	.00	31,964.92	69.6%	
466005	SALES FOR RESALE-HOBART	380,000	0	380,000	286,309.00	.00	93,691.00	75.3%	
466006	SALES FOR RESALE-WRIGHTSTOWN	185,000	0	185,000	129,583.95	.00	55,416.05	70.0%	
470000	LATE PAYMENT PENALTIES	150,000	0	150,000	56,223.49	.00	93,776.51	37.5%	
471000	TURN ON & SET REVENUE	55,000	0	55,000	33,385.00	.00	21,615.00	60.7%	
472000	RENT-CELL TOWERS	142,500	0	142,500	141,523.10	.00	976.90	99.3%	
472010	RENT-ADDITIONAL METERS	8,500	0	8,500	16,111.76	.00	-7,611.76	189.6%	
472020	RENT - LAND	1,000	0	1,000	1,000.00	.00	.00	100.0%	
474000	OTHER WATER REVENUE-MISC	2,000	0	2,000	920.70	.00	1,079.30	46.0%	
474010	RETURN ON METER INVEST	85,000	0	85,000	.00	.00	85,000.00	.0%	(4)
474020	REBATES	25,000	0	25,000	28,797.11	.00	-3,797.11	115.2%	
474030	PRIVATE WELL PERMITS	0	0	0	1,800.00	.00	-1,800.00	100.0%	
474040	SALE OF SCRAP	20,000	0	20,000	7,772.85	.00	12,227.15	38.9%	
474050	TITLE COMPANY LETTERS	3,000	0	3,000	1,450.00	.00	1,550.00	48.3%	
476000	SEWER REIMB FROM CITY	1,010,000	0	1,010,000	757,800.00	.00	252,200.00	75.0%	
476100	STORM REIMB FROM CITY	375,000	0	375,000	281,250.00	.00	93,750.00	75.0%	
	TOTAL WATER UTILITY	27,201,189	0	27,201,189	20,275,878.48	.00	6,925,310.52	74.5%	

(1) Unrealized loss on investments
(2) DNR Private Galvanized Replacement Program - not budgeted
(3) Contributed Capital calculated at year end
(4) Return on Meter Investment (PSC) calculated at year end

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GREEN BAY WATER
SEPTEMBER 2022 EXPENSE BUDGET REPORT

FOR 2022 09

ACCOUNTS FOR: 610 WATER UTILITY	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
1630 STORES EXPENSE	64,161	0	64,161	57,609.04	.00	6,551.96	89.8%	
1840 CLEARING ACCOUNTS	482,076	0	482,076	-347,774.78	.00	829,850.78	-72.1%	
4030 DEPRECIATION EXPENSE	5,207,113	0	5,207,113	3,623,211.00	.00	1,583,902.00	69.6%	
4050 AMORTIZATION OF OTHER PLANT	131,453	0	131,453	98,589.96	.00	32,863.04	75.0%	
4080 TAXES	3,000,811	0	3,000,811	2,078,721.87	.00	922,089.46	69.3%	
4160 MERCHANDISING & JOBBING EXP	203,079	0	203,079	170,125.20	.00	32,953.80	83.8%	
4260 OTHER INCOME DEDUCTIONS	459,321	0	459,321	.00	.00	459,321.00	.0%	
4270 INTEREST ON LONG-TERM DEBT	1,501,433	0	1,501,433	1,126,074.69	.00	375,358.31	75.0%	
4280 AMORTIZATION OF DEBT DISCOUNT	308,587	0	308,587	231,439.68	.00	77,147.32	75.0%	
6020 PURCHASED WATER	8,000	0	8,000	3,943.28	.00	4,056.72	49.3%	
6130 MAINTENANCE OF INTAKES	10,000	0	10,000	.00	.00	10,000.00	.0%	
6160 MAINTENANCE OF SUPPLY MAINS	1,206,683	0	1,206,683	1,179,083.85	.00	27,599.15	97.7%	(1)
6200 PUMP OPS SUPERVISION & ENG	76,456	0	76,456	59,562.65	.00	16,893.35	77.9%	
6230 FUEL OR POWER FOR PUMPING	761,250	0	761,250	649,970.26	.00	111,279.74	85.4%	
6240 PUMP LABOR & EXPENSES	81,856	0	81,856	48,173.90	.00	33,682.10	58.9%	
6260 MISC PUMPING EXPENSE	77,402	0	77,402	53,031.26	.00	24,370.74	68.5%	
6300 PUMP MAINT SUPERVISION & ENG	36,400	0	36,400	19,805.97	.00	16,594.03	54.4%	
6310 PUMP MAINT OF STRUCTURES	248,601	0	248,601	103,348.82	.00	145,252.18	41.6%	
6320 PUMP MAINT OF POWER PROD EQUIP	29,000	0	29,000	21,924.99	.00	7,075.01	75.6%	
6330 MAINT OF PUMPING EQUIP	180,788	0	180,788	108,009.15	.00	72,778.85	59.7%	
6400 TREATMENT OPS SUPERVIS & ENG	77,212	0	77,212	56,524.71	.00	20,687.29	73.2%	
6410 CHEMICALS	370,000	0	370,000	300,822.33	.00	69,177.67	81.3%	
6420 WATER TREATMENT OPERATIONS EXP	981,882	0	981,882	573,585.52	.00	408,296.48	58.4%	
6430 MISC WATER TREATMENT EXP	146,628	0	146,628	106,217.05	.00	40,410.95	72.4%	
6500 TREATMENT MAINT SUPERVIS & ENG	33,091	0	33,091	22,776.91	.00	10,314.09	68.8%	
6510 TREATMENT MAINT OF STRUCTURES	46,065	0	46,065	13,765.06	.00	32,299.94	29.9%	
6520 MAINT OF TREATMENT EQUIP	192,472	0	192,472	116,494.84	.00	75,977.16	60.5%	
6600 TRANS & DIST OPS SUP & ENG	233,021	0	233,021	174,621.16	.00	58,399.84	74.9%	
6620 TRANS & DIST LINES EXPENSE	178,622	0	178,622	216,795.48	.00	-38,173.48	121.4%	(2)
6630 METER EXPENSE	271,209	0	271,209	212,538.89	.00	58,670.11	78.4%	
6640 CUSTOMER INSTALLATION EXP	88,458	0	88,458	650,979.29	.00	-562,521.29	735.9%	(3)
6650 MISC TRANS & DIST EXPENSES	516,648	0	516,648	302,874.81	.00	213,773.19	58.6%	
6720 MAINT OF DIST RES & STANDPIPES	30,828	0	30,828	22,510.70	.00	8,317.30	73.0%	
6730 MAINT OF TRANS & DIST MAINS	1,459,214	0	1,459,214	1,082,850.59	.00	376,363.41	74.2%	
6750 MAINT OF SERVICES	388,776	0	388,776	290,626.96	.00	98,149.04	74.8%	
6760 MAINT OF METERS	133,171	0	133,171	78,263.87	.00	54,907.13	58.8%	
6770 MAINT OF HYDRANTS	161,471	0	161,471	122,125.32	.00	39,345.68	75.6%	
9020 METER READING EXPENSE	32,197	0	32,197	10,205.75	.00	21,991.25	31.7%	
9030 CUSTOMER RECORDS & COLLECTION	1,077,648	0	1,077,648	651,247.14	.00	426,400.86	60.4%	
9040 UNCOLLECTIBLE ACCOUNTS	5,000	0	5,000	3,791.69	.00	1,208.31	75.8%	
9060 CUSTOMER SERVICE & INFORMATION	77,317	0	77,317	50,388.04	.00	26,928.96	65.2%	
9200 ADMIN & GENERAL SALARIES	718,316	0	718,316	468,192.71	.00	250,123.29	65.2%	
9210 OFFICE SUPPLIES & EXPENSES	109,266	0	109,266	73,165.21	.00	36,100.79	67.0%	
9230 OUTSIDE SERVICES EMPLOYED	561,900	0	561,900	150,741.30	.00	411,158.70	26.8%	

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GREEN BAY WATER
SEPTEMBER 2023 EXPENSE BUDGET REPORT

FOR 2022 09

ACCOUNTS FOR: 610 WATER UTILITY	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
9240 PROPERTY INSURANCE	80,450	0	80,450	80,714.95	.00	-264.95	100.3%
9250 INJURIES & DAMAGES	59,500	0	59,500	22,047.70	.00	37,452.30	37.1%
9260 EMPLOYEE PENSIONS & BENEFITS	1,409,675	0	1,409,675	933,886.92	.00	475,788.08	66.2%
9300 MISC GENERAL EXPENSES	87,885	0	87,885	49,096.27	.00	38,788.73	55.9%
9320 MAINT OF GENERAL PLANT	210,068	0	210,068	137,172.51	.00	72,895.49	65.3%
TOTAL WATER UTILITY	23,812,460	0	23,812,460	16,259,874.47	.00	7,552,585.86	68.3%

(1) Pipe Diver expense
(2) Leak detection expense
(3) Private side galvanized replacement expense not budgeted due to direct reimbursement of grant from DNR

GREEN BAY WATER
CASH POSITION
October 31, 2022

		12/31/2021		10/31/2022
UNRESTRICTED CURRENT ASSETS				
Cash & Investments - Operation & Maintenance				
Local Govt. Investment Pool	$	103,899	$	104,624
Associated Bank Checking		9,924,189		10,574,662
Working Cash Funds - Petty Cash		1,700		1,700
Total Cash & Investments - Operation & Maintenance		10,029,788		10,680,986
RESTRICTED CURRENT ASSETS				
Cash & Investments - Restricted				
Certificates of Deposit - Bond Redemption		950,000		-
Associated Bank Money Market Account - Bond Redemption		20,228		21,259
Associated Bank Checking - Private Service Replacement		1,487		336,187
Local Govt. Investment Pool - Construction Fund		1,749,901		175,900
Total Cash & Investments - Restricted		2,721,616		533,346
RESTRICTED LONG-TERM ASSETS				
Cash & Investments - Debt Reserve				
Associated Trust Money Market		297,169		76,212
Associated Trust Certificates of Deposit		515,663		469,858
Associated Trust Municipal Bonds		5,284,050		5,480,910
Total Cash & Investments - Debt Reserve		6,096,882		6,026,980
TOTAL CASH POSITION	$	18,848,286	$	17,241,312

GREEN BAY WATER
BALANCE SHEET
October 31, 2022

	AS OF 12/31/2021	AS OF 10/31/2022
ASSETS		
Current Assets		
Unrestricted Current Assets		
Cash & Investments - Operating & Maintenance	$ 10,029,788	$ 10,680,986
Accounts Receivable - Customer Accounts	10,749,134	11,944,949
Inventories	538,570	591,836
Prepaid Items	43,552	67,606
Total Unrestricted Current Assets	21,361,044	23,285,377
Restricted Current Assets		
Cash & Investments - Bond Redemption Fund	970,228	21,259
Interest Receivable	88	0
Cash & Investments - Private Service Replacement Fund	1,487	336,187
Accounts Receivable - Grants	123,220	118,475
Total Restricted Current Assets	1,095,023	475,921
Total Current Assets	22,456,067	23,761,297
Noncurrent Assets		
Restricted Assets		
Cash & Investments - Debt Reserve Fund	6,096,882	6,026,980
Accrued Interest	37,883	57,237
Cash & Investments - Construction Fund	1,749,901	175,900
Net Pension Asset	1,675,610	1,675,610
Total Restricted Assets	9,560,276	7,935,727
Other Assets		
Unamortized Ashwaubenon Booster	1,248,806	1,139,262
Unamortized Wrightstown Loan/Grant	443,100	416,725
Total Other Assets	1,691,906	1,555,987
Capital Assets		
Property, Plant & Equipment	242,991,575	243,911,538
Less: Accumulated Depreciation	(98,441,709)	(102,515,220)
Net Property, Plant & Equipment	144,549,866	141,396,318
Construction in Progress	5,458,158	8,107,155
Total Capital Assets	150,008,024	149,503,472
Total Noncurrent Assets	161,260,206	158,995,187
TOTAL ASSETS	183,716,273	182,756,484
DEFERRED OUTFLOWS OF RESOURCES		
Unamortized Loss on Advanced Refunding	496,311	365,101
Deferred Outflows - Pension	2,745,871	3,909,456
Total Deferred Outflows of Resources	3,242,182	4,274,557

GREEN BAY WATER
BALANCE SHEET
October 31, 2022

	AS OF 12/31/2021	AS OF 10/31/2022
LIABILITIES		
Current Liabilities		
Accounts Payable	$ 1,775,388	$ 166,078
Sewer Collections Payable	5,553,452	6,608,701
Storm Water Collections Payable	2,939,704	3,190,719
Accrued Payroll Taxes	56,491	99,530
Accrued Payroll, Vacation & Sick Leave Pay	484,576	223,143
Accrued Taxes	2,457,195	2,047,663
Payable from Restricted Assets		
Current Portion of Long - Term Debt	4,205,000	0
Accrued Interest	250,239	0
Total Current Liabilities	17,722,045	12,335,834
Long - term Obligations, Less Current Portion		
Revenue Bonds - Net of Premiums & Discounts	42,917,073	42,551,609
Accrued Vacation & Sick Leave Pay	264,364	264,364
Total Current Liabilities	43,181,437	42,815,973
TOTAL LIABILITIES	60,903,482	55,151,807
DEFERRED INFLOWS OF RESOURCES		
Deferred Inflows - Pension	3,654,487	4,818,072
NET POSITION		
Contributed Capital - City of Green Bay	736,907	736,907
Net Investment in Capital Assets	103,382,262	107,316,965
Restricted	8,655,159	8,235,748
Unrestricted	9,626,158	10,771,542
TOTAL NET POSITION	$ 122,400,486	$ 127,061,162

GREEN BAY WATER

Statement of Revenues, Expenses and Changes in Net Position
Month Ended October 31, 2022

		10/31/22
OPERATING REVENUES		
Charges for services	$	20,020,489
Other		1,423,464
Total operating revenues		21,443,953
OPERATING EXPENSES		
Operation and maintenance		10,236,067
Depreciation		4,025,790
Total operating expenses		14,261,857
Operating income		7,182,096
NONOPERATING REVENUES (EXPENSES)		
Interest income		(115,120)
Grant revenue		669,637
Miscellaneous income		252,931
Interest and fiscal charges		(1,251,194)
Amortization of debt premium net of discounts		377,300
Amortization of loss on advance refundings		(143,047)
Total nonoperating revenues (expenses)		(209,493)
Income before contributions and transfers		6,972,603
Capital contributions		20,853
Transfers out - tax equivalent		(2,332,781)
Change in net position		4,660,676
Net position - January 1		122,400,486
Net position - October 31	$	127,061,162

GREEN BAY WATER
OCTOBER 2022 REVENUE BUDGET REPORT

FOR 2022 10

ACCOUNTS FOR: 610 WATER UTILITY	ORIGINAL	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD REVENUE		AVAILABLE BUDGET	PCT USED	
415000 MERCH & JOBBING REV	255,000	0	255,000	215,536.25	.00	39,463.75	84.5%	
419900 INT INCOME-OPER FUND	20,000	0	20,000	108,263.79	.00	-88,263.79	541.3%	
419904 INT INC-CONST FUND	500	0	500	1,630.17	.00	-1,130.17	326.0%	
419911 INT INC-BOND REDEMPTION	3,000	0	3,000	7,375.50	.00	-4,375.50	245.9%	
419920 INT INC-DEBT RESERVE	165,000	0	165,000	123,879.41	.00	41,120.59	75.1%	
419925 UNREALIZED GAIN/LOSS DEBT RE	90,000	0	90,000	-356,274.73	.00	446,274.73	-395.9%	(1)
420000 GRANT REVENUE	0	0	0	669,636.50	.00	-669,636.50	100.0%	(2)
421000 MISC NON-OPERATING INC	500,000	0	500,000	20,852.89	.00	479,147.11	4.2%	(3)
429440 AMORT PREM-GB-2004	124,305	0	124,305	103,587.80	.00	20,717.20	83.3%	
429443 AMORT PREM ASH-2004	12,625	0	12,625	10,520.80	.00	2,104.20	83.3%	
429460 AMORT PREM-GB-2014	82,167	0	82,167	68,472.40	.00	13,694.60	83.3%	
429463 AMORT PREM-ASH-2014	8,345	0	8,345	6,954.30	.00	1,390.70	83.3%	
429470 AMORT PREM-GB-2019	313,470	0	313,470	261,225.30	.00	52,244.70	83.3%	
429473 AMORT PREM-ASH-2019	31,837	0	31,837	26,531.20	.00	5,305.80	83.3%	
429480 AMORT PREM-GB-2021	16,940	0	16,940	14,116.70	.00	2,823.30	83.3%	
461508 METERED RESIDENTIAL	5,100,000	0	5,100,000	4,375,751.67	.00	724,248.33	85.8%	
461558 METERED COMMERCIAL	2,230,000	0	2,230,000	1,729,410.80	.00	500,589.20	77.6%	
461608 METERED INDUSTRIAL	6,200,000	0	6,200,000	5,654,081.80	.00	545,918.20	91.2%	
461658 METERED APARTMENT < 3 UNITS	2,330,000	0	2,330,000	1,930,482.51	.00	399,517.49	82.9%	
461708 METERED MULTI FAMILY	1,545,000	0	1,545,000	1,250,052.74	.00	294,947.26	80.9%	
461758 METERED RESTAURANT	152,000	0	152,000	132,044.65	.00	19,955.35	86.9%	
461808 METERED MUNICIPAL	450,000	0	450,000	345,749.15	.00	104,250.85	76.8%	
462000 PRIVATE FIRELINES	159,000	0	159,000	120,140.95	.00	38,859.05	75.6%	
463000 PUBLIC FIRE PROTECTION	1,365,000	0	1,365,000	1,160,849.26	.00	204,150.74	85.0%	
466003 SALES FOR RESALE-ASH	3,500,000	0	3,500,000	2,742,094.58	.00	757,905.42	78.3%	
466004 SALES FOR RESALE-SCOTT	105,000	0	105,000	79,124.66	.00	25,875.34	75.4%	
466005 SALES FOR RESALE-HOBART	380,000	0	380,000	318,146.79	.00	61,853.21	83.7%	
466006 SALES FOR RESALE-WRIGHTSTOWN	185,000	0	185,000	182,559.71	.00	2,440.29	98.7%	
470000 LATE PAYMENT PENALTIES	150,000	0	150,000	64,169.87	.00	85,830.13	42.8%	
471000 TURN ON & SET REVENUE	55,000	0	55,000	37,395.00	.00	17,605.00	68.0%	
472000 RENT-CELL TOWERS	142,500	0	142,500	141,523.10	.00	976.90	99.3%	
472010 RENT-ADDITIONAL METERS	8,500	0	8,500	18,662.50	.00	-10,162.50	219.6%	
472020 RENT - LAND	1,000	0	1,000	1,000.00	.00	.00	100.0%	
474000 OTHER WATER REVENUE-MISC	2,000	0	2,000	970.70	.00	1,029.30	48.5%	
474010 RETURN ON METER INVEST	85,000	0	85,000	.00	.00	85,000.00	.0%	(4)
474020 REBATES	25,000	0	25,000	28,797.11	.00	-3,797.11	115.2%	
474030 PRIVATE WELL PERMITS	0	0	0	3,000.00	.00	-3,000.00	100.0%	
474040 SALE OF SCRAP	20,000	0	20,000	9,231.12	.00	10,768.88	46.2%	
474050 TITLE COMPANY LETTERS	3,000	0	3,000	1,610.00	.00	1,390.00	53.7%	
476000 SEWER REIMB FROM CITY	1,010,000	0	1,010,000	842,000.00	.00	168,000.00	83.4%	
476100 STORM REIMB FROM CITY	375,000	0	375,000	312,500.00	.00	62,500.00	83.3%	
TOTAL WATER UTILITY	27,201,189	0	27,201,189	22,763,656.95	.00	4,437,532.05	83.7%	

(1) Unrealized loss on investments
(2) DNR Private Galvanized Replacement Program - not budgeted
(3) Contributed capital calculated at year end
(4) Return on meter investment (PSC) calculated at year end

Report generated: 11/08/2022 16:19
User: StephanieRo
Program ID: glytdbud

GREEN BAY WATER
OCTOBER 2022 EXPENSE BUDGET REPORT

FOR 2022 10

ACCOUNTS FOR: 610 WATER UTILITY	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
1630 STORES EXPENSE	64,161	0	64,161	61,896.22	.00	2,264.78	96.5%	
1840 CLEARING ACCOUNTS	482,076	0	482,076	-380,154.48	.00	862,230.48	-78.9%	
4030 DEPRECIATION EXPENSE	5,207,113	0	5,207,113	4,025,790.00	.00	1,181,323.00	77.3%	
4050 AMORTIZATION OF OTHER PLANT	131,453	0	131,453	109,544.40	.00	21,908.60	83.3%	
4080 TAXES	3,000,811	0	3,000,811	2,332,780.59	.00	668,030.74	77.7%	
4160 MERCHANDISING & JOBBING EXP	203,079	0	203,079	192,476.24	.00	10,602.76	94.8%	
4260 OTHER INCOME DEDUCTIONS	459,321	0	459,321	.00	.00	459,321.00	.0%	
4270 INTEREST ON LONG-TERM DEBT	1,501,433	0	1,501,433	1,251,194.18	.00	250,238.82	83.3%	
4280 AMORTIZATION OF DEBT DISCOUNT	308,587	0	308,587	257,155.20	.00	51,431.80	83.3%	
6020 PURCHASED WATER	8,000	0	8,000	6,077.35	.00	1,922.65	76.0%	
6130 MAINTENANCE OF INTAKES	10,000	0	10,000	.00	.00	10,000.00	.0%	
6160 MAINTENANCE OF SUPPLY MAINS	1,206,683	0	1,206,683	1,194,238.01	.00	12,444.99	99.0%	(1)
6200 PUMP OPS SUPERVISION & ENG	76,456	0	76,456	64,708.88	.00	11,747.12	84.6%	
6230 FUEL OR POWER FOR PUMPING	761,250	0	761,250	734,240.97	.00	27,009.03	96.5%	(2)
6240 PUMP LABOR & EXPENSES	81,856	0	81,856	53,357.01	.00	28,498.99	65.2%	
6260 MISC PUMPING EXPENSE	77,402	0	77,402	60,033.42	.00	17,368.58	77.6%	
6300 PUMP MAINT SUPERVISION & ENG	36,400	0	36,400	24,761.90	.00	11,638.10	68.0%	
6310 PUMP MAINT OF STRUCTURES	248,601	0	248,601	111,315.76	.00	137,285.24	44.8%	
6320 PUMP MAINT OF POWER PROD EQUIP	29,000	0	29,000	27,299.86	.00	1,700.14	94.1%	
6330 MAINT OF PUMPING EQUIP	180,788	0	180,788	122,778.20	.00	58,009.80	67.9%	
6400 TREATMENT OPS SUPERVIS & ENG	77,212	0	77,212	62,220.07	.00	14,991.93	80.6%	
6410 CHEMICALS	370,000	0	370,000	337,117.20	.00	32,882.80	91.1%	
6420 WATER TREATMENT OPERATIONS EXP	981,882	0	981,882	661,110.50	.00	320,771.50	67.3%	
6430 MISC WATER TREATMENT EXP	146,628	0	146,628	116,438.32	.00	30,189.68	79.4%	
6500 TREATMENT MAINT SUPERVIS & ENG	33,091	0	33,091	24,700.31	.00	8,390.69	74.6%	
6510 TREATMENT MAINT OF STRUCTURES	46,065	0	46,065	15,417.16	.00	30,647.84	33.5%	
6520 MAINT OF TREATMENT EQUIP	192,472	0	192,472	129,870.95	.00	62,601.05	67.5%	
6600 TRANS & DIST OPS SUP & ENG	233,021	0	233,021	194,735.06	.00	38,285.94	83.6%	(3)
6620 TRANS & DIST LINES EXPENSE	178,622	0	178,622	236,025.02	.00	-57,403.02	132.1%	
6630 METER EXPENSE	271,209	0	271,209	227,135.48	.00	44,073.52	83.7%	(4)
6640 CUSTOMER INSTALLATION EXP	88,458	0	88,458	779,988.43	.00	-691,530.43	881.8%	
6650 MISC TRANS & DIST EXPENSES	516,648	0	516,648	332,746.77	.00	183,901.23	64.4%	
6720 MAINT OF DIST RES & STANDPIPES	30,828	0	30,828	29,380.70	.00	1,447.30	95.3%	
6730 MAINT OF TRANS & DIST MAINS	1,459,214	0	1,459,214	1,207,912.95	.00	251,301.05	82.8%	
6750 MAINT OF SERVICES	388,776	0	388,776	339,881.33	.00	48,894.67	87.4%	
6760 MAINT OF METERS	133,171	0	133,171	86,735.05	.00	46,435.95	65.1%	
6770 MAINT OF HYDRANTS	161,471	0	161,471	129,792.11	.00	31,678.89	80.4%	
9020 METER READING EXPENSE	32,197	0	32,197	10,893.24	.00	21,303.76	33.8%	
9030 CUSTOMER RECORDS & COLLECTION	1,077,648	0	1,077,648	729,470.49	.00	348,177.51	67.7%	
9040 UNCOLLECTIBLE ACCOUNTS	5,000	0	5,000	5,329.09	.00	-329.09	106.6%	(5)
9060 CUSTOMER SERVICE & INFORMATION	77,317	0	77,317	55,980.28	.00	21,336.72	72.4%	
9200 ADMIN & GENERAL SALARIES	718,316	0	718,316	521,711.83	.00	196,604.17	72.6%	
9210 OFFICE SUPPLIES & EXPENSES	109,266	0	109,266	82,803.80	.00	26,462.20	75.8%	
9230 OUTSIDE SERVICES EMPLOYED	561,900	0	561,900	171,799.03	.00	390,100.97	30.6%	

GREEN BAY WATER
OCTOBER 2022 EXPENSE BUDGET REPORT

FOR 2022 10

ACCOUNTS FOR: 610 WATER UTILITY	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
9240 PROPERTY INSURANCE	80,450	0	80,450	80,714.95	.00	-264.95	100.3%
9250 INJURIES & DAMAGES	59,500	0	59,500	22,047.70	.00	37,452.30	37.1%
9260 EMPLOYEE PENSIONS & BENEFITS	1,409,675	0	1,409,675	1,041,805.64	.00	367,869.36	73.9%
9300 MISC GENERAL EXPENSES	87,885	0	87,885	49,141.26	.00	38,743.74	55.9%
9320 MAINT OF GENERAL PLANT	210,068	0	210,068	170,588.94	.00	39,479.06	81.2%
TOTAL WATER UTILITY	23,812,460	0	23,812,460	18,102,987.37	.00	5,709,472.96	76.0%

(1) PIPE DIVER EXPENSE
(2) INCREASED FUEL COSTS
(3) LEAK DETECTION EXPENSE
(4) PRIVATE SIDE GALVANIZED REPLACEMENT EXPENSE NOT BUDGETED DUE TO DIRECT REIMBURSEMENT OF GRANT FROM DNR
(5) ACCOUNT WRITEOFFS

AGENDA OF THE WATER COMMISSION

MONDAY, NOVEMBER 14, 2022, 8:30 AM
Held Virtually Via Zoom

MEETING DATE	PREPARED BY
November 14, 2022	

AGENDA ITEM # F.1

Building Project Update

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None

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.

AGENDA OF THE WATER COMMISSION

MONDAY, NOVEMBER 14, 2022, 8:30 AM
Held Virtually Via Zoom

MEETING DATE	PREPARED BY
November 14, 2022	

AGENDA ITEM # F.2

Safety Report

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. f2 safety

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 Commission
SAFETY REPORT

DATE: November 14, 2022
TO: Green Bay Water Commission
FROM: Sarah Fidler, Human Resources Coordinator, Green Bay Water
RE: Safety Report

GREEN BAY WATER 2022 QUARTER INJURY REPORT		
DATE	**INCIDENT**	**CORRECTIVE ACTION**
8/10/2022	The employee handed up another employee's 2” electric pump from excavation. During the exchange, the pump hose broke free from the pump, causing it to fall back into the excavation site, striking the employee in the back of his head.	The supervisor discussed with all distribution staff the proper equipment maintenance. Staff was told to inspect all equipment for obvious maintenance issues.

GREEN BAY WATER 2022 QUARTER THREE-VEHICLE ACCIDENT REPORT		
DATE	**INCIDENT**	**RESULT**
8/15/2022	Employee was stopping at a stop light when another driver followed too closely and bumped into the rear of the utility vehicle.	No damage to the utility vehicle; the other vehicle had front bumper damage. The other driver was cited for following too closely.

AGENDA OF THE WATER COMMISSION

MONDAY, NOVEMBER 14, 2022, 8:30 AM
Held Virtually Via Zoom

MEETING DATE	PREPARED BY
November 14, 2022	

AGENDA ITEM # F.3

Strategic Communications Update

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None

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.

AGENDA OF THE WATER COMMISSION

MONDAY, NOVEMBER 14, 2022, 8:30 AM
Held Virtually Via Zoom

MEETING DATE	PREPARED BY
November 14, 2022	

AGENDA ITEM # F.4

General Manager Update

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

1. f4 general manager update

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 Commission
GENERAL MANAGER UPDATE

DATE: November 14, 2022
TO: Green Bay Water Commission
FROM: Nancy Quirk, P.E., General Manager, Green Bay Water
RE: General Manager Update

1. Workforce Report
    a. Recruitment
        i. Distribution Maintenance Person (FT)
        ii. Executive Assistant (FT)
        iii. Pumping Mechanic/Electrician (FT)
    b. Safety Coordinator for 2023
    c. UWGB Internships
    d. Respect training and Engagement Survey
2. Ad Hoc Workgroup Schedule: Personnel
3. Energy Study at Lake Station Update
4. PSC Grant for Energy Efficiency Update
5. Filter Plant Electrical Repair
6. PFAS Testing for WDNR
7. Pressure Zone Training for Utility Staff
8. Pulaski Wholesale Customer Update
    a. Memorandum of Understanding and City Approval
    b. Open Records Request