



AGENDA OF THE WATER COMMISSION

MONDAY, DECEMBER 12, 2022, 8:30 AM

HYBRID MEETING:

**Green Bay Water
631 South Adams Street
& Virtually via Zoom**

A. Zoom Information.

1. This item contains a document that provides call-in information and instructions for the attendees to join the meeting online using Zoom.

B. Roll Call.

1. Roll call for the Water Commission Meeting of December 12, 2022.

C. Approval of the Agenda.

1. Approval of the Water Commission Meeting Agenda for December 12, 2022

D. Approval of Minutes.

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

E. Informational.

1. Strategic Communications Update
2. General Manager Update

F. Regular Business.

1. Approval of the 2023 Commission Dates
2. Election of Green Bay Water Commission Officers for 2023: President, Vice President and Secretary-Treasurer
3. Consideration to adjourn to CLOSED SESSION pursuant Sec. 19.85(1)(c). Wis. Stats., for

consideration of employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; to- wit, General Manager's performance evaluation and compensation

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

G. Adjournment.

1. Motion to Adjourn the Water Commission Meeting of December 12, 2022

- 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.
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Virtual Meeting Instructions

Water Commission

Zoom Meeting Information

Join Zoom Meeting

<https://zoom.us/j/98284055918?pwd=eHBxaWkvN1J2a3NORERUWkRsNjVkUT09>

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

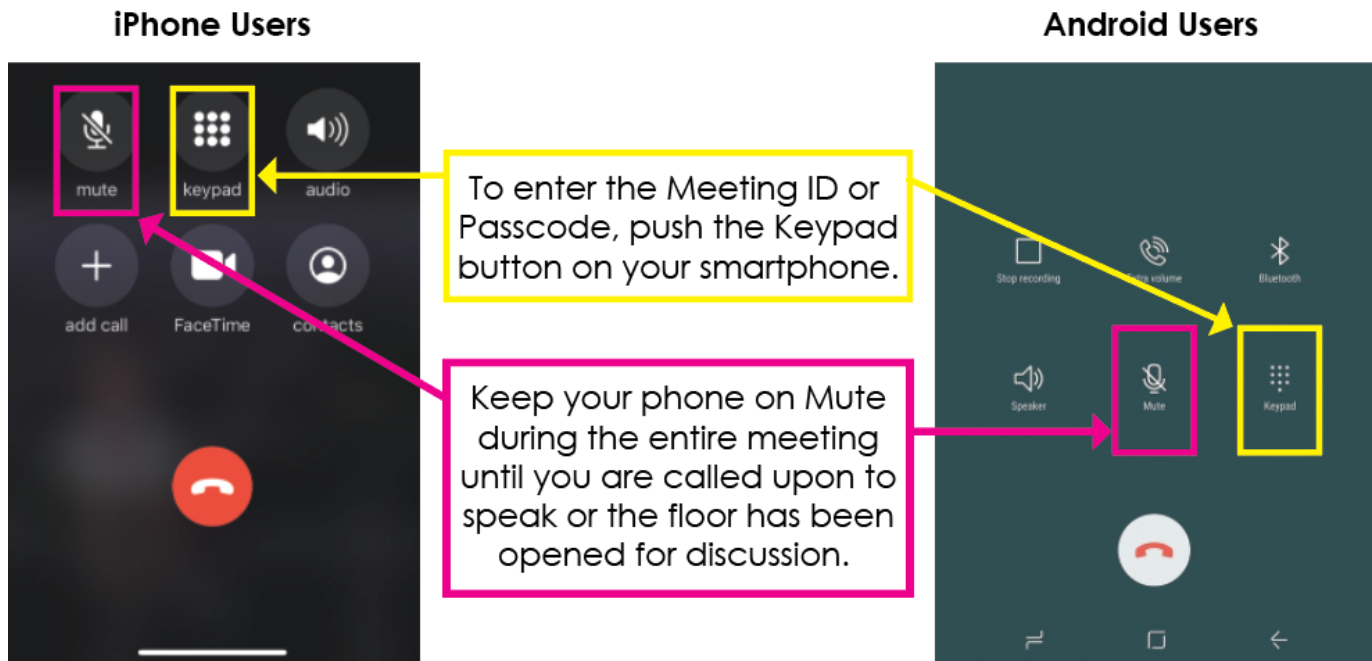
Find your local number: <https://zoom.us/u/afEVof5c6>

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





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MONDAY, DECEMBER 12, 2022, 8:30 AM

HYBRID MEETING:

**Green Bay Water
631 South Adams Street
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MEETING DATE

December 12, 2022

PREPARED BY

AGENDA ITEM # C.1

Approval of the Water Commission Meeting Agenda for December 12, 2022

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

I. CI DEC 12 AGENDA

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December 12, 2022

PREPARED BY

AGENDA ITEM # D.1

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

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

I. D1 NOV 14 MEETING MINUTES

- 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.
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MINUTES OF THE WATER COMMISSION

MONDAY, NOVEMBER 14, 2022, 8:30 AM

Held Virtually Via Zoom

A. ZOOM INFORMATION.

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

On Monday, November 14, 2022, the Water commission met virtually via Zoom. President Heugel called the meeting to order at 8:31 a.m.

B. ROLL CALL.

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

Recording Secretary Hay called the roll. Six voting commission members responded: President John Huegel, Vice President Jamie Wall, Secretary-Treasurer Tom Karman, Al Farvour, Kathryn Hasselblad-Pascale, and Elizabeth Wheat. Also present: Alderman Craig Stevens (non-voting), Council Representative to the Water Commission. Member Jacque Bolye arrived at 8:41 a.m.

Staff Present: Nancy Quirk, Andrea Hay, Brian Powell, Russ Hardwick, Stephanie Rogers, Kristin Romanowicz, Jason Maes, Sarah Fidler

C. APPROVAL OF THE AGENDA.

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

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

D. APPROVAL OF MINUTES.

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

Motion by member Hasselblad-Pascale, seconded by member Wall, to approve the October 10, 2022

minutes. Voice vote being had, the motion passed unanimously.

E. REGULAR BUSINESS.

Member Boyle joined the meeting at 8:41 a.m.

1. Approval & Adoption of Resolution for the 2023 Annual Budget

Business Manager Rogers provided a brief overview of the Ad hoc Budget Committee's evaluation of the proposed Annual Budget for 2023. Motion by Karman, second by Boyle, to approve and adopt the resolution of the 2023 Annual Budget as presented. Voice vote being had, the motion passed unanimously.

2. Approval of Vehicle Purchase

Distribution Manager Maes gave an overview of a bid proposal for a work truck using the state contract, to be budgeted for and purchased in 2023. Motion by member Wall, seconded by member Farvour to approve the purchase. Voice vote being had, the motion passed unanimously.

3. Approval of Hybrid Water Commission Meeting Format

General Manager Quirk requested approval to modify the regularly scheduled Zoom commission meetings to a hybrid format that will enable in-person and virtual participation, effective December 2022. Motion by member Wall, seconded by member Hasselblad to approve the option to return in-person with an option to join Zoom. Voice vote being had, the motion passed unanimously.

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

Human Resources Coordinator Fidler provided an overview of the proposal to modify the meal reimbursement policy from \$10 to a variable amount determined by the General Manager depending on current economic times. Meal reimbursement for Filter Plant Technicians has been included to the revised policy. Motion by member Hasselblad, seconded by member Karman to approve the policy modification. Voice vote being had, the motion passed unanimously.

5. September 2022 & October 2022 Financial Reports

Business Manager Rogers presented the Water Utility's September 2022 & October 2022 financials and cash position. All were within expectations. No substantive issue of concern was identified. Business Manager Rogers. Motion by member Karman, seconded by member Wall to receive the financials and place them 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. We are working through the final steps of contract completion with Miron. We are getting the final close-out documents and the few remaining punchlist items. We will then be working into the New Year to prepare a final account and lessons learned for discussion with you.

2. Safety Report

Human Resources Coordinator Fidler presented an overview of the quarterly work-related injury report.

3. Strategic Communications Update

Director of Communications Hay shared that the Curriculum Director of Green Bay Area Public Schools has authorized three drinking water curricula, which are now mentioned in the school district's "Field Trip and Outreach Opportunities" document, which is available to all teachers and administrators. As vehicle decals and new logo patches arrive in December, the rebranding should be approaching completion, with the exception of the Cintas-provided uniforms (Business Manager Rogers will first make a contractual decision about uniforms).

4. General Manager Update

General Manager Quirk presented her report on the following:

- I. 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

G. ADJOURNMENT.

I. Motion to adjourn

Motion by member Wall, seconded by member Karman, to adjourn the meeting. Voice vote being had, the motion passed unanimously. The meeting adjourned at 9:23 a.m.



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AGENDA ITEM # E.1

Strategic Communications Update

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

None

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AGENDA ITEM # E.2

General Manager Update

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

I. E2 GENERAL MANAGER UPDATE

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Green Bay Water Commission

GENERAL MANAGER UPDATE

DATE: December 12, 2022
TO: Green Bay Water Commission
FROM: Nancy Quirk, P.E., General Manager, Green Bay Water
RE: General Manager Update

1. Workforce Report
 - a. Retirements
 - i. Baker Tilly Succession Plan update
 - b. Recruitment
 - i. Distribution Maintenance Person (FT)
 - ii. Executive Assistant (FT)
 - iii. Pumping Mechanic/Electrician (FT)
 - iv. Equipment Maintenance Technician (FT)
 - c. UWGB Internships update
 - d. Engagement Survey update
 - e. Performance Evaluations
2. PSC Grant for Energy Efficiency in Green Bay Update
3. Filter Plant Electrical Repair
4. Quincy Tank Inspection and Repair
5. Galvanized Service Line Replacement Update
6. Building Project Update scheduled for January
7. SPLASH Meeting
8. Pulaski Wholesale Customer Update
 - a. Memorandum of Understanding and City Approval update



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AGENDA ITEM # F.I

Approval of the 2023 Commission Dates

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

ATTACHMENTS

I. FI 2023 COMMISSION DATES

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Green Bay Water Commission **MEMORANDUM**

DATE: December 12, 2022
TO: Green Bay Water Commission
FROM: Nancy Quirk, P.E., General Manager, Green Bay Water
RE: 2023 Water Commission Meeting Dates

Green Bay Water requests the Green Bay Water Commission's approval to schedule the 2023 Water Commission meetings as follows, utilizing the previously approved hybrid format with options for in-person meetings or via Zoom.

- Monday, January 9, 2023, at 8:30 a.m.
- Monday, February 13, 2023, at 8:30 a.m.
- Monday, March 13, 2023, at 8:30 a.m.
- Monday, April 10, 2023, at 8:30 a.m.
- Monday, May 8, 2023, at 8:30 a.m.
- Monday, June 12, 2023, at 8:30 a.m.
- Monday, July 10, 2023, at 8:30 a.m.
- Monday, August 14, 2023, at 8:30 a.m.
- Monday, September 11, 2023, at 8:30 a.m.
- Monday, October 9, 2023, at 8:30 a.m.
- Monday, November 13, 2023, at 8:30 a.m.
- Monday, December 11, 2023, at 8:30 a.m.



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PREPARED BY

AGENDA ITEM # F.2

Election of Green Bay Water Commission Officers for 2023: President, Vice President and Secretary-Treasurer

BACKGROUND

RECOMMENDATION

FISCAL IMPACT

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AGENDA ITEM # F.3

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RECOMMENDATION

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AGENDA ITEM # F.4

Return to Open Session for Possible Consideration of General Manager Compensation

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