



MINUTES 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.

I. 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.

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

On Monday, December 12, 2022, the Water commission met in person at Green Bay Water and virtually via Zoom. President Heugel called the meeting to order at 8:30 a.m.

Recording Secretary Hay called the roll. Six voting commission members responded: President John Huegel, Vice President Jamie Wall, Secretary-Treasurer Tom Karman, Al Farvour (virtual via Zoom), Kathryn Hasselblad-Pascale, virtual via Zoom) and Elizabeth Wheat. Also present: Alderman Craig Stevens (non-voting), Council Representative to the Water Commission. Member Jacque Bolye arrived at 8:33 a.m. virtually via Zoom. Kathryn Hasselblad-Pascale left at 9:44.

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

C. APPROVAL OF THE AGENDA.

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

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

D. APPROVAL OF MINUTES.

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

Motion by member Wall, seconded by member Karman, to approve the November 14, 2022, minutes. Voice vote being had, the motion passed unanimously.

E. INFORMATIONAL.

I. Strategic Communications Update

Director of Communications Hay gave an update on the Five-Year Communication Strategic Communication plan within the themes of enhancing reputation, expanding reach and impact, speaking with one voice and increasing opportunities for stakeholder input. 'Wins' for the year include rolling out a new logo, website, school curriculum, onboarding presentation and launching a customer survey with more than 500 responses. The objectives for 2023 include getting one thousand responses and using the data to enhance our strategy, as well as conducting staff-wide communication/legal training to guide and inform employees on best practices for customer interactions and their subsequent documentation.

2. General Manager Update

General Manager Quirk presented her report on the following:

- I. Workforce Report
 - A. Retirements
 - B. Baker Tilly Succession Plan update
 - C. Recruitment
 - i. Distribution Maintenance Person (FT)
 - ii. Executive Assistant (FT)
 - iii. Pumping Mechanic/Electrician (FT)
 - iv. Equipment Maintenance Technician (FT)
 - D. UWGB Internships update
 - E. Engagement Survey update
 - F. 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 Pulaski Wholesale Customer Update
 - A. Memorandum of Understanding and City Approval update

F. REGULAR BUSINESS.

I. Approval of the 2023 Commission Dates

Motion by member Wall, seconded by member Hasselblad-Pascale, to approve the 2023 Commission Dates as presented. Voice vote being had, the motion passed unanimously. The dates are as follows:

- 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.

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

Motion by member Boyle, seconded by member Wheat, to elect Commission officers: John Heugel, President; Jamie Wall, Vice President; Tom Karman, Secretary-Treasurer, by unanimous ballot. Voice vote being had, the motion passed unanimously.

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

Motion by member Heugel, second by member Hasselblad-Pascale to enter closed session pursuant to Sec. 19.85 (l)(c). Wis. Stats. and expressly quoting notice of closed session. Roll call was taken: Elizabeth Wheat - yes. Jamie Wall - yes. Kathryn Hasselblad-Pascale - yes. Tom Karman - yes. John Heugel - yes. Jacque Botyle - yes. Al Farvour - yes. Roll call vote passed unanimously.

Member Hasselblad-Pascale left the meeting at 9:44 a.m.

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

Motion by member Karman, seconded by member Farvour, to return to open session at 9:51 a.m. Voice vote being had, the return to open session passed unanimously.

Motion by member Wall, seconded by member Wheat, to recognize that General Manager Nancy Quirk exceeded expectations in 2022 and thus be granted a two-step salary increase. Voice vote being had, the motion passed unanimously.

G. ADJOURNMENT.

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

Motion by member Wheat, seconded by member Wall, to adjourn the meeting. Voice vote being had, the motion passed unanimously.

President Heugel adjourned the meeting at 9:59 a.m.