



MINUTES OF THE WATER COMMISSION

MONDAY, NOVEMBER 13, 2023, 8:30 AM

In person at the Green Bay Water Utility.

631 S Adams St

Virtual attendance is also available via Zoom.

A. ZOOM MEETING INFORMATION.

I. Join Zoom Meeting Online:

<https://zoom.us/j/98284055918?pwd=eHBxaWkvNlJ2a3N0RERUWkRsNjVkUT09>

Or call in by phone: +1 312 626 6799

Meeting ID: 982 8405 5918

Passcode: 385002

If you wish to speak at this public meeting or leave a comment, please fill out the online [Comment Form](#) prior to the meeting. More detailed [Zoom Instructions](#) can be found online.

B. ROLL CALL.

I. Roll call for the Water Commission Meeting of November 13, 2023.

On Monday, November 13, 2023, the Water Commission met in person and virtually via Zoom. President Heugel called the meeting to order at 8:30 a.m. Recording Secretary Beilke called the roll. Seven voting commission members: President John Heugel (In Person), Vice President Jamie Wall (Virtually via Zoom), Secretary-Treasurer Tom Karmen (In Person), Kathryn Hasselblad-Pascale (Virtually via Zoom), Elizabeth Wheat (In Person), Al Farvour (Virtually via Zoom), and Jacque Boyle joined at 8:35 during item E2 (Virtually via Zoom).

Also present: Alder Craig Stevens (In person, non-voting), Council Representative to the Water Commission, Attorney William Vande Castle (Virtually via Zoom), Mark Kapocius (Virtually via Zoom) from von Briesen & Roper, City Attorney Joanne Bungert and Lynn Gerlach.

Staff present: Nancy Quirk, Brian Powell, Andrea Hay, Stephanie Rogers, Karen Smits, Sarah Fidler, Russ Hardwick, Jason Maes, Jonathan Peters, Kristin Romanowicz, Justin Hewitt and Peter Falish.

C. APPROVAL OF THE AGENDA.

1. Approval of the Water Commission Meeting Agenda for November 13, 2023.

Moved by Thomas Karman, seconded by Kathryn Hasselblad-Pascale to move item E7, Closed Session, to after FI, the General Manager's Update and approve. Voice vote being had, the motion passed unanimously.

D. APPROVAL OF MINUTES.

1. Approval of the Water Commission Meeting Minutes for October 9, 2023.

Moved by Kathryn Hasselblad-Pascale, seconded by Allen Farvour to approve. Voice vote being had, the motion passed unanimously.

E. REGULAR BUSINESS.

1. Introduction of new Equipment Maintenance Technician, Peter Falish.

New employee Peter Falish was welcomed by President John Heugel and the Water Commission.

2. Approval of the Employee Handbook updates.

Moved by Kathryn Hasselblad-Pascale, seconded by Jamie Wall to approve and become effective starting December 17, 2023. Voice vote being had, the motion passed unanimously.

3. Approval of Request for Reclassification of Two Positions.

Moved by Kathryn Hasselblad-Pascale, seconded by Jamie Wall to approve to reclassify the Communications Director and Water Quality Coordinator positions. Voice vote being had, the motion passed unanimously.

4. Approval & Adoption of Resolution for the 2024 Annual Budget

Moved by Thomas Karman, seconded by Jamie Wall to approve and adopt the resolution of the 2024 Annual Budget as presented. Voice vote being had, the motion passed unanimously.

5. September and October 2023 Financial Reports

Business Manager Rogers presented the Water Utility's September 2023 and October 2023 financials and cash position. All were within expectations. No substantive issue of concern was identified.

Moved by Thomas Karman, seconded by Allen Farvour to approve as presented. Voice vote being had, the motion passed unanimously.

6. Approval of Recommendation to Repeal and Recreate Section 42-164 to 42-174, Green Bay Municipal Code, Relating to Lead Water Service Line Replacement.

Moved by Jamie Wall, seconded by Kathryn Hasselblad-Pascale to recommend to the Common Council to approve the proposed changes to the Green Bay Municipal Code. Voice vote being had, the motion passed unanimously.

7. Consideration to adjourn to CLOSED SESSION pursuant to Sec. 19.85(1)(g), Wis. Stats., for conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved; to-wit: PFAS litigation.

Moved by Jacque Boyle, seconded by Kathryn Hasselblad-Pascale to enter closed session pursuant to Sec. 19.85(1)(g), Wis. Stats and expressly quoting notice of closed session. Roll call was taken: John Heugel - yes. Jamie Wall - yes. Tom Karmen - yes. Kathryn Hasselblad-Pascale - yes. Al Farvour - yes. Elizabeth Wheat - yes. Jacque Boyle - yes. Roll call vote passed unanimously.

Moved by Jamie Wall, seconded by Jacque Boyle to return to regular session. Roll call was taken: John Heugel - yes. Jamie Wall - yes. Tom Karmen - yes. Kathryn Hasselblad-Pascale - yes. Elizabeth Wheat - yes. Al Farvour - yes. Jacque Boyle - yes. Roll call vote passed unanimously.

F. INFORMATIONAL.

I. General Manager Update

General Manager Quirk presented her report on the following:

- I. Operations Projects
 - a. Update of Master Plan
 - b. Generator Addition to Lake Station
 - c. Surge Analysis of Raw Water Lines
2. Business Office/IT
 - a. Phone System Upgrade for 2024
 - b. Tax Roll for Unpaid Water Bills
3. Filter Plant
 - a. Sludge Lagoon Dredging
 - b. Reservoir Inspection
 - c. Ozone Generator Repair
4. Energy Efficiency Study Report
5. Workforce Report
 - a. Open Positions
 - i. Distribution Maintenance Person (Full-Time)
 - ii. Operations Manager (Full-Time)

G. ADJOURNMENT.

I. Motion to adjourn the Water Commission meeting of November 13, 2023.

Moved by Thomas Karman, seconded by Allen Farvour to adjourn. Voice vote being had, the motion passed unanimously. The meeting adjourned at 9:34 a.m.