AGENDA OF THE WATER COMMISSION

MONDAY, MARCH 11, 2024, 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.

1. Join Zoom Meeting Online:
   https://zoom.us/j/98284055918?pwd=eHBxaWkvN1J2a3N0RERUWkRsNjVkUT09

   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.

1. Roll call for the Water Commission Meeting of March 11, 2024.

C. Approval of the Agenda.

1. Approval of the Water Commission Meeting Agenda for March 11, 2024.

D. Approval of Minutes.

1. Approval of the Water Commission Meeting Minutes for February 12, 2024.

E. Regular Business.

1. Approval of Final Payment in the amount of $7,959.56 to Synagro Central, LLC for contract "Green Bay Water Utility Dredging of Sludge Lagoon No. 1."
2. January 2024 Financial Report
3. Approval of the Updates to the Employee Handbook, Chapter 18, Section 13 - Holidays

F. Informational.

1. Master Plan Update presented by AECOM
2. General Manager Update

G. Adjournment.

1. Motion to adjourn the Water Commission meeting of March 11, 2024.

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.

MINUTES OF THE WATER COMMISSION

MONDAY, FEBRUARY 12, 2024, 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.

1. Join Zoom Meeting Online:
https://zoom.us/j/9828405918?pwd=eHBxaWkvN1J2a3N0RERUWkRsNjVkUT09

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.

1. Roll call for the Water Commission Meeting of February 12, 2024.

On Monday, February 12, 2024, 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. Six voting commission members: President John Heugel (In Person), Vice President Jamie Wall (In Person), Secretary-Treasurer Tom Karman (In Person), Elizabeth Wheat (In Person), Al Farvour (Virtually via Zoom), and Lynn Gerlach (In Person).
Also present: Alder Craig Stevens (In Person, non-voting), Council Representative to the Water Commission and Attorney William Vande Castle (Virtually via Zoom).
Staff present: Brian Powell, Doug Martin, Stephanie Rogers, Andrea Hay (Virtually via Zoom), Sarah Fidler, Russ Hardwick, Jason Maes, Kristin Romanowicz, Jonathan Peters, Seng Yang, Colleen Callahan, and Jeff Kocourek.

C. APPROVAL OF THE AGENDA.

1. Approval of the Water Commission Meeting Agenda for February 12, 2024.

Moved by Jamie Wall, seconded by Lynn Gerlach to approve. Voice vote being had, the motion passed unanimously.

D. APPROVAL OF MINUTES.

1. Approval of the Water Commission Meeting Minutes for January 8, 2024.

Moved by Lynn Gerlach, seconded by Jamie Wall to approve. Voice vote being had, the motion passed unanimously.

E. REGULAR BUSINESS.

1. Introduction of New Employees Colleen Callahan, Accountant, and Jeffery Kocourek, Distribution Maintenance Person.

New employees Jeff Kocourek and Colleen Callahan were welcomed by President John Heugel and the Water Commission.

2. Approval of Final Payment in the amount of $3,125.00 to General Construction Services, Inc for contract "Green Bay Water Utility Broadway Tank Demolition."

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

3. December 2023 Financial Report

Moved by Thomas Karman, seconded by Allen Farvour to approve the preliminary December 2023 Financial Reports as presented. Voice vote being had, the motion passed unanimously.

F. INFORMATIONAL.

1. Safety Report

Safety Coordinator Seng Yang presented the Safety Report.

2. Backhoe Purchase through Government Pricing

Moved by Jamie Wall, seconded by Lynn Gerlach to approve as presented. Voice vote being had, the motion passed unanimously.

3. Strategic Communication Update

Communications Director Andrea Hay discussed the EPA banner mandate.

4. General Manager Update

General Manager Brian Powell provided the commission with updates on the following initiatives:

1. Master Plan Update

2. Raw Water Study/Surge Analysis Update

3. Additional Generation at the Lake Station Update

4. Renewable Energy Update

5. German delegation from Lake Constance Water Supply visiting us on February 13th.

6. Technical Committee Meeting with Wholesale Customers

7. Pete VanGompel won Meter Madness Competition at WIAWWA Expo.

8. City added Holidays: Martin Luther King Day and New Year's Eve from 1/2 day to full day.

G. ADJOURNMENT.

1. Motion to adjourn the Water Commission meeting of February 12, 2024.

Moved by Jamie Wall, seconded by Thomas Karman to adjourn. Voice vote being had, the motion passed unanimously.

GREEN BAY WATER

631 South Adams Street
Green Bay, WI 54301
(920) 785-7903

DATE: March 11, 2024

TO: Water Commission

FROM: Kristin Romanowicz, P.E. KAR 3.4.24

RE: Project Acceptance and Final Payment
GBWU 1-23 Dredging of Sludge Lagoon No. 1

We request Green Bay Water Commission's acceptance of the work completed under the contract titled "GBWU 1-23 Dredging of Sludge Lagoon No. 1." The work under this contract consisted of dredging, transporting, and land application of the sludge from Lagoon No. 1 at the filtration plant.

In accordance with the terms of the contract, we also request the Commission's approval of the associated final payment of $7,959.56 to Synagro Central, LLC.

DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION
100 N. Jefferson Street, Room 300
Green Bay, WI 54301
Tel (920) 448-3100
Fax (920) 448-3102

APPLICATION FOR PAYMENT NO. 2-FINAL

Contractor: Synagro Central, LLC

Contract: Green Bay Water Utility Dredging of Sludge Lagoon No 1

Contract Part/Base Bid: $318,382.50 Project No.: _____

For Work completed through the date of 12/1/23

Application is made for payment, as shown below, in connection with the Contract. Supporting documentation is attached.

1.	Original Contract Price	$	318,382.50
2.	Net Change by Change Orders (+ or -)	$	-23,110.46
3.	Current Contract Price (Line 1 + or – Line 2)	$	295,272.04
4.	Total Completed and Stored to Date	$	287,410.54
5.	Retainage (5% of Line 4 not to exceed 2.5% of Line 3)	$	0.00
6.	Total Earned Less Retainage (Line 4 – Line 5)	$	287,410.54
7.	Less Previous Application for Payment	$	279,450.98
8.	**AMOUNT DUE THIS APPLICATION** (Line 6 – Line 7)	$	**7,959.56**

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Document, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR

By: _____ Date: 1/5/2024
(Sign)
Christopher L Teeters
(Print Name)

State of Wisconsin

County of Marathon

Subscribed and sworn to before me this 5th day of January 2024

Notary Public: _____

My Commission expires: December 6, 2025

KELLI L. BURNS NOTARY PUBLIC STATE OF WISCONSIN

Payment of the above AMOUNT DUE THIS APPLICATION is recommended.

By: _____ Date: 1/8/24
(Project Engineer)

DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION
100 N. Jefferson Street
Green Bay, WI 54301
Tel (920) 448-3100
Fax (920) 448-3102

WAIVER OF LIEN BY CONTRACTOR

The undersigned Contractor, pursuant to §779.05(1), Wis. Stats., hereby waives the right to claim a lien for labor, services or materials furnished to the City of Green Bay on the following described project:

GBWU 1-23 Dredging of Sludge Lagoon No. 1.

This Waiver of Lien is unconditional. This waiver includes the waiver of lien rights for charges for labor, services, or materials furnished before and after the date specified below. The undersigned contractor agrees to indemnify and hold the City of Green Bay harmless from any and all liens on the project described above arising out of work by or for the undersigned.

Dated this 5th day of January, 2024.

Company Name: Synagro Central LLC

By: [signature]

Address: 435 Williams Court, Suite 100, Baltimore MD 21220

Printed Name: Christopher L Teeters

STATE OF WISCONSIN
BROWN COUNTY

PERSONALLY APPEARED BEFORE ME, the undersigned authority in and for the said county and state, on this 5th day of January, 2024, within my jurisdiction, the within named, who acknowledged that (he) (she) is Manager of Synagro Central LLC a corporation, and for and on behalf of the said corporation, and as its act and deed (he) (she) executed the above and foregoing instrument, after first having been duly authorized by said corporation so to do.

GIVEN under my hand and official seal of office on this the 5th day of January, 2024

[signature]
NOTARY PUBLIC

KELLI L BURNS NOTARY PUBLIC STATE OF WISCONSIN

My Commission Expires: December 16, 2025

I:\DeptData\Water\private\Engineering\Construction Projects\2023\3-Construction\Dredging of Sludge Lagoon 1\Contract Administration\Lien Waiver revised 3-27-09_GBWU.doc8/31/2023 D. Ouradnik

DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION
100 N. Jefferson Street
Green Bay, WI 54301
Tel (920) 448-3100
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Dated this 16th day of February, 20 24.

Company Name: B&N Trucking, Inc.

Address: 778 850E Street Mt Sterling, IL 62353

By: Kent Bayler for B&N Trucking

Printed Name: Kent Bayler

STATE OF ~~WISCONSIN~~ Illinois
BROWN COUNTY

PERSONALLY APPEARED BEFORE ME, the undersigned authority in and for the said county and state, on this 16th day of February, 20 24, within my jurisdiction, the within named, who acknowledged that (he) (she) is President of B&N Trucking Inc., a corporation, and for and on behalf of the said corporation, and as its act and deed (he) (she) executed the above and foregoing instrument, after first having been duly authorized by said corporation so to do.

GIVEN under my hand and official seal of office on this the 16th day of February, 20 24.

Kimberly Newton
NOTARY PUBLIC

Official Seal
Kimberly Newton
Notary Public State of Illinois
My Commission Expires 8/3/2026

My Commission Expires: 08/03/2026

DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION
100 N. Jefferson Street
Green Bay, WI 54301
Tel (920) 448-3100
Fax (920) 448-3102

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GBWU 1-23 Dredging of Sludge Lagoon No. 1.

This Waiver of Lien is unconditional. This waiver includes the waiver of lien rights for charges for labor, services, or materials furnished before and after the date specified below. The undersigned contractor agrees to indemnify and hold the City of Green Bay harmless from any and all liens on the project described above arising out of work by or for the undersigned.

Dated this 16TH day of Feb, 2024.

Company Name: CMJ Trucking Inc

Address: 11441 E900N Rd
Grant Park IL. 60940

By: [signature]

Printed Name: Mark Schneider

STATE OF WISCONSIN
BROWN COUNTY

State of Illinois
Kankakee County

PERSONALLY APPEARED BEFORE ME, the undersigned authority in and for the said county and state, on this 16th day of February, 2024, within my jurisdiction, the within named, who acknowledged that (he) (she) is Vice-President of C M J Trucking, a corporation, and for and on behalf of the said corporation, and as its act and deed (he) (she) executed the above and foregoing instrument, after first having been duly authorized by said corporation so to do.

GIVEN under my hand and official seal of office on this the 16th day of February, 2024.

[signature]
NOTARY PUBLIC
Douglas B Graves

My Commission Expires: August 28, 2025

OFFICIAL SEAL
DOUGLAS B GRAVES
NOTARY PUBLIC, STATE OF ILLINOIS
KANKAKEE COUNTY
MY COMMISSION EXPIRES 08/28/2025

GREEN BAY WATER
CASH POSITION
January 31, 2024

	1/31/2023	1/31/2024
UNRESTRICTED CURRENT ASSETS		
Cash & Investments - Operation & Maintenance		
Local Govt. Investment Pool	$ 105,947	$ 111,499
Associated Bank Checking	9,899,661	12,005,097
Working Cash Funds - Petty Cash	1,700	1,700
Total Cash & Investments - Operation & Maintenance	10,007,308	12,118,296
RESTRICTED CURRENT ASSETS		
Cash & Investments - Restricted		
Certificates of Deposit - Bond Redemption	1,420,500	1,400,000
Associated Bank Money Market Account - Bond Redemption	21,279	22,584
Associated Bank Checking - Private Service Replacement	1,371	-
Local Govt. Investment Pool - Construction Fund	357	-
Total Cash & Investments - Restricted	1,443,507	1,422,584
RESTRICTED LONG-TERM ASSETS		
Cash & Investments - Debt Reserve		
Associated Trust Money Market	29,449	341,045
Associated Trust Certificates of Deposit	471,833	478,185
Associated Trust Municipal Bonds	5,945,341	5,896,941
Total Cash & Investments - Debt Reserve	6,446,623	6,716,171
TOTAL CASH POSITION	$ 17,897,438	$ 20,257,051

GREEN BAY WATER
BALANCE SHEET
January 31, 2024

	1/31/2023	1/31/2024
ASSETS		
Current Assets		
Unrestricted Current Assets		
Cash & Investments - Operating & Maintenance	$ 10,007,308	$ 12,118,296
Accounts Receivable - Customer Accounts	11,675,837	11,505,625
Inventories	729,602	721,528
Prepaid Items	198,089	23,982
Total Unrestricted Current Assets	22,610,836	24,369,431
Restricted Current Assets		
Cash & Investments - Bond Redemption Fund	1,441,779	1,422,584
Interest Receivable	5,397	6,825
Cash & Investments - Private Service Replacement Fund	1,371	-
Accounts Receivable - Grants	58,261	9,050
Total Restricted Current Assets	1,506,808	1,438,459
Total Current Assets	24,117,644	25,807,890
Noncurrent Assets		
Restricted Assets		
Cash & Investments - Debt Reserve Fund	6,446,623	6,716,171
Accrued Interest	42,747	49,268
Cash & Investments - Construction Fund	357	-
Net Pension Asset	2,127,002	-
Total Restricted Assets	8,616,729	6,765,439
Other Assets		
Unamortized Ashwaubenon Booster	1,106,398	974,945
Unamortized Wrightstown Loan/Grant	408,813	377,163
Total Other Assets	1,515,211	1,352,108
Capital Assets		
Property, Plant & Equipment	253,545,573	258,704,795
Less: Accumulated Depreciation	(103,928,280)	(108,895,664)
Net Property, Plant & Equipment	149,617,293	149,809,131
Construction in Progress	173,132	241,668
Total Capital Assets	149,790,425	150,050,799
Total Noncurrent Assets	159,922,365	158,168,346
TOTAL ASSETS	184,040,009	183,976,236
DEFERRED OUTFLOWS OF RESOURCES		
Unamortized Loss on Advanced Refunding	325,738	213,220
Deferred Outflows - Pension	4,737,486	8,875,731
Total Deferred Outflows of Resources	5,063,224	9,088,951

GREEN BAY WATER
BALANCE SHEET
January 31, 2024

	1/31/2023	1/31/2024
LIABILITIES		
Current Liabilities		
Accounts Payable	$ 260,449	$ 1,449,040
Sewer Collections Payable	5,836,458	6,223,846
Storm Water Collections Payable	2,973,446	3,231,509
Accrued Payroll Taxes	30,964	59,976
Accrued Payroll, Vacation & Sick Leave Pay	303,110	495,636
Accrued Taxes	2,564,410	2,583,888
Payable from Restricted Assets		
Current Portion of Long - Term Debt	4,305,000	4,415,000
Accrued Interest	350,022	322,532
Total Current Liabilities	16,623,859	18,781,427
Long - term Obligations, Less Current Portion		
Revenue Bonds - Net of Premiums & Discounts	38,136,970	33,283,414
Accrued Vacation & Sick Leave Pay	230,459	201,769
Net Pension Liability	-	1,390,540
Total Current Liabilities	38,367,429	34,875,723
TOTAL LIABILITIES	54,991,288	53,657,150
DEFERRED INFLOWS OF RESOURCES		
Deferred Inflows - Pension	6,097,495	6,665,467
NET POSITION		
Contributed Capital - City of Green Bay	736,907	744,232
Net Investment in Capital Assets	107,674,192	112,565,606
Restricted	9,773,157	7,881,367
Unrestricted	9,830,194	11,551,365
TOTAL NET POSITION	$ 128,014,450	$ 132,742,570

GREEN BAY WATER

Statement of Revenues, Expenses and Changes in Net Position
Month Ended January 31, 2023 and 2024

	1/31/23	1/31/24
OPERATING REVENUES		
Charges for services	$ 1,980,268	$ 1,915,551
Other	132,222	130,826
Total operating revenues	2,112,490	2,046,377
OPERATING EXPENSES		
Operation and maintenance	450,430	879,941
Depreciation	410,873	440,924
Total operating expenses	861,303	1,320,865
Operating income	1,251,187	725,512
NONOPERATING REVENUES (EXPENSES)		
Interest income	87,964	88,353
Grant revenue	20,435	4,500
Miscellaneous income	16,565	14,916
Interest and fiscal charges	(116,674)	(107,511)
Amortization of debt premium net of discounts	37,730	37,730
Amortization of loss on advance refundings	(14,305)	(7,566)
Total nonoperating revenues (expenses)	31,715	30,422
Income before contributions and transfers	1,282,902	755,934
Capital contributions	4,923	56
Transfers out - tax equivalent	(210,026)	(226,166)
Change in net position	1,077,799	529,824
Net position - January 1	126,936,651	132,212,746
Net position - January 31	$ 128,014,450	$ 132,742,570

GREEN BAY WATER
JANUARY 2024 REVENUE BUDGET REPORT

FOR 2024 01

		ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD REVENUE		AVAILABLE BUDGET	PCT USED	
610 WATER UTILITY									
415000	MERCH & JOBBING REV	330,750	0	330,750	12,166.07	.00	318,583.93	3.7%	
419900	INT INCOME-OPER FUND	400,000	0	400,000	61,067.76	.00	338,932.24	15.3%	
419911	INT INC-BOND REDEMPTION	50,000	0	50,000	3,738.83	.00	46,261.17	7.5%	
419920	INT INC-DEBT RESERVE	175,000	0	175,000	15,306.34	.00	159,693.66	8.7%	
419925	UNREALIZED GAIN/LOSS DEBT RE	50,000	0	50,000	8,243.05	.00	41,756.95	16.5%	
420000	GRANT REVENUE	0	0	0	4,500.00	.00	-4,500.00	100.0%	(1)
421000	MISC NON-OPERATING INC	300,000	0	300,000	55.69	.00	299,944.31	.0%	
429440	AMORT PREM-GB-2004	124,305	0	124,305	10,358.78	.00	113,946.22	8.3%	
429443	AMORT PREM ASH-2004	12,625	0	12,625	1,052.08	.00	11,572.92	8.3%	
429460	AMORT PREM-GB-2014	82,167	0	82,167	6,847.24	.00	75,319.76	8.3%	
429463	AMORT PREM-ASH-2014	8,345	0	8,345	695.43	.00	7,649.57	8.3%	
429470	AMORT PREM-GB-2019	313,470	0	313,470	26,122.53	.00	287,347.47	8.3%	
429473	AMORT PREM-ASH-2019	31,837	0	31,837	2,653.12	.00	29,183.88	8.3%	
429480	AMORT PREM-GB-2021	16,940	0	16,940	1,411.67	.00	15,528.33	8.3%	
461508	METERED RESIDENTIAL	5,355,000	0	5,355,000	474,700.59	.00	4,880,299.41	8.9%	
461558	METERED COMMERCIAL	2,131,500	0	2,131,500	148,497.30	.00	1,983,002.70	7.0%	
461608	METERED INDUSTRIAL	6,825,000	0	6,825,000	473,889.04	.00	6,351,110.96	6.9%	
461658	METERED APARTMENT < 3 UNITS	2,415,000	0	2,415,000	218,325.06	.00	2,196,674.94	9.0%	
461708	METERED MULTI FAMILY	1,575,000	0	1,575,000	120,302.51	.00	1,454,697.49	7.6%	
461758	METERED RESTAURANT	178,500	0	178,500	15,516.28	.00	162,983.72	8.7%	
461808	METERED MUNICIPAL	467,250	0	467,250	27,184.88	.00	440,065.12	5.8%	
462000	PRIVATE FIRELINES	169,050	0	169,050	95.50	.00	168,954.50	.1%	
463000	PUBLIC FIRE PROTECTION	1,449,000	0	1,449,000	130,973.60	.00	1,318,026.40	9.0%	
466003	SALES FOR RESALE-ASH	3,465,000	0	3,465,000	233,438.29	.00	3,231,561.71	6.7%	
466004	SALES FOR RESALE-SCOTT	89,250	0	89,250	5,332.45	.00	83,917.55	6.0%	
466005	SALES FOR RESALE-HOBART	472,500	0	472,500	22,387.11	.00	450,112.89	4.7%	
466006	SALES FOR RESALE-WRIGHTSTOWN	207,900	0	207,900	44,907.92	.00	162,992.08	21.6%	
470000	LATE PAYMENT PENALTIES	125,000	0	125,000	5,087.28	.00	119,912.72	4.1%	
471000	TURN ON & SET REVENUE	50,000	0	50,000	2,750.00	.00	47,250.00	5.5%	
472000	RENT-CELL TOWERS	143,000	0	143,000	.00	.00	143,000.00	.0%	
472010	RENT-ADDITIONAL METERS	22,000	0	22,000	1,495.41	.00	20,504.59	6.8%	
472020	RENT - LAND	1,500	0	1,500	.00	.00	1,500.00	.0%	
474000	OTHER WATER REVENUE-MISC	1,500	0	1,500	138.60	.00	1,361.40	9.2%	
474010	RETURN ON METER INVEST	110,000	0	110,000	.00	.00	110,000.00	.0%	
474020	REBATES	35,000	0	35,000	.00	.00	35,000.00	.0%	
474030	PRIVATE WELL PERMITS	500	0	500	.00	.00	500.00	.0%	
474040	SALE OF SCRAP	10,000	0	10,000	.00	.00	10,000.00	.0%	
474050	TITLE COMPANY LETTERS	3,000	0	3,000	60.00	.00	2,940.00	2.0%	
474060	THAW SERVICE	1,000	0	1,000	.00	.00	1,000.00	.0%	
474070	MISSED APPOINTMENT CHARGE	0	0	0	45.00	.00	-45.00	100.0%	

GREEN BAY WATER
JANUARY 2024 REVENUE BUDGET REPORT

FOR 2024 01

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD REVENUE		AVAILABLE BUDGET	PCT USED
476000 SEWER REIMB FROM CITY	1,075,000	0	1,075,000	90,000.00	.00	985,000.00	8.4%
476100 STORM REIMB FROM CITY	408,000	0	408,000	34,000.00	.00	374,000.00	8.3%
TOTAL WATER UTILITY	28,680,889	0	28,680,889	2,203,345.41	.00	26,477,543.59	7.7%
GRAND TOTAL	28,680,889	0	28,680,889	2,203,345.41	.00	26,477,543.59	7.7%

** END OF REPORT - Generated by Stephanie Rogers **

(1) DNR galvanized replacement program - not budgeted for.

GREEN BAY WATER
JANUARY 2024 EXPENSE BUDGET REPORT

FOR 2024 01

		ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
610 WATER UTILITY									
1630	STORES EXPENSE	88,576	0	88,576	6,499.25	.00	82,076.75	7.3%	
1840	CLEARING ACCOUNTS	557,765	0	557,765	-63,335.83	.00	621,100.83	-11.4%	
4030	DEPRECIATION EXPENSE	5,222,113	0	5,222,113	440,924.00	.00	4,781,189.00	8.4%	
4050	AMORTIZATION OF OTHER PLANT	131,453	0	131,453	10,954.44	.00	120,498.56	8.3%	
4080	TAXES	3,035,416	0	3,035,416	226,165.74	.00	2,809,250.26	7.5%	
4160	MERCHANDISING & JOBBING EXP	244,146	0	244,146	12,373.23	.00	231,772.77	5.1%	
4260	OTHER INCOME DEDUCTIONS	456,321	0	456,321	.00	.00	456,321.00	.0%	
4270	INTEREST ON LONG-TERM DEBT	1,290,127	0	1,290,127	107,510.58	.00	1,182,616.42	8.3%	
4280	AMORTIZATION OF DEBT DISCOUNT	228,727	0	228,727	18,977.16	.00	209,749.84	8.3%	
6020	PURCHASED WATER	9,000	0	9,000	.00	.00	9,000.00	.0%	
6130	MAINTENANCE OF INTAKES	10,000	0	10,000	.00	.00	10,000.00	.0%	
6160	MAINTENANCE OF SUPPLY MAINS	78,765	0	78,765	124.08	.00	78,640.92	.2%	
6200	PUMP OPS SUPERVISION & ENG	91,997	0	91,997	9,767.05	.00	82,229.95	10.6%	
6230	FUEL OR POWER FOR PUMPING	937,000	0	937,000	1,996.37	.00	935,003.63	.2%	
6240	PUMP LABOR & EXPENSES	107,888	0	107,888	5,897.02	.00	101,990.98	5.5%	
6260	MISC PUMPING EXPENSE	85,550	0	85,550	3,817.33	.00	81,732.67	4.5%	
6300	PUMP MAINT SUPERVISION & ENG	42,369	0	42,369	1,580.70	.00	40,788.30	3.7%	
6310	PUMP MAINT OF STRUCTURES	213,239	0	213,239	7,026.15	.00	206,212.85	3.3%	
6320	PUMP MAINT OF POWER PROD EQUIP	41,000	0	41,000	.00	.00	41,000.00	.0%	
6330	MAINT OF PUMPING EQUIP	399,500	0	399,500	14,344.31	.00	385,155.69	3.6%	
6400	TREATMENT OPS SUPERVIS & ENG	86,501	0	86,501	5,142.26	.00	81,358.74	5.9%	
6410	CHEMICALS	628,000	0	628,000	330.45	.00	627,669.55	.1%	
6420	WATER TREATMENT OPERATIONS EXP	811,947	0	811,947	54,392.18	.00	757,554.82	6.7%	
6430	MISC WATER TREATMENT EXP	182,437	0	182,437	11,086.93	.00	171,350.07	6.1%	
6500	TREATMENT MAINT SUPERVIS & ENG	37,072	0	37,072	1,714.08	.00	35,357.92	4.6%	
6510	TREATMENT MAINT OF STRUCTURES	54,967	0	54,967	1,626.32	.00	53,340.68	3.0%	
6520	MAINT OF TREATMENT EQUIP	249,861	0	249,861	15,885.72	.00	233,975.28	6.4%	
6600	TRANS & DIST OPS SUP & ENG	273,339	0	273,339	24,736.18	.00	248,602.82	9.0%	
6620	TRANS & DIST LINES EXPENSE	280,900	0	280,900	6,352.49	.00	274,547.51	2.3%	
6630	METER EXPENSE	226,460	0	226,460	17,549.04	.00	208,910.96	7.7%	
6640	CUSTOMER INSTALLATION EXP	237,504	0	237,504	26,762.82	.00	210,741.18	11.3%	
6650	MISC TRANS & DIST EXPENSES	468,410	0	468,410	27,993.78	.00	440,416.22	6.0%	
6720	MAINT OF DIST RES & STANDPIPES	438,652	0	438,652	4,018.86	.00	434,633.14	.9%	
6730	MAINT OF TRANS & DIST MAINS	1,486,918	0	1,486,918	65,343.24	.00	1,421,574.76	4.4%	
6750	MAINT OF SERVICES	567,253	0	567,253	106,032.33	.00	461,220.67	18.7%	
6760	MAINT OF METERS	67,404	0	67,404	4,166.03	.00	63,237.97	6.2%	
6770	MAINT OF HYDRANTS	196,808	0	196,808	47,172.28	.00	149,635.72	24.0%	
9020	METER READING EXPENSE	62,347	0	62,347	52,645.50	.00	9,701.50	84.4%	
9030	CUSTOMER RECORDS & COLLECTION	1,030,767	0	1,030,767	242,944.39	.00	787,822.61	23.6%	(1)
9040	UNCOLLECTIBLE ACCOUNTS	2,000	0	2,000	.00	.00	2,000.00	.0%	

GREEN BAY WATER
JANUARY 2024 EXPENSE BUDGET REPORT

FOR 2024 01

		ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
9060	CUSTOMER SERVICE & INFORMATION	73,658	0	73,658	5,778.19	.00	67,879.81	7.8%
9200	ADMIN & GENERAL SALARIES	854,832	0	854,832	55,052.05	.00	799,779.95	6.4%
9210	OFFICE SUPPLIES & EXPENSES	110,395	0	110,395	4,453.90	.00	105,941.10	4.0%
9230	OUTSIDE SERVICES EMPLOYED	589,646	0	589,646	.00	.00	589,646.00	.0%
9240	PROPERTY INSURANCE	129,057	0	129,057	.00	.00	129,057.00	.0%
9250	INJURIES & DAMAGES	60,437	0	60,437	.00	.00	60,437.00	.0%
9260	EMPLOYEE PENSIONS & BENEFITS	1,364,566	0	1,364,566	65,685.14	.00	1,298,880.86	4.8%
9280	REGULATORY COMMISSION EXP	15,000	0	15,000	.00	.00	15,000.00	.0%
9300	MISC GENERAL EXPENSES	55,950	0	55,950	13,063.13	.00	42,886.87	23.3%
9320	MAINT OF GENERAL PLANT	241,954	0	241,954	8,969.46	.00	232,984.54	3.7%
	TOTAL WATER UTILITY	24,155,994	0	24,155,994	1,673,518.33	.00	22,482,475.67	6.9%
	GRAND TOTAL	24,155,994	0	24,155,994	1,673,518.33	.00	22,482,475.67	6.9%

** END OF REPORT - Generated by Stephanie Rogers **

(1) Software maintenance for meter reading software - paid in Jan.

Green Bay Water Commission
MEMORANDUM

DATE: March 11, 2024
TO: Green Bay Water Commission
FROM: Brian Powell, General Manager and Sarah Fidler, Human Resources Coordinator
RE: Proposal for Alignment of Holiday Schedule with City Policy

Green Bay Water proposes updates to our holiday schedule to align with the City of Green Bay's recent amendments to their Personnel Policy Chapter 9 – 9.12 Holidays. This initiative aims to standardize holiday observance across city departments and affiliates, fostering a cohesive work-life balance for all municipal employees.

Proposed Changes:

- *Addition of Martin Luther King, Jr. Day as a Recognized Paid Holiday:* Reflecting on the city's commitment and the growing movement among comparable municipalities, we aim to honor the importance of this federal holiday in promoting equality and community service.
- *Extension of New Year's Eve from a Half Day to a Full Day Holiday*: This adjustment is in line with the city's policy and recognizes the value of providing our employees with additional time to spend with their families during the holiday seasons. It also aligns with practices in other municipalities, enhancing our competitive stance in employee benefits.

Rationale:

- The proposed changes are in response to the City's effort to align with comparable municipalities and to acknowledge the significance of these holidays in offering our employees a balanced work-life environment.
- A recent survey conducted by the City's Human Resources highlighted a shift towards more generous holiday allowances in surrounding areas, with an increasing number of municipalities recognizing Martin Luther King, Jr. Day as a paid holiday.
- The inclusion of New Year's Eve as a full holiday aligns with common practices and supports family and community engagement.
- Our commitment to these changes reflects an understanding of the evolving landscape of employee expectations and municipal standards.

Upon approval, these changes would take effect immediately, ensuring that Green Bay Water employees benefit from these enhancements at the earliest opportunity. Green Bay Water is dedicated to fostering a supportive and equitable workplace. By aligning our holiday schedule with that of the City of Green Bay, we signal our commitment to our employees' well-being and our desire to remain competitive and comparable with surrounding municipalities. We request the Green Bay Water Commission's approval of these proposed updates and look forward to enhancing our work culture. Thank you for your consideration of this proposal. We are ready to discuss any questions or feedback you may have.

Current Policy

Section 13 HOLIDAYS. The following are recognized paid holidays for regular full-time employees:

New Year's Day	Thanksgiving Day
(1/2 day) Good Friday	Day after Thanksgiving
Memorial Day	Christmas Eve Day
Independence Day	Christmas Day
Labor Day	(1/2 day) New Year's Eve

Proposed Policy

Section 13 HOLIDAYS. The following are recognized paid holidays for regular full-time employees:

New Year's Day	Thanksgiving Day
Martin Luther King Jr. Day	Day after Thanksgiving
(1/2 day) Good Friday	Christmas Eve Day
Memorial Day	Christmas Day
Independence Day	New Year's Eve
Labor Day	

DRAFT

Green Bay Water Commission
GENERAL MANAGER UPDATE

DATE: March 11, 2024
TO: Green Bay Water Commission
FROM: Brian Powell, P.E., General Manager, Green Bay Water
RE: General Manager Update

General Manager Brian Powell will provide the commission with updates on the following initiatives within our organization:

1. Strategic Plan Update
2. Salary Study Update
3. Flow Meters at Filter Plan Update
4. PSC Rate Case Update
5. Phone System Update
6. Workforce Report
    a. Upcoming Changes
        i. Sharon Lund – Accounts Payable Clerk Retiring May 1st