



AGENDA OF THE WATER COMMISSION

MONDAY, FEBRUARY 10, 2025, 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=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.

1. Roll call for the Water Commission Meeting for Monday, February 10, 2025.

C. Approval of the Agenda.

1. Approval of the Water Commission Meeting Agenda for Monday, February 10, 2025.

D. Approval of Minutes.

1. Approval of the Water Commission Meeting Minutes from January 13.

E. Regular Business.

1. Introduction to new employee, Jamie Phillips, Distribution Maintenance Manager.
2. Introduction of New Water Commissioner, Dr. John Luczaj.
3. Update on PFAS Study by Donohue & Associates.
4. Summary of the 2025 Vehicle Replacement Program Budget.

5. Recommendation of Award of 2025 Backhoe Quote.
6. Approval of Year Round Summer Hours.

F. Informational.

1. General Manager Update.

G. Adjournment.

1. Motion to adjourn the Water Commission Meeting of Monday, February 10, 2025.

- 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, JANUARY 13, 2025, 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

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B. ROLL CALL.

- I. Roll call for the Water Commission Meeting for Monday, January 13, 2025.

On Monday, January 13, 2025, 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), Al Farvour (Virtually via Zoom), Jacque Boyle (Virtually via Zoom, arrived at 8:35 during item F1) and Lynn Gerlach (Virtually via Zoom). Also present: Alder Bill Morgan (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, Russ

Hardwick, Kristin Romanowicz, Marc McGovern, Jeff Possi, Hailey Heath, Kim Couillard and Seng Yang.

C. APPROVAL OF THE AGENDA.

- I. Approval of the Water Commission Meeting Agenda for Monday, January 13, 2025.

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

D. APPROVAL OF MINUTES.

- I. Approval of the Water Commission Meeting Minutes from December 16, 2025.

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

E. REGULAR BUSINESS.

- I. Election of Green Bay Water Commission Officers for 2025: President, Vice President, and Secretary-Treasurer.

Nominating Committee Chair Lynn Gerlach nominated John Heugel for President, Jamie Wall for Vice President and Tom Karman for Secretary-Treasurer.

Moved by Allen Farvour, seconded by Lynn Gerlach to close the nominations. Voice vote being had, the motion passed unanimously.

Voice vote held to elect John Heugel as President. Voice vote being had, the motion passed unanimously.

Voice vote held to elect Jamie Wall as Vice President. Voice vote being had, the motion passed unanimously.

Voice vote held to elect Tom Karman as Secretary-Treasurer. Voice vote being had, the motion passed unanimously.

F. INFORMATIONAL.

- I. Safety Report

Safety Coordinator Seng Yang presented the Safety Report.

2. Certificate of Achievement Award for Excellence in Financial Reporting

Business Manager Stephanie Rogers reviewed the process of the audit. The commission

congratulated Stephanie on the award.

3. General Manager Update

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

1. Amended Billing Services Agreement with the City of De Pere
2. City of Green Bay Resilience & Sustainability Team
3. Commission Vacancy Update
4. 136 Water Main Breaks in 2024
5. Workforce Report
 - a. Distribution Maintenance Manager position has been filled.

G. ADJOURNMENT.

- I. Motion to adjourn the Water Commission Meeting of Monday, January 13, 2025.

Attorney William Vande Castle informed the commission that the PSC approved the construction order for Pulaski.

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



Green Bay Water

MEMORANDUM

DATE: February 10, 2025
TO: Green Bay Water Commission
FROM: Doug Martin
RE: Summary of the 2025 Budget - Vehicle Replacement Program

In line with the Water Commission's previous approval to leverage state contract pricing for vehicle purchases, the Water Utility has been awaiting the release of the 2024/2025 state pricing contracts. With the release of the state contracts over the past couple months, the Utility was able to secure its service vehicle purchases that were rolled over from 2024 into the 2025 budget as well as get production slots reserved for its dump truck purchases rolled over from 2024 into the 2026 budget.

A summary of the service vehicle listing and 2024/2025 State Contract Pricing is listed below:

Vehicle	Dealer/Manufacturer	State Contract Pricing	Budget	Department
Cargo Van (#111)	Napleton/Ford T-250	\$48,461.60	\$50,000	Metering
Crew Truck (#16)	Ewald/Ford F-350 4WD-XLT	\$59,505.50	\$90,000	Distribution
UDF/Locate/Service Trucks (#4, #5, #87)	Ewald/Ford F-250 2WD-XL	\$46,409.50/EA	\$85,000/EA	Distribution
Electrician Work Trucks (#307, #308)	Ewald/Ford F-250 4WD-XL	\$50,257.50	\$80,000/EA	Pumping
Electrician Work Truck (#309)	Ewald/Ford F-350 4WD-XL	\$50,129.50	\$90,000/EA	Pumping

***Delivery Time: Cargo Van: Received
Crew Truck: Received
UDF/Locate/Service Trucks: Two Received, One in Production
Electrician Work Trucks – F-250: Received
Electrician Work Truck – F-350: In Production

A summary of the dump truck listing (2026 Budget) and 2024/2025 State Contract Pricing is listed below:

Vehicle	Dealer/Manufacturer	State Contract Pricing	Budget	Department
Dump Truck (#3)	Truck City/ Freightliner	\$155,200	\$200,000	Distribution
Dump Truck (#86)	Truck City/ Freightliner	\$155,200	\$200,000	Distribution
Dump Truck (#98)	Truck City/ Freightliner	\$155,200	\$200,000	Distribution

***Delivery Time: Potential late 2025/Early 2026



Green Bay Water

MEMORANDUM

DATE: February 10, 2025
TO: Green Bay Water Commission
FROM: Doug Martin
RE: Recommendation of Award for 2025 Backhoe Quote

As part of the 2025 CIP Plan and Budget, the Water Utility has planned for the replacement of its 2015 CAT Backhoe (Vehicle #7). In using the state contract and Sourcewell government purchasing cooperative, the Water Utility received quotes on a 2025 CAT Backhoe from the local CAT dealer, Fabick CAT, in De Pere.

The summary of quotes is provided below:

Quote Source	Price	Trade-In Value	Final Cost
Standard Purchase	\$187,000	\$30,000	\$157,000
Sourcewell Purchase	\$175,000	\$30,000	\$145,000
Fabick Loyalty Purchase	\$159,000	\$30,000	\$129,000

***Delivery Time: 8-10 months from accepted quote.

The 2025 budgeted amount for the backhoe purchase is \$165,000.

Recommendation:

The recommendation to the Water Commission is to award the quote to Fabick CAT for a 2025 CAT 430-07A Backhoe in the amount of \$129,000.



Green Bay Water Commission

MEMORANDUM

DATE: February 10th, 2025

TO: Green Bay Water Commission

FROM: General Manager Brian Powell, P.E.

RE: Year-Round Summer Hours

In alignment with the City of Green Bay's implementation of Year-Round Summer Hours in January 2025—and noting that all other Brown County municipalities have already adopted these hours—we recommend updating our operating schedule to remain consistent with regional practices.

Effective Monday, March 31, 2025, the proposed changes are as follows:

Office/Public Hours:

- Monday–Thursday: 7:00 a.m. – 4:30 p.m.
- Friday: 7:00 a.m. – 11:00 a.m.

Distribution Crews, Pumping, and Metering Staff Hours (with a few exceptions):

- Monday–Thursday: 6:30 a.m. – 3:30 p.m.
- Friday: 6:30 a.m. – 10:30 a.m.

Current Operating Hours for Reference:

- Office/Public Hours: 8:00 a.m. – 4:30 p.m. (Monday–Friday)
- Distribution Crews, Pumping, and Metering Staff Hours (with a few exceptions): 7:00 a.m. – 3:00 p.m. (Monday–Friday)

Updating our hours will not only maintain consistency with neighboring jurisdictions but also streamline our operations across departments. Your approval of this recommendation is appreciated.



Green Bay Water Commission **GENERAL MANAGER UPDATE**

DATE: February 10th, 2025
TO: Green Bay Water Commission
FROM: General Manager Brian Powell, P.E.
RE: General Manager Update

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

1. Village of Pulaski Update
2. Update to Agreement for Nondiscretionary Investment Management Services
3. Village of Bellevue Update
4. Update on PSC's Financial Assistance Program for Customer-Side-Lead Service Line Replacement Application
5. Master Plan Update
6. Workforce Report
 - a. Upcoming Changes
 - i. Karin Morz – Customer Notification Specialist Retiring March 13
 - ii. Filter Plant Technician has been posted