



AGENDA OF THE WATER COMMISSION

MONDAY, MAY 12, 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, May 12, 2025.

C. Approval of the Agenda.

1. Approval of the Water Commission Meeting Agenda for Monday, May 12, 2025.

D. Approval of Minutes.

1. Approval of the Water Commission Meeting Minutes from April 14, 2025

E. Regular Business.

1. Approval of the Proposed Changes to Chapters 9, 13, and 19 of the Green Bay Water Utility Employee Handbook.
2. Recommendation of Public Construction Bid for 36" Water Main Pipe Replacements.
3. March 2025 Financial Report.

F. Informational.

- I. General Manager Update

G. Adjournment.

- I. Motion to adjourn the Water Commission Meeting of Monday, May 12, 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, APRIL 14, 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

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 for Monday, April 14, 2025.

On Monday, April 14, 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), Jacque Boyle (Virtually via Zoom), Lynn Gerlach (In Person, arrived at 8:50 a.m. during item E3.) and John Luczaj (Virtually via Zoom, left at 9:26 a.m. during item F1).

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, and Hailey Heath.

Others present: Brenda Staudenmaier (Virtually via Zoom) and Quin Thomson (Virtually via Zoom).

C. APPROVAL OF THE AGENDA.

1. Approval of the Water Commission Meeting Agenda for Monday, April 14, 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.

1. Approval of the Water Commission Meeting Minutes from March 10, 2025.

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

E. REGULAR BUSINESS.

1. Recommendation of Public Construction Bid for the Green Bay Water Utility Tank Overcoat Project.

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

2. Recommendation of Public Construction Bid for the Green Bay Water Utility Finished Water Meters Project.

Moved by John Luczaj, seconded by Thomas Karman to approve as recommended by staff. Voice vote being had, the motion passed unanimously.

3. Discussion and determination on whether to move forward with the Solar Portion of the Generator Project at the Lake Station.

Moved by Thomas Karman, seconded by John Luczaj to terminate the Solar Portion of the Generator Project at the Lake Station. Voice vote being had, the motion passed unanimously.

4. January and February 2025 Financial Report.

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

F. INFORMATIONAL.

I. General Manager Update.

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

1. Update on Village of Pulaski
2. Technical Committee Meeting with Wholesale Customers
3. Update on Fluoride
4. Update on Wisconsin Water Utility Report Cards
5. Workforce Report
 - a. Filter Plant Technician

G. ADJOURNMENT.

I. Motion to adjourn the Water Commission Meeting of Monday, April 14, 2025.

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



Green Bay Water Commission
MEMORANDUM

DATE: Monday, May 12, 2025

TO: Green Bay Water Commission

FROM: General Manager Brian Powell, P.E.

RE: Employee Handbook Updates – Chapters 9, 13 and 19

Green Bay Water proposes three policy updates to align with our new four-9s workweek (with a four-hour Friday) and to clarify the General Manager's authority over logoed clothing:

- Chapter 9 has been updated to reflect our new core hours: generally speaking, office staff work 7:00 AM–4:30 PM Monday–Thursday and 7:00 AM–11:00 AM on Friday. Departments mostly follow the nine-hour/Friday schedule year-round. Meal reimbursements and on-call windows have been adjusted to match these hours.
- Chapter 13 adds a single line authorizing the General Manager to approve logoed attire for any position without further policy changes.
- Chapter 19 replaces fixed half-day holiday hours with pay that mirrors our updated workweek: nine hours for Monday–Thursday holidays and four hours for Friday holidays. Part-time and specialized roles receive holiday pay based on their standard schedules, and the same GM discretion on clothing is included.

We request the Green Bay Water Commission to approve these revisions so they can take effect immediately.

CHAPTER 9 ~ HOURS OF WORK

Section 1 HOURS OF WORK.

- A. Work Week. The normal work week for regular full-time employees is forty hours.
- B. Workday. The workday is determined by the Utility. ~~The normal workday for most regular full-time employees begins between 6:00 and 8:00 AM and ends between 2:30 and 6:00 PM with at least a 30-minute lunch period.~~ The core hours of the office are 7:00am – 4:30pm Monday through Thursday with at least a 30-minute lunch period and 7:00am – 11:00am on Fridays. Distribution, Pumping Mechanic & Electricians, Filter Plant Technicians: 6:30am – 3:30pm Monday through Thursday and 6:30am – 10:30am on Fridays. Metering & Cross Connection: 6:30am – 4:30pm Monday through Thursday and 6:30am – 11:00am on Fridays. For Filter Plant Operators, the normal workday during the week is an 8-hour shift and the normal workday during the weekend* is a 12-hour shift. Alternative work schedules require the approval of the Supervisor with the concurrence of the General Manager. Non-exempt employees' lunch breaks are listed below in section B. Exempt employees are allowed flexibility in scheduling their workday; please see Section 4 Flexible Time.

*Weekend is considered Saturday and Sunday.

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~~Summer Work Schedule. Summer hours are identified as from Memorial Day week to the Friday before Labor Day.~~

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~~A. The core hours for the Utility during the summer are Distribution, Metering & Cross Connection, Pumping Mechanic & Electricians, Filter Plant Technicians: 6:30am – 3:30pm Monday – Thursday and 6:30am – 10:30am on Friday. Front Office: 7:30am – 5:00pm Monday through Thursday and 7:30am – 11:30am on Fridays, except for established holidays. For security purposes and to ensure compliance with wage and hour laws, nonexempt Utility employees are not permitted to work in the Utility office after 11:30am on Fridays unless it is approved by the employee's department head or designee. Summer schedules for seasonal, part-time, and operational employees will be determined by the department head. Staffing needs and operational demands may necessitate variations in starting and ending times, days of the week worked, as well as variations in the total hours that may be scheduled each day and week. The Utility reserves the right to modify work hours as the needs of the Utility require and without added compensation unless required by law (FLSA overtime).~~

C. Work Breaks. Regular full-time employees working in offices may leave their place of work and return 15 minutes later for two "work breaks" in a normal full workday, one midway in the morning work period and the second midway in the afternoon work period. Regular full-time employees not working

in offices (example, performing "field work") are allowed two "work breaks." Work breaks not taken will not be compensated and cannot be accumulated or used to extend lunch periods or shorten the workday. The 15-minute work break time does include travel time. Non-exempt office employees who normally work 8 hours will have a 30-minute unpaid lunch break unless authorized by your supervisor or General Manager.

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D. General Overtime Rules for Nonexempt Employees.

1. Overtime Compensation. Employees who are not exempt from the Fair Labor Standards Act shall receive overtime compensation at the rate of time and one-half their regular hourly rate for all hours actually worked in excess of 40 hours per week.

For overtime earned from January 1 through November 30 of each calendar year, this compensation may be in the form of FLSA compensatory time or other compensatory time under the FLSA, as set forth by law. Compensatory time accrued by non-exempt employees, regardless of whether classified as FLSA compensatory time or other compensatory time, may accumulate to a maximum of 80 hours during the course of the year. Non-exempt employees are prohibited from using compensatory time within the same workweek it is earned, as compensatory time does not accrue until the completion of the workweek in which it is earned. The first date compensatory time can be used is the first day of the workweek immediately following the workweek in which the compensatory time was earned (*i.e.*, compensatory time can be used within the same pay period it is earned and thereafter, but not the same workweek it is earned). Non-exempt employees are not permitted to accrue or use compensatory time between December 1 and December 31. Non-exempt employees that work in excess of 40 hours in a workweek between December 1 and December 31 will be compensated at time and one-half their regular rate of pay. Any compensatory time earned between January 1 and November 30, and not used by November 30, will be automatically paid out in December of that year. Employees are not permitted to request a payout of compensatory time; instead, unused compensatory time will be paid out only on one of the last pay dates of the calendar year in which the compensatory time was earned. The Utility reserves the right to payout compensatory time at any time or to limit or not permit the accrual of compensatory time in any form.

2. Actual Hours Worked. Vacation, personal days, designated holiday time, sick leave, funeral leave, jury duty leave, compensatory time, and paid military leave will be considered actual hours worked solely for the purposes of determining eligibility for overtime
3. Overtime hours must be approved by a manager. Causing overtime or failure to obtain management approval and working overtime may result in discipline up to and including discharge.

4. With authorization, when an employee is called in and works more than five hours outside of normal work hours or if the employee works past 5:30 PM outside of regular weekday hours, then the employee may be eligible for meal reimbursement as determined by the General Manager. ~~During summer hours~~ when an employee works past 1:00pm on Friday the employee may be eligible for meal reimbursement as determined by the General Manager. If food is provided by the Utility, the meal reimbursement is not applicable. Filter Plant Operators are exempt from meal reimbursement with the exception of Filter Plant Technicians.

Section 2 DESIGNATED ON-CALL MECHANICS AND ELECTRICIANS.

A. Schedule. The Utility requires designated mechanics and electricians to be scheduled on call for a period of one week and for designated holidays, for example: Wednesday ~~3:00 PM~~ 3:30 PM to the following Wednesday at ~~7:00 AM~~ 6:30 AM. The weekly on call schedule may rotate among these employees as specified by the Utility. Hours for on-call during weekdays are ~~3:00 PM~~ 3:30 PM. to ~~7:00 AM~~ 6:30 AM. Hours for on-call on weekends (Saturday and Sunday) are 24 hours per day on weekends and designated holidays. Employees on-call must be available even if the office is closed due to weather or any other emergency.

B. Definitions.

1. "On call" is defined as the time the employee spends away from work but required to be ready and available for work, should the need arise.
2. "Ready and available for work" means the employee is free to use his or her time for personal uses but is also physically and mentally able and ready for work, has not been consuming alcohol or other mind-altering substances, does not have any limitation preventing work, and has the availability of being contacted and responding within 30 minutes.

C. Compensation. A non-exempt employee who is designated and scheduled as "on-call" must be ready and available for work. A non-exempt employee called in to work while off duty and while occurring outside the employee's normal or scheduled working hours, as determined by the General Manager, may receive a minimum of 2 hours of pay at the rate of time and one-half for work performed by the employee as a result of the call in to cover up to the first two hours worked and thereafter at the straight time rate, unless overtime applies, for any hours worked as a result of the call-in, unless an overtime rate applies as required by law. The employee shall only be eligible for the two-hour premium call-in pay rate only if the employee is off work and then required to report to the onsite work location. Employees who are called in and perform authorized work but who do not report to a worksite, employees who respond and work adjacent to normal or scheduled

work hours, or employees performing scheduled work outside of the normal work hours will be paid only as required by law. The General Manager's decision as to whether an employee should receive the two-hour minimum pay shall be final. The on-call wage rate will be adjusted in accordance with the annual cost of living wage increase.

1. Pumping/Filter Plant on-call staff will receive 1.75 hours of straight pay per day (12.25 hours per week) at Pay Grade K Step 5 of the Water Utility Pay Plan during the time they are on call. This rate will be adjusted at the beginning of each year if there is a cost-of-living increase. This amount is supported by directly tying back to the Water Utility Pay Plan.

2. Pumping/Filter Plant on-call staff will be compensated for their phone calls taken while on-call at their rate of pay x 1.5 and they should continue to track their phone calls as per the chart below. It is important to track this information in the on-call spreadsheet as well as in Tyler Munis Employee Self Service. If the designated on-call employee receives a call and the issue cannot be resolved over the phone and the employee needs to come into work, a 2-hour minimum will be paid to the employee at 1.5 times their rate of pay.

For employees that are called for assistance that are not "on-call", that employee will be paid for their time worked at 1.5 times their hourly rate at 1.5x. They will be paid starting from the time the phone call is taken to the time they return home.

3. It is essential that employees On-Call and not On-Call track their time accurately as follows: (In all cases, multiple calls on the same situation should be aggregated. In other words, 6 calls of one minute each on one situation would be logged as a total of 6 minutes worked. A call or series of calls, or other response totaling less than 5 minutes is not considered time worked). Incidents or aggregate incidents, such as one phone call or multiple phone calls or other response (problem solving, troubleshooting, etc.) to the same incident, shall be counted as work time as follows:

- 0 - 5 minutes does not count as work time.
- 5 - 20 minutes counts as 0.25-hour work time.
- 21 - 35 minutes counts as 0.50-hour work time.
- 36 - 50 minutes counts as 0.75-hour work time.
- 51 - 65 minutes counts as 1 hour work time.
- And so on for each additional partial or full hour of work.

D. Employees are required to perform any call-in responsibilities in the most-efficient manner possible in the interests of the Utility. Employees are required to keep accurate time records of time worked for purposes

of determining call-in compensation, if any is required. Employees must respond in a timely manner to calls from the Utility or as required by the Utility. Employees who are scheduled on-call and do not fulfill their on-call responsibilities, including reporting within the mandatory response time and working efficiently and productively, may be subject to disciplinary consequence up to and including discharge.

Section 3 AFter Hours Response Person. After Hours Response Persons are required to be ready and available for work for After Hours Duty. After Hours Response Persons are required to answer customer calls, provide customers with prompt and accurate answers to questions and concerns without the need for an answering service or voice mail, and take any action necessary to deal with After Hours calls or emergencies.

A. Schedule. The time spent responding to After Hours calls is irregular, varies greatly from week to week, and is seasonal in nature. For example, After Hours responses may be sporadic during the summer but a very frequent occurrence during the winter months.

B. Definitions.

1. "After Hours" is defined as from ~~3:00-PM~~ 10:30 AM on Friday to ~~7:00 AM~~ 6:30 AM on the following Friday. After Hours duty will begin at ~~3:00-PM~~ 3:30 PM Monday- ~~Friday~~ Thursday during normal working hours and ~~11:00-AM~~ 10:30 AM on ~~Fridays~~ and half-day holidays, and all weekend hours. Employees on After-Hours duty must be available even if the office is closed due to weather or any other emergency.

2. "After Hours duty" is defined as the time the employee spends away from work but required to be ready and available for work, should the need arise.

3. "Ready and available for work" means the employee is free to use his or her time for personal uses but is also physically and mentally able and ready for work, has not been consuming alcohol or other mind-altering substances, does not have any limitation preventing work, and has the availability of being contacted and responding within 30 minutes.

~~4. "Summer Hours" is defined as from 10:30AM on Friday to 6:30AM on the following Friday.~~

C. Vacancies. Employees will be allowed to apply for After Hours duty as openings occur. In the event a sufficient number of employees do not apply for After Hours duty, the Utility may select employees to perform such duties.

D. Compensation. Employees on After-Hours duty will be paid as set forth below. Employees on After-Hours duty may trade shifts amongst themselves with prior approval from the Manager.

The pay scale for serving as the After-Hours Response Person will be set by the Utility. Part of that sum will be allocated as weekly call-in pay (the same as for mechanics and electricians) and will be factored into establishing a premium rate for overtime worked on that week as required by law. Overtime pay will be calculated at the rate of the employee's normal rate of pay plus the call-in pay sum, divided by the hours worked in the workweek times 1.5, as required by law. This calculation must be done for every workweek. After Hours employees are not eligible for call-in pay as identified in Section 2C above. Employees who perform at least one-half day of After Hours work at the physical job site on a holiday will receive appropriate holiday pay in addition to After Hours pay and will be allocated the half or full day as the case may be as additional vacation time.

E. Time Tracking. It is essential that employees on After-Hours Duty track their time accurately as follows: (In all cases, multiple calls on the same situation should be aggregated. In other words, 6 calls of one minute each on one situation would be logged as a total of 15 minutes worked. A call or series of calls, or other response totaling less than 5 minutes is not considered time worked). Incidents or aggregate incidents, such as one phone call or multiple phone calls related to the same incident, shall be counted as paid time as follows:

- 0 - 5 minutes does not count as paid time.
- 5 - 20 minutes counts as 1/4 hour paid time.
- 21 - 35 minutes counts as 1/2 hour paid time.
- 36 - 50 minutes counts as 3/4 hour paid time.
- 51 - 65 minutes counts as 1 hour paid time.
- And so on for each additional partial or full hour of work.

F. Overtime while on call. When an on-call employee wants to perform an alternative assignment for the Utility or when the employee is otherwise unable to fulfill his or her on-call responsibility, the employee will be responsible for finding a suitable replacement to fill-in. If the employee fails to find a suitable replacement, then the Utility may refuse to assign the employee to the alternative assignment. The employee's on-call pay will be prorated based on hours worked by the substitute. Example: If an on-call employee works overtime while scheduled to be on call, the employee who is on-call is responsible to find a replacement to take the on-call responsibilities until the scheduled employee can return to the on-call duties. If the on-call person cannot find a replacement, the on-call person cannot work overtime and must fulfill the on-call responsibilities.

Section 4 FLEXIBLE TIME. As public employees and administrative leaders, the obligations of salaried exempt employees are substantial to serve the community and to fulfill administrative leadership responsibilities effectively and thoroughly, which must always come first. In order to perform these management duties and to manage personnel, it is necessary to maintain

regularly scheduled hours of work when the Utility is open for business and at least eight hours per day. Based on the size of the workforce and number of exempt employees, it is imperative that exempt employees maintain a presence in the workplace during normal hours of operation for both personnel and the community.

The Utility does recognize work schedule flexibility for exempt employees when deviating, with authorization, from work hours during those normal hours of operation. The foundation of this policy is the understanding that an exempt employee needs to put in the time necessary to get the job done, whether that is 40 hours, 60 hours, or as many hours as it may take to fulfill the job responsibilities. This does not suggest that hard work and extra effort are not appreciated. Nor does it suggest that tracking hours or using a timecard will cause any exempt employee to suffer a reduction in pay for that workweek unless such reduction is permitted by law.

It is expected that exempt employees are required to put in more than "normal" working hours each week. When these types of situations are present and extraordinary efforts are put forth, an exempt employee may request modest flexibility in their individual work schedule outside of the normal paid leave process, as follows:

- Exempt employees are expected to use professional discretion when requesting schedule flexibility. If responsible judgment is used, then exempt employees can expect latitude for those requests.
- Paid time off from the standard eight-hour day, through vacation, sick leave, personal leave, and any other paid leave sources, must normally be exhausted first.
- Requests may be made to the General Manager, or department Manager, within a reasonable time frame, for the use of a flexible schedule on a given day or workweek by providing the appropriate information.
- Requests may be made to vary start and ending times of a given workday or to provide for additional leave time during normal hours of operation.
- Requests should not exceed two-hour increments.
- More than nominal amounts of time off, such as absences of one-fourth of day or more, should be scheduled in accordance with the personal leave policies.
- All requests for schedule flexibility will be considered on an individualized basis under the circumstances at hand and in consideration of extraordinary effort and present workload. It is not reasonable to compare work schedules between other exempt employees, as each manager has different expertise, job requirements, and demands placed on positions based on the needs of the Utility on

each given day. The General Manager retains discretion regarding approving or denying any request.

- Any flexibility in schedule should be considered a privilege and not a right or employment benefit. Flex time is not accrued time or accruable, and flexible scheduling is not an accrued benefit or useable as substitution for accrued leave and will not be given hour-for-hour or paid out in any form.

This policy does not foreclose the general requirement that employees must first attempt to use available paid time off before requesting flexibility under this policy. Nor does it prohibit the Utility from requiring salaried employees to work a specific number of hours in a workweek.

To aid in administering this policy, all employees may be required to record their time each workday, which will aid in showing extra efforts on a more accountable basis.

Section 5

HOURS OF WORK DURING TRAVEL. No overtime pay or comp time will be earned when required to travel on Utility business unless authorized by the General Manager. A nonexempt employee who is required to travel in excess of their regular eight-hour workday for lectures, meetings, and training programs, will be required to flex any additional hours at straight time in the same week as the travel transpires. Prior authorization is required from an employee's manager to extend the prior allotted time for attending lectures, meetings, or training programs.

Any extended travel (longer than a day or weekend travel) will receive their normal 40 hours of pay for exempt employees only. Non-exempt employees will be paid in accordance with FLSA. Any travel on a weekend will require the General Manager's prior approval for any possible reimbursement. Travel time will be counted as time leaving the starting point to the arrival of the destination, and time leaving said destination to return to the starting point. The starting point will be considered either the Utility or the employee's home, whichever distance is shorter to the destination.

Section 6

OUTSIDE EMPLOYMENT. The Utility requires you to serve our community with fairness and the highest ethical standards, which includes avoiding conflicts. The Utility expects an employee's work for the Utility will take precedence over any outside employment or services engaged in by the employee. The unique services provided by the Utility require that employees have the ability to work the required hours of the position, including working extended hours, after hour call-ins as needed and being physically and mentally capable of performing their job. The Utility and its employees must be mindful of avoiding outside business and employment activities that may disrupt those service needs and that may result in additional workload to fellow employees.

Except as identified below, an employee is prohibited from engaging in secondary employment during hours scheduled, assigned, or as designated as needed to be available. For example, an employee who is expected to be available after normal hours for emergencies or call-ins must be available at those times. This restriction against off-duty work while on leave applies to all leaves except military leave, jury duty leaves, or as otherwise prohibited by law.

As part of this policy, the General Manager has established general expectations that must be followed in the event that you desire to remain employed by the Utility and to engage in outside employment or business activity. These expectations are as follows:

- Any off-duty employment and business activity must be abandoned to fill the Utility's need. Please ensure that any off-duty employment and business activity you consider conforms to this requirement. You must attend any training, assigned work activities, or special assignments assigned to you by the Utility even if it conflicts with your outside employment or business activity.
- You are expected to have the ability to work the required hours of the position, including availability to work extended hours and after hour's call-ins as needed. You are expected to be physically and mentally ready for work for the Utility.
- You may not use any equipment issued by the Utility in your outside employment or business activity. This includes any part of your uniform.
- You may not use any information obtained through your employment with the Utility in your employment or outside business activity unless such information is obtained by public records request or is generally available to the public. This includes any records that are held by the Utility. Further, your duty of confidentiality to the Utility is not relieved when you perform any outside employment or business activity. As such, you may not divulge confidential information obtained while employed with our Utility.
- You may not use your employment with the Utility in any marketing, solicitation of business, or in the performance of any duties involving your outside employment or business activity.
- While on duty with the Utility, you may not use the Utility resources or equipment to do work for any outside employment or business activity. This includes computers, databases, telephones, tools, internet service, data-processing programs, and office supplies.
- When you are off duty, you are not authorized on the Utility's behalf to take any action except those actions authorized by a supervisor. If you take any action while off-duty that relates in any manner to the work of the Utility, then you will be considered to be acting outside the scope of

your authority and you may not be eligible for certain legal protections available under law, policy, or contract. If you are sued for actions taken in response to any outside employment or business activity or any unauthorized activity, the actions will not be considered "within the scope of employment" with the Utility as defined in Wis. Stat. § 895.46(1)(a). Therefore, the costs incurred in the course of defending any suit brought against you for such actions will be borne by you or another party.

- Any injuries sustained when working for outside employment or business activity will not be eligible for compensation under the Utility's worker's compensation policy. Keep in mind that worker's compensation is calculated based upon the pay you receive from that employer from whom you are injured.
- Any absences from the Utility, incurred as a result of an injury with an outside employment or business activity must be approved under the Utility Policy, Chapter 18, Fringe Benefits. Unauthorized absences will be subject to appropriate discipline.
- When engaging in outside employment or business activity, you must clearly identify that you are not acting as an employee or representative of the Utility.

If the Utility, at its sole discretion, determines that the employee outside employment interferes with or is otherwise incompatible with employment for the Utility, the employee may be asked to choose between the jobs.

CHAPTER 13 ~ PERSONAL APPEARANCE/DRESS CODE

Section 1 PURPOSE. All Utility employees are expected to appear and dress professionally when they are at work or at business-related activities. Every employee represents the Utility, so the employee's image and presentation makes a huge difference in how the Utility is perceived by customers and the general public. If they see the employee as too casual, or sloppy, or are dressed outrageously or in an inappropriately revealing manner, it may and often will affect how they perceive the Utility as a whole.

Section 2 POLICY. Pursuant to Wis. Stat. § 103.14, the Utility shall inform each employee and new hire of the Utility's standards in this policy regarding grooming, facial hair, hairstyle, or clothing requirements.

A. General. Employees must maintain appropriate professional appearance. All Utility employees are expected to be well groomed and practice good personal hygiene.

Green Bay Water Utility has adopted the Dress for Your Day dress code for those not required to wear a uniform. We ask that employees use good judgement when deciding what to wear to work, with a few basic guidelines. While Dress for your Day is intended to be relaxed when employees have a workday that does not require meetings with clients, vendors, or the like, the expectation is that employees will wear clothing appropriate for the nature of our business and the type of work performed.

Each Utility manager is responsible for determining if a particular employee's appearance and grooming is appropriate for the work being done. If the manager determines that an employee is inappropriately attired or groomed, the manager will instruct the employee to go home on the employee's own time, make necessary changes, and return to work in a reasonable amount of time.

B. Perfume/Cologne. Please avoid the use of strong perfumes or colognes as they can be offensive and sometimes produce allergic reactions in others.

C. Acceptable/Unacceptable attire. The list below contains examples of items that are appropriate and inappropriate under the Dress for Your Day policy. Please note these are examples and not an exhaustive list.

Appropriate	Inappropriate
Pants / Bottoms	
Dress pants, khakis	Sweatpants, Exercise pants/warm-up suits
Jeans (clean)	Jeans with rips, tears, fraying; jeans that are excessively tight or revealing
Skorts, Skirts, and dresses (no less than 2 inches above the knee)	Ripped pants of any kind, Shorts unless uniform type
Leggings (with appropriate length of dress, skirt or top)	Clothing that is shorter than 2 inches above the knee. Leggings that are excessively tight or revealing
Shirts / Tops / Jackets	
Short- sleeve blouses or shirts	Offensive writing or images
Turtlenecks	Over-worn, torn or unclean
Polo collar knit or golf shirts	Beachwear, tank- tops with spaghetti straps
Button down Shirts	Exercise apparel
Approved apparel with GBWU logo	Halter tops, tube tops and spaghetti strap tops
Blazers or sport coats	Tight, revealing such that either midriff or cleavage is exposed.
Sports apparel	
Shoes	
Dress sandals, High/low heels, wedges, open back	Shower footwear, Beach flip-flops
Deck shoes, dress boots	Slippers
Loafers / Casual shoe	
Safety toe boots when appropriate	

- D. Tattoos and Piercings. Any visible tattoos which may be offensive, inconsistent with the mission, vision, and values of the Utility, reflect poorly upon the image of the Utility or the employee, or which may be excessive, must be covered while working. Employees with visible body piercings other than professional appearing earrings or that creates a safety hazard will be required to remove the jewelry while at work.
- E. Uniforms. Select departments and positions within the Utility (Metering and Cross-Connection, Distribution field workers, garage mechanics and warehouse personnel, Pumping and Filter Plant Technicians) are required to wear uniforms. These uniforms must be clean and not appear over-worn or torn. The Utility will provide uniforms shirts, pants and sweatshirts to employees and will have a "Green Bay Water Utility" emblem, which is clearly visible to the customer. Metering and Cross Connection employees will be required to wear a button-down shirt or collared polo shirt and jeans, tech pants or shorts. Pumping and Filter Plant Technicians are required to wear Flame Resistant pants and shirts (according to Safety manual) and shirts with Green Bay Water Utility emblem, Distribution positions that are

required to wear the uniform clothing will be required to wear Hi-Viz Tee-Shirts, Jeans or tech pants-Garage mechanics are required to wear jeans or tech pants and button up shirt. Metering and Cross Connection, Pumping and Filter Plant technicians will be included in the uniform reimbursement program. All others will be provided uniforms through direct purchase or a laundry service. Other positions may be permitted to wear logoed clothing, subject to the approval of the General Manager. To aid in keeping up with a professional appearance, employees that are servicing our customers in the field (ex: Metering and Cross Connection), a name tag is required to be worn and visible at all times.

Employees are required to sign for the uniforms, and the uniforms are considered Utility property and are to be returned in the event of termination of employment or anytime on demand. While normal wear and tear is expected, excessive damage or loss of company uniforms may result in disciplinary action. Employees are required to return all issued uniforms upon termination of employment. If all issued uniforms are not returned, Green Bay Water Utility will deduct the cost of the uniforms from the employee's final paycheck (except where such deductions are prohibited by state law).

When wearing Utility clothing in public, outside of work hours, employees should be mindful of how their actions may affect the reputational interests of the Utility. Employees should refrain from wearing Utility clothing in places that could cast a negative impression upon the Utility. Clothing with logos promoting businesses, social issues, or other distracting or divisive positions must also not be worn.

Commented [HH1]: Add to policy

CHAPTER 19 ~ FRINGE BENEFITS

- Section 1 EMPLOYEE BENEFITS. Considering the complexity of employee benefits, and the Utility's needs to be flexible in a manner that doesn't align with handbook changes, please refer to the current City of Green Bay Benefits Booklet for benefits-related matters.
- Section 2 RETIREMENT AND SOCIAL SECURITY. The Utility shall abide by Wisconsin Statutes and all applicable Federal laws and regulations regarding participating contributions to the Wisconsin Retirement Fund and Social Security.
- Specific information regarding benefits is available in the benefit booklet available from the Wisconsin Retirement System.
- Social Security is a federally regulated benefit, with both employer and employee contributions required. The employee contribution to Social Security is deducted from each paycheck until the maximum allowable deduction is reached.
- Section 3 CORRECTIONS. If an employee's payroll deduction is incorrect a correction will be made for the current year only, as it may affect the employee's W-2. The employee is responsible for checking their deductions for accuracy on a regular basis.
- Section 4 UNEMPLOYMENT COMPENSATION. Utility employees are covered by Wisconsin Unemployment Compensation laws. Under provision of that law, employees who lose their jobs through no fault of their own may receive limited financial allowance during the period they are out of work and seeking employment.
- Section 5 SICK LEAVE
- A. Accumulation. All regular full-time employees may be granted sick, or emergency leave with pay each pay period according to a formula based on time worked and time paid which typically averages over the course of the year up to twelve full working day (equivalent to eight hours). Sick or emergency leave shall accumulate, but not exceed 135 days (1080 hours). At the end of each calendar year (the last payroll in the year), sick leave over and above the 135-day accumulation shall be paid for at 25% of the unused portion at the end of each calendar year (the last payroll in the year).
- B. Usage. An employee may use sick leave or emergency leave for absences necessitated by injury or illness of himself or herself when the employee is too injured or ill to work or for attending to a member of his/her immediate family who is too injured or ill to care for himself or herself. For purposes of this section, "immediate family" shall mean spouse, parent, stepparent, child, stepchild, foster child, guardian, or sibling.

In order to be authorized to use sick leave or emergency leave, an employee must:

1. Prior to the start of the workday, report the general reason for the absence and the anticipated duration for the absence to their manager. When the employee is on an approved FMLA continuous leave, the employee need not report daily.
 2. Keep the manager informed of his/her condition and the anticipated date of return to work.
 3. Be legitimately ill or injured or attending a member of the immediate family who is ill and unable to care for himself or herself or make other arrangements for care.
 4. Be in route to or at a medical or dental appointment, which could not be scheduled outside of work hours. Appointments that must be scheduled during work hours will qualify for sick leave on an hour for hour basis. When possible, the manager may adjust the employee's work schedule to accommodate the appointment.
- C. Verification. All sick leave requested is subject to verification. The manager may request reasonable evidence from the employee to achieve verification.
- D. Misuse of sick leave is disruptive to the workforce and undermines trust and confidence and thus constitutes serious misconduct that may subject the employee to disciplinary action up to and including discharge. To avoid misuse, management may periodically review amounts of use as well as patterns of use and counsel employees on problem areas.
- E. Terminating employees. All employees who terminate employment by eligibility and acceptance to the state retirement system (age 55 or greater) by applying for and will collect retirement benefits immediately upon ceasing employment with the Utility, disability requiring the employee to cease employment with the Utility, or death shall have a portion (64.5%) of the employee's unused accumulated sick leave placed in an escrow account with the City to pay health insurance premiums. This provision will not apply to employees hired after March 25, 2011.

Section 6 FUNERAL LEAVE

- A. Spouse, Child/Stepchild. Whenever a death occurs to a spouse or child/stepchild of a regular full-time employee, the Utility shall compensate the employee up to 40 working hours following said death which includes time to attend the funeral and bereavement. Should such death occur during the employee's paid time off work, s/he shall receive the additional time off with pay to be used at a time to be mutually agreed upon. Should the funeral or interment occur at a delayed date (example, winter death and spring interment), the employee must use some of the above mentioned 40 hours to attend the funeral or interment.

The employee must notify their supervisor as soon as they receive the news and may be required to provide proof of the death and relationship (newspaper clipping, funeral card) in order to be compensated.

- B. Other Immediate Family. Whenever a death occurs to a member of the immediate family of a regular full-time employee, (includes parent, step-parent, guardian, sibling, parent-in-law, child-in-law, grandchild, or grandparent), the Utility shall compensate the employee up to 24 working hours following said death which includes time to attend the funeral and bereavement. In circumstances which require an employee to attend a funeral of the immediate family at a travel distance in excess of 300 miles from Green Bay or for other extenuating circumstances an additional 16 hours may be granted with approval by the General Manager.

The employee must notify their supervisor as soon as they receive the news and may be required to provide proof of the death and relationship (newspaper clipping, funeral card) to be compensated.

- C. Other Family. Whenever a death occurs to a great-grandparent, sister-in-law, brother-in-law, aunt, uncle, niece or nephew of the employee or spouse, or a spouse's grandparent of a regular full-time employee, the Utility shall compensate the employee for 8 hours to attend the funeral.

The employee must notify their supervisor as soon as they receive the news and may be required to provide proof of the death and relationship (newspaper clipping, funeral card) to be compensated.

- D. Co-worker. In the event of the death of a co-worker presently working and performing duties for the Water Utility, employees at the sole discretion of the department head, may be allowed up to 3 hours of funeral leave for attendance of a local funeral and related event. Time beyond this amount will be required to be accounted for by using compensatory time or personal leave or other appropriate accumulated leave.

Section 7 MILITARY

- A. Military Service. A regular full-time employee shall be granted a military leave without pay if the employee leaves the service of the Utility for military services of the United States as covered by applicable state and federal law. Military leave will extend after the date of release from active-duty dependent upon the length of service as determined by the Uniformed Services Employment and Reemployment Rights Act amendments of 2004 and applicable state law. Proof of date of service and release must be filed with the General Manager. Such employee shall be restored to the position vacated or to a comparable position without loss of accrued benefits at start of military leave and application shall be made to the General Manager, provided such employee is physically and mentally capable of performing the work of the former position.
- B. Military Reserve Leave. A regular employee who is a member of any United States Military Reserve and who is required to undergo annual field training shall be granted leave of absence with pay of no more than two weeks provided that any compensation from the military derived from such period of training shall be deducted from the gross pay due the employee for that period. The manager shall be notified in writing at least two weeks prior to the starting date of regular training and immediately upon receipt of notice of emergency service.

Section 8 JURY DUTY OR CIVIL LEAVE. An employee will be given time off with pay for scheduled hours worked missed by the employee when subpoenaed to perform jury duty before a court, public body, or commission. Any payment received for jury duty will be retained by the employee and an equivalent amount will be deducted from the employee's gross pay for that period. The employee must submit a copy of the jury duty payment received to the Payroll Administrator. Reimbursement for expenses incurred (i.e., mileage, meals, parking) will not be deducted from the employee's gross pay.

Section 9 TRAINING LEAVE. Employees may be granted leave of absence with pay to attend professional conferences, participate in training courses and sessions that are specific to their work and when in the interests of the Utility. Such leave with pay may be granted provided the employee is not being compensated by any other source during the period of absence. Traveling expenses, lodging, conference fees, tuition and similar expenses incurred during such leave may be paid in whole or in part by the Utility subject to available funds and Utility policy and providing such fees are not paid by other sources. All administrative leaves must be approved in advance by the department head or General Manager.

Section 10 PERSONAL LEAVE OF ABSENCE. An unpaid leave of absence may be granted when it is in the best interests of the Utility and employee to do so. Requests for such leave will be approved prior to the taking of such leave unless unique or exigent circumstances prohibit the employee from making a timely request.

A. Request for an unpaid leave of absence for justifiable reasons will be made by application as follows:

1. The applicant will submit a written request at least 48 hours prior to the leave.
2. Request for a leave that does not exceed 10 consecutive working days, must be made to the Manager of the respective department.
3. When a leave of absence for medical reasons is requested as an extension of Family and Medical Leave, acceptable medical verification must be provided with approval.
4. All leaves of absence in excess of 10 consecutive working days must be approved by the General Manager.
5. Failure to comply with the provisions of this section or failure to timely return from the leave will subject the employee involved to disciplinary action.

B. Administration of Leave.

1. Eligibility for reinstatement to a position is addressed on a case-by-case basis.
2. Sick leave will not be earned while an employee is on an unpaid personal leave. Insurance may be retained if the entire premium is paid monthly by the employee during calendar months that the employee is off the payroll for the entire month. The Utility will continue to pay the insurance premiums during calendar months that the employee is on the payroll for any portion of the month.
3. A leave of absence for illness will not be granted unless an employee has exhausted all available family and medical leave and all accumulated paid leave.
4. A return to work at an earlier date than scheduled may be arranged by the manager and employee.
5. Employees on leave from the Utility may not be employed full time elsewhere or during hours of work when the employee is missing work from the Utility.
6. An employee, unable to return on the scheduled date, may submit a written request for extension of the leave of absence to their manager, subject to approval of the General Manager. If, on the date following expiration of the leave, an employee has not returned to work and no extension was granted, the employee will be considered to have resigned from Utility employment.
7. An employee who is physically and mentally able to work but fails to do so for 3 consecutive workdays or more, unless on approved leave

or due to circumstances beyond the employee's control, will be considered to have voluntarily resigned from employment.

8. The Utility may offer leave of absence as a reasonable accommodation for a qualifying employee with a disability.

C. Educational Leave. Employees may be granted a leave of absence without pay to further their education or to attend professional conferences, participate in training courses and sessions not covered by Training Leave, subject to approval by the General Manager.

Section 11 VACATION. All regular full-time employees will be entitled to a vacation and will earn annual vacation hours with pay as indicated by the following:

- Start as a regular FTE through end of 1st year80 hours
- 2nd year88 hours
- 3rd year96 hours
- 4th year104 hours
- 5th year112 hours
- 6th through end of 10th year120 hours
- 11th through end of 15th year136 hours
- 16th through end of 20th year160 hours
- 21st year and thereafter200 hours

Vacation time shall be prorated for eligible part-time employees.

For the purpose of recruitment, when it becomes necessary to fill a position on the Administrative Salary Schedule with a person not previously employed by the Utility and where recognizing prior unique experience of a specific candidate is of great benefit for the Utility, the Utility may credit some of the number of years of unique worthwhile experience that the employee spent in a position or positions that were part of the required, minimum qualifications stated in that employee's current job description, up to a maximum of the number of years' experience required by the description. Vacation allocation shall be determined by the Utility for lateral hires upon hire.

A. Vacation is credited at the beginning of the year and earned during the course of the year based on continuous service during the year. Credited vacation may be used before it is earned, but an employee leaving the employ of the Utility will be required to repay the appropriately prorated amount of vacation time used but unearned in that year.

B. Continuous service will not be considered interrupted while the employee is on military leave, unpaid FMLA leave, or while the employee is receiving Worker's Compensation for an on-the-job injury. Continuous service is otherwise interrupted, and vacation not earned during any period of unpaid leave.

- C. Employees who are earning more than 200 hours of annual vacation as of January 1, 2012, will be grandfathered and redlined at their current amount of vacation accumulation while employed by the Utility.
- D. Charges against vacation credits will be made only for those days on which an employee normally works. If a legal holiday falls within the vacation period, the holiday will not be charged against vacation.
- E. Use of vacation time must be approved in advance by the Manager. All vacation approvals will be made with first consideration given to the efficient operation of the department. Vacation schedules will be established early in the calendar year using a consistent procedure established by the unit manager. Once the schedule is set, employees will be granted vacation on a first come first served basis.
- F. Unused vacation may be carried beyond the year end with a maximum allowable accumulation of 240 vacation hours. Any unused vacation leave beyond 240 hours will be lost.
- G. Vacation Escrow. An employee employed prior to March 25, 2011, may during their last 3 years of employment, convert earned vacation days unused at year end to an escrow account, said conversion of vacation to be at the current salary at the time of conversion. The conversion of vacation days to escrow will be capped at a maximum of 80 hours per year effective January 1, 2012. In addition, at the time an employee separates from Utility service by eligibility and acceptance to the Wisconsin Retirement System by applying for and collecting retirement benefits immediately upon ceasing employment with the Utility, the employee may escrow all or a part of their accumulated vacation leave. This provision will not apply to those employees hired after March 25, 2011. An employee must notify the Payroll Administrator within 30 days after year end of the amount of vacation to be placed in the employee's escrow account.
- H. Vacation Donation.
 - 1. Employees who exhaust their accumulated paid leave may seek vacation donation from co-workers. Other paid leave such as personal time or sick time cannot be donated. Such request will be made in writing to the Manager who will refer the request to the General Manager if the following conditions are met:
 - a. The employee does not have a written reprimand on file for the last 6 months or has not been suspended without pay in the last 12 months.
 - b. The time off being requested must be only for medical emergencies and will be justified by medical verification or other reasonable documentation acceptable to the Utility Manager.

2. Upon satisfying the above requirements, the request will be referred to the General Manager or designee who may authorize the posting of the vacation donation request.
3. Upon approval of the request, the department will post the notice. Employees wishing to donate vacation time must sign the request and include the number of hours they wish to donate. Employees from other departments wishing to donate vacation days can contact the personnel to be placed on the list. The personnel are responsible for turning in the donated forms to the General Manager for authorization. The General Manager will forward a copy to the Payroll Division to process the request.
4. Once the posting is removed, the General Manager will determine the number of hours each person who donated time will be charged by dividing the number of hours needed by the recipient by the total number of hours donated. The department will be responsible for notifying payroll when an employee is on donated time so that the appropriate time is paid out.
5. Vacation hours must be donated in whole-hour increments and on an hour-for-hour basis irrespective of the base hourly rates of the donor and the recipient. Donated hours are calculated at the rate of the receiving employee, not the donor, if the donor is at a higher hourly rate.
6. Donated vacation hours may be used by the recipient retroactively. For a leave recipient who subsequently leaves the position and is no longer an eligible employee, donated vacation hours may only be used up to the date of ineligibility or separation.
7. Employees receiving donated vacation, who are not also on FMLA leave, will not accrue any vacation benefits. However, the total number of whole days donated will be calculated and the employee will be eligible to receive insurance benefits from the time that their paid leave expires until the time the donated days would have been exhausted.
8. Once donated vacation time has been exhausted, the department has the option of reposting the request.
9. The Utility will not allow vacation to be donated if any donation of time will create a fiscal liability for the Utility (i.e., it will create overtime). Time donated must represent a legitimate sacrifice and the donated time was not going to be lost anyway. Donated time will be used for wages only.

Section 12 PERSONAL LEAVE DAYS. Regular full-time employees shall be eligible for four days annually of personal leave. Personal leave days must be used during the calendar year earned and may not be accumulated. The number

of personal leave days earned shall be prorated for new full-time employees in their initial calendar year of employment. Personal leave time not used by year end will be lost. If an employee retires from the Utility with unused personal leave days, the unused personal days will be paid out. Employees who resign or are terminated from employment with the Utility will not have unused personal days paid out.

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

~~On half-day holidays the office shall be open from 7:30 AM – 11:30 AM~~

Holidays that fall on a Monday through Thursday will be paid as 9 hours of holiday time.

Holidays that fall on a Friday will be paid as 4 hours of holiday time.

When a recognized holiday falls on a regular workday, Filter Plant Operators and employees who are not considered full-time will receive paid time off equivalent to their standard scheduled hours for that day.

- A. When one of the holidays listed above falls on a Sunday, except Easter Sunday, the next normal workday shall be treated as the holiday. When one of these holidays falls on a Saturday, the previous Friday shall be treated as the holiday. A holiday, for holiday pay purposes, is recognized on the actual holiday, not the day it is observed.
- B. Employees shall be allowed holiday pay for the above recognized holidays provided they meet the following requirements:
 1. That they be actively employed during the payroll period immediately preceding the holiday with the exception of authorized absence, and
 2. That they work the scheduled day immediately preceding the holiday and the scheduled day immediately following the holiday except in cases involving prior authorized paid leave such as sick leave, vacation, or comp-time.
 3. With the exception of Filter Plant Operators, a holiday that falls in the normal work week shall be treated as hours worked.

4. Regular full-time filter plant employees that work a 24/7 schedule (e.g., operators and relief operator) will receive time and one-half (1/2) for time worked on the above-mentioned holidays and Easter, plus the regular base rate of pay. All regular full-time nonexempt employees, except filter plant employees listed above, shall receive double (2) time for holidays or Easter for actual hours worked, if required to work, when not originally scheduled to work. When filter plant operators and relief operators are required to work a holiday or Easter when scheduled to be off, they shall receive two (2) times the regular rate of pay for all hours worked plus the regular base rate of pay and shall not be granted compensable time off. When filter plant operators' regular day off in their schedule falls on a holiday, then a day or 1/2-day vacation shall be credited.

Section 14 UNAUTHORIZED ABSENCE. There are circumstances that could require an unauthorized absence and due consideration will be given to each case. However, an employee who is absent from duty without approval shall receive no pay for the duration of the absence and shall be subject to disciplinary action, which may include dismissal.

Section 15 ADA COMPLIANCE. Upon review of the Utility's compensation and benefit practices the City Human Resources Department warrants that the Green Bay Water Utility is in compliance with Title I of the Americans with Disabilities Act of 1990 as it relates to compensation and benefits.

Section 16 EDUCATIONAL ASSISTANCE. The Utility may reimburse full-time regular employees up to 75% of the tuition cost for approved degree programs or courses or non-degree courses. Programs and courses subject to consideration or approval must improve an understanding of the utility industry, develop critical job skills, or contribute to the enhancement of on-the-job performance and productivity. The Utility may reimburse up to 100% for the cost of books. The employee must successfully complete the course with a "C" or better to receive reimbursement.

Full-time regular employees will receive 100% reimbursement of tuition and book costs for courses, which are directly initiated or required by the Utility.

Employees interested in tuition and book reimbursement must complete the Educational Assistance form and receive authorization from the General Manager. Final approval for tuition and book reimbursement is subject to budget authorization and approval of the General Manager. An employee must execute the Educational Assistance Agreement in order to receive benefits. In the event that the employee's employment is terminated, either voluntarily or involuntarily or by the employee or by the Utility, within two years after the final date of the completion of a reimbursed course, any tuition reimbursement and/or book reimbursement money must be repaid to the Utility through authorized deduction from the employee's last paycheck and/or be repaid by the severed employee.

Section 17 CLOTHING ALLOWANCE.

- A. Safety Glasses. When required by the Utility, employees required to wear safety glasses may be provided with up to 1 pair of safety glasses per year, including prescription safety glasses. This does not include the cost of the examination which is the responsibility of the employee. Glasses will be in "regular frames." The Utility will replace, or repair required Utility-provided safety glasses broken or damaged on the job.
- B. Safety Shoes. For employees required to wear safety shoes by the Utility for field work, the Utility may pay towards the purchase of safety shoes. The annual amount will be determined by the General Manager. Allowable shoes are ASTM F2412 or ASTM F2413. It is the intent that this is an annual allowance. If it is shown to the Manager that safety shoes are unusable due to a result from Utility work or where there is a documented medical condition that requires an individual to require more frequent safety shoe replacement, then the Manager may authorize additional funds toward the replacement of safety shoes.
- C. Rubber Boots. The Utility may reimburse the Distribution, Filter Plant, Metering, or any other employees who perform field work outside the office for the cost of rubber boots acceptable for work to be performed approved by the supervisor.
- D. Outside Work wear (non-logoed). For field employees required to work outside in extreme weather, coverall bibs, lined pants, or jackets may be reimbursed. The General Manager will determine the annual amount to be reimbursed and if other items qualify. Proof of purchase must be presented to the Business Manager. Any unused money when employee terminates is kept by the Utility. Clothing remains with the employee. The amount of any items purchased within 3 months of termination will be reimbursed to the Utility from the employee's last check.
- E. Uniforms. See Chapter 13-Personal Appearance and Dress Code for employees required to wear Utility uniforms and types of clothing required. The Utility may reimburse per year for the cost of uniforms required to be worn. The amount to be reimbursed will be determined by the General Manager on an annual basis. Any unused uniform allowance may be allowed to be carried over into the next year. Metering and on-call employees may be eligible for a logoed jacket every other year. On-call distribution employees may be eligible for a logoed sweatshirt. Distribution field workers and other employees required to work in the field, may be eligible for Hi-Vis sweatshirts and jacket every year. Other positions may be allowed logoed clothing, subject to the approval of the General Manager.



Green Bay Water

MEMORANDUM

DATE: May 12, 2025
TO: Green Bay Water Commission
FROM: Brian Powell
RE: Recommendation of public construction bid for Green Bay Water Utility

1. Bid proposals for the project “2025 – 36” Water Main Pipe Replacements” were received on Tuesday, May 6, 2025.

2025 – 36” WATER MAIN PIPE REPLACEMENTS	
Closing Date: Tue, 05/06/2025 02:00 PM CST	
Quest Number 9646526	
Contractor	Base Bid + Alternate 1
*DeGroot, Inc.	\$731,305.05
Advance Construction Inc.	\$967,900.00
Vinton Construction Company	\$1,047,465.20
PTS Contractors, Inc.	\$1,086,000.00
Dorner Inc.	\$1,180,325.00
Mid City Corporation	\$1,737,400.00

**Low responsible bidder*

Recommendation:

I recommend the Water Commission award this contract to DeGroot, Inc. for the base bid + alternate amount of \$731,305.05. Funds are available in the 2025 budget.

GREEN BAY WATER
CASH POSITION
 March 31, 2024 & 2025

	3/31/2024	3/31/2025
UNRESTRICTED CURRENT ASSETS		
Cash & Investments - Operation & Maintenance		
Local Govt. Investment Pool	\$ 112,487	\$ 118,201
Associated Bank Checking	9,822,027	9,378,210
Working Cash Funds - Petty Cash	1,700	1,700
Total Cash & Investments - Operation & Maintenance	9,936,214	9,498,111
RESTRICTED CURRENT ASSETS		
Cash & Investments - Restricted		
Certificates of Deposit - Bond Redemption	2,340,000	2,100,000
Associated Bank Money Market Account - Bond Redemption	22,590	7,636
Associated Bank Checking - Private Service Replacement	-	41,684
Total Cash & Investments - Restricted	2,362,590	2,149,320
RESTRICTED LONG-TERM ASSETS		
Cash & Investments - Debt Reserve		
Associated Trust Money Market	22,029	1,181,754
Associated Trust Certificates of Deposit	478,509	-
Associated Trust Municipal Bonds	6,231,174	5,196,854
Total Cash & Investments - Debt Reserve	6,731,712	6,378,608
TOTAL CASH POSITION	\$ 19,030,516	\$ 18,026,039

GREEN BAY WATER
BALANCE SHEET
March 31, 2024 & 2025

	<u>3/31/2024</u>	<u>3/31/2025</u>
ASSETS		
Current Assets		
Unrestricted Current Assets		
Cash & Investments - Operating & Maintenance	\$ 9,936,214	\$ 9,498,111
Accounts Receivable - Customer Accounts	11,053,754	13,374,321
Accounts Receivable - Leases	-	63,938
Inventories	691,554	788,478
Prepaid Items	12,537	68,826
Total Unrestricted Current Assets	21,694,059	23,793,674
Restricted Current Assets		
Cash & Investments - Bond Redemption Fund	2,362,590	2,107,636
Interest Receivable	17,966	12,988
Cash & Investments - Private Service Replacement Fund	-	41,684
Accounts Receivable - Grants	18,250	-
Total Restricted Current Assets	2,398,806	2,162,308
Total Current Assets	24,092,865	25,955,982
Noncurrent Assets		
Restricted Assets		
Cash & Investments - Debt Reserve Fund	6,731,712	6,378,608
Long-term Receivable - Leases	-	2,556,578
Accrued Interest	59,615	36,221
Total Restricted Assets	6,791,327	8,971,407
Other Assets		
Unamortized Ashwaubenon Booster	953,036	821,583
Unamortized Wrightstown Grant	371,888	340,238
Total Other Assets	1,324,924	1,161,821
Capital Assets		
Property, Plant & Equipment	258,974,856	266,198,041
Less: Accumulated Depreciation	(109,778,088)	(115,063,288)
Net Property, Plant & Equipment	149,196,768	151,134,753
Construction in Progress	423,029	977,217
Total Capital Assets	149,619,797	152,111,970
Total Noncurrent Assets	157,736,048	162,245,198
TOTAL ASSETS	181,828,913	188,201,181
DEFERRED OUTFLOWS OF RESOURCES		
Unamortized Loss on Advanced Refunding	200,455	135,615
Deferred Outflows - Pension	8,875,731	6,829,962
Total Deferred Outflows of Resources	9,076,186	6,965,577

GREEN BAY WATER
BALANCE SHEET
March 31, 2024 & 2025

	<u>3/31/2024</u>	<u>3/31/2025</u>
LIABILITIES		
Current Liabilities		
Accounts Payable	\$ 401,872	\$ 373,783
Sewer Collections Payable	6,580,559	7,654,305
Storm Water Collections Payable	3,128,263	3,477,098
Accrued Payroll Taxes	119,974	129,541
Accrued Payroll, Vacation & Sick Leave Pay	495,636	576,691
Accrued Taxes	596,282	570,449
Payable from Restricted Assets		
Current Portion of Long - Term Debt	4,415,000	3,910,000
Accrued Interest	537,553	488,177
Total Current Liabilities	16,275,139	17,180,044
Long - term Obligations, Less Current Portion		
Revenue Bonds - Net of Premiums & Discounts	33,210,321	28,861,765
Accrued Vacation & Sick Leave Pay	201,769	272,235
Net Pension Liability	1,390,540	389,100
Total Long-term Liabilities	34,802,630	29,523,100
TOTAL LIABILITIES	51,077,769	46,703,144
DEFERRED INFLOWS OF RESOURCES		
Deferred Inflows - Pension	6,665,467	5,487,167
Deferred Inflows - Leases	-	2,620,516
	6,665,467	8,107,683
DEFERRED INFLOWS OF RESOURCES		
	6,665,467	8,107,683
NET POSITION		
Contributed Capital - City of Green Bay	744,232	744,232
Net Investment in Capital Assets	112,194,931	119,475,821
Restricted	8,652,580	10,645,538
Unrestricted	11,570,120	9,490,340
TOTAL NET POSITION	\$ 133,161,863	\$ 140,355,931

GREEN BAY WATER

Statement of Revenues, Expenses and Changes in Net Position Month Ended March 31, 2024 & 2025

	<u>3/31/24</u>	<u>3/31/25</u>
OPERATING REVENUES		
Charges for services	\$ 5,376,015	\$ 6,746,373
Other	401,942	443,945
	<hr/>	<hr/>
Total operating revenues	5,777,957	7,190,318
	<hr/>	<hr/>
OPERATING EXPENSES		
Operation and maintenance	2,930,883	2,845,144
Depreciation	1,322,772	1,395,426
	<hr/>	<hr/>
Total operating expenses	4,253,655	4,240,570
	<hr/>	<hr/>
Operating income	1,524,302	2,949,749
	<hr/>	<hr/>
NONOPERATING REVENUES (EXPENSES)		
Interest income	240,680	249,274
Grant revenue	13,700	-
Miscellaneous income	83,547	135,919
Interest and fiscal charges	(322,532)	(292,906)
Amortization of debt premium net of discounts	113,190	147,423
Amortization of loss on advance refundings	(22,699)	(45,181)
	<hr/>	<hr/>
Total nonoperating revenues (expenses)	105,886	194,529
	<hr/>	<hr/>
Income before contributions and transfers	1,630,188	3,144,278
	<hr/>	<hr/>
Capital contributions	11,178	-
Transfers out - tax equivalent	(692,242)	(675,525)
	<hr/>	<hr/>
Change in net position	949,124	2,468,751
	<hr/>	<hr/>
Net position - January 1	132,212,739	137,887,180
	<hr/>	<hr/>
Net position - March 31	\$ 133,161,863	\$ 140,355,931
	<hr/> <hr/>	<hr/> <hr/>

GREEN BAY WATER

MARCH 2025 REVENUE BUDGET REPORT

FOR 2025 03

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD REVENUE		AVAILABLE BUDGET	PCT USED
610 WATER UTILITY							
415000 MERCH & JOBBING REV	355,000	0	355,000	114,653.11	.00	240,346.89	32.3%
419900 INT INCOME-OPER FUND	600,000	0	600,000	126,971.16	.00	473,028.84	21.2%
419911 INT INC-BOND REDEMPTION	50,000	0	50,000	10,669.90	.00	39,330.10	21.3%
419920 INT INC-DEBT RESERVE	175,000	0	175,000	65,584.44	.00	109,415.56	37.5%
419925 UNREALIZED GAIN/LOSS DEBT RE	50,000	0	50,000	46,045.30	.00	3,954.70	92.1%
420000 GRANT REVENUE	236,250	0	236,250	.00	.00	236,250.00	.0%
421000 MISC NON-OPERATING INC	300,000	0	300,000	.00	.00	300,000.00	.0%
429440 AMORT PREM-GB-2004	124,305	0	124,305	31,076.34	.00	93,228.66	25.0%
429443 AMORT PREM ASH-2004	12,625	0	12,625	3,156.24	.00	9,468.76	25.0%
429460 AMORT PREM-GB-2014	82,167	0	82,167	20,541.72	.00	61,625.28	25.0%
429463 AMORT PREM-ASH-2014	8,345	0	8,345	2,086.29	.00	6,258.71	25.0%
429470 AMORT PREM-GB-2019	313,470	0	313,470	78,367.59	.00	235,102.41	25.0%
429473 AMORT PREM-ASH-2019	31,837	0	31,837	7,959.36	.00	23,877.64	25.0%
429480 AMORT PREM-GB-2021	16,940	0	16,940	4,235.01	.00	12,704.99	25.0%
461508 METERED RESIDENTIAL	5,850,000	0	5,850,000	1,717,543.84	.00	4,132,456.16	29.4%
461558 METERED COMMERCIAL	2,400,000	0	2,400,000	555,147.11	.00	1,844,852.89	23.1%
461608 METERED INDUSTRIAL	7,200,000	0	7,200,000	1,695,860.85	.00	5,504,139.15	23.6%
461658 METERED APARTMENT < 3 UNITS	2,735,000	0	2,735,000	759,718.89	.00	1,975,281.11	27.8%
461708 METERED MULTI FAMILY	1,700,000	0	1,700,000	435,380.39	.00	1,264,619.61	25.6%
461758 METERED RESTAURANT	205,000	0	205,000	50,577.73	.00	154,422.27	24.7%
461808 METERED MUNICIPAL	500,000	0	500,000	118,915.96	.00	381,084.04	23.8%
462000 PRIVATE FIRELINES	220,000	0	220,000	152.16	.00	219,847.84	.1%
463000 PUBLIC FIRE PROTECTION	1,570,000	0	1,570,000	434,890.93	.00	1,135,109.07	27.7%
466003 SALES FOR RESALE-ASH	3,700,000	0	3,700,000	812,643.22	.00	2,887,356.78	22.0%
466004 SALES FOR RESALE-SCOTT	95,000	0	95,000	18,809.31	.00	76,190.69	19.8%
466005 SALES FOR RESALE-HOBART	450,000	0	450,000	93,814.92	.00	356,185.08	20.8%
466006 SALES FOR RESALE-WRIGHTSTOWN	210,000	0	210,000	52,917.90	.00	157,082.10	25.2%
470000 LATE PAYMENT PENALTIES	140,000	0	140,000	19,094.24	.00	120,905.76	13.6%
471000 TURN ON & SET REVENUE	120,000	0	120,000	21,266.00	.00	98,734.00	17.7%
472000 RENT-CELL TOWERS	115,051	0	115,051	9,331.20	.00	105,719.80	8.1%
472010 RENT-ADDITIONAL METERS	24,000	0	24,000	5,368.41	.00	18,631.59	22.4%
472020 RENT - LAND	1,800	0	1,800	.00	.00	1,800.00	.0%
474000 OTHER WATER REVENUE-MISC	1,500	0	1,500	2,244.90	.00	-744.90	149.7%
474010 RETURN ON METER INVEST	102,500	0	102,500	.00	.00	102,500.00	.0%
474020 REBATES	33,000	0	33,000	7,420.10	.00	25,579.90	22.5%
474030 PRIVATE WELL PERMITS	500	0	500	.00	.00	500.00	.0%
474040 SALE OF SCRAP	10,000	0	10,000	2,246.40	.00	7,753.60	22.5%
474050 TITLE COMPANY LETTERS	2,000	0	2,000	540.00	.00	1,460.00	27.0%
474070 MISSED APPOINTMENT CHARGE	700	0	700	200.00	.00	500.00	28.6%
476000 SEWER REIMB FROM CITY	1,125,000	0	1,125,000	281,250.00	.00	843,750.00	25.0%
476100 STORM REIMB FROM CITY	465,000	0	465,000	116,250.00	.00	348,750.00	25.0%

GREEN BAY WATER

MARCH 2025 REVENUE BUDGET REPORT

FOR 2025 03							
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
TOTAL WATER UTILITY	31,331,990	0	31,331,990	7,722,930.92	.00	23,609,059.08	24.6%
GRAND TOTAL	31,331,990	0	31,331,990	7,722,930.92	.00	23,609,059.08	24.6%

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

GREEN BAY WATER

MARCH 2025 EXPENSE BUDGET REPORT

FOR 2025 03

	ORIGINAL APPROP	TRNFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
610 WATER UTILITY							
1630 STORES EXPENSE	95,615	0	95,615	24,819.78	.00	70,795.22	26.0%
1840 CLEARING ACCOUNTS	637,563	0	637,563	-144,360.21	.00	781,923.21	-22.6%
4030 DEPRECIATION EXPENSE	5,512,113	0	5,512,113	1,395,426.00	.00	4,116,687.00	25.3%
4050 AMORTIZATION OF OTHER PLANT	131,453	0	131,453	32,863.32	.00	98,589.68	25.0%
4080 TAXES	2,852,581	0	2,852,581	675,525.30	.00	2,177,055.70	23.7%
4160 MERCHANDISING & JOBBING EXP	264,137	0	264,137	78,833.87	.00	185,303.13	29.8%
4260 OTHER INCOME DEDUCTIONS	460,321	0	460,321	.00	.00	460,321.00	.0%
4270 INTEREST ON LONG-TERM DEBT	1,164,625	0	1,164,625	292,906.23	.00	871,718.77	25.2%
4280 AMORTIZATION OF DEBT DISCOUNT	180,723	0	180,723	45,180.60	.00	135,542.40	25.0%
6020 PURCHASED WATER	10,800	0	10,800	.00	.00	10,800.00	.0%
6130 MAINTENANCE OF INTAKES	73,000	0	73,000	18,253.43	44,860.00	9,886.57	86.5%
6160 MAINTENANCE OF SUPPLY MAINS	122,184	0	122,184	25,664.87	.00	96,519.13	21.0%
6200 PUMP OPS SUPERVISION & ENG	109,708	0	109,708	26,881.13	.00	82,826.87	24.5%
6230 FUEL OR POWER FOR PUMPING	976,880	0	976,880	156,935.67	.00	819,944.33	16.1%
6240 PUMP LABOR & EXPENSES	66,304	0	66,304	9,449.53	.00	56,854.47	14.3%
6260 MISC PUMPING EXPENSE	109,376	0	109,376	15,787.40	.00	93,588.60	14.4%
6300 PUMP MAINT SUPERVISION & ENG	34,456	0	34,456	13,483.03	.00	20,972.97	39.1%
6310 PUMP MAINT OF STRUCTURES	235,348	0	235,348	24,504.40	46,610.00	164,233.60	30.2%
6320 PUMP MAINT OF POWER PROD EQUIP	72,500	0	72,500	.00	.00	72,500.00	.0%
6330 MAINT OF PUMPING EQUIP	548,781	0	548,781	66,512.40	.00	482,268.60	12.1%
6400 TREATMENT OPS SUPERVIS & ENG	94,928	0	94,928	25,573.46	.00	69,354.54	26.9%
6410 CHEMICALS	594,000	0	594,000	89,604.36	.00	504,395.64	15.1%
6420 WATER TREATMENT OPERATIONS EXP	794,909	0	794,909	174,309.16	.00	620,599.84	21.9%
6430 MISC WATER TREATMENT EXP	181,881	0	181,881	42,794.97	.00	139,086.03	23.5%
6500 TREATMENT MAINT SUPERVIS & ENG	37,672	0	37,672	9,338.21	.00	28,333.79	24.8%
6510 TREATMENT MAINT OF STRUCTURES	376,586	0	376,586	5,557.80	.00	371,028.20	1.5%
6520 MAINT OF TREATMENT EQUIP	267,976	0	267,976	40,635.82	991.73	226,348.45	15.5%
6600 TRANS & DIST OPS SUP & ENG	287,048	0	287,048	73,191.34	.00	213,856.66	25.5%
6620 TRANS & DIST LINES EXPENSE	254,483	0	254,483	15,769.72	.00	238,713.28	6.2%
6630 METER EXPENSE	233,786	0	233,786	82,013.07	.00	151,772.93	35.1%
6640 CUSTOMER INSTALLATION EXP	607,103	0	607,103	60,789.03	.00	546,313.97	10.0%
6650 MISC TRANS & DIST EXPENSES	588,279	0	588,279	140,589.20	.00	447,689.80	23.9%
6720 MAINT OF DIST RES & STANDPIPES	466,706	0	466,706	-10,524.74	.00	477,230.74	-2.3%
6730 MAINT OF TRANS & DIST MAINS	1,424,103	0	1,424,103	372,590.03	.00	1,051,512.97	26.2%
6750 MAINT OF SERVICES	749,171	0	749,171	111,029.89	.00	638,141.11	14.8%
6760 MAINT OF METERS	91,108	0	91,108	13,562.62	.00	77,545.38	14.9%
6770 MAINT OF HYDRANTS	243,398	0	243,398	130,555.14	.00	112,842.86	53.6%
9020 METER READING EXPENSE	72,211	0	72,211	16,817.07	.00	55,393.93	23.3%
9030 CUSTOMER RECORDS & COLLECTION	999,752	0	999,752	391,695.55	.00	608,056.45	39.2%
9040 UNCOLLECTIBLE ACCOUNTS	2,000	0	2,000	4,012.98	.00	-2,012.98	200.6%

GREEN BAY WATER

MARCH 2025 EXPENSE BUDGET REPORT

FOR 2025 03

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
9060 CUSTOMER SERVICE & INFORMATION	78,817	0	78,817	22,510.44	.00	56,306.56	28.6%
9200 ADMIN & GENERAL SALARIES	822,335	0	822,335	219,681.05	.00	602,653.95	26.7%
9210 OFFICE SUPPLIES & EXPENSES	94,600	0	94,600	18,236.42	.00	76,363.58	19.3%
9230 OUTSIDE SERVICES EMPLOYED	635,006	0	635,006	14,169.37	.00	620,836.63	2.2%
9240 PROPERTY INSURANCE	122,509	0	122,509	.00	.00	122,509.00	.0%
9250 INJURIES & DAMAGES	57,903	0	57,903	1,863.59	.00	56,039.41	3.2%
9260 EMPLOYEE PENSIONS & BENEFITS	1,394,346	0	1,394,346	324,750.98	.00	1,069,595.02	23.3%
9280 REGULATORY COMMISSION EXP	10,000	0	10,000	980.31	.00	9,019.69	9.8%
9300 MISC GENERAL EXPENSES	53,780	0	53,780	34,703.02	.00	19,076.98	64.5%
9320 MAINT OF GENERAL PLANT	283,062	0	283,062	68,715.05	.00	214,346.95	24.3%
TOTAL WATER UTILITY	25,577,926	0	25,577,926	5,254,181.66	92,461.73	20,231,282.61	20.9%
GRAND TOTAL	25,577,926	0	25,577,926	5,254,181.66	92,461.73	20,231,282.61	20.9%

(2)

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

- (1) Maintenance of Lake Station intakes
- (2) Annual professional membership paid in January
- (3) Cell Tower down payment on future maintenance
- (4) Parts for maintenance of hydrants



Green Bay Water Commission **GENERAL MANAGER UPDATE**

DATE: May 12th, 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. Large/Critical Customer Meetings
2. Private Side Lead Replacement Loan Through City of Green Bay
3. Update on the 2025 Capital Projects Actual Cost Versus Budget

PROJECT	ACTUAL	BUDGET
Village of Pulaski Capital Contribution	\$1,330,000	\$1,285,000
Generator Addition at Lake Station	\$12,461,110	\$13,150,000
Insertion Mag Meters at Filter Plant	\$1,103,563	\$895,000
Chlorine System Upgrade at Lake Station	\$629,180	\$462,500
36-inch Transmission Main Segment Replacements	\$731,305	\$600,000
PLC Replacements - All Stations	\$325,000	\$325,000
Huron Tank Overcoat	\$235,450	\$370,000
Filter Plant Overcoat	\$189,350	\$335,000
Water Main Relays - Street Resurfacing	\$3,343,000	\$3,210,000
Total =	\$20,347,958	\$20,632,500

PROJECT	ACTUAL	BUDGET	*REVISED
Water Main Relays - Street Reconstruction	\$0	\$2,390,000	\$1,170,000

*City Reduced Street Reconstruction Program by 4,300 Feet

4. Workforce Report

- a. Filter Plant Technician Starting in Mid-June
- b. Seng Yang our Safety Coordinator's Last Day was May 9th