



AGENDA OF THE WATER COMMISSION

MONDAY, AUGUST 10, 2026, 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 leave a comment for this public meeting, please fill out the online [Comment Form](#) prior to the meeting. More detailed [Zoom Instructions](#) can be found online.

B. Roll Call.

1. Members: John Heugel, Jamie Wall, Jacque Boyle, Thomas Karman, Allen Farvour, Lynn Gerlach, Alder William Morgan, John Luczaj

C. Approval of the Agenda.

1. Approval of the agenda for the Monday, August 10, 2026, meeting of the Water Utility Commission.

D. Approval of Minutes.

1. Approval of the minutes from the July 13, 2026 meeting.

E. Regular Business.

1. Approval of the Updates to the Employee Handbook, Chapter 19, Section 6 - Funeral Leave and Section 12 - Personal Leave Days.
2. Approval of the Updates to the Employee Handbook, Chapter 19, Section 11 - Vacation.

3. Approval of the Updates to the Employee Handbook, Chapter 19, Section 13 - Paid Volunteer Time Off.
4. June 2026 Financial Report

F. Informational.

1. General Manager Update

G. Adjournment.

1. Adjournment of the Monday, August 10, 2026, meeting of the Water Utility Commission.

- 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, JULY 13, 2026, 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. Members: John Heugel, Jamie Wall, Jacque Boyle, Thomas Karman, Allen Farvour, Lynn Gerlach, Alder William Morgan, John Luczaj

Voting: John Heugel, Jamie Wall, Jacque Boyle, Thomas Karman, Allen Farvour, Lynn Gerlach, John Luczaj

Not Voting: William Morgan

Excused:

Absent:

C. APPROVAL OF THE AGENDA.

- I. Approval of the agenda for the Monday, July 13, 2026, meeting of the Water Utility Commission.

Moved by Jamie Wall, seconded by John Luczaj to approve the agenda. Motion Passed.
Yes-John Heugel, Jamie Wall, Jacque Boyle, Thomas Karman, Allen Farvour, Lynn Gerlach, John Luczaj, No-None, Abstain-None.

D. APPROVAL OF MINUTES.

- I. Approval of the minutes from the Monday, June 8, 2026 meeting.

Moved by Commissioner Lynn Gerlach, seconded by Jamie Wall to approve the minutes. Motion Passed.
Yes-John Heugel, Jamie Wall, Jacque Boyle, Thomas Karman, Allen Farvour, Lynn Gerlach, John Luczaj, No-None, Abstain-None.

E. REGULAR BUSINESS.

- I. Introduction of new employee, Alesha Tennie, Billing Assistant.

The Water Commission members welcomed Alesha Tennie to the Green Bay Water Utility.

2. Approval of Award of 2026 Backhoe Quote.

Moved by Jamie Wall, seconded by Thomas Karman to approve the recommended award. Motion Passed.
Yes-John Heugel, Jamie Wall, Jacque Boyle, Thomas Karman, Allen Farvour, Lynn Gerlach, John Luczaj, No-None, Abstain-None.

3. May 2026 Financial Report

Moved by Thomas Karman, seconded by Jacque Boyle to accept the financial reports. Motion Passed.
Yes-John Heugel, Jamie Wall, Jacque Boyle, Thomas Karman, Allen Farvour, Lynn Gerlach, John Luczaj, No-None, Abstain-None.

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 Intakes at the Lake Station
2. Update on Village of Pulaski
3. WDNR Sanitary Survey - July 9th & July 14th
4. Workforce Report
 - a. Filter Plant Operator
5. Update on Billing Software Issue
6. Update on Fox River Crossing

G. ADJOURNMENT.

- I. Adjournment of the Monday, July 13, 2026, meeting of the Water Utility Commission.

Moved by John Luczaj, seconded by Jamie Wall to adjourn. Motion Passed.

Yes-John Heugel, Jamie Wall, Jacque Boyle, Thomas Karman, Allen Farvour, Lynn Gerlach, John Luczaj, No-None, Abstain-None.



Green Bay Water Commission

MEMORANDUM

DATE: August 10th, 2026
TO: Green Bay Water Commission
FROM: General Manager Brian Powell, P.E.
RE: Employee Handbook Update, Chapter 19, Section 6 – Funeral Leave and Section 12 – Personal Leave Days

Green Bay Water proposes two updates to Chapter 19 to clarify and align our leave benefits with the four-9s workweek (with a four-hour Friday). Neither update changes the value of the benefit; both clarify and restate more clearly under the current schedule:

- Section 12 - Personal Leave replaces "four days" with 32 hours annually. Stating the benefit in hours keeps it at its current value and removes any confusion.
- Section 6 - Funeral Leave converts each allowance from hours to working days, so a bereaved employee is simply off for the full scheduled day, whether that day is nine hours (Monday through Thursday) or four hours (Friday). Leave for a spouse or child changes from 40 hours to 5 working days, other immediate family from 24 hours to 3 working days, the travel allowance from 16 hours to 2 days and other family from 8 hours to 1 day. The co-worker provision is unchanged.

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

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 5 working days 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 5 days 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~~ 3 working days 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 2 days 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 1 day 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 grosspay.

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 year | 80 hours |
| 2nd year | 88 hours |
| 3rd year | 96 hours |
| 4th year | 104 hours |
| 5th year | 112 hours |
| 6th through end of 10th year | 120 hours |
| 11th through end of 15th year | 136 hours |
| 16th through end of 20th year | 160 hours |
| 21st year and thereafter | 200 hours |~~

- Start through end of 1st year..... 120 hours
- 2nd through end of 3rd year..... 128 hours
- 4th through end of 5th year..... 136 hours
- 6th through end of 7th year..... 144 hours
- 8th through end of 9th year..... 152 hours
- 10th through end of 11th year..... 160 hours
- 12th through end of 13th year..... 168 hours
- 14th through end of 15th year..... 176 hours
- 16th through end of 17th year..... 184 hours
- 18th through end of 19th year..... 192 hours
- 20th through end of 21st year..... 200 hours
- 22nd through end 24th year..... 208 hours
- 25th year plus..... 216 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 32 hours 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 PAID VOLUNTEER TIME OFF

Beginning January 1, 2027, the Utility has added a paid volunteer time policy.

- a. Purpose. The Utility is committed to enhancing the quality of life for all residents, businesses, and employees in our community. The purpose of this program is to further that mission by allowing employees to support local causes, charities, and nonprofits to serve the community.
- b. Eligibility. All Full-Time employees are eligible to participate in this program after six months from date-of-hire. An employee will be ineligible if the employee has received a disciplinary action within 6 months of the date of the request to volunteer, is on a Performance Improvement Plan (PIP), or if the employee is on leave of absence of any kind.
- c. Amount of Time. Eligible employees are offered a maximum of one day paid leave to volunteer and serve the local community. The length of one day will be based on the employee's work schedule at the time of the volunteer activity. Paid volunteer time may be used in half or full day increments based on the employee's assigned shift. The time must be performed during the employee's working hours. The time will be

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refreshed at the beginning of each calendar year, cannot be accrued or carried over into the following year, and is never paid out if not used. The time cannot be counted as hours worked for the purpose of overtime.

d. Program Procedure. Eligible employees may use the time to serve and volunteer at a local cause, charity, or nonprofit event or activity within the City of Green Bay. The event or activity must be sponsored by a 501(c)(3) registered nonprofit in good standing. Participation is voluntary.

- An employee must complete a Volunteer Form and submit the form to his or her supervisor for approval with reasonable advance notice of the proposed time off to volunteer.
- The time off will be scheduled in the same manner as personal leave and vacation but not at a higher priority. Approval is within the discretion of the leader, based on the business and operational needs of the department. In the event that the time proposed conflicts with business and operational needs of the department, the leader may suggest alternate times that the employee may use the time to volunteer.
- The employee may not use his or her time to volunteer for an organization that discriminates based on creed, race, color, national origin, religion, age, disability, sex, gender identity, sexual orientation, marital status, pregnancy, or any other legally protected classification.

e. Discontinuance. The Utility reserves the right to modify, amend, suspend, or discontinue this program at any time. A supervisor along with Human Resources approval also reserves the right to revoke approval to prevent or address employee misuse of the program.

Section 143 HOLIDAYS. The following are recognized paid holidays for regular full-time employees:

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

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

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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 154 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 165 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 176 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 187 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 Commission

MEMORANDUM

DATE: August 10th, 2026
TO: Green Bay Water Commission
FROM: General Manager Brian Powell, P.E.
RE: Employee Handbook Update, Chapter 19, Section 11 - Vacation

Green Bay Water proposes updates to our vacation schedule to align with the City of Green Bay's recent amendments to their Personnel Policy Chapter 9 Vacation Accruals. Our current accrual rates are below market and enhancing vacation accruals could positively impact recruiting and retention (see attached graph).

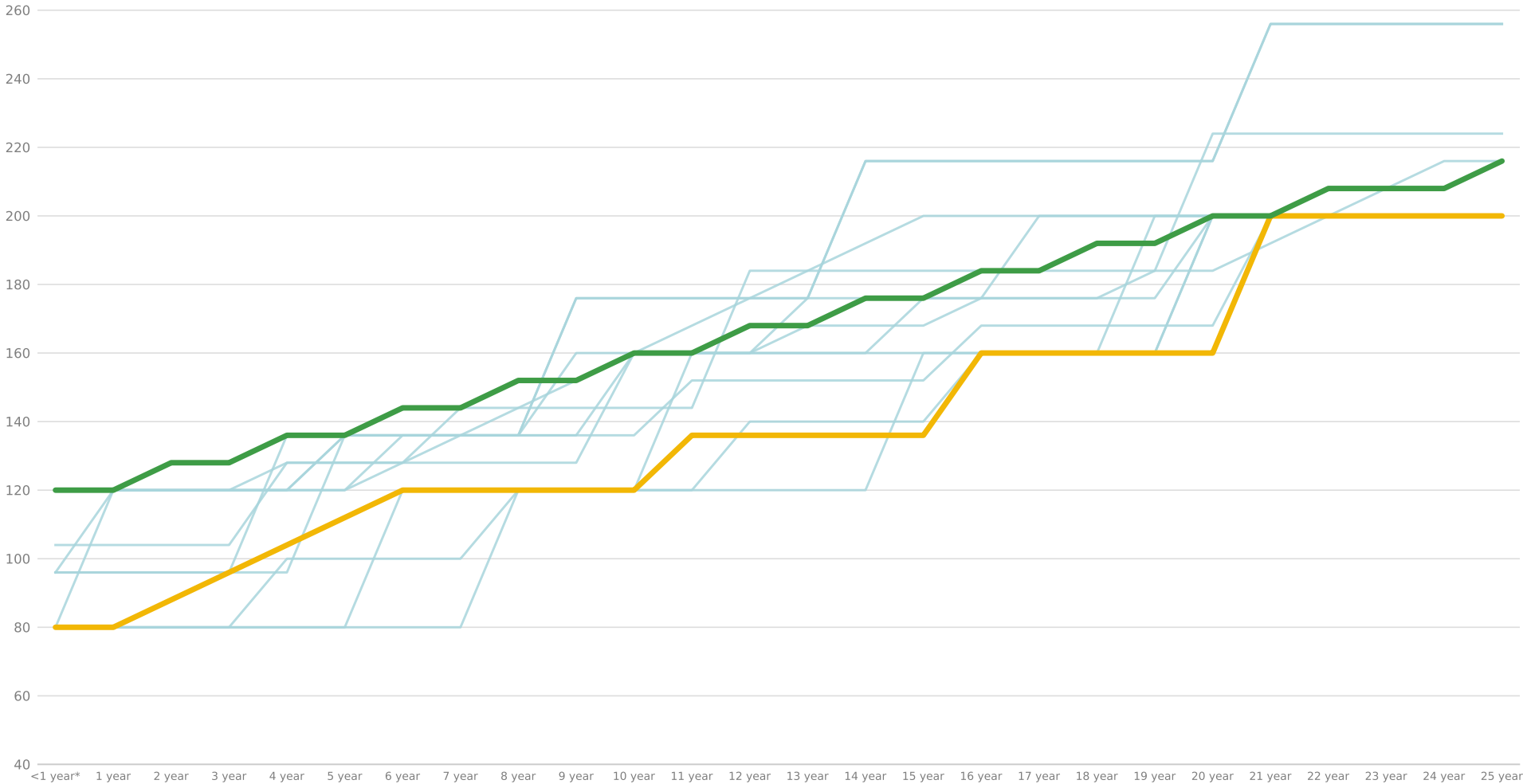
Green Bay Water recommends an increase in our vacation accruals. This will positively impact all current employees and all new hires. New hires would now be offered 120 hours of vacation, which is more in alignment with our comparables. The proposed schedule provides more frequent increases; an employee gains an additional 8 hours of vacation for every two years worked.

Employees would accrue vacation at the below rates:

CURRENT		PROPOSED	
TENURE	ACCRUAL	TENURE	ACCRUAL
Through year 1	80	Through year 1	120
Year 2	88	Years 2–3	128
Year 3	96	Years 4–5	136
Year 4	104	Years 6–7	144
Year 5	112	Years 8–9	152
Years 6–10	120	Years 10–11	160
Years 11–15	136	Years 12–13	168
Years 16–20	160	Years 14–15	176
Year 21+	200	Years 16–17	184
		Years 18–19	192
		Years 20–21	200
		Years 22–24	208
		Year 25+	216

Green Bay Water proposes an effective date of 1/1/2027.

Vacation Growth by Years of Service



- Ashwaubenon
- De Pere
- Fond du Lac
- Janesville
- Oshkosh
- Waukesha
- Eau Claire
- Racine
- Kenosha
- Madison
- Milwaukee
- Green Bay Water Current
- Green Bay Water Proposed



Green Bay Water Commission

MEMORANDUM

DATE: August 10th, 2026
TO: Green Bay Water Commission
FROM: General Manager Brian Powell, P.E.
RE: Employee Handbook Update, Chapter 19, Section 13 – Paid Volunteer Time Off

Green Bay Water proposes adding Paid Volunteer Time Off in our Employee Handbook to align with the City of Green Bay's recent changes to their Personnel Policy Chapter 9 Volunteer Time. Green Bay Water recommends adding one day of paid volunteer time for each full-time employee. It will be a requirement that each employee who utilizes this paid time volunteer with a registered 501(c)(3) non-profit. Volunteer activities are required to take place within the City of Green Bay to be eligible for Paid Volunteer Time.

Paid Volunteer Time would need to occur during an employee's normal working hours. At the end of the calendar year, any unused time would not be carried over into the new year. This time would not be available for an employee with recent documented discipline as determined by their manager. For new hires to be focused solely on settling into their new role, it would not be available in the first 6 months of employment. Also, there would be a verification process. Each employee, on a form provided, will document and communicate to their manager the following information before any paid volunteer time is approved:

- Volunteering organization
- Purpose or mission of the organization
- Location
- Dates
- Hours

Green Bay Water recommends an effective date of 1/1/2027.

GREEN BAY WATER
CASH POSITION
June 30, 2025 & 2026

	6/30/2025	6/30/2026
UNRESTRICTED CURRENT ASSETS		
Cash & Investments - Operation & Maintenance		
Local Govt. Investment Pool	\$ 119,493	\$ 124,282
Associated Bank Checking	10,240,517	12,381,506
Working Cash Funds - Petty Cash	1,700	1,700
Total Cash & Investments - Operation & Maintenance	<u>10,361,710</u>	<u>12,507,488</u>
RESTRICTED CURRENT ASSETS		
Cash & Investments - Restricted		
Local Govt. Investment Pool - Construction Fund	-	7,074,837
Local Govt. Investment Pool - Bond Redemption	-	1,811,557
Certificates of Deposit - Bond Redemption	2,790,000	-
Associated Bank Money Market Account - Bond Redemption	2,416	506,881
Associated Bank Checking - Private Service Replacement	41,684	169,197
Total Cash & Investments - Restricted	<u>2,834,100</u>	<u>9,562,471</u>
RESTRICTED LONG-TERM ASSETS		
Cash & Investments - Debt Reserve		
Associated Trust Money Market	1,726,373	408,151
Associated Trust Municipal Bonds	4,717,934	7,565,335
Total Cash & Investments - Debt Reserve	<u>6,444,307</u>	<u>7,973,486</u>
 TOTAL CASH POSITION	 <u>\$ 19,640,117</u>	 <u>\$ 30,043,445</u>

GREEN BAY WATER**BALANCE SHEET**

June 30, 2025 & 2026

	<u>6/30/2025</u>	<u>6/30/2026</u>
ASSETS		
Current Assets		
Unrestricted Current Assets		
Cash & Investments - Operating & Maintenance	\$ 10,361,710	\$ 12,507,488
Accounts Receivable - Customer Accounts	13,764,979	14,190,528
Accounts Receivable - Leases	63,938	67,551
Inventories	875,146	899,455
Prepaid Items	83,467	123,491
Total Unrestricted Current Assets	<u>25,149,240</u>	<u>27,788,514</u>
Restricted Current Assets		
Cash & Investments - Bond Redemption Fund	2,792,416	2,318,438
Interest Receivable	18,787	0
Cash & Investments - Private Service Replacement Fund	41,684	169,197
Accounts Receivable - Grants	-	8,090
Total Restricted Current Assets	<u>2,852,887</u>	<u>2,495,725</u>
Total Current Assets	<u>28,002,127</u>	<u>30,284,239</u>
Noncurrent Assets		
Restricted Assets		
Cash & Investments - Debt Reserve Fund	6,444,307	7,973,486
Cash & Investments - Construction Fund	-	7,074,837
Accrued Interest	37,644	59,300
Total Restricted Assets	<u>6,481,951</u>	<u>15,107,623</u>
Other Assets		
Unamortized Ashwaubenon Booster	788,720	657,266
Unamortized Wrightstown Grant	332,325	300,675
Unarmortized Pulaski Grant	-	1,230,250
Long-term Receivable - Leases	2,556,578	2,489,012
Total Other Assets	<u>3,677,623</u>	<u>4,677,204</u>
Capital Assets		
Property, Plant & Equipment	267,338,867	277,105,611
Less: Accumulated Depreciation	<u>(116,460,570)</u>	<u>(122,443,086)</u>
Net Property, Plant & Equipment	150,878,297	154,662,525
Construction in Progress	1,156,013	7,376,071
Total Capital Assets	<u>152,034,310</u>	<u>162,038,596</u>
Total Noncurrent Assets	<u>162,193,884</u>	<u>181,823,424</u>
TOTAL ASSETS	<u>190,196,011</u>	<u>212,107,662</u>
DEFERRED OUTFLOWS OF RESOURCES		
Unamortized Loss on Advanced Refunding	128,217	-
Deferred Outflows - Pension	6,829,962	2,428,842
Total Deferred Outflows of Resources	<u>6,958,179</u>	<u>2,428,842</u>

GREEN BAY WATER**BALANCE SHEET**

June 30, 2025 & 2026

	<u>6/30/2025</u>	<u>6/30/2026</u>
LIABILITIES		
Current Liabilities		
Accounts Payable	\$ 197,175	\$ 40,147
Sewer Collections Payable	7,515,677	7,868,854
Storm Water Collections Payable	3,408,696	3,730,744
Accrued Payroll Taxes	71,644	9,733
Accrued Payroll, Vacation & Sick Leave Pay	576,691	290,315
Accrued Taxes	1,140,897	1,143,002
Payable from Restricted Assets		
Current Portion of Long - Term Debt	3,910,000	4,465,000
Accrued Interest	195,271	319,771
Total Current Liabilities	<u>17,016,051</u>	<u>17,867,566</u>
Long - term Obligations, Less Current Portion		
Revenue Bonds - Net of Premiums & Discounts	28,752,126	42,813,880
Accrued Vacation & Sick Leave Pay	272,235	200,063
Net Pension Liability	389,100	413,482
Total Long-term Liabilities	<u>29,413,461</u>	<u>43,427,425</u>
TOTAL LIABILITIES	<u>46,429,512</u>	<u>61,294,990</u>
DEFERRED INFLOWS OF RESOURCES		
Deferred Inflows - Pension	5,487,167	1,220,192
Deferred Inflows - Leases	2,620,516	2,556,563
DEFERRED INFLOWS OF RESOURCES	<u>8,107,683</u>	<u>3,776,755</u>
NET POSITION		
Contributed Capital - City of Green Bay	744,232	780,140
Net Investment in Capital Assets	119,500,402	114,759,717
Restricted	9,139,567	17,283,577
Unrestricted	13,232,794	16,641,325
TOTAL NET POSITION	<u>\$ 142,616,995</u>	<u>\$ 149,464,759</u>

GREEN BAY WATER

Statement of Revenues, Expenses and Changes in Net Position Month Ended June 30, 2025 & 2026

	6/30/2025	6/30/2026
OPERATING REVENUES		
Charges for services	\$ 13,237,139	\$ 13,339,924
Other	1,116,902	1,112,477
Total operating revenues	14,354,041	14,452,401
OPERATING EXPENSES		
Operation and maintenance	5,809,902	6,151,087
Depreciation	2,790,852	3,097,653
Total operating expenses	8,600,754	9,248,740
Operating income	5,753,287	5,203,661
NONOPERATING REVENUES (EXPENSES)		
Interest income	458,331	536,733
Grant revenue	-	130,207
Grant expense	-	(130,207)
Miscellaneous income	227,404	141,816
Interest and fiscal charges	(585,812)	(945,760)
Amortization of debt premium net of discounts	294,845	281,953
Amortization of loss on advance refundings	(90,361)	(1,033)
Total nonoperating revenues (expenses)	304,407	13,708
Income before contributions and transfers	6,057,694	5,217,369
Capital contributions	6,021	834
Transfers out - tax equivalent	(1,333,900)	(1,290,945)
Change in net position	4,729,815	3,927,258
Net position - January 1	137,887,180	145,537,501
Net position - June 30	\$ 142,616,995	\$ 149,464,759

GREEN BAY WATER

JUNE 2026 REVENUE BUDGET REPORT

FOR 2026 06								
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
610 WATER UTILITY								
415000 MERCH & JOBBING REV	361,000	0	361,000	141,816.00	.00	219,184.00	39.3%	
419900 INT INCOME-OPER FUND	400,000	0	400,000	270,464.86	.00	129,535.14	67.6%	
419904 INT INC-CONST FUND	100,000	0	100,000	170,726.53	.00	-70,726.53	170.7%	
419911 INT INC-BOND REDEMPTION	60,000	0	60,000	-1,446.66	.00	61,446.66	-2.4%	
419920 INT INC-DEBT RESERVE	200,000	0	200,000	149,713.12	.00	50,286.88	74.9%	
419925 UNREALIZED GAIN/LOSS DEBT RE	50,000	0	50,000	-52,766.42	.00	102,766.42	-105.5%	
419950 INT INC - LEASES	50,943	0	50,943	.00	.00	50,943.00	.0%	
420000 GRANT REVENUE	272,500	0	272,500	130,206.88	.00	142,293.12	47.8%	
421000 MISC NON-OPERATING INC	257,082	0	257,082	833.81	.00	256,248.19	.3%	
429440 AMORT PREM-GB-2004	124,305	0	124,305	.00	.00	124,305.00	.0%	
429443 AMORT PREM ASH-2004	12,625	0	12,625	.00	.00	12,625.00	.0%	
429460 AMORT PREM-GB-2014	82,167	0	82,167	39,113.46	.00	43,053.54	47.6%	
429463 AMORT PREM-ASH-2014	8,345	0	8,345	3,972.54	.00	4,372.46	47.6%	
429470 AMORT PREM-GB-2019	313,470	0	313,470	159,691.44	.00	153,778.56	50.9%	
429473 AMORT PREM-ASH-2019	31,837	0	31,837	16,218.96	.00	15,618.04	50.9%	
429480 AMORT PREM-GB-2021	16,940	0	16,940	13,192.44	.00	3,747.56	77.9%	
429481 AMORT PREM-GB-2025	49,765	0	49,765	49,764.18	.00	.82	100.0%	
461508 METERED RESIDENTIAL	6,300,000	0	6,300,000	3,081,427.20	.00	3,218,572.80	48.9%	
461558 METERED COMMERCIAL	2,450,000	0	2,450,000	1,130,081.24	.00	1,319,918.76	46.1%	
461608 METERED INDUSTRIAL	7,500,000	0	7,500,000	3,580,006.46	.00	3,919,993.54	47.7%	
461658 METERED APARTMENT < 3 UNITS	2,850,000	0	2,850,000	1,382,178.61	.00	1,467,821.39	48.5%	
461708 METERED MULTI FAMILY	1,800,000	0	1,800,000	863,502.43	.00	936,497.57	48.0%	
461758 METERED RESTAURANT	215,000	0	215,000	93,484.53	.00	121,515.47	43.5%	
461808 METERED MUNICIPAL	530,000	0	530,000	219,975.96	.00	310,024.04	41.5%	
462000 PRIVATE FIRELINES	225,000	0	225,000	113,158.80	.00	111,841.20	50.3%	
463000 PUBLIC FIRE PROTECTION	1,650,000	0	1,650,000	818,955.39	.00	831,044.61	49.6%	
466003 SALES FOR RESALE-ASH	3,550,000	0	3,550,000	1,667,043.19	.00	1,882,956.81	47.0%	
466004 SALES FOR RESALE-SCOTT	84,000	0	84,000	41,371.20	.00	42,628.80	49.3%	
466005 SALES FOR RESALE-HOBART	455,000	0	455,000	220,807.91	.00	234,192.09	48.5%	
466006 SALES FOR RESALE-WRIGHTSTOWN	236,000	0	236,000	127,930.64	.00	108,069.36	54.2%	
470000 LATE PAYMENT PENALTIES	145,000	0	145,000	42,390.42	.00	102,609.58	29.2%	
471000 TURN ON & SET REVENUE	100,000	0	100,000	41,646.00	.00	58,354.00	41.6%	
472000 RENT-CELL TOWERS	66,409	0	66,409	60,260.06	.00	6,148.94	90.7%	
472010 RENT-ADDITIONAL METERS	24,000	0	24,000	9,554.84	.00	14,445.16	39.8%	
472020 RENT - LAND	2,437	0	2,437	2,437.50	.00	-.50	100.0%	
474000 OTHER WATER REVENUE-MISC	1,918	0	1,918	1,147.50	.00	770.50	59.8%	
474010 RETURN ON METER INVEST	106,000	0	106,000	.00	.00	106,000.00	.0%	
474020 REBATES	35,000	0	35,000	16,561.57	.00	18,438.43	47.3%	
474030 PRIVATE WELL PERMITS	100	0	100	200.00	.00	-100.00	200.0%	
474040 SALE OF SCRAP	15,000	0	15,000	9,959.40	.00	5,040.60	66.4%	

GREEN BAY WATER

JUNE 2026 REVENUE BUDGET REPORT

FOR 2026 06

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
474050 TITLE COMPANY LETTERS	2,000	0	2,000	520.00	.00	1,480.00	26.0%
474060 THAW SERVICE	500	0	500	.00	.00	500.00	.0%
474070 MISSED APPOINTMENT CHARGE	500	0	500	300.00	.00	200.00	60.0%
476000 SEWER REIMB FROM CITY	1,200,000	0	1,200,000	656,250.00	.00	543,750.00	54.7%
476100 STORM REIMB FROM CITY	480,000	0	480,000	271,250.00	.00	208,750.00	56.5%
TOTAL WATER UTILITY	32,414,843	0	32,414,843	15,543,901.99	.00	16,870,941.01	48.0%
GRAND TOTAL	32,414,843	0	32,414,843	15,543,901.99	.00	16,870,941.01	48.0%

** END OF REPORT - Generated by Clara Pickett **

GREEN BAY WATER

JUNE 2026 EXPENSE BUDGET REPORT

FOR 2026 06							
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
610 WATER UTILITY							
1630 STORES EXPENSE	99,584	0	99,584	41,237.61	.00	58,346.39	41.4%
1840 CLEARING ACCOUNTS	568,703	0	568,703	-223,585.04	.00	792,288.04	-39.3%
4030 DEPRECIATION EXPENSE	5,867,113	0	5,867,113	3,097,653.00	.00	2,769,460.00	52.8%
4050 AMORTIZATION OF OTHER PLANT	131,453	0	131,453	65,726.64	.00	65,726.36	50.0%
4080 TAXES	2,814,326	0	2,814,326	1,290,944.72	.00	1,523,381.28	45.9%
4160 MERCHANDISING & JOBBING EXP	240,473	0	240,473	112,286.26	.00	128,186.74	46.7%
4260 OTHER INCOME DEDUCTIONS	464,321	0	464,321	.00	.00	464,321.00	.0%
4270 INTEREST ON LONG-TERM DEBT	2,107,287	0	2,107,287	945,760.46	.00	1,161,526.54	44.9%
4280 AMORTIZATION OF DEBT DISCOUNT	180,723	0	180,723	1,032.60	.00	179,690.40	.6%
6020 PURCHASED WATER	10,000	0	10,000	2,260.45	.00	7,739.55	22.6%
6130 MAINTENANCE OF INTAKES	620,500	76,200	696,700	632,864.59	12,145.95	51,689.46	92.6%
6160 MAINTENANCE OF SUPPLY MAINS	144,702	0	144,702	14,640.37	.00	130,061.63	10.1%
6200 PUMP OPS SUPERVISION & ENG	111,653	0	111,653	62,094.96	.00	49,558.04	55.6%
6230 FUEL OR POWER FOR PUMPING	1,033,000	0	1,033,000	408,311.58	.00	624,688.42	39.5%
6240 PUMP LABOR & EXPENSES	47,852	0	47,852	15,228.07	.00	32,623.93	31.8%
6260 MISC PUMPING EXPENSE	101,491	0	101,491	40,127.74	.00	61,363.26	39.5%
6300 PUMP MAINT SUPERVISION & ENG	39,105	0	39,105	6,748.33	.00	32,356.67	17.3%
6310 PUMP MAINT OF STRUCTURES	401,065	0	401,065	54,575.14	885.00	345,604.86	13.8%
6320 PUMP MAINT OF POWER PROD EQUIP	76,500	0	76,500	45,076.82	.00	31,423.18	58.9%
6330 MAINT OF PUMPING EQUIP	772,551	1,100	773,651	168,117.07	881.60	604,652.33	21.8%
6400 TREATMENT OPS SUPERVIS & ENG	94,521	0	94,521	24,631.06	.00	69,889.94	26.1%
6410 CHEMICALS	622,500	0	622,500	290,790.43	.00	331,709.57	46.7%
6420 WATER TREATMENT OPERATIONS EXP	860,194	0	860,194	324,872.94	.00	535,321.06	37.8%
6430 MISC WATER TREATMENT EXP	175,966	0	175,966	79,230.29	487.98	96,247.73	45.3%
6500 TREATMENT MAINT SUPERVIS & ENG	42,884	0	42,884	23,852.05	.00	19,031.95	55.6%
6510 TREATMENT MAINT OF STRUCTURES	44,152	0	44,152	21,166.00	.00	22,986.00	47.9%
6520 MAINT OF TREATMENT EQUIP	239,281	12,913	252,194	138,046.46	6,246.00	107,901.54	57.2%
6600 TRANS & DIST OPS SUP & ENG	317,547	0	317,547	127,303.61	.00	190,243.39	40.1%
6620 TRANS & DIST LINES EXPENSE	254,941	0	254,941	114,119.91	.00	140,821.09	44.8%
6630 METER EXPENSE	277,278	0	277,278	115,678.96	.00	161,599.04	41.7%
6640 CUSTOMER INSTALLATION EXP	397,792	0	397,792	262,410.49	.00	135,381.51	66.0%
6650 MISC TRANS & DIST EXPENSES	555,159	0	555,159	343,830.43	.00	211,328.57	61.9%
6720 MAINT OF DIST RES & STANDPIPES	53,749	0	53,749	2,044.64	.00	51,704.36	3.8%
6730 MAINT OF TRANS & DIST MAINS	1,492,886	0	1,492,886	667,047.89	21,310.00	804,528.11	46.1%
6750 MAINT OF SERVICES	687,387	0	687,387	242,515.09	.00	444,871.91	35.3%
6760 MAINT OF METERS	54,750	0	54,750	27,102.76	.00	27,647.24	49.5%
6770 MAINT OF HYDRANTS	289,083	0	289,083	171,818.77	.00	117,264.23	59.4%
9020 METER READING EXPENSE	77,112	0	77,112	65,277.17	.00	11,834.83	84.7%
9030 CUSTOMER RECORDS & COLLECTION	1,068,983	0	1,068,983	557,701.68	.00	511,281.32	52.2%
9040 UNCOLLECTIBLE ACCOUNTS	10,000	0	10,000	4,422.09	.00	5,577.91	44.2%

GREEN BAY WATER

JUNE 2026 EXPENSE BUDGET REPORT

FOR 2026 06

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
9060 CUSTOMER SERVICE & INFORMATION	84,117	0	84,117	40,232.33	.00	43,884.67	47.8%
9200 ADMIN & GENERAL SALARIES	868,159	0	868,159	376,704.81	.00	491,454.19	43.4%
9210 OFFICE SUPPLIES & EXPENSES	93,045	0	93,045	46,012.32	682.00	46,350.68	50.2%
9230 OUTSIDE SERVICES EMPLOYED	632,763	0	632,763	78,250.30	.00	554,512.70	12.4%
9240 PROPERTY INSURANCE	132,742	0	132,742	.00	.00	132,742.00	.0%
9250 INJURIES & DAMAGES	52,240	0	52,240	22,339.35	.00	29,900.65	42.8%
9260 EMPLOYEE PENSIONS & BENEFITS	1,377,605	0	1,377,605	492,811.69	.00	884,793.31	35.8%
9280 REGULATORY COMMISSION EXP	0	0	0	2,281.04	.00	-2,281.04	100.0%
9300 MISC GENERAL EXPENSES	55,610	0	55,610	45,491.45	.00	10,118.55	81.8%
9320 MAINT OF GENERAL PLANT	310,745	675	311,420	127,597.38	12,431.50	171,391.12	45.0%
TOTAL WATER UTILITY	27,055,593	90,888	27,146,481	11,616,684.76	55,070.03	15,474,726.21	43.0%
GRAND TOTAL	27,055,593	90,888	27,146,481	11,616,684.76	55,070.03	15,474,726.21	43.0%

** END OF REPORT - Generated by Clara Pickett **



Green Bay Water Commission **GENERAL MANAGER UPDATE**

DATE: August 10th, 2026
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. Update on Village of Pulaski
2. Cyber Attacks on Water Systems
3. Water Quality Roundtable
4. Workforce Report
 - a. Filter Plant Operator