

**MINUTES OF THE SPECIAL NEENAH WATER WORKS COMMISSION  
AND  
STORM WATER CITIZEN ADVISORY BOARD MEETING**  
Special Meeting – June 5, 2024  
Hauser Room – City Hall

**Present:** President Schmeichel; Commissioners: Lang, Steiner, and Hemes, and Director Mach

**Also Present:** Finance Director Rasmussen, Relief Operator Preissner, and Water Treatment Manager Gorges

**Excused:** Commissioner Bauman

President Schmeichel called the meeting to order at 4:32 p.m.

Approve Meeting Minutes for May 21, 2024 – Following discussion, **M.S.C. Steiner/Lang to approve the May 21, 2024 Meeting Minutes.** Commissioners Lang, Schmeichel, and Steiner voting aye. Commissioner Hemes abstained.

Appearances – None.

Old Business/New Business

Review Water Utility Salary Study and Approve Salary Plan – Director Mach presented a memo detailing the creation of a salary plan that better fits the Water Utility along with the results from the salary study completed in 2023. The salary study results were presented at two previous WWC meetings and there were minor revisions. Along with the study and plan, Director Mach asked the Commission to implement additional educational and safety requirements for all employees, adjust the shift differential from \$0.65/hr. to \$1.00/hr. and adjust the meal ticket amount from \$4 to \$10 per ticket. Commissioners asked for the reasoning behind the change in differential and meal ticket amounts, and why the meal ticket was decreased from \$7 to \$4 in 2011. Director Mach indicated that he used an online inflation calculator to determine what these amounts should be based upon the increase in inflation since 2011. He was not sure why the meal ticket was decreased in 2011. Next, Director Mach presented the Draft Salary Plan for review. He summarized all parts of the plan, including the reasoning behind the creation of the plan, scope, definitions, recruitment rules for new employees, employee movement within the plan, and longevity pay in lieu of further increases at the top of the plan. Finally, he noted that adoption of this plan will effectively remove Water Utility employees from the City salary plan, including any adjustments which otherwise would have benefitted Utility employees if the Water Utility stays on the City plan. Director Mach clarified this statement with an example: If the City gives its employees a midpoint adjustment in October, Water Utility employees will not be subject to or benefit from this or any similar adjustments. There were numerical adjustments to the step plan as certain positions are currently in the same grade. The Distribution Manger and the Plant Manager steps were equated for parity, and the Distribution Tech I and Plant Operator positions were equated for parity. In this latest version, the Distribution Tech II and Filtration Plant Electrical Technician steps were equated for parity.

Following discussion, **M.S.C. Hemes/Schmeichel to approve the Salary Plan.** All voting aye.

Closed Session – **M.S.C. Hemes/Steiner to convene into closed session pursuant to Wis. Stats §19.85 (1)(e) for considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.** All voting aye.

**Waterworks Commission and Storm Water Citizens Advisory Board Special Meeting Minutes  
June 21, 2024  
Page 2 of 2**

Reconvene into Open Session – **M.S.C. Hemes/Lang to reconvene into open session with no action taken.** All voting aye.

Any Other Business That May Legally Come Before the Commission – None.

Adjournment – **M.S.C. Lang/Hemes to adjourn at 5:55 p.m.** All voting aye.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Anthony L. Mach', written in a cursive style.

Anthony L. Mach  
Director, Neenah Water Utility