



321 Milwaukee Street • P.O. Box 340 • Menasha, WI 54952-0340 • www.menashautilities.com

MENASHA ALDERMEN OCCASIONALLY ATTEND MEETINGS OF THIS BODY. IT IS POSSIBLE THAT A QUORUM OF COMMON COUNCIL MEMBERS MAY BE ATTENDING THIS MEETING; (NO OFFICIAL ACTION OF THIS BODY WILL BE TAKEN).

NOTICE OF PUBLIC MEETING

TO: Menasha Utilities Commission
FROM: Melanie Krause, General Manager
DATE: November 15, 2024

Commission President Mark Allwardt has called for a meeting of the Menasha Utilities Commission to begin at 8:00 am on **WEDNESDAY**, November 20, 2024, at the Menasha Utilities' Office and Operations Facility located at 321 Milwaukee Street, Menasha, Wisconsin. The Agenda for the meeting will be:

REGULAR MEETING OF THE MENASHA UTILITIES COMMISSION November 20, 2024

- I. Roll Call
- II. People from the Gallery to be heard on any topic of public concern to the Utility
(five minute time limit for each person)
- III. **Consent Items:**
 - A. Approval of the Proposed Minutes of the Regular Meeting of September 25, 2024.
 - B. Approval of the Proposed Minutes of the Special Budget Meeting of October 2, 2024.
 - C. Approval of the Proposed Minutes of the Regular Meeting of October 23, 2024.
 - D. Approval of the Proposed Minutes of the Closed Meeting of October 23, 2024.
 - E. Approve and warrant the following payments dated October 24 – November 20, 2024 in the amount of \$3,378,591.97.
 - F. Correspondence
- IV. Claims Against the Utility – M. Krause
- V. **Purchase Orders** – K. Hubertus
- VI. Unfinished Business
- VII. New Business
 - A. 2024 Electric Distribution Projects – N. Jicinsky, G. Schmidt, & B. Mergen
 - B. **2025 Commission Calendar** – M. Krause

- C. **Mark Skubal Resolution of Appreciation** – M. Allwardt
- D. **Employee Handbook and Base Pay Rates for 2025** – M. Krause
- E. ESRI Mapping Update – S. Grenell

VIII. Strategic Reports

- A. **Monthly Strategic Objective Update** – Management Team
- B. **October Financial and Project Status Reports** – K. Hubertus
- C. Project Reports
 - 1. Electric Projects – S. Grenell, K. Melchert
 - 2. Water Projects – A. Smith

- IX. People from the Gallery to be heard on only those items discussed at this meeting
(five minute time limit for each person)

X. CLOSED SESSION:

- A. Motion to convene into Closed Session pursuant to Section 19.85 (1) (c),
- B. May adjourn into Open Session to take action on items discussed in Closed Session.
- C. Actions, if any, needed as a result of the Closed Sessions Discussion

REGULAR MEETING OF THE WATER AND LIGHT COMMISSION

September 25, 2024

Draft

Commission President Allwardt (telephonically) called the Regular Meeting of the Water and Light Commission to order at 8:00 a.m., with Commissioners Roy Kordus, Austin Hammond, Antoine Tines (telephonically), and Gary Turchan present on roll call. Also present were Melanie Krause, General Manager; Kristin Hubertus, Finance Manager; Kurt Melchert, Electric Manager; Steve Grenell, Engineering Manager; Paula Maurer, Customer Service Manager; and Tammy Phillips, Accounting and Administrative Assistant.

Those excused were: Adam Smith, Water Utility Manager

Item II. No one from the Gallery requested to be heard on any topic of public concern to the Utility.

Item III. Motion made by Comm. Allwardt, seconded by Comm. Turchan, was unanimous on roll call to approve the following:

- A. Minutes of the Regular Meeting of August 28, 2024.
- B. Approve and warrant the following payments dated August 28, 2024 – September 25, 2024 in the amount of \$1,425,192.99.
- C. Correspondence as listed:
 - Copy of Public Power Week Announcement Sent to Customers
 - Copy of Thank-You from City to National night Out Volunteers
 - Copy of Letter from DNR RE: Water main and Spec Approval
 - Copy of MU New Customer Guide
 - Copy of MU August Newsletter

Item IV. Claims Against the Utility – There were no claims discussed at this meeting.

Item V. Purchase Orders over \$10,000.00 issued since the last Commission meeting were presented for informational purposes.

Item VI. Unfinished Business, There was no unfinished business discussed at this meeting..

Item VII. New Business, Election of Commission officers. The motion by Comm. Allwardt, seconded by Comm. Kordus was unanimously approved on roll call to elect Commissioner Allwardt as Commission President, Commissioner Kordus as Commission Vice-President, and Commissioner Turchan as Commission Secretary.

2024 Technology Plan Update. All AMI meter installs scheduled through 2023 have been completed, crews have started on 2024 routes, and data collection on overhead assets continues. Interactive maps and apps for customers reporting street light outages has been completed, new servers to support the ESRI mapping environment have been installed, and four Juniper switches that were at end of life were replaced.

Jefferson Park Quotes. After discussion, staff has decided to reject the quotes at this time and revisit the project at a later date.

Item VIII. Strategic Reports, Monthly Strategic Initiative Update – The August report was discussed.

August Financial and Project Status Reports – Electric consumption was down 4.4% for the month, cost of power was 4.8% lower, and net operating income was lower, due to the difference between revenues and higher expenses.

Water usage was lower by 2.3%, chemical costs were higher due to lake water quality, operating expenses were higher, and net operating income was higher than budget by \$39,147, due to the rate increase in June.

After discussion, the Commission accepted the August Financial and Project Status Reports as presented.

Project Reports, Electric Projects – Crews continued work on replacing bad poles and the Northside foundation repair, new bushings were received for Northside substation, new services were installed, and engineering continues on the Office Complex remodel project. Applications are being received for an Apprentice or Journeyman Lineman due to a retirement.

Water Projects – A 24” mag meter was purchased for the north HLPS pipe replacement project and work continues on GIS asset locating. Interviews are beginning for the Water Distribution Foreman position due to a retirement.

Item IX. No one from the Gallery requested to be heard on any topic of public concern to the Utility.

Item X. The motion by Comm. Allwardt, seconded by Comm. Hammond, was unanimously approved on roll call to adjourn at 8:36 a.m.

By: MARK L. ALLWARDT
President

GARY TURCHAN
Secretary

NOTE: THESE MINUTES ARE NOT TO BE CONSIDERED OFFICIAL UNTIL ACTED UPON AT THE NEXT REGULAR MEETING, THEREFORE, ARE SUBJECT TO REVISION.

SPECIAL MEETING OF THE WATER AND LIGHT COMMISSION

October 2, 2024

Draft

Commission President Allwardt called the Special Meeting of the Water and Light Commission to order at 8:00 a.m., with Commissioners Roy Kordus, Antoine Tines, and Gary Turchan present on roll call. Also present were Melanie Krause, General Manager; Adam Smith, Water Utility Manager; Kristin Hubertus, Finance Manager; Kurt Melchert, Electric Manager; and Tammy Phillips, Accounting and Administrative Assistant.

Those excused were: Steve Grenell, Engineering Manager and Paula Maurer, Customer Service Manager

Item II. No one from the Gallery requested to be heard on any topic of public concern to the Utility.

Item III. New business, Strategic Plan & 2025 Electric, Water, Telecommunications, & Energy Services Budget Review & Approval. The Strategic Plan, which contains updates and an outline of the accomplishments during 2024 was discussed.

Commissioner Austin Hammond joined the meeting at 8:34 a.m.

The 2025 Electric Utility financial report reflects a budget of 490,995,946 kWh. The average cost of power is set at \$74.14, which is a 7% increase over 2024 projected year end costs. Payroll costs reflect a 3.5% cost of living increase, merit/step increases, a 3-month transition for a retirement, filling the open technician position, and a 12% increase in health insurance costs after employee contribution.

The 2025 Water Utility financial report was based on water consumption calculated using a 3-year average, considering water consumption changes, and is based on 541,471,000 gallons. Higher water treatment costs are based on increases in maintenance costs, supply chain costs, chemical costs, sewer user fees, and lab testing fees. A rate case of 21.2% was factored in for the year.

The motion by Comm. Allwardt, seconded by Comm. Kordus to accept the 2025 Strategic Plan and Budget as presented was unanimously approved on roll call.

Item IV. No one from the Gallery requested to be heard on any topic of public concern to the Utility.

Item V. The motion by Comm. Allwardt, seconded by Comm. Kordus, was unanimously approved on roll call to adjourn at 9:22 a.m.

By: MARK L. ALLWARDT
President

GARY TURCHAN
Secretary

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REGULAR MEETING OF THE WATER AND LIGHT COMMISSION

October 23, 2024

Draft

Commission President Allwardt called the Regular Meeting of the Water and Light Commission to order at 8:00 a.m., with Commissioners Roy Kordus, Austin Hammond, Antoine Tines (telephonically), and Gary Turchan present on roll call. Also present were Melanie Krause, General Manager; Adam Smith, Water Utility Manager; Kristin Hubertus, Finance Manager; Steve Grenell, Engineering Manager; Paula Maurer, Customer Service Manager; Kurt Melchert, Electric Manager; and Tammy Phillips, Accounting and Administrative Assistant. Also present was Lisa Miotke, WPPI Sr. Energy Services Manager

Item II. No one from the Gallery requested to be heard on any topic of public concern to the Utility.

Item III. Motion made by Comm. Allwardt, seconded by Comm. Hammond, was unanimous on roll call to approve the following:

- A. Approve and warrant the following payments dated September 26 – October 23, 2024 in the amount of \$5,456,114.76.
- B. Correspondence as listed:
 - Copy of 2024 Summary Report RE: Peak Time Usage Communications
 - Copy of WPPI Joint Action Leadership Certification Graduates
 - Copy of “Powering a Responsible Energy Future”
 - Copy of November Bill Stuffer Honoring our Veterans
 - Copy of Project Share Bill Stuffer
 - Copy of MU October Newsletter

Item IV. Claims Against the Utility – There were no claims discussed at this meeting.

Item V. Purchase Orders over \$10,000.00 issued since the last Commission meeting were presented for informational purposes.

Item VI. Unfinished Business - There was no unfinished business discussed at this meeting.

Item VII. New Business - Office Remodeling Bid Opening. Bids were received for the office complex remodel project. Staff is recommending awarding the contract to the lowest bidder, Cardinal Construction, in the amount of \$239,583.00. The Commission also recommended the Board of Public Works approve the bid and forward it to the Common Council.

The motion made by Comm. Allwardt, seconded by Comm. Kordus, was unanimously approved on roll call to award the Office Remodeling project to Cardinal Construction in the amount of \$239,583.00.

Menasha Utilities Financial & Operating Ratios – The annual WPPI Benchmark Report, based on financial information from 2014-2023 was presented. It compared Menasha Utilities with other, similar-sized utilities in Wisconsin.

Health/Dental/Vision Insurance Premiums for 2025 – Staff is recommending staying with Health Partners and offering the Select and Focused (replacing Broad) Plans. The cash in lieu of health insurance remains at \$3,000/year for single and \$5,000/year for family. Employer contributions to HSA will remain at \$1,750/single and \$3,500/family. Dental and vision plans remain the same as 2024.

The motion by Comm. Allwardt, seconded by Comm. Kordus, was unanimously approved on roll call to stay with Health Partners and offer the Focused and Select Plans for 2025 health insurance.

The motion by Comm. Allwardt, seconded by Comm. Kordus, was unanimously approved on roll call to continue the dental and vision coverages for 2025.

Residential Feedback Survey Results – For 2024, the residential customer class across the WPPI membership was surveyed. Overall, MU residential customers rated us similarly in all areas when compared to other WPPI members and large utilities.

Customer Program Information – Paula Maurer, Customer Service Manager, presented a recap of informational and educational promotions and incentives provided to MU customers for 2024.

A Resolution of Appreciation was presented for Scott Maurer and his 33 years of service to Menasha Utilities.

The motion by Comm. Kordus, seconded by Comm. Turchan, was unanimously approved on roll call to accept the Resolution of Appreciation for Scott Maurer.

Item VIII. Strategic Reports, Monthly Strategic Initiative Update – The September report was discussed.

September Financial and Project Status Reports – Electric consumption was lower than budget by 28% due to a large customer scheduled outage, cost of power was 6.8% higher, and net operating income was lower due to timing differences in payroll and expenses.

Water usage increased 6.5% for the month of September, chemical costs were lower by \$7,335, treatment costs were down due to timing differences for expenses, and net operating income was higher due to increased revenues and lower expenses for the month.

After discussion, the Commission accepted the September Financial and Project Status Reports as presented.

8:50 am – Commissioner Tines left the meeting

Project Reports, Electric Projects – The new foundation pad for the T2-3 transformer was poured and grading was completed, work continues on the Woodland Lakes Cottages and bad pole replacements, 2 new services were installed, the circuit switcher at Tayco Substation was completed.

Water Projects – A 24” mag meter was purchased for the North HLPS pipe replacement project, a jar tester for the lab was purchased, 900 water meter modules and mounting kits were delivered, the search for a Water Distribution Foreman continues, as well as segregation of the Water Plant network.

Item IX. No one from the Gallery requested to be heard on any topic of public concern to the Utility.

Item X. The motion by Comm. Allwardt, seconded by Comm. Kordus, was unanimously approved on roll call at 8:55 am to convene into Closed Session pursuant to Section 19.85 (1)(c) of the Wisconsin Statutes for the purpose of considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has Jurisdiction or exercises responsibility. RE: Performance Evaluation of General Manager.

By: MARK L. ALLWARDT
President

GARY TURCHAN
Secretary

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GET COMFORTABLE WITH WHOLE HOME IMPROVEMENTS

Does your home feel drafty? Do you have excess condensation on windows?

Does one area of your home feel cooler or warmer than the rest? You may

benefit from a Home Energy Assessment! A Home Energy Assessment is a check-up for your whole home to ensure it's working its very best. The assessment will help identify how your home is performing and recommend any improvements to lower your energy costs and improve your overall comfort. Menasha Utilities is offering a prize of a Whole Home Energy Assessment by a certified Focus on Energy Trade Ally.

You may choose to make recommended improvements identified in a Home Energy Assessment. Improvements like air sealing, additional insulation, and upgrading heating and cooling equipment can lower your energy bill and make your home more comfortable. Focus on Energy offers up to \$1,800 in incentives on these improvements. Menasha Utilities is offering an additional 20% incentive match for a total savings of up to \$2,160!

Assessment will be performed through a
Focus on Energy Whole Home Trade Ally.

To enter the drawing for a FREE home energy assessment, complete and return this form by
November 30th. Account must be in good standing to qualify for this prize.

Customer Name (first, last)

Utility Account Number

Customer Street Address

City, State

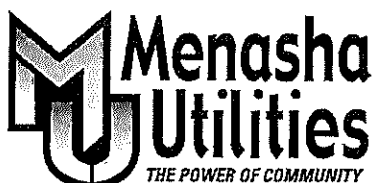
Zip Code

Home Phone Number

Daytime Phone Number

E-mail

Assessment must be completed by **April 1, 2025.**



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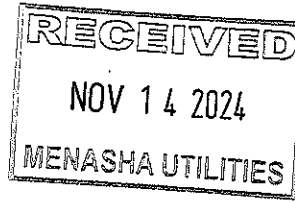
At Menasha Utilities, we join forces with other local, not-for-profit utilities through WPPI Energy to share resources and lower costs.

SHARED STRENGTH THROUGH @WPPI ENERGY



Greater Fox Cities Area

Habitat
for Humanity®



Menasha Utilities
Melanie Krause
P.O.Box 340
Menasha, WI 54952

Dear Melanie,

I wanted to take a moment to express my heartfelt gratitude for you. Your generous donation of \$2,000.00 received on 11/04/2024 to the Greater Fox Cities Area Habitat for Humanity means more than words can express, not only to me but to countless families in our community who need safe and stable housing.

Already, your gift is hard at work. Let me share with you a story about one family that will be building their home with Habitat this year. Boon and Lisa, along with their three young daughters, Ariel, Aubrey, and Evelyn, have faced numerous challenges, including frequent moves, unreliable transportation, and other unexpected costs. For them, life has been a relentless struggle to find stability.

Their journey led them to Habitat. When they received news that they were accepted into the Homebuyer Program, Lisa, who has moved many times in her life, was brought to tears knowing that her children would grow up in a stable environment where they could make lasting memories without the fear of the next move.

For Boon and Lisa, this is **more than just building a home**; it's about creating a nurturing environment where their daughters can thrive. It's about family game nights without the looming worry of tomorrow. It's about joyful afternoons in the park with their dogs, Maverick and Caramel, without the stress of their previous living situations.

Your support makes this possible. It is because of compassionate individuals like you that we can continue our mission – a mission that goes beyond construction and includes building strength, stability, and self-reliance through shelter.

Your ongoing support is vital as we strive to ensure that everyone has a decent place to live. **We can't do this without you.**

On behalf of our team and the families we serve, thank you. **Your generosity changes lives, and we are honored to have you as part of our Habitat family.**

With deepest gratitude,

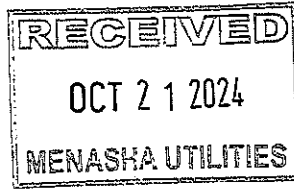
Amy McGowan
Director of Development
Greater Fox Cities Area Habitat for Humanity
920-378-8613 | amym@foxcitieshabitat.org

Thank you all at Menasha Utilities for your support for homes in Menasha. Your support helps make affordable safe + energy efficient homes possible!

Greater Fox Cities Habitat for Humanity is a 501c3 organization (EIN- 39-1742974). No goods or services were provided in exchange for this contribution.

October 17, 2024

Paula Maurer
Menasha Utilities
321 Milwaukee St
Menasha, WI 54952



Dear Paula,

Thank you for your belief that all children deserve opportunities to reach their full potential. Because of you, our Clubs can continue providing young people with a safe place to belong, be themselves, learn, enjoy nutritious meals, and explore possibilities.

Since first opening our doors in 1998, the Boys & Girls Clubs of the Fox Valley have grown to support 15 different locations and more than 100,000 children and youth. The Club is a national leader in the Boys & Girls Club world, too, and provides a diverse array of offerings that go well beyond the bounds of most Clubs by providing no-cost academic, behavioral, and mental health services to youth and families.

Your support of the Boys & Girls Club of Menasha empowers more than 1,000 youth each year to grow and become the best versions of themselves. At the Menasha Club, 96% of members report feeling safe being themselves. When kids develop that sense of security, they're empowered to learn and experience new things that ignite sparks as they build great futures. Those sparks could be from a STEM project, art activity, connection to a mentor, field trip, leadership opportunity, life skills lesson, or one of the 30+ specific programs offered through the Club.

We are immeasurably grateful for the opportunities that kind, generous, and caring people like you have given us to make a difference in so many young lives. When we first dreamed of creating a special place for kids, especially kids with unmet needs, none of us ever could have anticipated our community's desire to build on that dream.

We gratefully acknowledge your generous in-kind donation of personal care items, games, and food, along with your monetary contribution of \$360.00 on October 15, 2024. The donated items have an estimated value of \$340.00, bringing the total impact of your gift to \$700.00.

Thanks to your support, the future of the next generation looks bright!

With appreciation,

A handwritten signature in cursive that reads "Karissa Buck".

Karissa Buck
Resource Development Coordinator

A handwritten note in cursive that reads: "We appreciate you for thinking of us and your loyal customers for their generosity!"

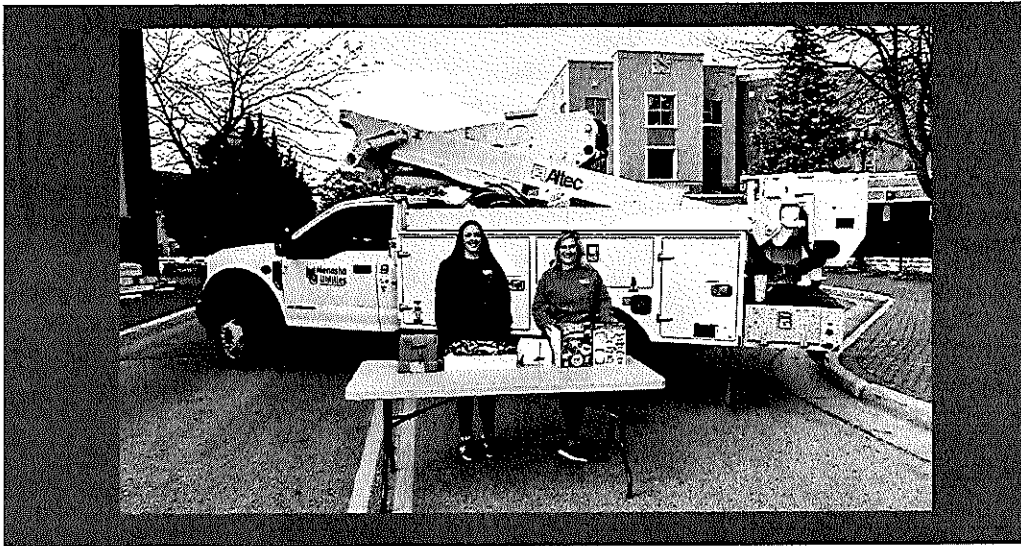
The Boys & Girls Clubs of the Fox Valley is a tax-exempt 501(c)3 organization. Please consider this letter an official receipt for your thoughtful contribution. No goods or services were transferred to you by the Boys & Girls Clubs of the Fox Valley in exchange or in consideration for this gift, and this gift will not be placed in a donor advised fund or supporting organization. If you have any questions about this receipt, please contact Karissa Buck at kbuck@bgclubfoxvalley.org.

Dear Paula,

I wanted to take a moment to once again thank you, and the Menasha, Utilities customers, for your donation. As we discussed, it is absolutely critical that we help our youth meet basic needs as too many are struggling to do so. Because of caring partners like you we are all better able to help Menasha be a great community, for all, one day!

Thank you,
Joshua McCall

Director of Area Branch Operations

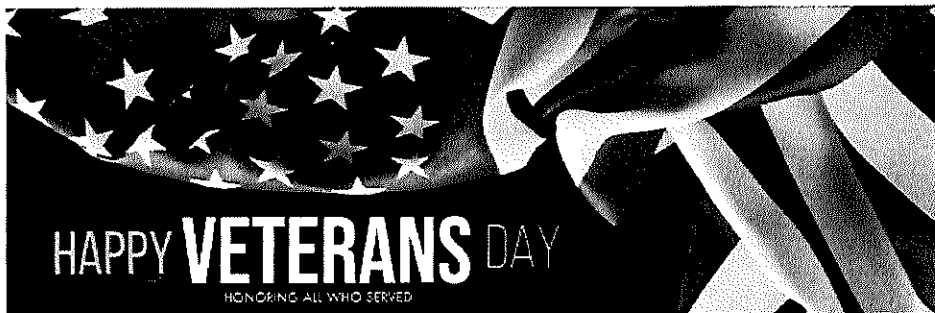


Inside this issue:

- Hometown Halloween
- Honoring Vets
- Public Power Expo
- Safety Update
- Employee Recognition
- Wellness Update
- HR News
- Upcoming Events

Hometown Halloween

On Thursday, October 24th, the City of Menasha held their annual Hometown Halloween trick or treat event downtown Menasha. **Natalie Markelz and Kristin Hubertus** handed out candy, whistles, pencils, tattoos, stickers, and light switch covers to over 900 trick-or-treaters!



Honoring our Veterans – Your Support Matters

We would like to recognize our employees, **Christopher Johnson and Mark Skubal** who have served in the US Armed Forces and dedicated a portion of their life to defend our fundamental freedoms. Thank you for your service to our country and our community.

Additionally, during November in honor of Veteran's Day, **Menasha Utilities is proud to match donations** up to \$500 to the Fox Valley Veterans Council. Every contribution will provide support to those who have served. Any employee or customer can drop off their monetary donations in the utility office lobby from November 1 to November 30. Check donations should be made payable directly to Fox Valley Veterans Council.

The mission of the Fox Valley Veterans Council is to coordinate community support for military veterans, those still serving, their families, and survivors. Learn more at www.foxvalleyveterans.org.

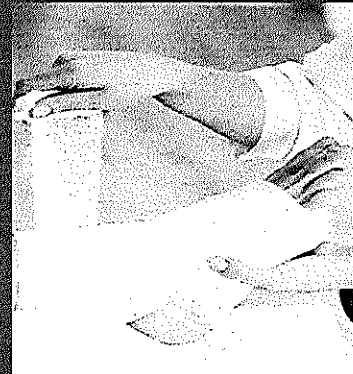
November is the month to remind us to be thankful for the many positive things happening in our lives.



Happy Thanksgiving to all our employees and their families!

Public Power Week Expo

The annual customer expo was held on Thursday, October 10 in the MU garage facility with approximately 250 people attending. There were prize giveaways, electric and water displays, Focus on Energy rep, food truck, information on solar and EV, street light outage demo, MyAccount demo, and the city gave away MU buttons commemorating their 150th anniversary. Our generous customers donated \$380 in cash and over a dozen boxes of personal care items, school/craft supplies, books, games and much more to the Boys and Girls Club in Menasha. This expo is only a success due to the time and efforts put forth as a TEAM, **thank you to everyone who helped the day of and behind the scenes** getting things set up and torn down after. Your participation is much appreciated!



Safety Slogan of the Month:

Recordable Injuries – Why Employees Should Care? All injuries need to be reported, no matter how small. Not only does it protect you, but it also protects the company as a whole by possibly preventing a first-aid injury from developing into an OSHA recordable injury.

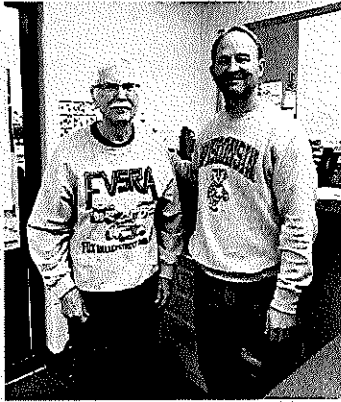
What is a Recordable Injury? OSHA has guidelines that dictate what work-related injuries must be recorded. Severe injuries that are work-related are almost always considered a recordable injury. Some examples include injuries that result in days away from work, injuries that result in restricted duty, loss of consciousness, and death.

It is vital to realize that by not reporting an injury, you are not only potentially harming yourself, but you can also be harming the business. Every employee at a company depends on each other to complete their work to the best of their ability each day so that tomorrow there is a job to come back to. Working safely and reporting injuries is a part of everyone's job.

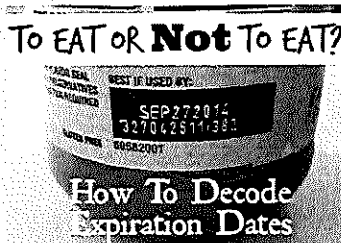
A name will be drawn at the end of the month to repeat the slogan or one of the key points.

Last Month's Winner: Jason Kluess

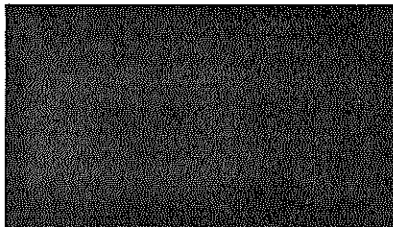
GIS – Old and New



At the Public Power Expo, former mapping employee Dennis Gauerke stopped by for a visit. Pictured with Dennis is our current Mapping and GIS expert, Dan Hutter.



If you would like copies of these articles, please see Kristin.



Employee Recognition: All MU Employees

Since Thanksgiving is a time to stop and reflect, we wanted to recognize all our employees for the contributions that they make every day to this organization. We are truly blessed to have such talented, hard-working, and dedicated staff providing quality customer service to Menasha.

THANK YOU FOR ALL THAT YOU DO!!
Giving Thanks Day will be celebrated on November 18 with treats in the breakrooms!

If you would like to nominate an employee or group of employees for their great work ethic, innovative or creative ideas, initiative, safety awareness etc. submit a letter



explaining who this individual is and why you feel they should be recognized. Submit a letter to your manager and all nominations will be considered.

Wellness Corner – Freezing Foods & Packaging Dates

Last month Katie Jaegly from the University of Wisconsin – Madison Division of Extension Winnebago County spoke to us about understanding dates on packaging and freezing cooked foods. Here are some of the takeaways from her presentation.

Best if Used By/Before indicates when a product will be of best flavor or quality. It is not a purchase or safety date. It's mainly used for canned, dried, and other shelf-stable foods. **Use-By** date is the last date recommended for the use of the produce while at peak quality. It is not a safety date except when used for infant formula. **Sell-By** date tells the store how long to display the product for sale for inventory management and is not a safety date. **Expiration** date is the last date a food should be eaten. Food should be thrown out after this date. **Freeze-By** date indicates when a product should be frozen to maintain peak quality and is mainly used for meat and convenience food.

We received a document of foods that do not freeze well. Cooked egg whites toughen or become soft and spongy. Cooked pasta loses its texture. Mayo, sour cream, cream sauces and wheat or egg-thickened sauces tend to separate. Raw apples and grapes tend to get mushy. Cabbage, celery, cucumbers, lettuce, tomatoes, and other salad vegetables because limp and water-logged. Spices such as pepper, cloves, garlic, green pepper, and imitation vanilla tend to develop strong off-flavors when frozen. Salt tends to lose its flavor and increases the rancidity of foods containing fat.

Source: The Ohio State University Family and Consumer Sciences Fact Sheet (HYG-5308-15) & Feeding Pennsylvania Understanding Dates of Food Packaging articles

Wellness Event – Stretch Zone

On Thursday, **November 14th** from 9:00 a.m. until 1:00 p.m., the Stretch Zone of Appleton will be at the Menasha Utilities Office Complex to give an overview of services they offer at their location. You can sign up for a 20-minute appointment on Kristin's door. If there is more interest than spots available, we can look to increase the time they are here.

The Stretch Zone aims to relieve stiffness and soreness in your muscles, help you feel lighter and younger, increase your range of motion and enhance physical and athletic skills.

If November 14th doesn't work for you, go to their website and book a free 30-minute stretch and learn about the services they offer.

<https://stretchzone.com/locations/college-ave-wi>

Celebrate Fall Step Challenge


An email will be sent out in the beginning of November giving the final step counts for all participants and who the winners are. There will be a gift card for the participant with the most steps and a random drawing for all participants who reached the goal of 217,000 steps. Thank you for participating!

HR News

The annual enrollment paperwork was handed out with the Health, Dental and Vision options for 2025. There were some changes with the offering of the Focused network instead of the Broad network and some changes on the deductible/out of pocket on the Select plan. Included in this are the elections for your HSA which your limits for 2025 are:

Limit	2024	2025
Single coverage	\$4,150	\$4,300
Family coverage	\$8,300	\$8,550
Catch-up contribution (age 55 and over)	\$1,000	\$1,000

Please return your paperwork by November 15



Birthdays:

Natalie Markelz
November 2

Daniel Bohnart
November 4

Brandi Johnston
November 9

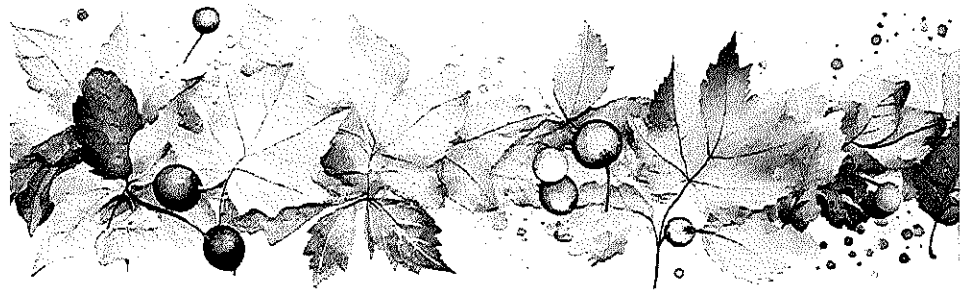
Happy Birthday to YOU!



Anniversaries:

Bailey Stollberg 3 Years
Kurt Melchert 8 Years

**Congrats on your
years of service!**



Upcoming Events

Payday	November 1
Veterans Day	November 11
Safety Committee Meeting	November 12 1:00 p.m.
Wellness Stretch Zone	November 14 9 a.m. – 1 p.m.
Payday	November 15
Giving Thanks Day	November 18
Winter Safety Training (All Employees)	November 19
Commission Room	7:15 and 8:30
Water Plant	12:30
Commission Meeting	November 20 8:00 a.m.
Thanksgiving, Office Closed	November 28
Thanksgiving Holiday, Office Closed	November 29
Payday	November 29



Purchase Orders over \$25,000 issued since the last Commission Meeting on 10/23/2024

Date	P.O. #	Vendor	Amount	Purpose	Budget	Total \$ Budgeted	Remaining Budget	% of Budget
10/30/2024	11303	Border States	\$ 41,528.97	T1-3 replacement bushings & arresters	Yes	\$ 50,000.00	\$ 48,751.00	85.19%
10/31/2024	11304	ESRI (1)	\$ 35,700.00	Year 1 - 3 (2025-2027) small utility enterprise annual subscriptions	Yes	\$ 42,000.00	\$ 42,000.00	85.00%
11/6/2024	11306	Primus Marketing (2)	\$ 196,669.00	918 electric meters for 2026	Yes	\$ 205,000.00	\$ 205,000.00	95.94%
11/6/2024	11308	Tweek Garot Mechanical (3)	\$ 42,015.00	UV roof top HVAC unit at Water Plant	Yes	\$ 42,015.00	\$ 42,015.00	100.00%
11/14/2024	11310	R.K. Enterprises of Wisconsin (4)	\$ 55,577.50	North Racine Road/Highridge North DOT project	Yes	\$ 82,860.00	\$ 82,860.00	67.07%
11/14/2024	11311	R.K. Enterprises of Wisconsin (4)	\$ 27,282.50	North Racine Road/Highridge South DOT project	Yes	\$ 82,860.00	\$ 27,282.50	100.00%

(1) ESRI requires us to issue the PO for the three year term but invoice us annually each year for the subscription (\$14,000 included in the 2025 budget and each year is \$11,900).

(2) In the 2025 approved budget, 2026 was listed as \$205,000. We received notice from Honeywell of a 4-6% price increase in 2025. They will not be making this pricing retroactive for any orders placed before 12/31/24. We have asked the vendor to not ship us the meters until after 1/1/26 and then the price would be locked in as of today's costs.

(3) We transferred \$12,015 from the facility modifications budget item since the HVAC unit came in over budget. The unit failed and needs to be replaced immediately.

(4) We reallocated \$55,577.50 from the Jefferson Park budget item since the work on Racine needs to be completed sooner than we anticipated for the DOT.

Menasha Utilities Commission

Calendar for 2025

		<u>Meeting Time</u>
January 22	Utility Commission Meeting	8:00 am
February 26 February 24-26	Utility Commission Meeting APPA Legislative Rally	8:00 am
March 26 March 24-28 March 30-April 2	Utility Commission Meeting WRWA Annual Conference APPA Engineering Conference	8:00 am
April 23	Utility Commission Meeting	8:00 am
May 14-16 May 28	MEUW Annual Conference Utility Commission Meeting	8:00 am
June 8-11 June 9-12 June 25	APPA National Conference AWWA Annual Conference Utility Commission Meeting	8:00 am
July 23	Utility Commission Meeting	8:00 am
August 27	Utility Commission Meeting	8:00 am
September 7-10 September 10-12 September 17 September 24	APPA Business & Financial Conference AWWA WI Annual Conference WPPI Annual Conference Utility Commission Meeting	8:00 am
October 1 October 5-11 October 22 October TBD	Utility Budget Meeting Public Power Week Utility Commission Meeting Customer Connections Conference	8:00 am 8:00 am
November 19	Utility Commission Meeting (3rd Week)	8:00 am
December 17	Utility Commission Meeting (3rd Week)	8:00 am

RESOLUTION OF APPRECIATION

WHEREAS, Mark Skubal was employed at Menasha Utilities from July 22, 2002 through December 19, 2024 and

WHEREAS, Mark Skubal dedicated over 22 years of his life to the Menasha Utilities, working as a Journeyman Lineman, until 2016 when he became the Senior Lineman.

WHEREAS, Mark Skubal's positive attributes were the dedication he gave to his work, his determination and team spirit, the knowledge of his job, and the respect, courtesy, and cooperative attitude he portrayed towards his co-workers.

NOW THEREFORE BE IT RESOLVED by the Menasha Utilities Commission and the General Manager to extend to Mark Skubal our sincere appreciation and thanks for his dedication and service to the Community.

RESOLVED FURTHER, by the Menasha Utilities Commission and the General Manager that a copy of this resolution be tendered to him as a record of this Appreciation and Thanks.

Passed and approved this 20th day of November 2024.

Mark L. Allwardt, President

Roy Kordus, Vice President

Gary Turchan, Secretary

Austin Hammond, Commissioner

Antoine Tines, Commissioner

Melanie S. Krause, General Manager



Date: November 15, 2024

To: Menasha Utilities Commission

From: Melanie Krause, General Manager

RE: Employee Handbook & Base pay rates

Based on discussions with the management team and with Boardman Law Firm we would like to recommend the following changes and updates to the employee handbook for 2025:

Page 10 Section 108 Orientation Period – Remove Sections A-C and pay benefit time at time of use instead of at the end of the 6 months.

Page 10 Section 109 Performance evaluations – Modify this section to reflect the practice of evaluations being done at 6 months, annually, or as necessary.

Page 11 Section 111 Outside Employment – Boardman recommends we add language that employees need to obtain written approval for such employment so that is known up front.

Page 13 Section 201 Hours of Work – Make modifications to the rest time section to reflect other comparable benefits and maintain the safety of the crews.

Current language: If an employee works two (2) or more hours overtime from which the employee is released after 1:00 a.m. and is scheduled to work the following day, the employee shall not be required to return to work until six (6) hours have elapsed from the time the employee was released from work. The employee shall not be compensated for the regularly scheduled hours he was to work while taking the six-hour rest. When the employee returns, they may use Flextime as outlined in section 207. Management will attempt to provide employees with a minimum of six (6) hours of rest after sixteen (16) consecutive hours giving consideration to scheduling and staff rotation.

Proposed language: If an employee works more than 4 overtime hours and is released from work, 8 hours shall elapse before the employee returns to work without loss of pay for regularly scheduled time during this eight-hour rest period, provided that the employee is not required for emergency work as determined by

the Utility. If an employee is required to work during this eight-hour rest period, the employee shall be paid 1-1/2 times their regular hourly rate for hours worked in this rest period. This premium pay is in lieu of call back pay.

Page 17 Section 208 Longevity Pay – We would look to eliminate this section given the modifications in the vacation schedule that are proposed since that is a much more beneficial retention tool than the \$3,120 paid annually. (Currently we pay \$5/month for each 5-year increment an employee has been employed with us.)

Page 18 Section 211 Vacation- In reviewing the 2024 MEUW comparable information we are lower than the average for vacation at hire and when hitting the 3-week tier. The data does vary if members are on a calendar or anniversary basis and new hires range from 0-144 hours with an average of 43 hours. The average member gives 80 hours within the first year and goes to 120 hours by year 5. When looking at new hires, especially those with experience, this concern has been raised and we need to make a change to attract talent to our organization.

In addition, given the competitive market some members in 2024 have moved to a scale that escalates each year instead of year 7 or year 12 etc. and more are considering this for 2025. This type of vacation scale is not only an attraction tool but also a retention tool since it recognizes employees for their longevity.

Current vacation:

2 weeks	6 months
2 weeks	year 2-6
3 weeks	year 7-11
4 weeks	year 12-19
5 weeks	year 20-27
6 weeks	year 28+

Proposed vacation: Employees start at 80 hours and on their anniversary date increase by 6 hours with the max vacation hours at 240 hours.

Years	Hours
Start	80
1	86
2	92
3	98
4	104
5	110
6	116
7	122
...Cont.	+6

Page 23 Section 216 Workers Compensation – Update this section that under the Act the compensation payments are based on the 52-week pre-injury average weekly wage which includes premium pay such as overtime and call time not just the employee's salary rate.

Page 23 Section 218 Leave of Absence – Provide clarification that no benefits accrue during unpaid leave, and this includes sick, holiday, and vacation time.

Page 27 Section 301 Health Insurance – Update section A to reflect the actual practice that the application must be made for coverage at time of hiring or during open enrollment.

Page 29 Section 305 Education Assistance Program – Currently language reads that if the employee fails to successfully complete a course for any reason other than one beyond the employee's control, the employee shall become liable for the entire cost of the program. Add language to explain by stating that it shall be repaid through a lump sum payment or deduction from the employee's wages.

Page 37 Section 404 Alcohol and Controlled Substance – Delete contents since duplicative and reference all the details of this policy is contained in the Appendix.

Page 63 Section 603 Grievance Process – Based on recommendation of Boardman to simplify the process modify section D to General Manager instead of Manager and remove section E. A reasonable effort was made in Section B by the Manager and the Employee to resolve the issue and the Manager would still be involved with the General Manager in the process.

Page 65 Appendix A Job classification and base pay rates – Update this section to reflect what was proposed in the budget with a 3.5% cost of living increase and performance/step increases for employees. Based on preliminary discussions with MEUW members the average increase for 2025 is 3.5%. Based on the current Employment Cost Index (attached) this should continue to keep us competitive with the cost-of-living increase and the performance pay system above market price.

Page 73 Appendix C Insurance – Update with Robin/Health Partners, HSA and Delta Dental/Vision information based on what the Commission approved in October.

Page 80 Appendix D Alcohol and Controlled Substance – Update locations of test sites.

NEWS RELEASE

BUREAU OF LABOR STATISTICS

U. S. DEPARTMENT OF LABOR



Transmission of material in this release is embargoed until
8:30 a.m. (ET) Thursday, October 31, 2024

USDL-24-2232

Technical information: (202) 691-6199 • ncsinfo@bls.gov • www.bls.gov/eci
Media contact: (202) 691-5902 • pressoffice@bls.gov

EMPLOYMENT COST INDEX – SEPTEMBER 2024

Compensation costs for civilian workers increased 0.8 percent, seasonally adjusted, for the 3-month period ending in September 2024, the U.S. Bureau of Labor Statistics reported today. **Wages and salaries** increased 0.8 percent and **benefit costs** increased 0.8 percent from June 2024. (See chart 1 and tables A, 1, 2, and 3.)

Chart 1. Three-month percent change, seasonally adjusted, civilian workers, total compensation

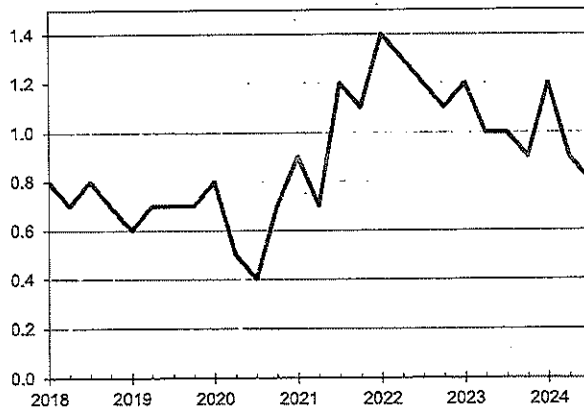
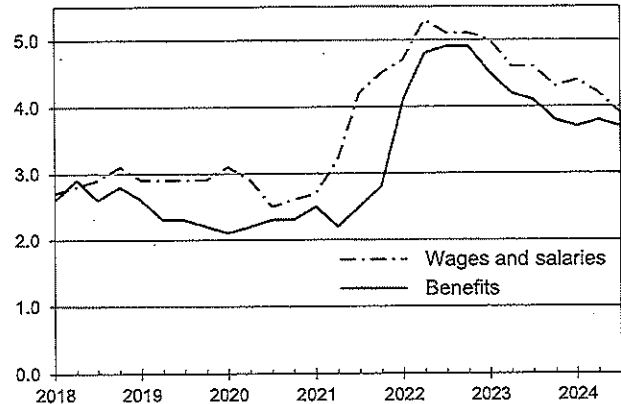


Chart 2. Twelve-month percent change, not seasonally adjusted, civilian workers



Compensation costs for civilian workers increased 3.9 percent for the 12-month period ending in September 2024 and increased 4.3 percent in September 2023. **Wages and salaries** increased 3.9 percent for the 12-month period ending in September 2024 and increased 4.6 percent for the 12-month period ending in September 2023. **Benefit costs** increased 3.7 percent over the year and increased 4.1 percent for the 12-month period ending in September 2023. (See chart 2 and tables A, 4, 8, and 12.)

Chart 3. Twelve-month percent change, current dollar, private industry workers

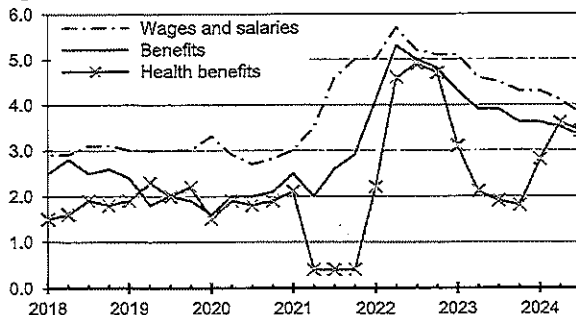
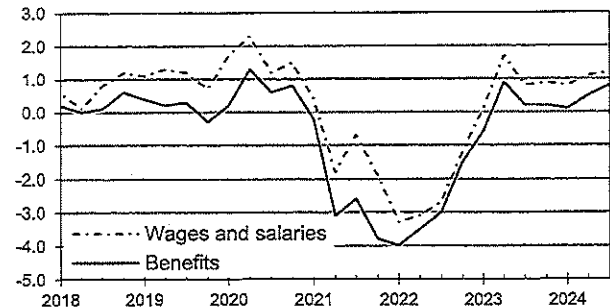


Chart 4. Twelve-month percent change, constant dollar, private industry workers



Compensation costs for private industry workers increased 3.6 percent over the year. In September 2023, the increase was 4.3 percent. **Wages and salaries** increased 3.8 percent for the 12-month period ending in September 2024 and increased 4.5 percent in September 2023. The cost of **benefits** increased 3.3 percent for the 12-month period ending in September 2024 and increased 3.9 percent in September 2023. **Inflation-adjusted** (constant dollar) wages and salaries increased 1.2 percent for the 12 months ending September 2024. (See charts 3, 4, and tables A, 5, 9, and 12.)

Within private industry by bargaining status, **compensation costs** increased 5.8 percent for union workers and 3.4 percent for non-union workers for the 12-month period ending in September 2024. **Wages and salaries** increased 6.4 percent for union workers and 3.6 percent for non-union workers for the 12-month period ending in September 2024. **Benefit costs** increased 4.9 percent for union workers and 3.1 percent for non-union workers for the period ending in September 2024. (See tables 6, 10, and 12.)

Compensation costs for state and local government workers increased 4.7 percent for the 12-month period ending in September 2024 and increased 4.8 percent in September 2023. **Wages and salaries** increased 4.6 percent for the 12-month period ending in September 2024 and 4.8 percent from a year ago. **Benefit costs** increased 4.8 percent for the 12-month period ending in September 2024. The prior year's increase was 4.7 percent. (See chart 5 and tables A, 7, 11, and 12.)

Chart 5. Twelve-month percent change, not seasonally adjusted, state and local government workers

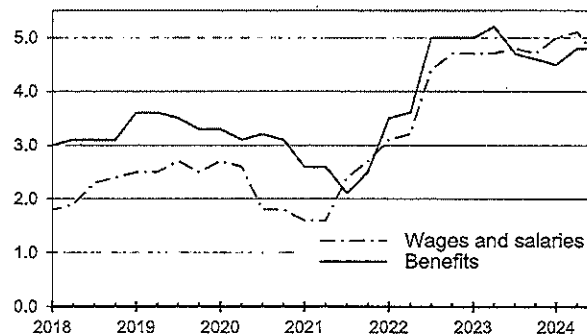


Table A. Major series of the Employment Cost Index
[Percent change]

Category	3-month, seasonally adjusted		12-month, not seasonally adjusted, current dollar			12-month, not seasonally adjusted, constant dollar		
	Jun. 2024	Sep. 2024	Sep. 2023	Jun. 2024	Sep. 2024	Sep. 2023	Jun. 2024	Sep. 2024
Civilian workers¹								
Compensation ²	0.9	0.8	4.3	4.1	3.9	0.6	1.1	1.4
Wages and salaries.....	0.9	0.8	4.6	4.2	3.9	0.9	1.2	1.4
Benefits.....	1.0	0.8	4.1	3.8	3.7	0.4	0.8	1.2
Private Industry								
Compensation ²	0.9	0.7	4.3	3.9	3.6	0.6	0.9	1.2
Wages and salaries.....	0.8	0.8	4.5	4.1	3.8	0.8	1.1	1.2
Benefits.....	0.8	0.7	3.9	3.5	3.3	0.2	0.5	0.8
Health benefits.....	—	—	1.9	3.6	3.4	—	—	—
State and local government								
Compensation ²	1.2	1.1	4.8	4.9	4.7	1.0	1.9	2.2
Wages and salaries.....	1.1	1.0	4.8	5.1	4.6	1.0	2.0	2.1
Benefits.....	1.4	1.2	4.7	4.8	4.8	1.0	1.8	2.3

¹ Includes private industry and state and local government.

² Includes wages and salaries and benefits.

Note: All estimates in the table can be found in the public database at www.bls.gov/eci/data.htm. Dashes indicate data not available.

Changes to ECI Index Rounding

Effective with the release of the June 2025 ECI, BLS plans to publish index levels to three decimal places. Percent changes based on these more precise indexes will continue to be published to one decimal place, see www.bls.gov/eci/notices/2024/changes-to-index-rounding.htm.



October 2024 Company Strategic Initiative Update

Our primary mission is to provide safe, reliable, and environmentally sound utilities at reasonable rates to all customers served by Menasha Utilities

System Reliability through improvements and technology

Electric Reliability Indices and Outage Information

Outages Less Than 1 Minute (Trip & Reclose)

Date	Cause	Description	Customers
10/23/2024	Squirrel	13-1-2 Trip & Reclose	335

Outages

Date	Cause	Description	Customers	Duration
10/14/2024	Failed Substation Equipment	Blown Station Arrestor T1-3	2	60
10/19/2024	Bird	Blown Fuse	1	60
10/20/2024	Bird	Blown Fuse	3	60
10/23/2024	Squirrel	Blown Fuse	42	65
10/30/2024	Unknown	34-1-4 Tripped	9	53
10/31/2024	Failed Overhead Equipment	Broken Cut Out	1	90

Outages to Date

Cause	Outages	Customers	Duration	After Hours
Supply to City	6	82	420	2
OH Equip. Failure	2	3	150	2
UG Equip. Failure	9	95	4,140	3
Weather	5	38	1,378	1
Birds, Animals, Snakes, etc.	5	62	300	3
Trees				
Foreign Interference	3	30	720	
Human	1	1	90	
Other	1	1	90	1
Unknown	1	9	53	
Total:	33	321	7,341	12

Water Quality, System Data and Main Break Information

Flow	X1000 Gallons	5yr Avg	% of Flow
High Lift to Dist	50,260	53,018	
Dist to Resale	14,170	7,195	28%
Largest Ind	5,503	6,975	11%
2nd Largest Ind	4,412	5,173	9%

Expense	Total Cost	5yr Avg	Cost Per 1000 Gallons
Chemicals	\$33,952	\$25,392	\$0.676
Electricity	\$13,231	\$10,817	\$0.263
Natural Gas	\$402	\$679	\$0.008
Sewer User Fee	\$10,487	\$8,017	\$0.209

System Reliability through improvements and technology (cont)

	Raw Water			Finished Water		
	Raw Water Avg	Raw 5yr Avg	Raw Ratio	Avg	Finished 5yr Avg	Finished Ratio
Color	89.00	65.00	136.9%	5.00	3.00	166.7%
pH	8.36	8.25	101.3%	8.42	8.41	100.1%
T-Odor	31.60	30.70	102.9%	1.00	1.00	100.0%
Temp. C	15.20	13.40	113.4%	15.20	13.40	113.4%
Turbidity	11.30	12.50	90.4%	0.13	0.07	185.7%

Main Size	Address/Location	Cause Description	Est Water Loss in 1000/gal
6"	Fieldcrest Drive	Hole	10
6"	Fieldcrest Drive	Hole	109

Electric and Water Locates and Meter Information

	Month	Year to Date	Project to Date	% Complete
Electric and water locates	433		N/A	
Total Electric AMR installed/changed out		46	2,966	31%
Total Electric AMI installed	23	1,000	6,518	69%
Electric Meters Tested	23	1,000	N/A	11%
Total Water AMR installed/changed out			2,391	48%
Total Water AMI installed	22	846	2,584	52%
Water Meters Tested	22	846	N/A	17%

Customer Service and Customer Satisfaction

- * Purge of old data in Northstar billing system
- * Worked with electric department on reporting from Northstar to GIS
- * Made updates to account setups based on configuration review
- * Respond to Key Accounts outage inquiries
- * Work on FAQ's for Distributed Generation
- * Work with customers on potential efficiency improvements

Electric & Water Disconnections

Disconnections	Oct-23	Oct-24
Calls Made	710	729
Disconnected	138	145
Reconnected	108	119

*Note there were 4 disconnect dates both years

Customer Spotlight

Menasha Utilities is partnering with WPPi again this year for the EASE (Energy Assistance Support Email) program. The initial email going out in November will target customers who applied for energy assistance (EA) last heating season. A second email will go out in January to the same group of customers and will focus on promoting WHEAP (WI Home Energy Assistance Program) benefits and other income-qualified services. In March, a third email will be sent as a reminder to apply with a focus on crisis assistance. These 3 emails go out to customers via emails provided by the DOR. New this season, there will be an email going out to those signed up for MyAccount on the MU website. This email will be a more general WHEAP message promoting EA to those who may not have participated in the program in the past.

Customer Service and Customer Satisfaction (cont)

- * Taxroll process began, letters for tenants and property owners mailed out
- * Implemented eDocs which saves customer information in Northstar on the customer's account
- * Updates to inserts and sent to printer for promos for Q4 of 2024
- * Planning and updates for promos and customer education schedule for 2025
- * Updates to procedures
- * Verifying occupancy of properties where electric is disconnected for annual report to PSC
- * Working on clean-up of meter types and sales tax table in Northstar
- * Discussions with the UW to get the Renewable Energy kiosk functioning and deployed in a different location
- * Discussions with Slipstream on potential Energy Planning project and feasibility of applying for an OEI grant in 2025
- * Deliver \$1,000 incentive to Key Account for LED project completed
- * Solar: 2 pending installation - various updated to approved plans; 2 contractor inquiry; 0 installs
- * Annual PPW residential customer expo
- * Participated in Hometown Halloween event downtown - 1,000 kids in attendance

Financial and strategic focus including fair and competitive rates

- * Financial and Project Status Report for month includes information on this objective.
- * Bid Opening for the Office Remodeling Project
- * Discussions with the PSC on the Electric Rate Case
- * Updated Chemical Consortium documents and sent RFQ to vendors
- * Made interest payment for Safe Drinking Water Loans to the City to pay on our behalf
- * Updated Embedded Cost Credit policy and are paying credits based on 1 year of demand data.

Cultivate a strong and effective team through training and communication

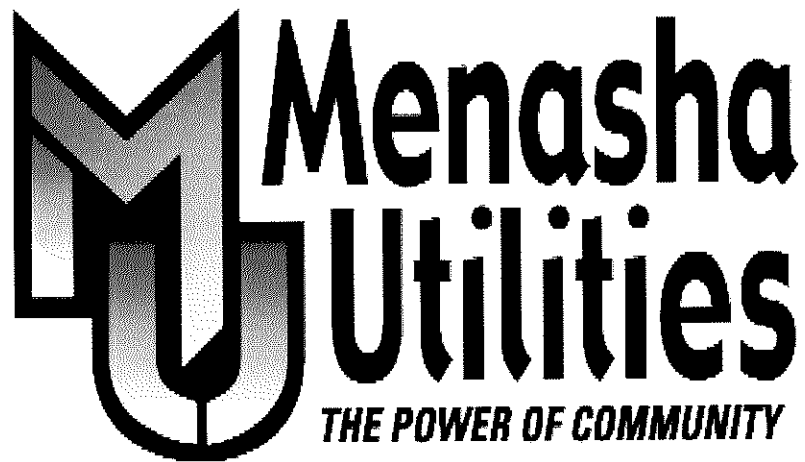
- * Management participation at WPPI committee meetings - Rates and Delivery Services Advisory Group, Distribution Services Advisory Group, Executive Committee Meeting, Finance and Audit Committee.
- * Management participation at MEUW District Luncheon in Shawano
- * Management participation at WPPI Tech Suite Conference
- * Management participation in CVMIC Leadership Training
- * Management participation in WPPI Tech Suite Focus Group
- * WPPI Member Manager Roundtable in Waupun
- * Management participation at MEUW Employment Law Seminar
- * Discussions with the Management team and legal on updates to the Handbook for 2025
- * Interviews for the Apprentice/Journeyman Lineman and Water Distribution Foreman positions
- * Management participation at the Northeast Water Professionals Association quarterly meeting
- * Management participation at virtual Baker Tilly Utility University (on accounting topics)
- * Management participation at CLA LEAD program
- * Management attendance at Institute of Management Accountants local non-profit panel discussion

Provide and Promote the Health and Safety of Employees

- * OSHA rate monthly and year to date = 1 accident.
- * Food Preservation Lunch and Learn held with the UW Madison Extension - 18 employees attended
- * Safety Committee Meeting regarding Accident Reports and Training and Safety Programs.
- * Employee engagement luncheon held in the garage
- * Work with consultant on business insurance renewal for 2025
- * Work with consultant on health, dental, and vision insurance renewal for 2025

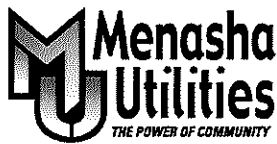
Safety Training During the Month

Training	Attendance
Fire Safety Training	28



October 2024

**Financial and
Project Status
Reports**



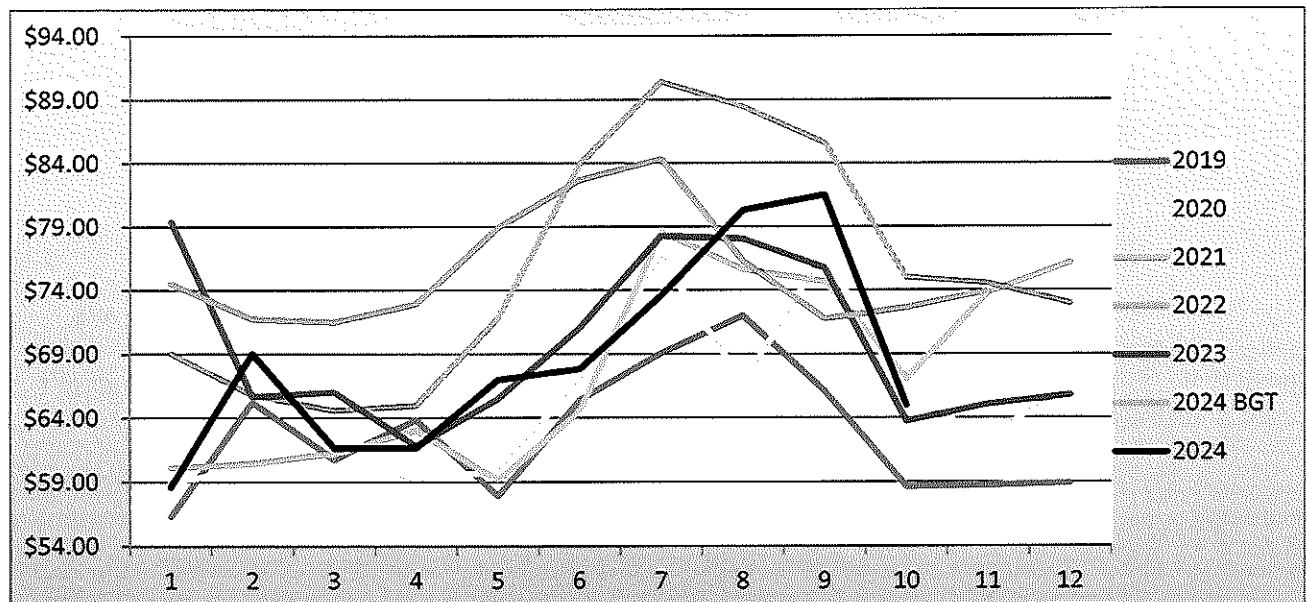
Memorandum

Date: November 15, 2024
To: Menasha Electric and Water Commission
From: Kristin Hubertus, Finance Manager
Re: October Financial Statements compared to Budget

Electric Utility

The consumption of electricity was lower than budget by 10% overall, or over 4.26 million kWh for the month of October. All customer classes except for Industrial had slightly higher than budget consumption. Industrial customers were the driver for less consumption with taking 13% less kWh in October and our largest customer had the biggest impact. For the year, total consumption for all customers through October is lower than budget by 7.6%, or nearly 33 million kWh. The budgeted cost of power was \$71.76/MWh and the actual cost for the month was 9.5% lower at \$64.97/MWh. Costs are comparable to what we experienced a year ago. See the graph below.

Average Power Cost by Month (MWh)



The lower revenues are due to the lower than budget pass-through costs (ECA, DCA, and PCAC) in addition to the lower consumption. Net operating income is higher than projected by \$132,820 for the month due to the net effect of lower revenues and lower purchase power cost. Distribution expenses were less in labor (more charged to projects), pole inspections had been charged throughout the year but were already completed, and less in substation expenses.

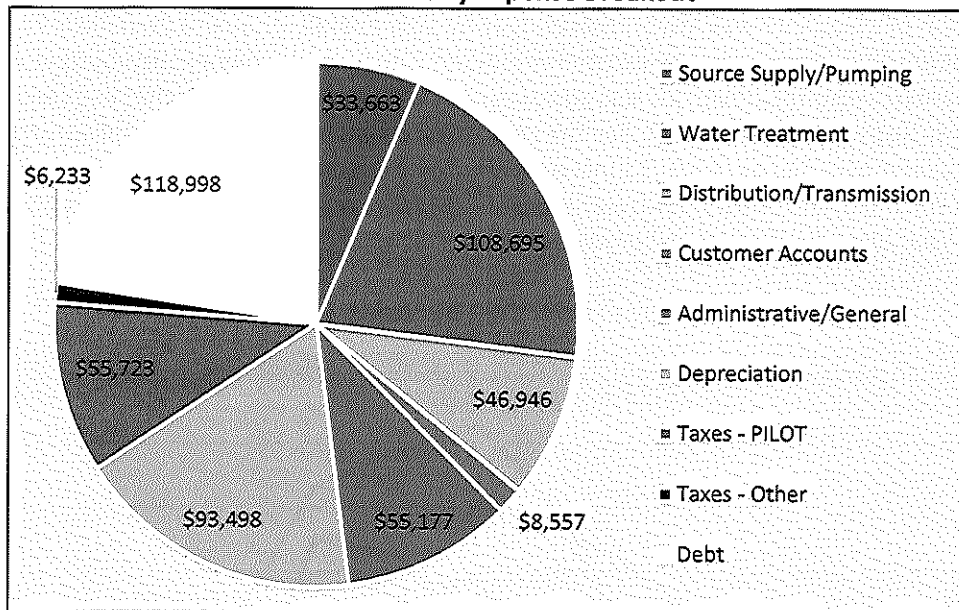
The Electric Project Status Report shows the status of capital and large maintenance projects. In October, the line crew continued to replace bad poles from the pole inspections done this summer. Our contractor is nearly completed with the Racine Street underground portion of the project. At Northside substation, the foundation project and the secondary bushings were completed.

Water Utility

Water usage increased by 10.7%, or 4.4 million gallons, compared to what was budgeted for the month of October. The Resale and Commercial customer classes took 33% and 32% more compared to what we budgeted, respectively. Compared to October 2023, consumption has decreased between the years by 24%.

Net Operating Income is higher compared to budget by \$109,354. The increased water consumption and higher than budget revenues due to the rate increase increased operating revenues by \$96,880. Expenses were very close to the budget for the month. There are two months of City sewer user fees posted since we didn't have last month's invoice in time. See below for the breakout of monthly expenses. The total of all operating expenses plus the monthly debt payment for October was \$527,490, which is an increase from last year of 4% in total.

Water Monthly Expense Breakout



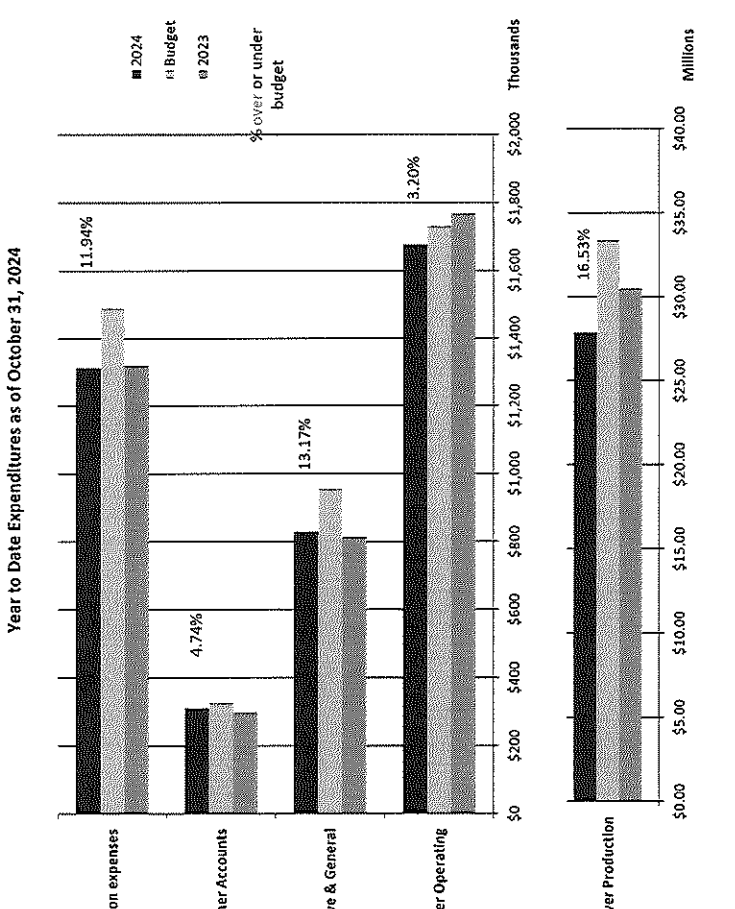
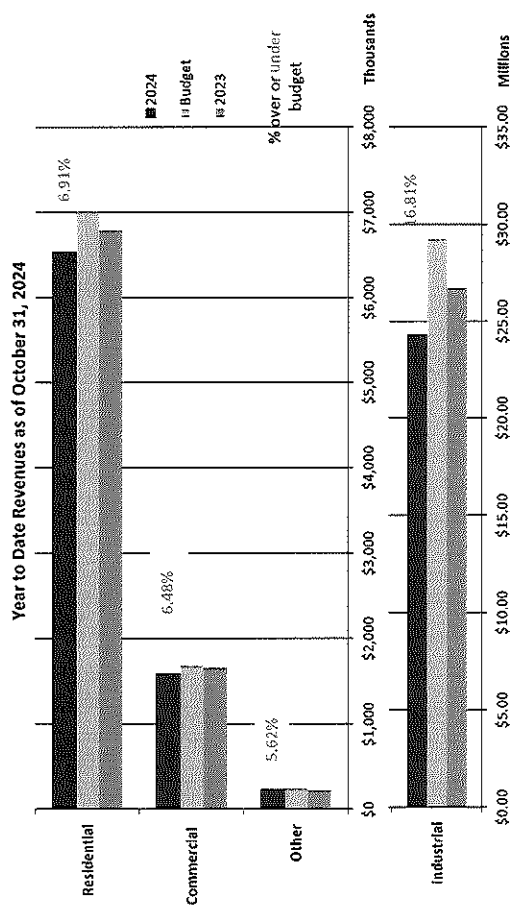
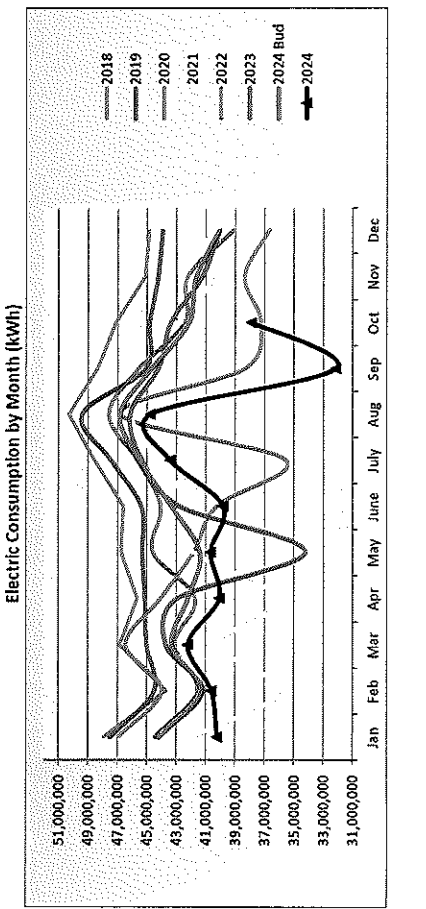
The Water Project Status Report shows that utility-side services were replaced in October, and we also purchased water meters. During startup of the heaters at the Water Plant, one of the units failed and will need to be replaced shortly. Funds were reallocated from the Facility Modifications line item that wasn't used since the unit came in higher than expected.

MENASHA ELECTRIC UTILITY FINANCIAL REPORT

kwh Consumption for October						
	Current Month	Budget	LY Same Month	Last Month	YTD	YTD Budget
Purchases	37,444,942	42,679,187	43,665,434	31,745,497	406,744,990	440,258,013
Residential	5,114,192	4,621,207	4,696,007	6,174,143	52,343,376	53,440,267
Commercial	1,266,471	1,219,321	1,260,814	1,429,420	13,625,821	13,593,468
Other	205,608	195,790	193,007	194,833	2,093,707	1,860,770
Industrial	31,226,239	36,142,791	37,237,155	24,365,561	334,018,211	366,145,060
Total Kwh	37,917,510	42,173,109	43,386,983	32,163,957	402,081,115	435,037,565
System Losses	-1.25%	1.19%	0.64%	-1.32%	1.15%	1.19%
Maximum Demand	60,246	66,003	70,905	65,819		

Income Statement for October						
	Current Month	Budget	LY Same Month	Last Month	YTD	YTD Budget
Sales	\$2,998,084	\$3,537,928	\$3,275,535	\$3,220,584	\$32,681,668	\$38,190,351
Other	\$19,012	\$18,221	\$18,480	\$18,892	\$171,621	\$175,961
Total Revenues	\$3,017,096	\$3,556,149	\$3,294,015	\$3,239,477	\$32,853,288	\$38,366,311
Purchase Power	\$2,437,641	\$3,062,799	\$2,782,136	\$2,586,788	\$27,856,375	\$33,373,228
Expenses	\$224,331	\$261,934	\$237,917	\$200,923	\$2,607,635	\$2,941,343
PILOT (Taxes)	\$52,432	\$59,252	\$58,275	\$52,432	\$524,316	\$592,524
Depreciation	\$95,743	\$97,033	\$103,451	\$99,742	\$997,384	\$970,332
Total Expenses	\$2,809,146	\$3,481,019	\$3,181,758	\$2,939,885	\$31,985,709	\$37,877,428
Net Operating Income	\$207,950	\$75,130	\$112,257	\$299,592	\$867,579	\$488,883
Revenues per Mwh	\$79.11	\$83.89	\$75.53	\$100.17	\$81.32	\$87.79
Ave Power Cost per Mwh	\$64.97	\$71.76	\$63.71	\$81.49	\$68.49	\$75.40

Ratios and Cash Flow for October						
	Current Month	Budget/Auth	Proj Year End	Year End Budget	YTD	YTD Budget
Debt to Total Assets	33.76%					
Rate of Return	7.43%	7.00%				
Liquidity Ratio	2.77	1.50				
Debt Service Coverage	3.93	2.22	Recommended > 1.25		2.40	1.89
Cash/Work Cap Balance	\$7,300,220	\$6,064,573	\$6,875,471	\$5,924,672		
# of Days Work Capital	71	51	66	49		



Electric Project Status Report as of October 31, 2024

External Costs Internal Costs

Year-Budget #	Project	Budget	Actual Costs	Needed to Complete	Forecast	Variance (Over)/Under	Actual Labor/Truck	Budgeted Labor/Truck	Target Start Date	Actual Start Date	Budgeted/Projected End Date	Actual End Date	Comments
Electric Distribution													
2024 Developer Projects (Billable work)													
2024-15	Relocate Racine Street Facilities	115,000	58,347	26,653	85,000	30,000	42,463	89,821	Apr-24	Apr-24	Nov-24		Completed work for Woodland Lakes Cottages, Phase 2.
2024-5	New/Upgraded Service Installations	25,000	14,709	6,291	21,000	4,000	16,115	17,487	Jan-24	Jan-24	Dec-24		Majority of URD boring completed; 1 small section left.
2024-6	Unexpected/Unscheduled Projects	88,000	67,995	20,005	88,000	0	112,792	65,114	Jan-24	Jan-24	Dec-24		Worked on 1 service in October. Replaced 9 bad poles from inspections in October. Transferred \$33k from Jeff Park.
2024-8	Vehicle/Equipment Replacement	224,000	127,500	96,500	224,000	0			Jul-24	45,566	Dec-24		Paid down payment for new Hydro Vac in Oct.
2024-4	Electric Meters & Metering Equipment	181,829	181,829	181,829	181,829	0		20,924	Jan-24	Mar-24	Dec-24		Purchased meters in October; average from Jeff Park.
2023-17/2024-12	Water Street Upgrade	100,000	52,640	52,640	52,640	47,360	22,605	21,705	Aug-23	Feb-24	Nov-24		Our final URD portion was completed.
2024-2	Tree Trimming	82,000	46,919	35,081	82,000	0	4,684	8,682	Jan-24	Mar-24	Dec-24		The contractor had minimal work in October on Winnebago.
2023-12/2024-11	Rebuild Overhead around Jefferson Park Area	258,555	16,076	5,000	21,076	234,479	1,546	25,467	Jun-23	Mar-23	Dec-24		PS&E engineering for bid opening. Tabling project until 2026.
2024-7	Tools & Equipment	14,000	2,760	11,240	14,000	0			Jan-24	Jan-24	Dec-24		No Change Purchased portable jump starter.
2023-10/2024-9	Transformer Purchases	310,921	281,203	29,718	310,921	0		15,018	Jul-24	Jan-24	Dec-24		To date we have received 21 new and refurbished transformers.
2024-14	Acquisitions (Racine/Valley)	10,000		0		10,000	655	7,452	May-24	Jun-24	Dec-24		Started drawings internally. Part of the 2025 budget.
2023-14	Ground CT Cabinet	80,000		0	0	80,000		11,632	May-23		Dec-24		Tabled due to customer plant shutting down. Need to do if another company goes in.
2024-10	Install Recloser on Circuit 13-4-2	20,000		5,000	5,000	15,000		10,852	May-24		Dec-24		Multi-year project.
2024-13	Mathewson Street Rebuild	25,000	13,159	13,159	13,159	11,841	22,865	15,193	Apr-24	Jun-24	May-24		The project is complete and under budget since we didn't need to utilize a contractor.
2021-11/2022-17	Ch-3 Customer OH-URD Conversion/Radial Rebuild	205,000	181,284	181,284	181,284	23,716	47,887	29,237	Jan-21	Jul-21	Aug-24		Jun-24 Finalizing the project in May.
2022-9/2023-9	Vehicle/Equipment Replacement (2023)	168,000	130,059	130,059	130,059	37,941			May-22	Jan-22	Jan-24		Received \$15,100 for selling 2002 Forklift (purchase price \$33,410).
Substations													
2024-10	Repair T2-3 Transformer Foundation at Northside	62,000	57,959	4,041	62,000	0	19,251	17,212	May-24	Mar-24	Nov-24		Work was completed; checking on any final invoices.
2024-8	Transformer Bushing Replacement	78,500	20,555	57,945	78,500	0	10,407	8,606	Apr-24	Feb-24	Dec-24		Secondary T2-3 bushing replacement completed; need final invoices.
2023-15	Replace Gang Operated Disconnects at Tayco	60,500	60,030	470	60,500	0	11,043	15,492	Apr-23	Apr-23	Dec-24		2 of the 4 disconnects are installed. Next 2 are with spring outage.
2024-1	Primary Bushings for Northside T1-3	50,000	1,249	6,400	7,649	42,351	5,533	13,824	May-24	Oct-24	Dec-24		Purchased aquacon filter. 10/14/24 Fault on 138; need to repair or replace damages to bushings and lightning arrester.
2023-14	Replace Circuit Switcher 138-CS1-4 at Tayco	139,500	92,949	46,551	139,500	0	42,556	15,492	Jul-23	May-24	Oct-24		Project completed in September.
2024-7	Substation Security	6,693	350	6,343	6,693	0	2,712	2,759	Jan-24	Aug-24	Nov-24		Installed 2 cameras; need invoice.

Year-Budget #	Project	External Costs			Internal Costs			Variance (Over//Under)	Forecast	Budgeted Labor/Truck	Actual Labor/Truck	Target Start Date	Actual Start Date	Budgeted/ Projected End Date	Actual End Date	Comments
		Budget	Actual Costs	Needed to Complete	Forecast	Budgeted Labor/Truck	Actual Labor/Truck									
2024-6	Substation Tools & Equipment	4,007	4,007	0	4,007	0	0	0	0	0	Jan-24	Feb-24	Dec-24	No Change	Purchased optacam termination kit.	
2022-14	Meadows New Transformer/Bus Differential Relays	20,000	4,292	15,708	20,000	0	0	0	8,096	8,096	Apr-22	Jun-22	Jun-25	No Change	Carry project forward to 2024/2025.	
2024-9	Additional Stone for Substations	0	0	0	0	0	0	0	5,737	5,737	May-24	May-24	Dec-24	No Change	We took gravel from the MU pile. Transferred \$8,500 to #8 Bushing.	
Business Operations																
2024-14	Update Commission Room	30,100	26,119	3,981	30,100	0	0	0	0	0	Apr-24	Jul-24	Dec-24	No Change	On Council agenda on 11/18/24.	
2024-6	Computer Upgrades	16,910	11,056	5,854	16,910	0	0	0	0	0	Jan-24	Feb-24	Dec-24	No Change	Purchased 2 new computers in Sept.	
2024-4	Computerized W.O. Process/Central Database Sys	30,000	3,649	26,351	30,000	0	0	0	0	0	Jan-24	Feb-24	Dec-24	No Change	Worked continued on GIS project.	
2021-2023/2024-12	RF Readers for Garage Doors/Automate All Gates	28,508	23,809	4,699	28,508	0	0	0	3,023	3,023	Mar-21	Jun-21	Sep-24	No Change	Continuing to work on installation.	
2024-9	GIS Server	32,000	16,629	15,371	32,000	0	0	0	0	0	Mar-24	Dec-23	Dec-24	No Change	Purchased hard drive for server.	
2024-10	Renewable Generation / EV Charging Project	10,000	0	1,000	0	10,000	0	0	0	0	Aug-24	Aug-24	Dec-24	No Change	Added to 2025 Budget	
2024-13	Educational Kiosks	10,000	0	1,000	1,000	9,000	0	0	0	0	Jan-24	Jan-24	Dec-24	No Change	Received computer from UW back.	
2024-7	Printer/Copier Replacement	7,500	0	0	0	7,500	0	0	0	0	Dec-24	Dec-24	Dec-24	No Change	Continues to be a placeholder.	
2023-10/2024-11	New Front Sign at the Office Complex	25,900	23,061	2,839	23,061	2,839	0	0	1,852	1,852	Aug-23	Nov-23	May-24	No Change	Sign installed in April.	
Total		2,516,423	1,653,544	430,202	1,950,395	566,028	0	0	397,663	430,677						

MENASHA WATER UTILITY FINANCIAL REPORT

Gallons of Consumption for October (000)

	Current Month	Budget	LY Same Month	Last Month	YTD	YTD Budget
Water Produced	50,876	N/A	66,125	55,371	574,148	N/A
Pumped from HLPs to Dist	50,260	N/A	66,473	55,389	563,587	N/A
Residential	13,463	12,857	13,405	13,772	134,370	136,334
Residential Multi-Family	716	789	907	728	8,004	8,079
Commercial	3,929	3,408	3,408	3,771	33,937	29,731
Industrial	12,416	13,229	27,558	14,605	162,817	128,280
Retail	14,170	10,653	13,904	14,067	146,402	111,101
Municipal	960	739	810	859	9,251	12,459
Total Gallons	45,654	41,234	59,992	47,802	494,780	425,984
Internal Use	3,538		3,256	3,016	27,181	
Leaks	119		2,468	220	4,859	
Flow/Flushing/Fire	595		341	676	2,079	
System Losses	0.76%		0.63%	0.63%	6.16%	
Target Loss Ratio					8%	

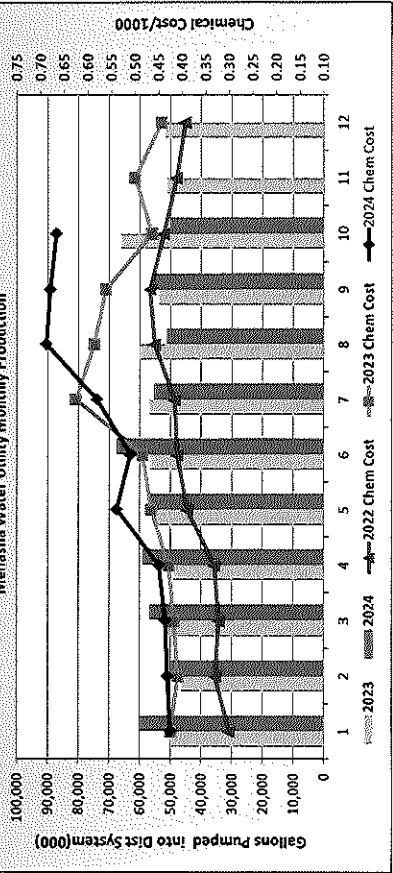
Income Statement for October

	Current Month	Budget	LY Same Month	Last Month	YTD	YTD Budget
Sales	\$551,432	\$455,740	\$335,564	\$565,589	\$5,236,561	\$4,523,663
Other	\$3,859	\$2,671	\$2,414	\$3,811	\$37,228	\$28,636
Total Revenues	\$555,291	\$458,411	\$337,978	\$569,400	\$5,273,789	\$4,552,279
Water Treatment	\$108,695	\$110,906	\$84,067	\$92,215	\$1,039,071	\$1,134,206
Expenses	\$150,575	\$153,890	\$149,808	\$149,537	\$1,419,636	\$1,653,866
PILOT (Taxes)	\$55,723	\$63,598	\$62,424	\$55,723	\$557,230	\$635,978
Depreciation	\$93,488	\$92,573	\$91,447	\$93,498	\$935,729	\$995,729
Total Expenses	\$408,491	\$426,966	\$387,746	\$390,973	\$3,950,918	\$4,349,780
Net Operating Income	\$146,799	\$37,445	\$150,233	\$178,427	\$1,322,871	\$202,499

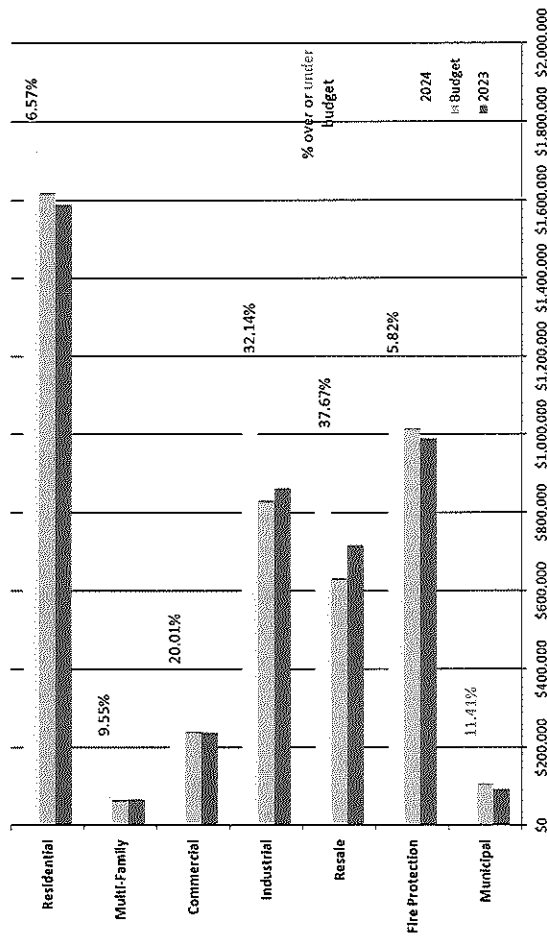
Ratios and Cash Flow for October

	Current Month	Budget/Auth	Proj Year End	Year End Budget	YTD	YTD Budget
Debt to Total Assets	28.30%					
Rate of Return	7.73%	6.20%				
Liquidity Ratio	2.10	1.50				
Debt Service Coverage	2.10	1.18	Recommend +0.25		1.90	0.95
# of Days Work Capital	165	21	176		7	
Net Cash Balance	\$1,649,693	\$239,067	\$1,764,665	\$83,368		

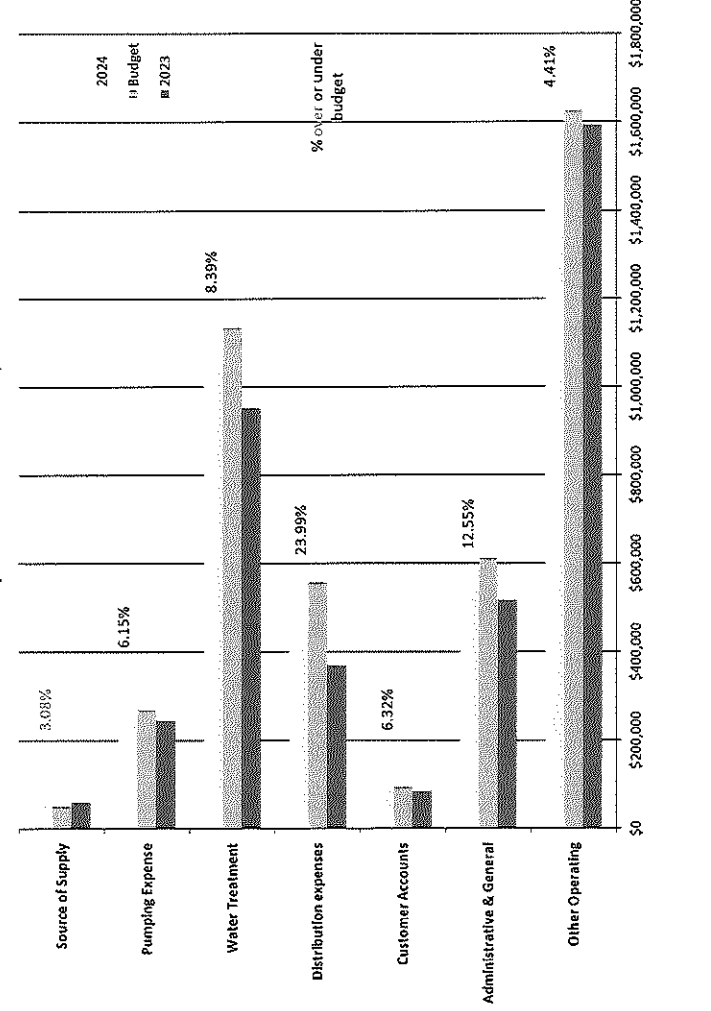
Menasha Water Utility Monthly Production



Year to Date Revenues as of October 31, 2024



Year to Date Expenditures as of October 31, 2024



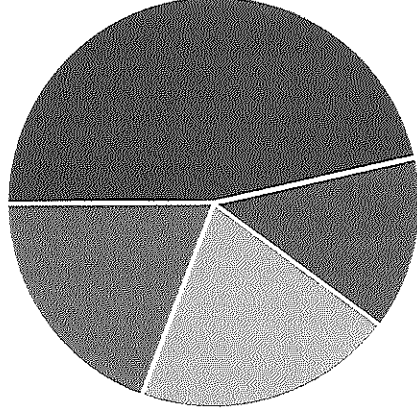
MENASHA ENERGY SERVICES AND TELECOMMUNICATIONS UTILITY FINANCIAL REPORT

Energy Services Income Statement for October 2024

Current Month	Budget	LY Same Month	Last Month	YTD	YTD Budget
Sales	\$1,081	\$1,081	\$1,081	\$10,807	\$10,807
Other	\$0	\$0	\$0	\$0	\$0
Total Revenues	\$1,081	\$1,081	\$1,081	\$10,807	\$10,807
Expenses	\$27	\$27	\$27	\$268	\$1,595
Depreciation	\$676	\$676	\$676	\$6,758	\$6,758
Total Expenses	\$703	\$703	\$703	\$7,026	\$8,353
Net Operating Income	\$378	\$378	\$378	\$3,781	\$2,454

Telecommunications Comparison

October 2024



■ Debt ■ PILOT ■ Depreciation ■ Expenses

Miscellaneous Telecommunication Financial Information

2024 Fiber Monthly Payment to Electric \$4,376

Debt to be paid off in 2025, Rate = 3%

Total Debt Outstanding 10/31/2024 \$59,250

Total Assets for Telecommunications 10/31/2024 \$467,314

Total Utility Plant 10/31/2024 \$810,412

Utility Plant is 81% depreciated in total

Net Cash Balance includes Operations & Depreciation Funds
Operations 10/31/2024 = \$8,707

Depreciation 10/31/2024 = \$220,306

Telecommunications Income Statement for October 2024

Current Month	Budget	LY Same Month	Last month	YTD	YTD Budget
Sales	\$8,357	\$9,693	\$9,688	\$9,607	\$96,923
Other	\$0	\$0	\$0	\$0	\$0
Total Revenues	\$8,357	\$9,693	\$9,688	\$9,607	\$96,923
Expenses	\$1,811	\$1,492	\$1,192	\$1,470	\$15,160
PILOT (Taxes)	\$1,286	\$1,479	\$1,471	\$1,286	\$14,785
Depreciation	\$1,931	\$1,954	\$1,941	\$1,931	\$19,535
Total Expenses	\$5,028	\$4,924	\$4,603	\$4,687	\$49,480
Net Operating Income	\$3,330	\$4,769	\$5,085	\$4,921	\$47,443

Current Month	Budget	Proj Year End	Year End Budget	YTD	YTD Budget
Debt to Total Assets	20.46%				
Rate of Return	32.48%				
Liquidity Ratio	15.47	1.50			
Debt Service Coverage	1.26	1.59	Recommended >1.25	1.35	1.59
Net Cash Balance	\$229,013	\$211,037	\$219,186	\$214,176	

