



321 Milwaukee Street • P.O. Box 340 • Menasha, WI 54952-0340 • [www.menashautilities.com](http://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: December 13, 2024

Commission President Mark Allwardt has called for a meeting of the Menasha Utilities Commission to begin at 8:00 am on **WEDNESDAY**, December 18, 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 December 18, 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 November 20, 2024.
  - B. Approval of the Proposed Minutes of the Closed Meeting of November 20, 2024.
  - C. Approve and warrant the following payments dated November 21 – December 18, 2024 in the amount of \$4,044,915.49.
  - D. Correspondence
- IV. Claims Against the Utility – M. Krause
- V. **Purchase Orders** – K. Hubertus
- VI. Unfinished Business
- VII. New Business
  - A. **2025 Chemical Costs** – A. Smith
  - B. **Focus on Energy Community Impact Pilot Program** – M. Krause, L. Miotke, and P. Maurer

- VIII. Strategic Reports
  - A. **Monthly Strategic Objective Update** – Management Team
  - B. **November 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. ADJOURN

REGULAR MEETING OF THE WATER AND LIGHT COMMISSION

November 20, 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 (telephonically) present on roll call. Also present were Melanie Krause, General Manager; Adam Smith (telephonically), 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.

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. Kordus, was unanimous on roll call to approve the following:

- A. Approval of 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 as listed:
  - Copy of Home Energy Assessment Bill Insert
  - Copy of Habitat for Humanity Letter RE: Donation Thank-You
  - Copy of Letter from Boys & Girls Club of Menasha RE: PPW Donations
  - Copy of MU November 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.

The motion by Comm. Allwardt, seconded by Comm. Kordus was unanimously approved on roll call to approve the purchase orders.

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

Item VII. New Business – 2024 Electric Distribution Projects. A PowerPoint presentation was made by Gage Schmidt and Nate Jicinsky explaining their job duties and some completed projects for 2024.

2025 Commission Calendar. The 2025 Commission Calendar was presented.

A Resolution of Appreciation for Mark Skubal and his 22 years of service to MU was presented.

The motion by Comm. Allwardt, seconded by Comm. Kordus, was unanimously approved on roll call to accept the Resolution of Appreciation for Mark Skubal.

Employee Handbook and Base Pay Rate changes and updates for 2025 were discussed.

The motion by Comm. Allwardt, seconded by Comm. Hammond, was unanimously approved on roll call to accept the Employee Handbook and Base Pay Rate changes and updates.

ESRI Update - Steve Grenell provided a look at the ESRI mapping and integration of the electric meters.

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

October Financial and Project Status Reports – Electric consumption was lower than budget by 10% due to a large customer outage, cost of power was 9.5% lower than budget, and net operating income was higher than projected by \$132,820.

Water usage increased by 10.7% compared to budget, expenses were close to budget, with chemical costs being lower, and net operating income was higher than budget by \$109,354.

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

Project Reports, Electric Projects – Crews continued work on replacing bad poles, the foundation and secondary bushing projects at Northside substation were completed, transformer inspection and testing continues, and cable testing at Melissa substation continues.

Water Projects – Two utility-side services were replaced, 2” water meters were purchased, a new HVAC rooftop unit was ordered, and winter operations have begun.

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 9:38 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

GARY TURCHAN

President

Secretary

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



**MENASHA UTILITIES**

**Correspondence Summary for the Meeting of December 18, 2024**

Copy of Thank-You From Habitat for Humanity RE: Donation

Copy of Thank-You From Menasha Sesquicentennial Committee

Copy of Thank-You From Double Portion Soup Kitchen RE: Donation

Copy of MU Bill Insert RE: Ugly Sweater Contest

Copy of PSC Utility Customer Bill of Rights

Copy of Municipal Law Update RE: Act 10

Copy of MU December Newsletter

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# Thanks for Giving!

As the season of gratitude arrives, we're reminded of how amazing you are and how much we appreciate you! Because of your support, 19 families are now in better homes, and 70 more are moving closer to their dream of homeownership.

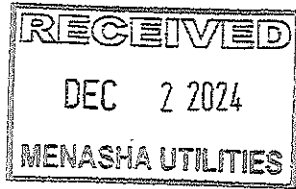
Wishing you a happy Thanksgiving!

Diana Alder  
 E. Key  
 Amy  
 Bill  
 Angie  
 Kayla  
 Deb  
 Anna  
 Amy  
 Kristin  
 John  
 J. O'Brien  
 Kristi  
 Kevin  
 Holly  
 Nadine  
 Dan  
 Amy  
 Barb  
 Mary  
 Wanda



Thank You!

Greater Fox Cities Area  
 **Habitat for Humanity®**



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Dear Melanie and Menasha Utilities,  
The City of Menasha has spent this year celebrating  
our 150<sup>th</sup> Birthday. The Sesquicentennial Committee has  
hosted a variety of events culminating in our  
grand finale - the Celebrate Menasha Festival weekend.  
Thank you very much for your support to the city to  
enable us to put on a great party for our residents  
and surrounding communities. I appreciate your  
involvement in helping us celebrate this  
remarkable milestone!

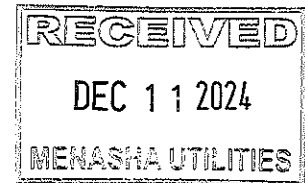
Best,  
Sarah Bauer  
Chair, Menasha Sesquicentennial Committee



**City of Menasha Sesquicentennial Committee**



Double Portion Soup Kitchen and Pantry  
A ministry of St. Thomas Church  
226 Washington Street  
Menasha, WI 54952



December 9, 2024

Menasha Utilities  
Attn: Melanie Krause  
PO Box 340  
Menasha WI 54952

Dear Menasha Utilities community:

Thank you so much for your generous donation of \$500 to Double Portion Soup Kitchen and Pantry. ***We are so grateful for your loving kindness!***

We are fortunate to be a part of a community that values its residents and their basic needs. It is because of individuals and organizations like you that we have been able to continue our service to Christ by providing meals and pantry items to those in need. We have seen lives changed over the years through this ministry.

We pray that you will be blessed beyond measure this year and beyond.

In the love of Christ,

Julie Last  
Treasurer, Double Portion Soup Kitchen

*St. Thomas Church is a 501(c)3 nonprofit organization, Federal Tax ID# 39-0816875. As no goods or services were received in consideration of this gift, your gift is fully tax-deductible as allowed by law.*

And Elisha said, "Please let there be a double portion of your spirit on me. " 2 Kings 2:9

# GET FESTIVE AND WIN! JOIN OUR UGLY SWEATER CONTEST

**Celebrate the season with Menasha Utilities by  
joining our Ugly Holiday Sweater Contest!**

Throughout the month of December, email a photo  
of yourself rocking your ugliest holiday sweater  
for a chance to win one of three bill credits.

Winners will be chosen by Menasha Utilities  
staff. Submit your entry by December 31st to  
[menashacs@menashautilities.com](mailto:menashacs@menashautilities.com), and you  
could be one of the lucky winners!

**HAPPY HOLIDAYS TO YOU AND YOUR FAMILY!**



[menashautilities.com](http://menashautilities.com) • (920) 967-3400

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

Ⓢ A WPPI ENERGY COMMUNITY

## What if you have a complaint?

If you have a dispute regarding electric, gas or water service, the PSCW can help:

### Did you contact your utility to resolve the dispute?

- Both you and the utility must make reasonable attempts to resolve a dispute

### Yes?

- Contact the utility using the contact information included with the bill or notice

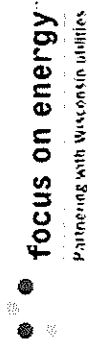
### No?

- You may contact PSCW (see below) Affirms to try to resolve the issue

## Conservation & Moving

If you would like information on conservation or are expecting to move to another location, contact your utility. The utility can provide estimated energy costs at the new location, in the form of average energy used or the largest and smallest bills in the last twelve months. As another note on conservation, it is recommended that water heater thermostats be set no higher than 125° Fahrenheit.

For more information on conservation, go to [FOCUSONENERGY.COM](http://FOCUSONENERGY.COM) or call: 1-800-762-7077



## About Us

The Public Service Commission of Wisconsin (PSCW) is an independent regulatory agency dedicated to serving the public interest. The agency is responsible for the regulation of Wisconsin public electric, gas and water utilities, including those that are municipally-owned, since 1907. The PSCW works to ensure that, in the absence of competition, adequate and reasonably priced service is provided to utility customers.

## Contact Us

### Phone (Local/Toll Free)

General: 608-266-5481 / 888-816-3831  
Consumer Affairs: 608-266-2001 / 800-225-7729

### Web

<http://psc.wi.gov>

You can also Log a Complaint Online at:

<http://apps.psc.wi.gov/pages/complaint.htm>

*En la Comisión de Servicios Públicos del estado de Wisconsin (PSCW) podemos ayudarle en español. Cuando llame a la PSCW, simplemente indique que quisiera servicio en español, y conectaremos a un intérprete a la línea.*



PUBLIC SERVICE  
COMMISSION OF  
WISCONSIN

P.O. BOX 7854  
MADISON, WI  
53707-7854

Updated: (01/2018)



# Utility Customer Bill of Rights

## Your Rights as a Residential Electric, Gas, or Water Utility Customer

## Disconnections

A utility can disconnect your service for:

- Nonpayment
- Default on a deferred payment agreement
- Nonpayment of a deposit
- "Name switching" on an account where a customer did not pay their bill and continues to reside at that address
- Tampering with utility equipment
- Safety hazards or other emergencies
- Failure to provide access to a meter or utility-owned equipment

A utility must:

- Send you notice before disconnection (except where there is a safety hazard or self-reconnection)
- Include the reason(s) for disconnection, ways to contact the utility, and the dispute procedure on the notice

## Winter Disconnection Rules

If a utility service provides the primary heat source to your home or impacts the primary heat source to your home (for example, water or steam radiators), a utility cannot disconnect that service from November 1st through April 15th. Before winter, the utility must attempt to contact customers whose service was disconnected for nonpayment. Utilities are also required to check the customer's well-being, attempt to negotiate payment plans, and inform the customer about any special assistance available to avoid disconnection.

## Medical or Protective Services Emergencies

If a disconnection will aggravate a medical or protective services emergency, the utility may delay service shut-off for up to 21 days. The utility may require documentation from a professional involved with the medical emergency or crisis. Contact your utility about any such special circumstances.

## Deposits

Utility companies may require a deposit for service to ensure payment. A standard deposit cannot exceed the sum of the two largest consecutive bills during the last twelve months. A deposit requested due to nonpayment during the winter months cannot exceed the four highest consecutive bills during the last twelve months. The following rules apply to payment and refund of deposits:

### Existing Residential Customer

- Deposits can be requested if:
  - your service was disconnected during the last 12 months for nonpayment of an undisputed account or your initial application was falsified or incomplete.

### Winter Moratorium

- Deposits can be requested if:
  - you had debt incurred during the winter (November 1st through April 15th) that was 80 days or more past due and you had the ability to pay.

### New Residential Customer

- Deposits can be requested if:
  - you have an unpaid bill for utility service anywhere in Wisconsin during the last six years which remains outstanding.

### Low Income Customer

- You do not have to post a deposit if you can document that your income is at or below 200 percent of the federal poverty guidelines. Please contact your utility, Energy Assistance, or the PSCW for additional information on low income resources.

*For residential service, the deposit will be refunded, with interest, after 12 consecutive months of prompt payment.*

## Budget Billing & Deferred Payment Agreements (DPAs)

To manage high winter gas bills or high summer electric bills, ask your utility about budget payment plans. This allows you to average estimated annual use into even monthly payments. Every six months, your payment amount is readjusted to reflect your actual use. At the end of a budget year, your bill is adjusted to correct over-billing or under-billing.

You may also request a deferred payment agreement (DPA) to pay a current or past due balance. A DPA consists of a down payment on the balance and installment payments toward the remaining balance negotiated between you and your utility depending on your situation. If the installment payments are not paid, the utility may disconnect your service. Municipal utilities may not be required to offer a DPA to some customers.

## Delinquent Bills Levied as a Tax or Lien

Under state law, some delinquent municipal utility bills may be transferred as a tax to the property tax bill of the property owner or as a lien on tenant's personal assets.

## Meter Readings

Generally, meter readings are based on actual meter readings by the utility or the customer. If a utility cannot read your meter, a customer does not provide a reading, or there is an emergency, you may receive an estimated bill. The PSCW requires electric and gas utilities to read your meter at least once every six months and when there is a change of customer. You must allow utilities to perform meter readings or your service can be disconnected.



**From:** Boardman Clark <cbeals@boardmanclark.com>  
**Sent:** Friday, December 6, 2024 8:55 AM  
**To:** Melanie Krause  
**Subject:** Decision on Act 10



## **Wait and See After Dane County Judge Issues Decision on Act 10**

12.6.2024

BY BRIAN GOODMAN & STEVE ZACH

In 2011, the Wisconsin legislature enacted, and Governor Walker signed into law, Act 10 (later amended by 2015 Act 55). These laws severely limited collective bargaining for municipal bargaining units other than public safety employees (police and fire). Since that time, municipal bargaining for public employees other than police and fire personnel has somewhat disappeared.

On December 2, 2024, a Dane County judge issued a final decision striking down portions of Act 10 and Act 55 because they violated the equal protection guarantees in the Wisconsin Constitution. While Acts 10 and 55 limited the collective bargaining rights of most public employees, the collective bargaining rights of "general" employees were restricted more significantly than "public safety" employees.

Back in July, this same judge ruled that there was no rational basis for how the laws classified certain groups of employees as "general" employees rather than "public safety" employees.

Many public entities are wondering what this means now. Our suggested approach is to wait and see if there are further legal developments regarding this decision. An appeal has already been filed by the defendants. In addition, it is likely that the defendants will request a stay of the judge's decision pending appeal. If granted, a stay would maintain the status quo of limited public collective bargaining until the Wisconsin Court of Appeals and/or the Wisconsin Supreme Court issues a final decision. It might be several months, or possibly in excess of a year, before the appeals process is completed.

This decision raises a host of significant issues regarding the impact and consequences of restoring public bargaining after 14 years. Many questions do not have answers at the present time, particularly since the appeal process is still underway.

So, our advice is to hold tight until we get some clarity. It is possible that former bargaining units might reach out to re-engage their status. Similarly, it is possible that municipalities that are currently engaged in bargaining may be asked to bargain outside the restrictions of Acts 10 and 55. Should a municipality receive such a request, you should promptly contact the municipality's labor and employment counsel to help fashion the proper response.

**DISCLAIMER:** *This article is distributed for informational purposes only. It does not offer legal advice with respect to particular situations, and does not purport to be a complete treatment of the legal issues surrounding any topic. Because your situation may differ from those described in this Newsletter, you should not rely solely on this information in making legal decisions.*



## Handbook Changes Approved

All the handbook changes were approved at the Commission Meeting on November 20<sup>th</sup>. An updated version of the handbook will be available online in the shared data directory under Personnel & Safety.

**Page 10 Section 108 Orientation Period** – pay benefit time at time of use

**Page 10 Section 109 Performance evaluations** – Modify to 6 months & annually

**Page 11 Section 111 Outside Employment** – employees need to obtain written approval for such employment so that is known up front.

**Page 13 Section 201 Hours of Work** – Change rest time to: 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.

**Page 18 Section 211 Vacation** – Employees start at 80 hours and on their anniversary date increase by 6 hours with the max vacation hours at 240 hours.

**Page 23 Section 216 Workers Compensation** – Update this section based on the 52-week pre-injury average weekly wage which includes premium pay.

**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 to application must be made for coverage at time of hiring or during open enrollment.

**Page 29 Section 305 Education Assistance Program** – Add language 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 since in Appendix

**Page 63 Section 603 Grievance Process** – Modify section D to General Manager and remove section E.

**Page 65 Appendix A Job classification and base pay rates** – Update with a 3.5% cost of living increase.

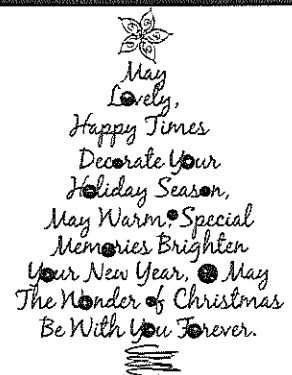
**Page 73 Appendix C Insurance** – Update with Robin/Health Partners, HSA and Delta Dental/Vision information based on what the Commission approved in October.

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

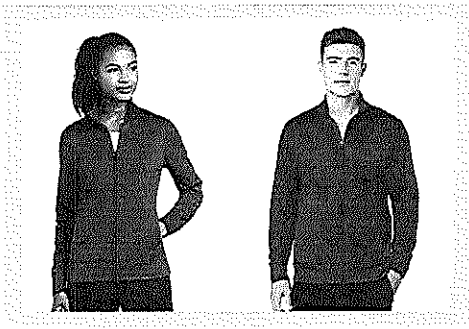
### Inside this issue:

- Handbook Changes
- Holiday Events
- Safety Update
- Employee Recognition
- Wellness Update
- HR News
- Upcoming Events

*“As you reflect on  
the year’s  
accomplishments,  
set intentions for the  
future and use  
December as a  
springboard for  
growth and success.”*



*Merry Christmas to all our  
employees and their families!*



## MU Storefront

The last day to order from the MU Storefront is **December 2**. There are some great looking shirts, sweatshirts, sweaters and jackets to help freshen up your wardrobe!! The link to the website was sent out to all the employees on November 14 in case you missed it. If there is something special you are looking for, please share your ideas and we can get it in the Storefront.



## Join in on the Secret Santa!

This year we will be doing a Secret Santa gift exchange for those that would like to participate! Rules:

- You will get an email after the deadline showing who you have and their list. Nobody knows who each other have!
- Spending limit is \$20. You can buy 1 larger gift or several smaller
- Make sure to add things to your online "Wishlist" at the above link to give good ideas of what you like/want. To write in a general idea like "candy", you can select the button Write in a wish.
- You may use an "elf" who is not participating to drop off your gifts to your person secretly
- "The Reveal" will be on **Monday, December 16<sup>th</sup> at 12:30 p.m.** in the garage after the lunch.

## Holiday Luncheon

Please join us for a Holiday luncheon on Tuesday, **December 16 at 12:00 p.m.** in the Utility Garage. There will be a lunch catered in with butter baked chicken and ham along with sides, desserts, and beverages. Santa will deliver presents under the tree for all those that have been nice! Hope to see you at this fun Menasha Utilities tradition.

## Holiday Event

**Adopt a Family** envelopes have been handed out for anyone wishing to give a cash donation that will be used to purchase items on the family's wish list. If you are purchasing a gift for one of the children, please check the online version on the sharedata drive (adopt-a-family folder) first to see what was already purchased. Gifts will need to be in Tammy's office by **December 5<sup>th</sup>** to get them to the family in time.



*Safety Slogan of the Month:  
Ice & Snow, Take it Slow*

**First snow or ice** – Drivers aren't prepared for winter driving and forget to take it slow. Remember to drive well below the posted speed limit and leave plenty of room between cars.

**Black Ice** – Roads that seem dry may actually be slippery – and dangerous. Take it slow when approaching intersections, off-ramps, bridges or shady areas – all are hot spots for black ice.

**Limited visibility** – Stay attentive and reduce speed. Know what's going on around you.

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: Tricia Van Dinter

## New Employees:

On November 1, **Sheldon Ash** joined our Water Department as the Water Distribution Foreman.

Sheldon was previously with the City of Appleton and has significant water construction and meter experience to help continue to provide the best drinking water to our community!



On November 25, **Josh Bader** joined our Electric Department as a Lineman.

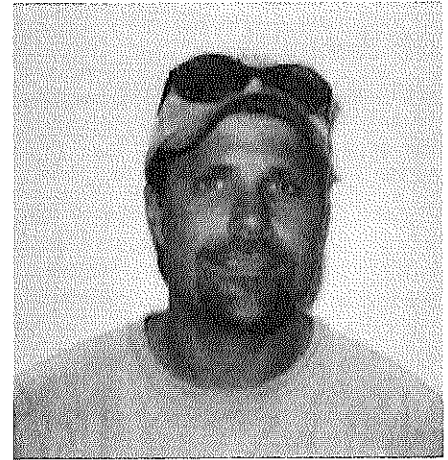
Josh has been with Vanguard Electric in Black Earth the last few years and brings some great experience to the team.



Please join us in welcoming Sheldon and Josh to the Menasha Utilities team.

## Employee Recognition: Mark Skubal

This month we would like to recognize Mark for his 22 years of service to Menasha Utilities. He started in the Electric Distribution department as a Journeyman Lineman and for the last 8 years served as our Senior Lineman. Mark's last working day will be December 19. Thank you for your dedication and for always going above and beyond. Congratulations on your much deserved retirement!



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.

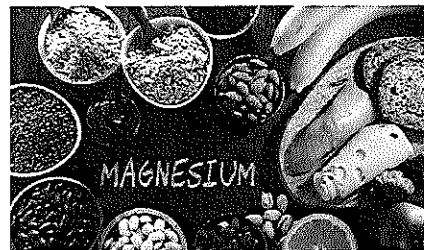
## Wellness Corner – Magnesium

Magnesium is a nutrient that can promote relaxation, encourage normal and healthy bowel movements, ease muscle spasms, ease PMS symptoms and chocolate cravings. Most individuals don't get enough of this nutrient. The recommended daily intake is 310 – 320 mg per day for women and 400 – 420 mg per day for men. You can get magnesium into your body either through food intake, through your skin or with supplements.

In food, nuts, seeds, dark green, leafy vegetables and whole grains contain some of the highest natural sources of magnesium. Through skin absorption, cosmetic products like Epsom salts or creams contain magnesium. Absorbed topically though is not as good as ingesting it. Supplements can help fill nutrient gaps. There are different types of magnesium which include magnesium malate which is easily tolerated and absorbed. Magnesium oxide and citrate may promote bowel movements, so they may help with constipation. Magnesium glycinate or chelate is easy to absorb and gentle on the digestive system.

One thing to consider though is that magnesium may be harmful for people who have kidney issues or are taking certain antibiotics including osteoporosis medications, diuretics and zinc supplements.

Source: Costco Connection, January 2024 article "Bountiful Benefits" by Hillary Sachs



## Wellness Event – Holiday Massages

On Wednesday, December 18<sup>th</sup> from 9:00 a.m. to 1:00 p.m. our annual Wellness Massages will be held at MU in the office across from Tricia and Lisa. Suzie Hurst will be back to provide massages for our employees. The sign-up sheet is posted on Kristin's door. To secure your spot, you will need to bring in 4 (or more!) non-expired canned goods. All donations will be taken over to St. Joseph's food pantry before the holidays.

Anyone that donates canned goods but are not getting a massage, your name will be entered in for a gift card drawing. Let Kristin know if you dropped off food!

## HR News

**Timesheets** - The last payroll for the year will be paid on Friday December 27th. Timesheets will be due on Monday December 23rd for work performed December 8-21.

If you will not be working on the 23rd please make sure you give your timesheet to your manager by the 20th of December because the office is closed the 24th & 25th. The payroll file needs to be submitted to the bank on Monday, December 23rd for it to be effective on the 27th.

With the New Year just around the corner, now is a good time to review items related to payroll:

- Check to make sure you have scheduled any remaining floating holiday hours before January 1st, 2025; these hours cannot be carried over into the New Year.
- Look at the address that is printed on your green direct deposit slips for accuracy and let payroll know if there has been a change.
- To consider for 2025, fill out a new W-4 if you have had any personal or financial situation changes in 2024. The IRS has a tool on their website that can help you look at how deduction/status changes would affect your paycheck, go to [www.irs.gov](http://www.irs.gov) and enter "IRS withholding calculator" in the search field. You can also use this calculator to make sure you will be withholding enough due to recent tax changes.

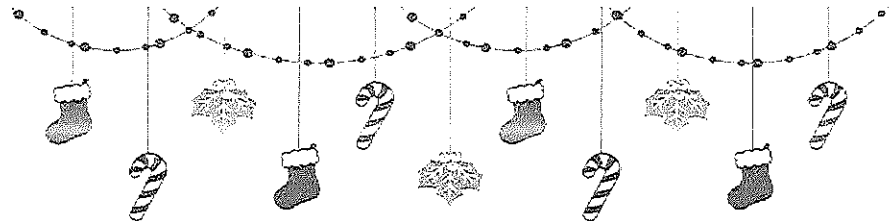


### Birthdays:

Tammy Phillips December 7

**Happy Birthday to YOU!**

| December 2024 |        |         |           |          |        |          |
|---------------|--------|---------|-----------|----------|--------|----------|
| Sunday        | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| 1             | 2      | 3       | 4         | 5        | 6      | 7        |
| 8             | 9      | 10      | 11        | 12       | 13     | 14       |
| 15            | 16     | 17      | 18        | 19       | 20     | 21       |
| 22            | 23     | 24      | 25        | 26       | 27     | 28       |
| 29            | 30     | 31      | 1         | 2        | 3      | 4        |



## Upcoming Events

Safety Training – Winter Safety

Commission Room

Commission Room

Water Plant

Adopt a Family Donations Due

Safety Committee Meeting

Payday

Holiday Luncheon

Secret Santa Reveal

Commission Meeting

Holiday Wellness Massages

Christmas Eve Holiday

Christmas Day Holiday

Payday

December 4

7:15 a.m. – 8:15 a.m.

8:30 a.m. – 9:30 a.m.

12:30 p.m. – 1:30 p.m.

December 5

December 10 1:00 p.m.

December 13

December 16 12:00

December 16 12:30

December 18

December 18 9 a.m. – 1:00 p.m.

December 24

December 25

December 27



Purchase Orders over \$25,000 issued since the last Commission Meeting on 11/20/2024

| Date       | P.O. # | Vendor                | Amount        | Purpose   | Budget | Total \$      |                  | % of Budget |
|------------|--------|-----------------------|---------------|---|--------|---------------|------------------|-------------|
|            |        |                       |               |   |        | Budgeted      | Remaining Budget |             |
| 11/19/2024 | 11313  | Cardinal Construction | \$ 239,583.00 | Office Complex renovation   | Yes    | \$ 300,000.00 | \$ 296,500.00    | 80.80%      |
| 11/22/2024 | 11317  | Irby (1)              | \$ 55,179.00  | 15kv 750str Cable for Racine/Valley Road  | Yes    | \$ 55,179.00  | \$ 55,179.00     | 100.00%     |
| 12/9/2024  | 11325  | EBI/Complete Office   | \$ 42,824.61  | New furniture for Customer Service & Commission room with Office Complex renovation | Yes    | \$ 300,000.00 | \$ 56,917.00     | 75.24%      |
| 12/10/2024 | 11326  | Infosend              | \$ 78,000.00  | 2025 Printing & mailing utility bill statements & notices                           | Yes    | \$ 78,000.00  | \$ 78,000.00     | 100.00%     |

(1) We reallocated \$55,179 from the Jefferson Park budget item since the work on Racine needs to be completed sooner than we anticipated for the DOT. In total we have reallocated \$151,214 with contractor and material costs to date.





# MWU Chemical Consortium Pricing Per Pound 2025

|   | Powdered          |                        |                     |                          |          |                 |                      |                        |                       |          |  | Average % |
|---|-------------------|------------------------|---------------------|--------------------------|----------|-----------------|----------------------|------------------------|-----------------------|----------|--|-----------|
|   | Aqua Ammonia 19 % | Activated Carbon (500) | Sodium Hypochlorite | Clarifloc C-308P Polymer | Soda Ash | Sodium Silicate | Aluminum Sulfate Dry | Potassium Permanganate | Sodium Fluorosilicate | Salt     |  |           |
| 2025 Budget                                 | \$0.3795          | \$1.0175               | \$0.2004            | \$0.9240                 | \$0.2959 | \$0.2540        | \$0.2030             | \$2.6950               | \$2.0240              | \$0.1476 |  |           |
| 2025 Pricing                                | \$0.3239          | \$0.9250               | \$0.1749            | \$0.8400                 | \$0.2780 | \$0.2050        | \$0.1945             | \$2.0400               | \$1.4800              | \$0.1296 |  |           |
| 2024 Pricing                                | \$0.3450          | \$0.9250               | \$0.1800            | \$0.8400                 | \$0.2690 | \$0.1950        | \$0.1845             | \$2.4500               | \$1.8400              | \$0.1296 |  |           |
| 2023 Pricing                                | \$0.3200          | \$1.0500               | \$0.2250            | \$0.9450                 | \$0.2643 | \$0.4300        | \$0.1845             | \$3.1100               | \$1.8400              | \$0.1136 |  |           |
| 2022 Pricing                                | \$0.2490          | \$0.8250               | \$0.1453            | \$0.8700                 | \$0.1922 | \$0.2000        | \$0.1623             | \$2.1600               | \$2.2300              | \$0.1136 |  |           |
| 2021 Pricing                                | \$0.2800          | \$0.4360               | \$0.0853            | \$0.7400                 | \$0.1790 | \$0.1500        | \$0.1325             | \$1.8400               | \$0.3975              | \$0.1080 |  |           |
| 2025 Price Difference from 2024             | -\$0.0211         | \$0.0000               | -\$0.0051           | \$0.0000                 | \$0.0090 | \$0.0100        | \$0.0100             | -\$0.4100              | -\$0.3600             | \$0.0000 |  |           |
| Year Over Year Percent Increase or Decrease | -6.12%            | 0.00%                  | -2.83%              | 0.00%                    | 3.35%    | 5.13%           | 5.42%                | -16.73%                | -19.57%               | 0.00%    |  | -3.14%    |
| Budgeted Pounds of Product for 2025         | 26,036            | 11,617                 | 289,938             | 4,998                    | 260,474  | 147,500         | 520,911              | 15,230                 | 5,314                 | 23,430   |  |           |
| Highlighted Chemicals were not Quoted       |                   |                        |                     |                          |          |                 |                      |                        |                       |          |  |           |

|   |    |          |    |           |    |           |    |          |    |           |    |           | TOTAL |            |    |           |    |           |    |          |    |            |
|---|----|----------|----|-----------|----|-----------|----|----------|----|-----------|----|-----------|-------|------------|----|-----------|----|-----------|----|----------|----|------------|
| 2025 Chemical budget                        | \$ | 9,880.66 | \$ | 11,820.30 | \$ | 58,109.37 | \$ | 4,618.15 | \$ | 77,074.26 | \$ | 37,463.53 | \$    | 105,718.89 | \$ | 41,044.85 | \$ | 10,755.54 | \$ | 3,340.18 | \$ | 359,825.72 |
| 2025 Actual Pricing (Using Pounds Budgeted) | \$ | 8,433.06 | \$ | 10,745.73 | \$ | 50,710.16 | \$ | 4,198.32 | \$ | 72,411.77 | \$ | 30,237.50 | \$    | 101,317.19 | \$ | 31,069.20 | \$ | 7,864.72  | \$ | 3,036.53 | \$ | 320,024.17 |





Date: December 18, 2024

To: Menasha Utilities Commission

From: Melanie Krause, Lisa Miotke, Paula Maurer

RE: Focus on Energy Community Impact Pilot program

The Focus on Energy Community Impact Pilot worked with community-based organizations to support small businesses in deploying energy-efficient measures to reduce their energy usage to help keep them in the community. The pilot program looked to demonstrate the benefits of the partnership between Focus on Energy and the utility to further support small businesses.

Focus on Energy chooses 3-5 communities each year, and the eligibility requirements for a community to be chosen are that the utility must be a partner of Focus on Energy, there is a strong presence of small businesses within the utility's service territory, a network of Trade Allies approved by Focus on Energy are within 25 miles of the community, there is a presence of community-based organizations, and the community has a moderate to high energy burden.

Eligibility requirements for small business customers to be considered include having close ties with the community, 5 to 100 employees on-site (not home-based businesses), limited previous participation in Focus programs, must have applicable energy efficiency upgrade opportunities, and be able to legally consent to energy efficiency upgrades.

Qualifying businesses chosen for the pilot program are eligible to receive up to \$30,000 in financial incentives. The incentives offered through the pilot program are above and beyond traditional prescriptive incentive amounts. Incentives cannot exceed 100% of the total cost of the project.

Once a community is chosen, Focus engages with the community-based small businesses to identify those that would benefit from the pilot program. Focus meets with those businesses to learn more about their business and their facility. Small businesses are enrolled in the program, and an assessment is scheduled.

A facility assessment is completed to identify energy-saving opportunities with a report provided to the customer. Focus prepares an incentive offer based on energy savings, required investment, the impact on the customer's energy costs, and the ROI timeframe. Customers can select which building upgrades to make from the report supplied to them by Focus.

Focus oversees all aspects of project implementation to include selecting and reviewing quotes from Trade Allies, acting as a liaison between the customer and the Trade Ally to schedule installation of selected projects, and documenting the work done through completion.

Menasha Utilities was a community identified and chosen by Focus on Energy for the Community Impact Pilot Program. There was a total of seven small businesses in our community that received funding for projects through the pilot program; of those, one was a bar/restaurant and the other was a local non-profit.

The bar/restaurant is housed in a building that is over 134 years old and was in dire need of upgrades to its HVAC system and water heating equipment. The Pilot helped fund a full replacement of the furnace, a 37-year-old gas boiler, and two hot water circulation pumps. The customer is projected to save nearly \$1,800 per year on energy costs.

The local non-profit serves over 750 families and 1,300 students weekly with essential food services. The Pilot funded improvements such as energy efficient refrigeration units, which are needed to preserve perishable food items. The installation of LED lighting throughout the facility enhanced visibility and increased the comfort of the work environment for staff and volunteers while reducing energy usage. These upgrades are projected to save the non-profit over \$2,000 in energy costs, enabling them to allocate more resources toward their mission.

Here is a recap of all seven businesses in Menasha that received energy efficient incentives through the Focus on Energy Community Impact Pilot program:

| Customer              | Incentive (\$)       | kW Savings   | kWh Savings   | LC kWh Savings | Therms Savings | LC Therms Savings |
|-----------------------|----------------------|--------------|---------------|----------------|----------------|-------------------|
| Local Non-Profit      | \$ 9,885.00          | 0.16         | 593           | 8,902          | 280            | 4,201.73          |
| Local Non-Profit      | \$ 29,280.00         | 2.85         | 10,968        | 146,277        | 794            | 11,907            |
| Childcare Center      | \$ 29,762.34         | 4.65         | 20,695        | 256,651        | 0              | 0                 |
| Bar/Restaurant        | \$ 30,000.00         | 2.01         | 4,602         | 69,034         | 1,169          | 17,532.61         |
| Laundromat            | \$ 4,499.27          | 0.76         | 8,620         | 129,298        | 0              | 0                 |
| Local Non-Profit      | \$ 23,370.00         | 1.49         | 8,520         | 127,815        | 977            | 14,655            |
| Local Veterans Office | \$ 25,705.88         | 2.41         | 8,500         | 139,839        | 13             | 260               |
|                       |                      |              |               |                |                |                   |
| <b>Total</b>          | <b>\$ 152,502.49</b> | <b>14.33</b> | <b>62,498</b> | <b>877,816</b> | <b>3,233</b>   | <b>48,556.34</b>  |



**November 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 |
|------|-------|-------------|-----------|
|      |       |             |           |
|      |       |             |           |

**Outages**

| Date | Cause | Description | Customers | Duration |
|------|-------|-------------|-----------|----------|
|      |       |             |           |          |
|      |       |             |           |          |

**Outages to Date**

| Cause                        | Outages  | Customers | Duration | After Hours |
|------------------------------|----------|-----------|----------|-------------|
| Supply to City               |          |           |          |             |
| OH Equip. Failure            |          |           |          |             |
| UG Equip. Failure            |          |           |          |             |
| Weather                      |          |           |          |             |
| Birds, Animals, Snakes, etc. |          |           |          |             |
| Trees                        |          |           |          |             |
| Foreign Interference         |          |           |          |             |
| Human                        |          |           |          |             |
| Other                        |          |           |          |             |
| Unknown                      |          |           |          |             |
| <b>Total:</b>                | <b>0</b> | <b>0</b>  | <b>0</b> | <b>0</b>    |

**Water Quality, System Data and Main Break Information**

| Flow              | X1000 Gallons | 5yr Avg | % of Flow |
|-------------------|---------------|---------|-----------|
| High Lift to Dist | 44,985        | 47,299  |           |
| Dist to Resale    | 11,022        | 10,219  | 24.5%     |
| Largest Ind       | 4,892         | 6,778   | 10.9%     |
| 2nd Largest Ind   | 3,855         | 4,165   | 8.6%      |

| Expense        | Total Cost | 5yr Avg  | Cost Per 1000 Gallons |
|----------------|------------|----------|-----------------------|
| Chemicals      | \$24,803   | \$20,100 | \$0.551               |
| Electricity    | \$11,364   | \$10,516 | \$0.253               |
| Natural Gas    | \$3,148    | \$4,042  | \$0.070               |
| Sewer User Fee | \$8,885    | \$7,683  | \$0.198               |

### 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     | 74.00         | 68.00       | 108.8%    | 3.00           | 2.00             | 150.0%         |
| pH        | 8.01          | 8.09        | 99.0%     | 8.44           | 8.41             | 100.4%         |
| T-Odor    | 8.90          | 12.00       | 74.2%     | 1.00           | 1.00             | 100.0%         |
| Temp. C   | 9.60          | 7.00        | 137.1%    | 9.60           | 7.00             | 137.1%         |
| Turbidity | 7.30          | 6.10        | 119.7%    | 0.10           | 0.06             | 166.7%         |

| Main Size | Address/Location   | Cause Description | Est Water Loss in 1000/gal |
|-----------|--------------------|-------------------|----------------------------|
| 8"        | 916 Meadowview Dr  | hole              | 149                        |
| 8"        | 916 Meadowview Dr  | hole              | 335                        |
| 8"        | 1104 Meadowview Dr | hole              | 21                         |

### Electric and Water Locates and Meter Information

|  | Month | Year to Date | Project to Date | % Complete |
|--|-------|--------------|-----------------|------------|
| Electric and water locates               | 140   | 3,382        | N/A             |            |
| Total Electric AMR installed/changed out |       | 46           | 2,964           | 31%        |
| Total Electric AMI installed             | 2     | 1,002        | 6,520           | 69%        |
| Electric Meters Tested                   | 2     | 1,002        | N/A             | 11%        |
| Total Water AMR installed/changed out    |       |              | 2,385           | 48%        |
| Total Water AMI installed                | 7     | 853          | 2,591           | 52%        |
| Water Meters Tested                      | 7     | 853          | N/A             | 17%        |

### Customer Service and Customer Satisfaction

- \* CS, Water and Electric departments met to discuss AMI plan for 2024 and 2025
- \* Continued work with WPPI on cleaning up the sales tax table in NS to include purge of data 6+ years old
- \* Worked with WPPI to start process of getting A4 electric meters set up in Northstar
- \* Planning for 2025 promos and events

### Electric & Water Disconnections

| Disconnections | Nov-23 | Nov-24 |
|----------------|--------|--------|
| Calls Made     | 232    | 229    |
| Disconnected   | 25     | 28     |
| Reconnected    | 21     | 19     |

\*Note that there were only 2 disconnect dates both years

- \* Discussed new start/stop/transfer service in MyAccount portal with WPPI
- \* Continued work with Electric Manager to pull additional meter info into Northstar to be populated in ESRI
- \* Annual fall report of electric disconnected in occupied properties to PSC
- \* Started work with WPPI to archive disconnection notices in MyAccount (same is already being done with monthly bill statements)
- \* Purged old meter types that are no longer being used
- \* Updates to the service order platform made on the field side
- \* Customer promo in November for customers interested in a free home energy assessment with MU and Focus incentives

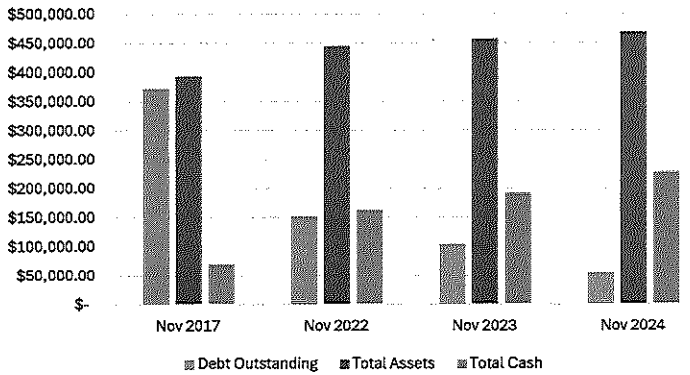
## Customer Service and Customer Satisfaction (cont)

- \* Customer outreach to collect donations from customers for Fox Valley Veteran's Council in honor of Veteran's Day
- \* Taxroll for 2024 completed with 64 accounts and \$30,176.78
- \* Work with UW Parkside on the Renewable Kiosk to get it functioning again

## Financial and strategic focus including fair and competitive rates

- \* Financial and Project Status Report for month includes information on this objective.
- \* Discussions with the PSC on the Electric Rate Case and the Project Share Application
- \* Dept of Public Works meeting and Council meeting to award bid for Office Remodeling project
- \* Discuss arbitrage with Ehlers for electric investments
- \* Discuss GASB 101 with CLA for treatment of compensated absences for our upcoming audit
- \* Physical inventory for the barn, storeroom, poles, and fiber counted with acceptable variances/write-offs.

**Telecommunication Assets/Cash/Debt**



\* This is a comparison of Assets, Cash balances and Debt outstanding for the Telecommunications utility. The debt due to the Electric utility will be paid off at the end of 2025. The total cash balance has increased by 227%, or \$158,668 since 2017. The utility continues to contribute \$833 per month into the Depreciation fund to have resources available for replacements and maintenance for the existing assets. The total assets have increased by 19% from 2017 which is mainly by contributed plant requested by customers. The rate of return in November 2017 was 22.99% and in November 2024 is 33.01%. This utility does not have an authorized rate of return specified by the PSC.

## Cultivate a strong and effective team through training and communication

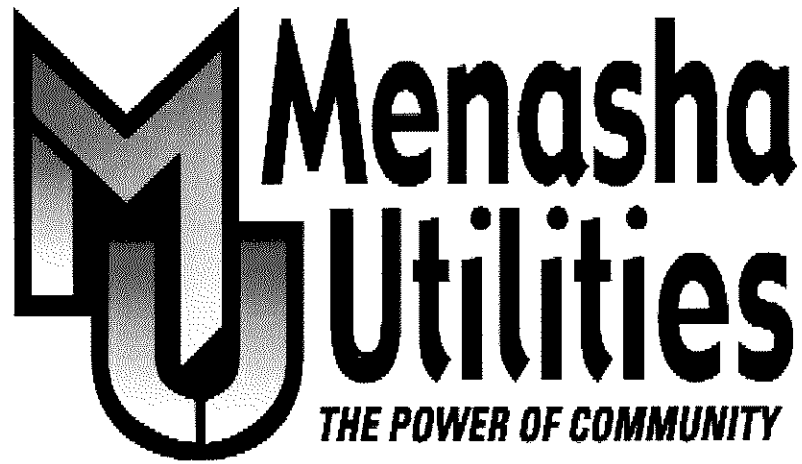
- \* Management participation at WPPI committee meetings - Executive Committee Meeting, Finance and Audit Committee, MSAG.
- \* Management participation in CVMIC Leadership Action Series
- \* Management participation at annual WPPI Building Community Connections workshop
- \* Management participation at CLA LEADership training for creating buy-in
- \* Management participation in CVMIC AI in the Public Sector webinar
- \* Management and employee participation in Civic Project Accounting seminar
- \* Participated in final interview process with WPPI to fill the Energy Services Manager position
- \* 360 Feedback of employees and management performance evaluations
- \* Discussions with Management and Boardman on changes to the handbook for 2025

## Provide and Promote the Health and Safety of Employees

- \* OSHA rate monthly and year to date = 1 accident.
- \* Wellness Committee brought in the Stretch Zone of Appleton - 12 employees participated (which was the max # allowed)
- \* Safety Committee Meeting regarding Accident Reports and Training and Safety Programs.
- \* Giving Thanks luncheon to celebrate our employees
- \* Work with Consultant on the Business insurance renewals for 2025
- \* Submitted Annual enrollments for Health, Dental and Vision coverage for 2025







**November 2024**

**Financial and  
Project Status  
Reports**





## Memorandum

Date: December 13, 2024  
To: Menasha Electric and Water Commission  
From: Kristin Hubertus, Finance Manager  
Re: November Financial Statements compared to Budget

### Electric Utility

The consumption of electricity was lower than budget by 5.1 million kWh, or 12.3% for the month of November. Industrial customers took 14.2% less for the month; however, Residential customers took 2.5% more kWh. For the year, Residential customers have taken 1 million less kWh, and Industrial customers have taken 37.3 million kWh less. Total consumption compared to budget is down by 8%. The budgeted cost of power was \$72.59/MWh and the actual for the month was 7% lower at \$67.49/MWh. Our power supplier stated that there were lower market energy prices and IOU system purchase costs. They also stated they had higher than expected interest income and hedging revenue.

The main driver for lower Net Operating Income from budget is lower consumption causing lower revenues. The lower purchase power cost offset most of the lower revenues. Our total revenues are lower than budget by \$605,445 and purchase power expense is lower than budget by \$520,469.

The Electric Project Status Report shows the status of capital and large maintenance projects. In November, the line crew finished the Racine Street rebuild and assisted the operations crew with cable testing at the substations. Work was also finalized at Northside substation for both the foundation repair and the T2-3 secondary bushing replacement.

### Water Utility

Water usage decreased by 2.3%, or 923,000 gallons, compared to what was budgeted for the month of November. The Industrial customer class took 18%, or 2.4 million gallons less than budget. The Resale customer took slightly more for the month with a 6.6% increase from budget. For the year, our total consumption has increased by 14.6%, or 68 million gallons, compared to our budget. Compared to last year at this time, consumption has increased by 6.4%, or 32 million gallons (total consumption through November 2023 was 502,115 million gallons).

Net Operating Income was higher in November due to higher revenues because of the rate case, and less in Water Treatment and Distribution expenses. In Water Treatment Expense, the WE Energies gas bill was not posted causing the expenses to be less due to the timing of the Commission meeting with the holidays. In addition, chemicals were less by \$4,448 and the graph on the bottom of the financial page shows the cost coming down from previous months. The chemical cost per thousand gallons is higher than the cost a year ago by 6.7%. Higher prices and quantities consumed for alum, soda ash, and permanganate are driving up the cost for the year. Transmission and distribution expenses are less due to not needing to repair the Clearwell walls and ceiling that was budgeted. There were three main breaks in November.

The Water Project Status includes finalizing the project at the High Lift Pump Station for the north header replacement. Water distribution purchased storage racks to organize their area at the Office Complex.



# MENASHA ELECTRIC UTILITY FINANCIAL REPORT

## kwh Consumption for November

|                | Current Month | Budget     | LY Same Month | Last Month | YTD         | YTD Budget  |
|----------------|---------------|------------|---------------|------------|-------------|-------------|
| Purchases      | 37,677,905    | 42,197,394 | 41,859,790    | 37,444,942 | 444,422,895 | 482,455,407 |
| Residential    | 4,151,056     | 4,049,085  | 4,504,506     | 5,114,192  | 56,494,432  | 57,489,352  |
| Commercial     | 1,118,216     | 1,237,367  | 1,194,275     | 1,266,471  | 14,744,037  | 14,830,835  |
| Other          | 228,600       | 195,816    | 183,928       | 205,608    | 2,322,307   | 2,056,586   |
| Industrial     | 31,052,071    | 36,214,761 | 35,386,479    | 31,326,239 | 365,080,282 | 402,357,821 |
| Total Kwh      | 36,559,943    | 41,697,029 | 41,269,188    | 37,912,510 | 438,641,058 | 476,734,594 |
| System Losses  | 2.97%         | 1.19%      | 1.41%         | -1.25%     | 1.30%       | 1.19%       |
| Minimum Demand | 59,311        | 66,964     | 67,060        | 60,246     |             |             |

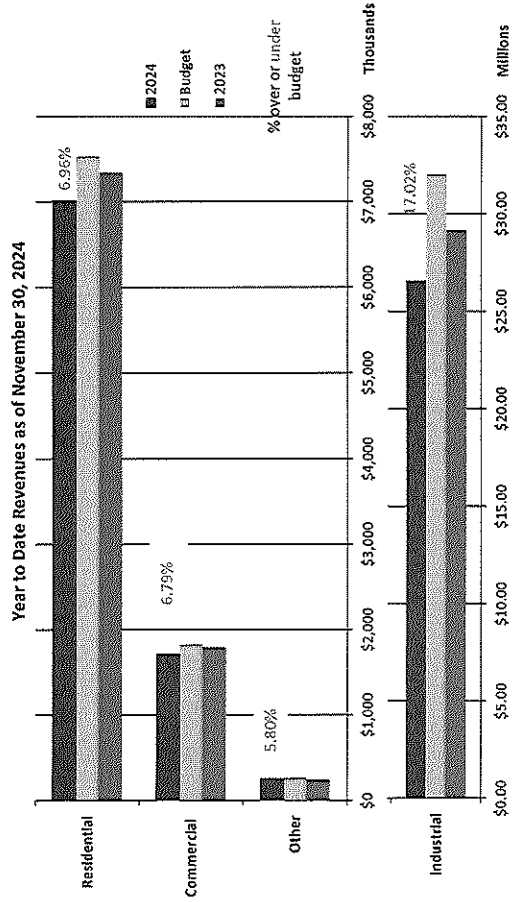
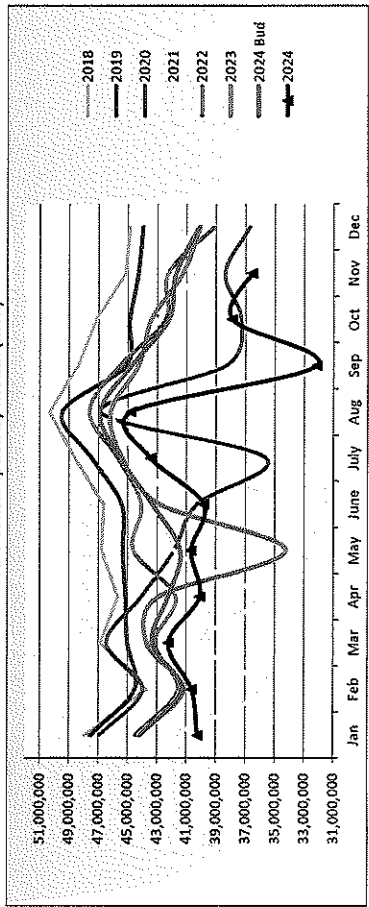
## Income Statement for November

|                        | Current Month | Budget      | LY Same Month | Last Month  | YTD          | YTD Budget   |
|------------------------|---------------|-------------|---------------|-------------|--------------|--------------|
| Sales                  | \$2,869,431   | \$3,476,284 | \$3,167,985   | \$2,998,084 | \$35,551,098 | \$41,666,635 |
| Other                  | \$18,897      | \$17,488    | \$17,886      | \$19,012    | \$190,518    | \$193,449    |
| Total Revenues         | \$2,888,327   | \$3,493,772 | \$3,185,871   | \$3,017,096 | \$35,741,616 | \$41,860,084 |
| Purchase Power         | \$2,542,779   | \$3,063,248 | \$2,723,122   | \$2,432,641 | \$30,399,133 | \$35,436,476 |
| Expenses               | \$227,614     | \$251,640   | \$215,799     | \$224,412   | \$2,835,330  | \$3,192,983  |
| PILOT (Taxes)          | \$52,432      | \$59,252    | \$58,275      | \$52,432    | \$576,747    | \$651,777    |
| Depreciation           | \$99,742      | \$97,033    | \$103,430     | \$99,743    | \$1,097,126  | \$1,067,365  |
| Total Expenses         | \$2,922,567   | \$3,471,173 | \$3,100,627   | \$2,809,227 | \$34,908,357 | \$41,348,601 |
| Net Operating Income   | -\$34,239     | \$22,599    | \$84,744      | \$207,869   | \$833,259    | \$511,483    |
| Revenues per Mwh       | \$78.53       | \$83.37     | \$76.81       | \$79.11     | \$81.09      | \$87.40      |
| Ave Power Cost per Mwh | \$67.49       | \$72.59     | \$65.05       | \$64.97     | \$68.40      | \$75.40      |

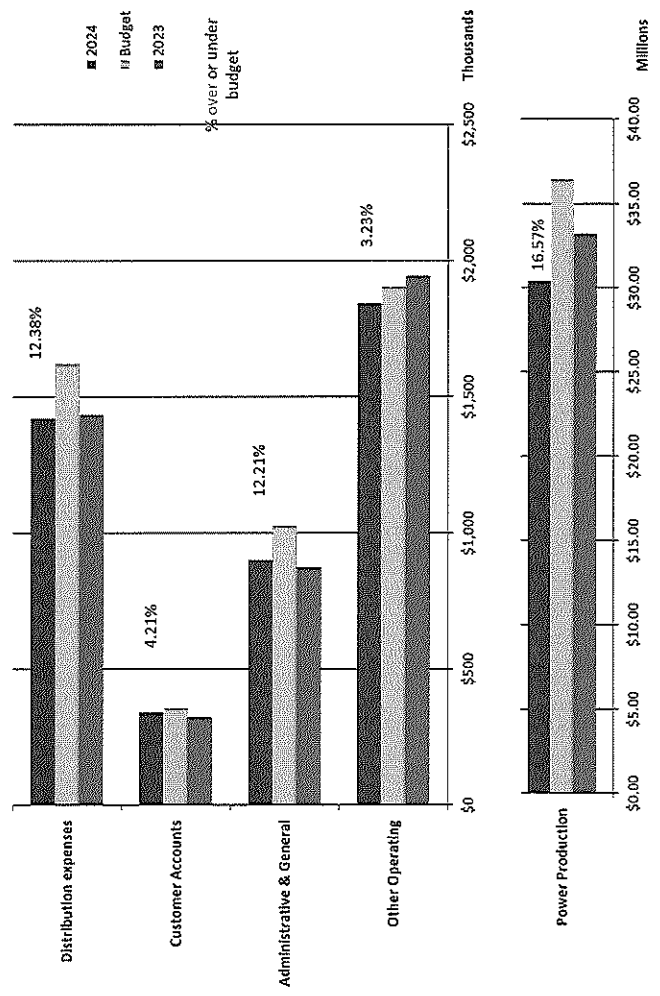
## Ratios and Cash Flow for November

|                        | Current Month | Budget/Auth | Proj Year End      | Year End Budget | YTD  | YTD Budget |
|------------------------|---------------|-------------|--------------------|-----------------|------|------------|
| Debt to Total Assets   | 33.77%        |             |                    |                 |      |            |
| Rate of Return         | 6.51%         | 7.00%       |                    |                 |      |            |
| Liquidity Ratio        | 2.65          | 1.50        |                    |                 |      |            |
| Debt Service Coverage  | 0.88          | 1.56        | Recommended > 1.25 |                 | 2.26 | 1.86       |
| Cash/Work Cap Balance  | \$7,408,505   | \$6,048,685 | \$6,849,162        | \$5,924,672     |      |            |
| # of Days Work Capital | 73            | 51          | 67                 | 49              |      |            |

## Electric Consumption by Month (kWh)



## Year to Date Expenditures as of November 30, 2024





Electric Project Status Report as of November 30, 2024

| Year-Budget #                | Project  | External Costs |              |                    |          | Internal Costs        |                    |  |                   | Budgeted/Projected End Date | Actual End Date | Comments   |
|------------------------------|--|----------------|--------------|--------------------|----------|-----------------------|--------------------|--|-------------------|-----------------------------|-----------------|--|
|                              |  | Budget         | Actual Costs | Needed to Complete | Forecast | Variance (Over)/Under | Actual Labor/Truck | Budgeted Labor/Truck                   | Target Start Date |                             |                 |  |
| <b>Electric Distribution</b> |  |                |              |                    |          |                       |                    |  |                   |                             |                 |  |
|                              | 2024 Developer Projects (Billable work)          |                | 133,351      |                    |          |                       | 16,943             | Labor only - 195 hours through October |                   |                             | No Change       | Completed work for Woodland Lakes Cottages, Phase 2.   |
| 2024-15                      | Relocate Racine Street Facilities                | 115,000        | 61,083       | 53,917             | 61,083   | 59,931                | 89,821             | Apr-24                                 | Apr-24            | Nov-24                      |                 | URD was completed in November. Need to do final close-out.   |
| 2024-5                       | New/Upgraded Service Installations               | 25,000         | 14,709       | 3,000              | 17,709   | 7,291                 | 17,487             | Jan-24                                 | Jan-24            | Dec-24                      |                 | Started engineering for 1 service.   |
| 2024-6                       | Unexpected/Unscheduled Projects                  | 88,000         | 76,167       | 11,833             | 88,000   | 0                     | 118,567            | Jan-24                                 | Jan-24            | Dec-24                      |                 | Replaced 3 bad poles from Inspections & installed disconnects.   |
| 2023-17/2024-12              | Water Street Upgrade                             | 100,000        | 52,713       |                    | 52,713   | 47,287                | 23,132             | Aug-23                                 | Feb-24            | Nov-24                      |                 | The URD portion was completed. Reallocating funds from Jeff Park since starting project early. Issued PO's to RK & for material. |
| 2025-15                      | Racine/Valley Electric Relocate for Construction | 151,214        |              | 151,214            | 151,214  | 0                     | 3,172              | 0                                      | Nov-24            | Nov-24                      | Dec-25          | The contractor finished up on Doty Island. PSE engineering for bid opening. Tabling project until 2026.                          |
| 2024-2                       | Tree Trimming                                    | 82,000         | 52,007       | 29,993             | 82,000   | 0                     | 4,975              | 8,682                                  | Jan-24            | Mar-24                      | Dec-24          |  |
| 2023-12/2024-11              | Rebuild Overhead around Jefferson Park Area      | 104,341        | 16,604       | 5,000              | 21,604   | 82,737                | 1,546              | 25,467                                 | Jun-23            | Mar-23                      | Dec-24          |  |
| 2024-8                       | Vehicle/Equipment Replacement                    | 224,000        | 127,500      | 96,500             | 224,000  | 0                     |                    |  | Jul-24            | 45,566                      | Dec-24          | No Change Paid down payment for new Hydro Vac in Oct.  |
| 2024-4                       | Electric Meters & Metering Equipment             | 181,829        | 181,829      | 0                  | 181,829  | 0                     | 20,924             | Jan-24                                 | Mar-24            | Dec-24                      |                 | Purchased meters in October; coverage from Jeff Park.  |
| 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                      |                 | No Change To date we have received 21 new and refurbished transformers.  |
| 2024-14                      | Acquisitions (Racine/Valley)                     | 10,000         |              | 0                  | 0        | 10,000                | 656                | May-24                                 | Jun-24            | Dec-24                      |                 | No Change 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         |              | 0                  | 0        | 20,000                | 10,852             | May-24                                 |                   | Dec-24                      |                 | Multi-year project.  |
| 2024-13                      | Mathewson Street Rebuild                         | 25,000         | 13,159       | 11,841             | 13,159   | 11,841                | 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              | Cp-3 Customer OH-URD Conversion/Radial Rebuild   | 205,000        | 181,284      | 23,716             | 181,284  | 23,716                | 29,237             | Jan-21                                 | Jul-21            | Aug-24                      |                 | Jun-24 Finalizing the project in May.  |
| 2023-9/2023-9                | Vehicle/Equipment Replacement (2023)             | 168,000        | 130,059      | 37,941             | 130,059  | 37,941                |                    | May-22                                 | Jan-22            | Jan-24                      |                 | Mar-24 Received \$15,100 for selling 2002 Forklift (purch price \$39,410).   |
| <b>Substations</b>           |  |                |              |                    |          |                       |                    |  |                   |                             |                 |  |
| 2024-2                       | Underground Riser Maintenance Testing            | 11,000         | 2,295        | 8,705              | 11,000   | 0                     | 13,340             | Sep-24                                 | Nov-24            | Dec-24                      |                 | Work completed in November at Melissa Sub. Meadows next in Dec.  |
| 2024-1                       | Primary Bushings for Northside T1-3              | 50,000         | 8,414        | 36,315             | 44,728   | 5,272                 | 13,033             | May-24                                 | Oct-24            | Dec-24                      |                 | 10/14/24 Fault on 138; need to repair or replace damages to bushings and lightning arrester.                                     |
| 2023-15                      | Replace Gang Operated Disconnects at Tayco       | 60,500         | 60,030       | 470                | 60,500   | 0                     | 11,043             | Apr-23                                 | Apr-23            | Dec-24                      |                 | 2 of the 4 disconnects are installed. Next 2 are with spring outage.   |
| 2023-14                      | Replace Circuit Switcher 138-CS1-4 at Tayco      | 139,500        | 92,949       | 46,551             | 139,500  | 0                     | 42,556             | Jul-23                                 | May-24            | Oct-24                      |                 | No Change Project completed in September.  |
| 2024-6                       | Substation Tools & Equipment                     | 4,007          | 4,007        | 0                  | 4,007    | 0                     |                    | Jan-24                                 | Feb-24            | Dec-24                      |                 | No Change Purchased optacam termination kit.   |





MENASHA WATER UTILITY FINANCIAL REPORT

### Gallons of Consumption for November (000)

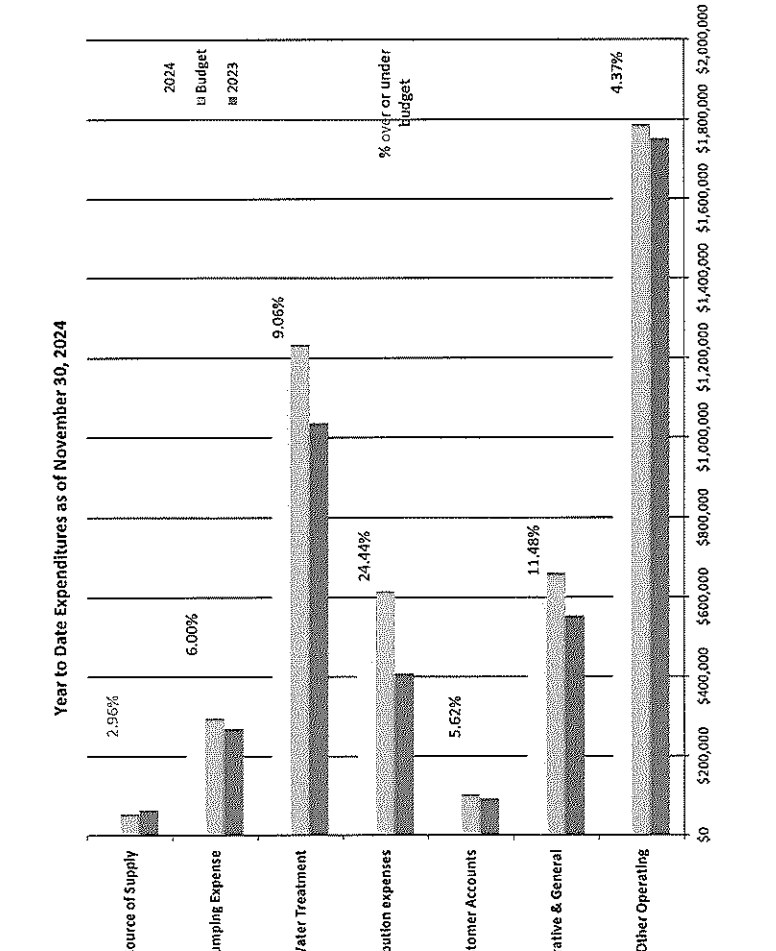
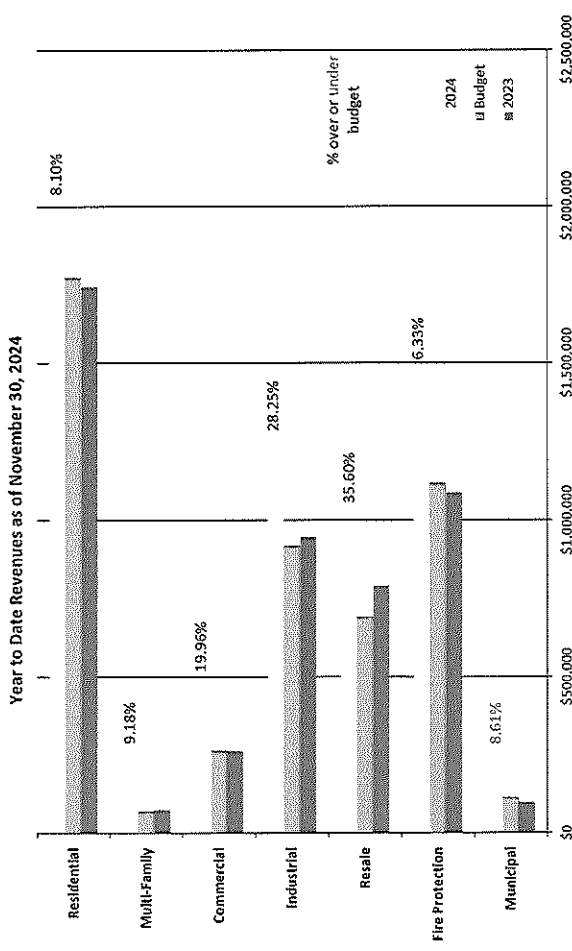
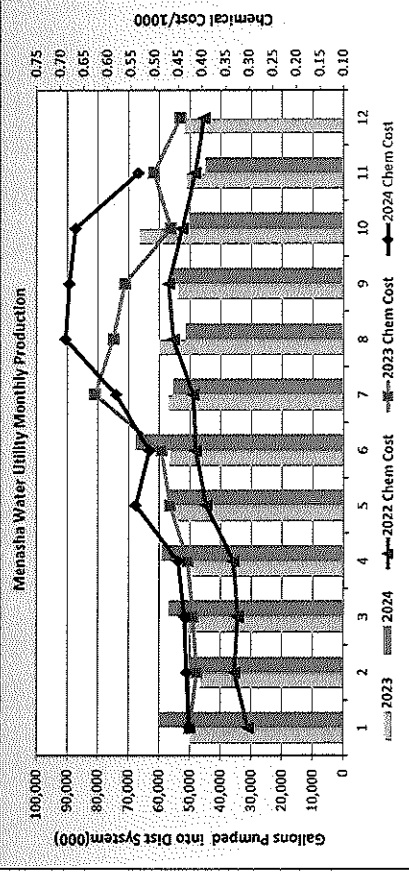
|                          | Current Month | Budget | LY Same Month | Last Month | YTD     | YTD Budget |
|--------------------------|---------------|--------|---------------|------------|---------|------------|
| Water Produced           | 46,437        | N/A    | 54,063        | 50,876     | 620,585 | N/A        |
| Pumped from HPS to Dist  | 44,985        | N/A    | 51,249        | 50,260     | 608,572 | N/A        |
| Residential              | 12,945        | 12,414 | 13,090        | 13,463     | 147,315 | 148,748    |
| Residential Multi-Family | 641           | 767    | 952           | 716        | 8,645   | 8,846      |
| Commercial               | 3,271         | 2,962  | 3,266         | 3,929      | 37,208  | 32,693     |
| Industrial               | 10,945        | 13,345 | 13,692        | 12,416     | 173,762 | 141,625    |
| Resale                   | 11,022        | 10,340 | 13,674        | 14,170     | 157,424 | 121,441    |
| Municipal                | 713           | 632    | 501           | 960        | 9,964   | 13,091     |
| Total Gallons            | 39,537        | 40,460 | 45,175        | 45,654     | 534,317 | 466,444    |
| Internal Use             | 2,814         |        | 2,799         | 3,538      | 29,995  |            |
| Leaks                    | 504           |        | 1,792         | 119        | 5,363   |            |
| Flow/Flushing/Fire       | 196           |        | 40            | 595        | 2,275   |            |
| System Losses            | 4,300         |        | 2,822         | 0.70%      | 6.02%   |            |
| Target Loss Ratio        |               |        |               |            | 8%      |            |

### Income Statement for November

|                      | Current Month | Budget    | LY Same Month | Last Month | YTD         | YTD Budget  |
|----------------------|---------------|-----------|---------------|------------|-------------|-------------|
| Sales                | \$506,243     | \$447,745 | \$451,501     | \$551,432  | \$5,742,804 | \$4,971,407 |
| Other                | \$4,673       | \$2,914   | \$2,620       | \$3,859    | \$41,902    | \$31,531    |
| Total Revenues       | \$510,916     | \$450,659 | \$454,121     | \$555,291  | \$5,784,705 | \$5,002,938 |
| Water Treatment      | \$83,429      | \$100,143 | \$84,793      | \$108,695  | \$1,122,500 | \$1,234,349 |
| Expenses             | \$136,731     | \$152,914 | \$118,026     | \$150,619  | \$1,556,411 | \$1,806,780 |
| P/OT (Taxes)         | \$55,723      | \$65,598  | \$62,424      | \$55,723   | \$612,953   | \$699,576   |
| Depreciation         | \$93,498      | \$92,573  | \$91,447      | \$93,498   | \$1,028,479 | \$1,018,302 |
| Total Expenses       | \$369,381     | \$409,227 | \$356,690     | \$408,535  | \$4,320,343 | \$4,759,007 |
| Net Operating Income | \$141,535     | \$41,432  | \$97,431      | \$146,755  | \$1,464,362 | \$243,931   |

### Ratios and Cash Flow for November

|                        | Current Month | Budget/Auth | Proj Year End    | Year End Budget | YTD  | YTD Budget |
|------------------------|---------------|-------------|------------------|-----------------|------|------------|
| Debt to Total Assets   | 27.96%        |             |                  |                 |      |            |
| Rate of Return         | 7.82%         | 6.20%       |                  |                 |      |            |
| Liquidity Ratio        | 3.06          | 1.50        |                  |                 |      |            |
| Debt Service Coverage  | 2.06          | 1.21        | Recommended=1.25 |                 | 1.90 | 0.96       |
| # of Days Work Capital | 165           | 16          | 179              |                 | 7    |            |
| Net Cash Balance       | \$1,641,507   | \$174,588   | \$1,775,098      | \$83,368        |      |            |









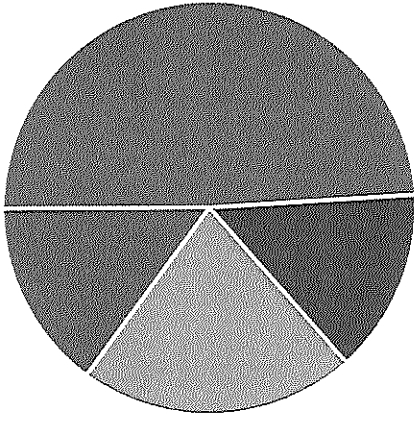
# MENASHA ENERGY SERVICES AND TELECOMMUNICATIONS UTILITY FINANCIAL REPORT

## Energy Services Income Statement for November 2024

|                             | Current Month  | Budget         | LY Same Month  | Last Month     | YTD             | YTD Budget      |
|-----------------------------|----------------|----------------|----------------|----------------|-----------------|-----------------|
| Sales                       | \$1,081        | \$1,081        | \$1,081        | \$1,081        | \$11,888        | \$11,888        |
| Other                       | \$0            | \$0            | \$0            | \$0            | \$0             | \$0             |
| <b>Total Revenues</b>       | <b>\$1,081</b> | <b>\$1,081</b> | <b>\$1,081</b> | <b>\$1,081</b> | <b>\$11,888</b> | <b>\$11,888</b> |
| Expenses                    | \$27           | \$28           | \$27           | \$27           | \$294           | \$1,623         |
| Depreciation                | \$676          | \$676          | \$676          | \$676          | \$7,434         | \$7,434         |
| <b>Total Expenses</b>       | <b>\$703</b>   | <b>\$704</b>   | <b>\$703</b>   | <b>\$703</b>   | <b>\$7,728</b>  | <b>\$9,057</b>  |
| <b>Net Operating Income</b> | <b>\$378</b>   | <b>\$376</b>   | <b>\$378</b>   | <b>\$378</b>   | <b>\$4,159</b>  | <b>\$2,831</b>  |

## Telecommunications Comparison

November 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 11/30/2024 \$55,125

Total Assets for Telecommunications 11/30/2024 \$468,712

Total Utility Plant 11/30/2024 \$812,562

Utility Plant is 81% depreciated in total

Net Cash Balance includes Operations & Depreciation Funds

Operations 11/30/2024 = \$3,581

Depreciation 11/30/2024 = \$225,035

## Telecommunications Income Statement for November 2024

|                             | Current Month  | Budget         | LY Same Month  | Last month     | YTD              | YTD Budget       |
|-----------------------------|----------------|----------------|----------------|----------------|------------------|------------------|
| Sales                       | \$8,360        | \$9,696        | \$9,691        | \$8,357        | \$103,428        | \$106,619        |
| Other                       | \$0            | \$0            | \$0            | \$0            | \$0              | \$0              |
| <b>Total Revenues</b>       | <b>\$8,360</b> | <b>\$9,696</b> | <b>\$9,691</b> | <b>\$8,357</b> | <b>\$103,428</b> | <b>\$106,619</b> |
| Expenses                    | \$1,325        | \$1,422        | \$1,138        | \$1,811        | \$26,803         | \$16,582         |
| PILOT (Taxes)               | \$1,286        | \$1,479        | \$1,471        | \$1,286        | \$14,141         | \$16,264         |
| Depreciation                | \$1,931        | \$1,954        | \$1,941        | \$1,931        | \$21,246         | \$21,489         |
| <b>Total Expenses</b>       | <b>\$4,542</b> | <b>\$4,854</b> | <b>\$4,549</b> | <b>\$5,028</b> | <b>\$62,190</b>  | <b>\$54,334</b>  |
| <b>Net Operating Income</b> | <b>\$3,818</b> | <b>\$4,842</b> | <b>\$5,142</b> | <b>\$3,330</b> | <b>\$41,239</b>  | <b>\$52,285</b>  |

|                         | Current Month    | Budget           | Proj Year End     | Year End Budget  | YTD  | YTD Budget |
|-------------------------|------------------|------------------|-------------------|------------------|------|------------|
| Debt to Total Assets    | 19.82%           |                  |                   |                  |      |            |
| Rate of Return          | 33.01%           |                  |                   |                  |      |            |
| Liquidity Ratio         | 14.26            | 1.50             |                   |                  |      |            |
| Debt Service Coverage   | 1.37             | 1.61             | Recommended >1.25 |                  | 1.36 | 1.59       |
| <b>Net Cash Balance</b> | <b>\$228,616</b> | <b>\$213,164</b> | <b>\$218,395</b>  | <b>\$214,176</b> |      |            |

