



# UTILITY COMMITTEE MEETING AGENDA

March 05, 2024 at 5:45 PM

Kronenwetter Municipal Center - 1582 Kronenwetter Drive Board Room (Lower Level)

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**1. CALL MEETING TO ORDER**

- A. Pledge of Allegiance
- B. Roll Call

**2. PUBLIC COMMENT**

Please be advised per State Statute Section 19.84(2), information will be received from the public. It is the policy of this Village that Public Comment will take no longer than 15 minutes with a three-minute time period, per person, with time extension per the Chief Presiding Officer's discretion. Be further advised that there may be limited discussion on the information received, however, no action will be taken under public comments.

**3. REPORTS AND DISCUSSIONS**

- [C.](#) Administrator Report
- [D.](#) Treasurer's Report

**4. OLD BUSINESS**

- [E.](#) Revised Emergency Water Procedure Well #2 WTP Construction Project

**5. NEXT MEETING: April 02, 2024 @ 5:45 PM**

**6. CONSIDERATION OF ITEMS FOR FUTURE AGENDA**

**7. ADJOURNMENT**

**WRITTEN COMMENTS:** You can send comments on agenda items to [kcoyle@kronenwetter.org](mailto:kcoyle@kronenwetter.org)

**NOTE:** Requests from persons with disabilities who need assistance to participate in this meeting or hearing should be made at least 24 hours in advance to the Village Clerk's office at (715) 693-4200 during business hours.

Posted: 03/01/2024 Kronenwetter Municipal Center and [www.kronenwetter.org](http://www.kronenwetter.org)

Faxed: WAOW, WSAW, WSAU, and Mosinee Times | Emailed: Wausau Daily Herald

**Village Administrator**  
**Status Report: for Village Board**  
**As of February 28, 2024**

- A. Review of Riverside Ambulance Services Agreement
- B. Code of Conduct amendment for the Village of Kronenwetter
- C. Director of Public Works & Utilities Interviews March 7, 2024 from 4:00p.m. to 7:00p.m.
- D. Preparing draft village administrator's hiring policy & procedure for APC
- E. Developing a draft standardize employment off letter with VOK staff
- F. Department head review of latest version of Employee Handbook to be scheduled with APC
- G. HR – Evaluations and Professional Development Plans
- H. HR – Standard Hours of Operations – Manager on Duty Assessment
- I. Legal services budget amendment development with CFO/Treasurer
- J. Railroad Accessibility Assessment Study bids due March 11, 2024 4:00p.m.
- K. Citizen issue over payment for utilities laterals in review
- L. Final review over/under/balances of 2023 budget with CFO due April 2024
- M. Continued Village review of all current contracts
- N. Continued weekly leadership meeting every Tuesday
- O. Developing Agenda for Mentoring Meeting with Dan Mahoney March 19, 2024
  - Wis. Open Records Law
- P. Attending Municipal Grant Workshop, Waukesha, WI February 22, 2024
- Q. Attending Wisconsin City County Management Association Conference on Feb 28 thru March 1 in Elkhart Lake, WI
- R. Attending WCMA Region 2 meeting Rib Mountain Municipal Center March 2, 2024
- S. Continuing Director of Public Works and Utilities duties
  - Created Emergency Water Well #2 Shut Down Procedure
  - Completing the FFY2025 Surface Transportation Program-Local Supplemental Project Solicitation
  - Public Works Director Interviews March 7
  - GIS Package Award
  - Developing a Sewer Cleaning RFP
  - Reviewing Back-up Generator Plan
  - Railroad Accessibility Assessment Study
  - Well #2 Water Treatment Construction Project Management
  - Kronenwetter Drive Phase A and Phase B design
  - Lift Station 8 and 4 Design
  - Various utilities repair & replacement efforts, to include budgeted improvement
  - ADA updates for the Municipal Center



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<b>ITEM NAME:</b>	Treasurer’s Report
<b>MEETING DATE:</b>	2/26/24
<b>PRESENTING COMMITTEE:</b>	VB
<b>COMMITTEE CONTACT:</b>	Chris Voll
<b>STAFF CONTACT:</b>	Lisa Kerstner
<b>PREPARED BY:</b>	Lisa Kerstner

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I have been working with the Auditor’s to get information for the 2023 audit. There still needs to be entries made to recorded expenses in the correct year. The bank reconciliations are still being done in a timely manner. I am making changes to how the financials will look in 2024 so they match the way the 2024 budget was put together. This means that I have to do changes in the software so the financial reports look correct. We have found that not everything was setup correctly when Utilities came on so I am working on fixing that and correcting previous months data. I also do not want to provide inaccurate numbers while recording expenses in the correct year. I will provide updated financials once this is completed. I am working on getting the CoVantage documents corrected per the 2/21/24 special board meeting.



### **Report to Utility Committee**

**Agenda Item:** Emergency Water Procedure Well #2 WTP Construction Project

**Meeting Date:** March 5, 2024

**Referring Body:** Utility Committee

**Committee Contact:** Alex Vedvik, Chair

**Staff Contact:** Leonard Ludi, Village Administrator

**Report Prepared by:** Leonard Ludi, Village Administrator

**OBJECTIVE(S):** Update the emergency procedure for a schedule Well # 2 shutdown in April 2024. During this time Well #2 will not be available to provide water to the Village of Kronenwetter for 1 to 2 weeks. This is part of Well #2 Water Treatment Construction Project, as the contractor will be updating Well #2 as part of their scope of work

**HISTORY/BACKGROUND:** Ellis Construction let the VOK Utility & Becher Hoppe know that they were in the process of scheduling the Well # 2 upgrade. The upgrade will impact the Water Utility as Well #2 will not be available to provide water to the Village of Kronenwetter for 1 to 2 weeks. With that, all parties involved had a meeting on January 3, 2024 and the team established that the optimal time for this to take place would be April since the water demand is not expected to be high during this month. It was also determined that a procedure would be developed between Becher Hoppe and VOK Utility to cover all impacts while the upgrade to Well #2 was taking place to include fire protection water.

Per the Becher Hoppe report, the Village of Kronenwetter uses an average day of 365,000 gallons. They confirmed well #1 has the capacity of 700 gallons per minute which would be adequate for the Village to keep up with the demand during the month of April. However, they recommend that the Village of Kronenwetter utilize the connection to the Village of Rothchild as an emergency water source.

With that, an additional meeting was coordinated with the Village of Rothchild to coordinate efforts to utilize the meter building connect as an emergency water source. Fire Chief Obrien was advised of the upcoming Well #2 upgrade and the VOK Utility finalized the emergency procedure for utilizing the Village of Rothchild as an emergency water source.

Final draft emergency procedure for a schedule Well # 2 shutdown in April 2024 was presented to the Utility Committee on the February 6, 2024 regular meeting. Discussion during the meeting directed Administrator Leonard Ludi to look into other alternatives to be include additional sources of water in the emergency procedures that would precede the Village of Rothchild water source at the meter stations. Revisions have been made as presented here in this presentation packet.

**PROPOSAL:** Review revised emergency procedure for a schedule Well # 2 shutdown in April 2024.

**RECOMMENDED ACTION:** Approve revised emergency procedure for a schedule Well # 2 shutdown in April 2024.

**ATTACHMENTS:**

- Becher Hoppe Well 2 Work Summary
- Revised Emergency Water Procedure Well #2 WTP Construction Project

## **Revised Well # 2 Shutdown A & B Procedure April 15, 2024 to April 30, 2024**

### **A. Procedure for Well #2 Shutdown**

- 1) Well # 1 will be commission to take full capacity of the Village water demand during the Well # 2 shutdown.
- 2) Water tank water will be monitored and maintain at least 18 feet of storage (approximately 167,000 gallons), with Well #1 not running more than 9 hours per day.
- 3) Fire Department will refrain from conducting any training during the duration of the Well # 2 shut down that will impact water storage levels stated above.
- 4) As determined by Fire Chief, alternative emergence water sources will be utilized in the event of a village fire so as not to impact the required water tank storage.
- 5) If water tank level drops below 14 feet (approximately 123,000 gallons) Well #1 may be run up 12 hours per day. This will require monitoring by VOK Utilities to assure Well #1 is running in good condition and has sufficient capacity to serve the water demand.
- 6) Procedure B below will not be utilized without Village Administrator's approval, identifying the situation as an emergency situation.

### **B. Procedure for operating connection with Rothschild will only be on stand by and not used without Village Administrator's approval, identifying the situation as an emergency situation.**

#### **County Highway XX and Tower Rd.**

- 1) contract Rick Stoviak, Rothschild water lead, (715)302-0707 and inform him of the situation and that you will need to open the Tower and CTHXX emergency connection.
- 2) Close valves: A-0030-M (Tower Rd. and CTHXX) and A-0350-M (Tower by HYD 4-17, south of intersection).
- 3) Open Emergency connection valves at CTH XX and Tower Rd: A-OOOI-E

- 4) Open and flush: HYD 4-17 for 10-15 minutes (There are no customer services on this stretch of water main).
- 5) open valves: A-0350-M (Tower Rd. by HYD 4-17, south of intersection) and A-0030M (Tower and CTHXX).

There will be discolored water events, especially in the adjacent neighborhoods, due to the flushing of the emergency connection and the general disruption of the system.

- 6) If after hours contact Mark Mackey (715)574-3868) or the Kronenwetter PWD and advise of the situation.