

SEWER OPERATING FUND - 590
PROPOSED BUDGET - 3 YEAR COMPARISON
2023-2024

590 - SEWER OPERATING FUND	2021-2022	PROPOSED 2022-23	PROJECTED 2023-24	PROPOSED 2024-2025
590-808 · Pumping Contract	\$ 4,261.74	\$ 17,836.75		\$ -
590-809 - Annual Comm. Pumpings	\$ 8,397.49	\$ 7,845.06		\$ -
590-810 · Special Pumpings	\$ 6,617.50	\$ 2,744.98		\$ -
590-850 · Telecommunications	\$ 9,364.12	\$ 8,000.00	\$ 12,000.00	\$ 15,000.00
590-860 · Transportation & Travel	\$ 590.42	\$ 700.00	\$ 1,000.00	\$ 1,000.00
590-900 · Printing & Publishing	\$ 236.86	\$ -		\$ 300.00
590-910 · Insurance	\$ 3,400.00	\$ 3,906.79	\$ 5,045.00	\$ 5,500.00
590-920 · Public Utilities	\$ 20,766.08	\$ 22,580.36	\$ 24,000.00	\$ 25,000.00
590-930 · Repairs & Maintenance	\$ 13,256.49	\$ 2,971.68	\$ 10,000.00	\$ -
590-931 · Extra Maintenance	\$ 17,065.09	\$ 617.50		\$ -
590-932 · Lab Analysis	\$ 7,968.00	\$ 7,605.00	\$ 8,000.00	\$ 8,000.00
590-935 · Odor Control	\$ 2,385.00	\$ -		\$ -
590-950 · License/Permits	\$ 3,650.00	\$ 3,810.76	\$ 3,800.00	\$ 7,500.00
590-956 · Misc. / Contingency		\$ -	\$ 130.00	
590-960 - Education / Training		\$ 500.00	\$ 1,000.00	\$ 2,000.00
Total Expense	\$ 220,446.12	\$ 229,885.58	\$ 231,300.13	\$ 232,250.00
A: 5% increase to wages				
B: Move to Sewer Improvement				\$ 232,250.00
C: Moving Operations In-house				
FUND BALANCE MARCH 31, 2023 \$15,299.71				
PROJECTED FUND BALANCE MARCH 31, 2024 \$				
PROJECTED FUND BALANCE MARCH 31, 2025 \$				

SEWER IMPROVEMENT FUND - 593
PROPOSED BUDGET - 3 YEAR COMPARISON
2024-2025

593-SEWER IMPROVEMENT FUND	2021-2022	2022-2023	PROJECTED 2023-24	PROPOSED 2024-25
Income				
000-539 - SAW Grant from State	\$ -	\$ -	\$ 9,000.00	\$ 12,000.00
000-605 - Hook Up Fees	\$ -	\$ 54,000.00	\$ 176,000.00	\$ 184,800.00 A
000-606 - Capital Imp. Fees	\$ 169,832.44	\$ 169,592.95	\$ -	\$ -
000-671 - Miscellaneous Income	\$ -	\$ -	\$ -	\$ -
000-699 - Transfer from Other	\$ -	\$ -	\$ -	\$ -
Total Income	\$ 169,832.44	\$ 223,592.95	\$ 185,000.00	\$ 196,800.00
Expense				
593-912 River Street Gravity	\$ 7,800.00	\$ 112,291.37	\$ -	\$ 30,000.00
593-9 Truck and Maintenance				
593-930 Generator	\$ 4,885.19	\$ 7,759.35	\$ 6,000.00	\$ 6,000.00
593-931 - Odor Control/Hydrogen Sulfide Study	\$ 6,039.41	\$ 27,925.52	\$ 40,000.00	\$ 40,000.00
593-932 - Aerator	\$ 4,401.80	\$ 14,913.14	\$ 10,366.18	\$ 2,000.00
593-933 - Influent Manhole	\$ -	\$ 184.00	\$ 30,000.00	\$ 30,000.00
593-934 - WWTP Gate Valve Replacement	\$ -	\$ -	\$ 2,000.00	\$ 2,000.00
593-936 - Building Improvement	\$ -	\$ 520.00	\$ 1,000.00	\$ 2,000.00
593-937 - Phosphorus Study & Treatment	\$ -	\$ -	\$ 1,000.00	\$ 2,000.00
593-938 - Collection System Improvements				
593-939 - Influent Flow Meter & Totalizer	\$ 1,800.00	\$ 20,517.17	\$ 8,800.00	\$ 1,000.00
593-940 - Dosing Valve Replacement	\$ -	\$ 9,154.20	\$ 10,000.00	\$ 3,000.00
593-941 - Narrows Lift Station	\$ 10.00	\$ 10,214.83	\$ 4,000.00	\$ 2,000.00
593-942 -Thompson Street Lift Stations	\$ -	\$ 15,151.31	\$ 27,500.00	\$ 1,000.00
593-943 - Billing & Metering	\$ -	\$ -	\$ 3,000.00	\$ 2,000.00
593-944 - Popp Rd Lift Station	\$ -	\$ 5,320.17	\$ 4,000.00	\$ 2,000.00
593-945 - Leland Harbor Lift Station	\$ -	\$ -	\$ 20,000.00	\$ 2,000.00
593-946 - River Crossing Piping	\$ -	\$ -	\$ 4,000.00	\$ -
593-947 - Duck Lake Rd Lift Station	\$ -	\$ -	\$ -	\$ 2,000.00
593-948 - Air Relief Valve Improvements	\$ 2,843.94	\$ 471.70	\$ -	\$ 12,000.00
593-949 - Terrace Lane Lift Station	\$ -	\$ -	\$ -	\$ 2,000.00
593-950 - River Crossing Emergency Plan	\$ -	\$ -	\$ -	\$ -

593-951 - WWTP Water Well	\$	-	\$	-	\$	10,000.00	\$	-
593-952 - WWTP Controls/Electrical	\$	-	\$	29,127.09	\$	10,000.00	\$	2,000.00
593-953 WWTP Dosing Pump Station	\$	29,004.26	\$	254.37	\$	2,565.00	\$	2,000.00
593-954 WWTP Bio Solids Removal	\$	78,612.33	\$	-	\$	-	\$	-
593-955 Step System Improvements	\$	-	\$	43,201.53	\$	40,000.00	\$	20,000.00
593-956 - Miscellaneous, supplies	\$	-	\$	275.87	\$	2,000.00	\$	2,000.00
593-957 - Collection System Manholes	\$	-	\$	-	\$	4,000.00	\$	-
593-958- WWTP Clarifier	\$	-	\$	-	\$	8,095.21	\$	10,000.00
593-959- Bank Fees								-
593-960- WWTP Disk Filter	\$	502.58	\$	3,875.50	\$	2,000.00	\$	4,000.00
593-961 - WWTP Sludge Pump			\$	3,934.59	\$	5,200.00	\$	2,000.00
593-962 - Septic Tank Improvements			\$	8,383.31	\$	15,000.00	\$	8,000.00
593-963 - Commercial Tank Pumping			\$	-	\$	20,000.00	\$	12,000.00
593-964 - WWTP Drained System			\$	-	\$	10,000.00	\$	4,000.00
593-967 - Monitor Wells								-
593-970- Rate & Capacity Study			\$	-	\$	1,000.00	\$	4,000.00
593-971 - Asset Management			\$	-	\$	1,000.00	\$	7,000.00
593-972- BioFilter (Duplicate)			\$	-	\$	2,643.00	\$	-
593-973- Residential Pumping			\$	-	\$	8,000.00	\$	12,000.00
593-974- Ferric Chloride Product			\$	-	\$	2,000.00	\$	5,000.00
593-977 - Replacement Equipment	\$	-	\$	8,028.70	\$	2,000.00	\$	5,000.00
Lagoon Improvements			\$	-	\$	830.00	\$	1,000.00
593-999 Transfer Out	\$	-	\$	15,000.00				
Total Expense	\$	135,899.51	\$	336,503.72	\$	315,499.39	\$	252,000.00
A = Probable 5% Rate Increase for SIF								
Fund Balance March 2023 \$293,108.59								
PROJECTED FUND BALANCE March 2024 \$								
Projected Fund Balance March 2025 \$								

LFA 2025

Senior Wastewater System Technician Leland Township

JOB TITLE: Senior Wastewater System Technician
DEPARTMENT: Leland Township Sewer System
SUPERVISOR: Leland Township Board / Leland Township Sewer Administrator

Leland Township, Leelanau County

GENERAL JOB DESCRIPTION

Senior Technician whose primary responsibility is the operation, maintenance, monitoring, and minor repairs of the Leland Township Sewer System.

MAJOR DUTIES AND RESPONSIBILITIES

Primary Responsibility is for the operation, maintenance, and repair of the Leland Township Sewer System in accordance with the Groundwater Discharge Permit issued by the State of Michigan.
Will be required to maintain certain after-hours on-call duties for emergency response and repairs on an as-needed basis.

MINOR DUTIES AND RESPONSIBILITIES

Reporting and Record Keeping.
Monitor the system, including the additive of chemicals to the system.
Preventative Maintenance.
Diagnosing Problems and Repairs to the system.
Snowplowing of Wastewater Treatment Plant and Lift Stations as needed.
Upkeep, cleaning, and minor repairs of the Wastewater Treatment Plant buildings.
Attend meetings as required.
Monitor inventory of spare parts and equipment.
May be asked to assist other departments within the township as directed by the Township Board, Township Supervisor, or Sewer Administrator.
Works with Sewer Administrator on budgeting and ordering parts and equipment.
May be required to supervise other technicians or temporary workers hired to assist with these duties.
May be assigned by the Township Board, Township Supervisor, or Sewer Administrator to assist with other township departments on a temporary basis.

QUALIFICATIONS FOR THE JOB

Education:

High School Diploma or GED.
Training and/or college would be a benefit.

Experience:

At least one year experience in sewer system maintenance or a related technical service field.

Other:

Possess L-2 Certification from the State of Michigan, or the ability to obtain certification within 6 months.
Ability to obtain other Certifications as required by the State of Michigan.
Must have a valid driver's license.
Must submit to DMV record check when requested.
Continuing Education will be required.
Safety Training will be required.

KEY COMPETENCIES

Ability to communicate effectively with customers, contractors, and regulatory agencies.

Ability to diagnose and assess problems with sewer equipment.

Prepare the required reports to regulatory agencies

Ability to keep records of maintenance activities and repairs.

Aptitude and skills in general maintenance and repairs.

Ability to comprehend and carry out written and oral instructions, including operation and maintenance manuals.

PHYSICAL REQUIREMENTS

Must be able to lift at least 50 pounds.

Must be able to access undulating terrain and access below ground level chambers.

Must be able to work in all weather and temperature conditions.

Must have the ability and dexterity to operate a variety of hand and power tools.

COMPENSATION

40 Hours per week @ \$27.00 per hour

Overtime at time-and-a-half

Township Blue Cross / Blue Shield Family Plan with 5% match

Pension

Uniform Allowance

Cell Phone Allowance

Sewer Administrator Leland Township

JOB TITLE: Sewer Administrator
DEPARTMENT: Leland Township Sewer System
SUPERVISOR: Leland Township Board – with guidance from the Leland Sewer Commission

Leland Township, Leelanau County

GENERAL JOB DESCRIPTION

Sewer Administrator oversees the operation, maintenance, monitoring, repairs, and upgrades of the Leland Township Sewer System. Supervises the Leland Township Sewer Technician(s).

MAJOR DUTIES AND RESPONSIBILITIES

Primary Responsibility is for the operation, maintenance, and repair of the Leland Township Sewer System in accordance with the Groundwater Discharge Permit issued by the State of Michigan. Also is the primary contact for inquiries and issues from customers of the sewer system.

MINOR DUTIES AND RESPONSIBILITIES

- Reporting and Record Keeping.
- Monitor and Approve Expenditures.
- Prepare Budgets.
- Sewer Billings.
- Oversee Asset Management.
- Oversee As-Builts and Record Drawings.
- Attend meetings as required.
- Oversee Miss-Dig staking program.
- Oversee customer meter readings and maintenance.
- Oversee repairs, modifications, and improvements.
- Review and issue sewer construction permits.
- Plan reviews.

QUALIFICATIONS FOR THE JOB

Education:

High School Diploma or GED.
Training and/or college would be a benefit.

Experience:

At least one year experience in sewer system operations or a related technical service field.

Other:

Must have a valid driver's license.
Must submit to DMV record check when requested.
Continuing Education will be required.

KEY COMPETENCIES

Ability to communicate effectively with customers, contractors, and regulatory agencies.

Ability to diagnose and assess problems with sewer equipment.

Review the required reports to regulatory agencies

Ability to keep records of maintenance activities and repairs.

Ability to comprehend and carry out written and oral instructions, including operation and maintenance manuals.

PHYSICAL REQUIREMENTS

Must be able to lift at least 50 pounds.

Must be able to access undulating terrain and access below ground level chambers.

Must be able to work in all weather and temperature conditions.

Will be required to maintain certain after-hours on-call duties for emergency response and repairs on an as-needed basis

COMPENSATION

Current:

Base Pay: \$

Hourly pay for Miss-Dig Staking @ \$21

Hourly pay for meter readings @ \$21

Hourly pay for as-built drawings @\$21

Hourly pay for project management @\$21

2023 Total Compensation: \$

Proposed:

Additional \$6000 for supervision

Cell Phone Allowance