

LELAND TOWNSHIP SEWER COMMISSION
Thursday, February 1, 2024 – 10:00 a.m.
Leland Township Office
489 W. Main Street, Lake Leelanau. MI 49653
MINUTES

PRESENT: Treasurer Shirley Garthe, Chair Jim Redmond, Frank Migda.

Quorum Present

GUESTS: Steve Patmore, Mitch Gawryziak, Kathy Dawkins, Steve and Mrs. Mikowski, Susan Och
CALL TO ORDER – Mr. Redmond called the meeting to order at 10:07 a.m. with the Pledge of Allegiance.

APPROVAL OF THE AGENDA

ACTION: Ms. Garthe moved to approve the agenda as presented; supported by Mr. Migda. Motion carried.

DECLARATION OF CONFLICT OF INTEREST - None

APPROVAL OF PRIOR MEETING MINUTES – Tabled approval of past meeting until next meeting.

PUBLIC COMMENT - None

REPORTS

1. Treasurer (report on file in Leland Township Office)
Ms. Garthe reported on income and expenses in the Sewer Operating and Improvement funds. Reports were distributed to the Commission members. The Township Sewer took in \$40,165.28. Reserve amounts for emergencies were discussed. Big bills for this month were repairs and having pumping done.
2. Sewer Administrator, Monthly report and update on current projects.
Report was distributed to Commission members. Flows are good and the lagoon level is at 6.8 feet. The phosphorus level was at 1.46 and remains pretty stable. The Terrace Lane lift station pump was repaired and reinstalled at Terrace Lane. There was a broken pipe outside Peddling Beans. Steve Patmore will be attending an asset management training. The Library is contemplating additions and there is a new permit coming up on a new house. They are working on the budget. Odor control is an ongoing project. Steve has spoken to engineers about alarms.
3. Operation Reports – Infrastructure Alternatives Inc., Mitch Gawryziak
Monthly Report was distributed to Commission members. Mitch reviewed call-outs. (See report). Some general maintenance items were discussed as well.

DISCUSSION/ACTION ITEMS

1. Restructuring of Sewer Operations – Steve Patmore believes the new structure will save some money and give the Township more control. March 8 is the final day for our contract with IAI. Patmore passed out a doc of the anticipated final costs of the transition. Mitch Gawryziak's wage will be the same. Gawryziak has asked for benefits the same as the Fire Department. He needs the family benefits. Currently we are paying a lot of overtime to IAI. Steve has a lead on a part-time back-up worker. There is a

thought of combining job duties with Parks and Rec work. Patmore will keep track of extra expenses on his part. Jim Redmond would like to review the sewer administrator job as part of the Sewer Commission and the Leland Board.

- a. Overview of Re-Structured Sewer Operations – ongoing discussion.
 - b. Budget Implications for remainder of 2023-24 and 2024-25 – It is anticipated that structuring the sewer operations in-house will cost less money in the long run.
 - c. Job Description for Wastewater Technician – This is being worked on.
 - d. Other Job Descriptions - Patmore is working on the Sewer Administrator job description. He will bring the descriptions to the Sewer Commission and then to the Leland Township Board.
 - e. Options for Maintenance Vehicle – Two options for buying a truck were reviewed. The Leland Board is concerned about finance charges. There is a possibility of a lease to buy situation. Also, Patmore suggested a 3 payment (yearly) plan for repayment. He also reviewed the details of a used county truck that is for sale. We would have to pay the full amount (\$38,000) but the truck is not available until April. It is estimated that a third of the truck's life is gone. We will have to buy a plow. The Commission's consensus is to buy the new truck. Patmore will take the recommendation to the Board.
 - f. Termination of Sewer Operations Contract with IAI, Inc. A document will be written up to mutually terminate the contract. This document will be run by the Commission and then the Board. Redmond asked for a financial report of what has been paid to IAI in the last two years.
 - g. Recommendations to Township Board – Steve will present the recommendations to the Board.
2. 2023 Leland Sewer System Annual Report – Steve Patmore distributed a draft annual report.
 3. Annual Report on Sewer Flows and Capacity of Sewer System – Steve Patmore distributed a doc on influent capacity review.
 4. 2024-25 Sewer Operation and Capital Improvement Budget Discussion
Steve Patmore needs more time to do a draft budget. The budget is to be presented to the Board on February 15. The Commission will meet again on February 7 at 10:00 a.m.

Mitch asked about getting email, phone, computer, and internet for himself and the plant. Steve is working on that.

Shirley Garthenoted that the Board wants job descriptions and a list of steps that will take place to complete the transition.

COMMISSIONER COMMENT

There was a brief discussion of what needs to be done in order to present to the Board.

PUBLIC COMMENT

Kathy Dawkins – She reported that the Sewer Commission meeting is still listed on the website to be on a Friday. She asked if part-time workers get benefits.

UPCOMING MEETINGS

- Special Budget Workshop February 7, 2024, 10:00 a.m.
- Township Board Budget Session for Sewer – February 15, 2024 at 11:30 a.m.
- Next Regular Meeting – Thursday, March 7, 2024, 10 a.m.

ADJOURNMENT:

ACTION: Ms. Garthe moved to adjourn the meeting at 11:24 a.m.; supported by Mr. Migda. Motion carried.

Respectfully Submitted,
Cindy Kacin, Recording Secretary

Date Approved: _____

Jim Redmond, Chair

Lisa Brookfield, Township Clerk