

LELAND TOWNSHIP SEWER COMMISSION
Workshop Meeting
Thursday, March 7, 2024 – 10:00 a.m.
Leland Township Office
489 W. Main Street, Lake Leelanau. MI 49653
MINUTES

PRESENT: Treasurer Shirley Garthe, Chair Jim Redmond (*no quorum present*)

ABSENT: Frank Migda

STAFF: Steve Patmore, Mitch Gawrysiak

GUESTS: 2

CALL TO ORDER – Mr. Redmond called the workshop meeting to order at 10:07 a.m. with the Pledge of Allegiance.

APPROVAL OF THE AGENDA – (*no quorum present*)

DECLARATION OF CONFLICT OF INTEREST - None

APPROVAL OF PRIOR MEETING MINUTES – (*No approval, Quorum not present*)

2-1-24 Regular meeting

2-7-24 Regular meeting

2-15-24 Budget meeting

PUBLIC COMMENT

Steve Mikowski – The minutes of 2-7-24 should state that there was no quorum present. (Note from Patmore: The meeting was a budget workshop and not in need of a quorum as no action was taken)

REPORTS

1. Treasurer (report on file in Leland Township Office)
Ms. Garthe reported on income and expenses in the Sewer Operating and Improvement funds. It was the second part of the billing month. Reports were distributed to the Commission members.
2. Sewer Administrator, Monthly report and update on current projects.
Report was distributed to Commission members.
Phosphorus levels are low which is good news. Those levels fluctuate seasonally. Flow levels are very close to what they were last year at this time. Patmore discussed other items from his report.
3. Monthly Operations Report
Gawrysiak reviewed his work and call-outs for the month. He's been pumping the clarifier often, resulting in less call-outs. There was discussion about various ways to handle odor (as has been presented by salesmen).

DISCUSSION/ACTION ITEMS

1. Update on the Restructuring of Sewer Operations – Steve Patmore
The contract with IAI expires on 3-8-24. The technician job description was approved by the Board. Patmore has found a couple of people who might be interested in the part-

time technician position. This person would be trained to be a back-up. The truck was purchased for \$57,000 and has an extended warranty, which was under budget. Some accessories need to be purchased for the truck: fire extinguisher, first aid kit, protective covers, etc. We will need a winch as safety equipment. \$20,000 was put down on the truck instead of \$14,000, saving on interest charges. IAI will turn over the computer to the Sewer department. Redmond suggested a policy be written for who can use the truck. He asked that it would be discussed at the next meeting.

2. Re-cap of 2024-25 Proposed Budget

The Sewer Commission met with the Board about the budget. Previously we were paying a lot for call-outs on the step systems. With Gawrysiak as a Township employee, those expenses will be much less. Patmore discussed other parts of the budget.

3. Annual Update on the Ten-Year Capital Improvement Plan – Steve Patmore

Patmore will be working with Gawrysiak on the plan. There will be a report next month. The clarifier will have to be upgraded.

4. 2023 Leland Sewer System Annual Report – Steve Patmore

Patmore will talk about the reorganization and future projects at the Annual Meeting. He will make a pitch for a new Commission member.

COMMISSIONER COMMENT - None

PUBLIC COMMENT - None

NEXT MEETING: Thursday, April 4, 2024, 10:00 a.m.

The meeting was adjourned at 10:56 a.m.

Respectfully Submitted,
Cindy Kacin, Recording Secretary

Date Approved: _____

Jim Redmond, Chair

Lisa Brookfield, Township Clerk