

**SHETEK AREA  
WATER  
&  
SEWER  
COMMISSION**

2500 28<sup>th</sup> Street, PO Box 57  
Slayton, MN 56172-0057

**MEMBERS:**

**Jamie Thomazin**  
30 South Shore Drive  
Slayton, MN 56172  
(507) 828-3516  
fishnshetek@hotmail.com

**Donna Kor**  
82 South Shore Drive  
Slayton, MN 56172  
(507) 760-0304  
shetekor@frontiemet.net

**Jon Hoyme**  
50 South Shore Drive  
Slayton, MN 56172  
(507) 763-1568  
hoymejon@gmail.com

**Trevor Humphrey**  
76 Pleasant View Road  
SJayton, MN 56172  
(507) 829-7009  
Humphreytj@gmail.com

**Valarie Kastner**  
58 Keeley Island Dr  
Slayton, MN 56172  
(712) 389-0644  
valariekastner@gmail.com

**David Maguire**  
56 Keeley Island Dr  
Slayton, MN 56172  
(507) 430-2951  
david.maguire@unitedcapmn.org

**Greg Grant**  
PO Box 66  
Russell, MN 56169  
(507) 823-4746

**MAINTENANCE:**

**Dave Brown**  
(507) 760-0071

Website:  
Murraycountymn.com/saws

# Shetek Area Water and Sewer Commission Agenda

*Meeting Date:* ~~August 14, 2023~~ – Postponed to  
August 15, 2023 due to lack of quorum

*Time:* 4:00 p.m.

*Location:* Meeting Room B  
Murray County Gov. Bldg. Slayton,  
MN 56172

**You may attend in person, listen to the meeting by calling 612-895-1948 {Conference ID: 942437403#}, or view the meeting live via Teams. The Teams link can be found on the Murray County home page <https://murraycountymn.com/>.**

*Agenda:*

- A. Call Meeting to Order
- B. Roll Call
- C. Identify any Conflicts of Interest
- D. Approve Agenda
- E. Approval of Minutes
  - a. July 10, 2023 SAWS Meeting
- F. Treasurer's Report/Cash Flow
  - a. Approval of Invoices
  - b. Approval of Recurring Invoices
- G. Engineer's Report
- H. Other
  - a. Lots 1 & 3 on Lighthouse Lane - sewer connection
  - b. Lake Sarah extension
  - c. Lift Station #3 submain line extension
  - d. 2023 Delayed Hookups
- I. Set Next Meeting Date
  - a. September 11, 2023 at 4:00 pm
- J. Adjourn

*Thank you for your time, interest, and participation.*

**Regular Meeting of the Shetek Area Water and Sewer Commission  
July 10, 2023**

**Members present:** Donna Kor, Trevor Humphrey, Jon Hoyme, David Maguire, Greg Grant, Valarie Kastner

**Absent Members:** Jamie Thomazin

**Others present:** Dave Brown, Lori Gunnink, Molly Malone, Sarah Soderholm, Jean Christoffels

The meeting was called to order by Vice Chair Donna Kor at 4:00 PM.

No conflicts of interest were identified.

**Agenda:**

- **Motion (7/10/2023a)** Moved by Greg Grant, seconded by Jon Hoyme to approve the agenda. Motion carried unanimously.

**Minutes:**

- **Motion (7/10/2023b)** Moved by Greg Grant, seconded by Dave Maguire to approve the minutes from the previous meeting. Motion carried unanimously.

**Treasurers report:**

- **Motion (7/10/2023c)** Moved by Trevor Humphrey, seconded by Dave Maguire to approve payment of the invoices totaling \$24,238.83 Motion carried unanimously.
- **Motion (7/10/2023d)** Moved by Trevor Humphrey, seconded by Greg Grant to approve payment of the recurring invoices totaling \$13,733.68. Motion carried unanimously.

**Engineers report:**

1. Dave Brown reported a busy July 4<sup>th</sup> weekend with service calls.
2. Dave Brown reported that the June discharge was good and ponds are in excellent shape.
3. Dave Brown will have more numbers on the lid replacements at next month's meeting.
4. Discussions on cost of expansions for Brett Huber's and Doug Rupp's developments were tabled until better costs are obtained.

**Other:**

1. Matt Kopperud - sewer connection: No decision has been made until more accurate costs are obtained. No motions made on for consideration.
2. Rate Review
  - **Motion (7/10/2023e)** Moved by Trevor Humphrey, seconded by Dave Maguire to approve proposed rate for 2024. Motion carried unanimously.

3. Preliminary Budget 2024
  - **Motion (7/10/2023f)** Moved by Dave Maguire, seconded by Jon Hoyme to amend allocation of user fees from 60% Operations & Maintenance, 40% Debt Service to 80% Operations & Maintenance, 20% Debt Service. Motion carried unanimously.
  - **Motion (7/10/2023g)** Moved by Greg Grant, seconded by Trevor Humphrey to approve 2024 Budget. Motion carried unanimously.
4. Delinquent sewer bills
  - **Motion (7/10/2023h)** Moved by Greg Grant, seconded by Jon Hoyme to approve the delinquent sewer bill list and have Sarah send out the letter that was approved 6/12/2023. Motion carrier unanimously.
5. August Newsletter
  - **Motion (7/10/2023i)** Moved by Jon Hoyme, seconded by Greg Grant to approve the August newsletter. Motion carried unanimously.
6. Jean asked for a volunteer to attend the Audit Entrance meeting. Trevor volunteered.

**Next meeting:** August 14<sup>th</sup>, 2023 at 4:00 PM

**Adjourn:**

- **Motion (7/10/2023j)** Moved by Dave Maguire, seconded by Jon Hoyme to adjourn. Motion carried unanimously.

Respectfully Submitted,

Valarie Kastner  
Shetek Area Water & Sewer Commission Secretary

**Shetek Area Water and Sewer Commission**  
 2500 28th Street, PO Box 57  
 Slayton, MN 56172

<b>Expenses:</b> August 14, 2023
-------------------------------------

***Recurring Invoices***

<b>Pay Date</b>	<b>Payee</b>	<b>For</b>	<b>Warrant #</b>	<b>Amount</b>
6/8/2023	First National Bank	6/2023 direct deposit fee	76748	\$15.00
7/3/2023	Brown Excavating	7/2023 operation & maintenance	171551	\$11,170.00
7/3/2023	Murray County Treasurer	6/2023 postage expense	171554	\$372.48
7/3/2023	Murray County Treasurer	6/2023 billing costs	171555	\$730.56
7/3/2023	MVTL Laboratories	6/28 discharge sampling	171555	\$205.70
7/7/2023	AT&T Mobility II	5/26/23 - 6/25/23 service	171605	\$33.81
7/13/2023	Gopher State One Call Inc	6/30 Gopher State One Call	171619	\$56.70
7/13/2023	Northland Trust Services	8/1/23 Sewer Rev. Bonds 2023A interest	171621	\$12,588.75
7/18/2023	Counties Providing Technologies	7/23 sewer billing	171636	\$159.00
7/20/2023	Frontier Communications	6/5 - 7/6/23 phone service	171715	\$270.27
7/20/2023	Nobles Cooperative Electric	6/2023 electrical service	171720	\$1,226.97
Sum of Recurring Invoices				\$26,829.24

I declare under the penalties of law that this account, claim, or demand is just and correct and that has been paid per Resolution 2022-02-14d.

Approved by: \_\_\_\_\_  
SAWSC Treasurer



**BOLTON  
& MENK**

Real People. Real Solutions.

1960 Premier Drive  
Mankato, MN 56001-5900

Ph: (507) 625-4171  
Fax: (507) 625-4177  
Bolton-Menk.com

August 4, 2023

Jean M. Christoffels  
Murray County Zoning/Environmental Administrator  
2500 28<sup>th</sup> Street  
PO Box 57  
Slayton, MN 56172  
[jchristoffels@co.murray.mn.us](mailto:jchristoffels@co.murray.mn.us)

RE: Proposal for Civil Engineering Services  
Lake Sarah and Lift Station No. 3 Service Extension  
Shetek Area Water and Sewer, Slayton, Minnesota

Dear Jean,

Thank you for providing us with this opportunity to assist you with the extension of sewer service on Lake Sarah and the adjacent Lift Station No. 3. Bolton & Menk, Inc. has the technical expertise, experience, and resources to complete this project for you, and we appreciate your consideration.

Based on our understanding, the project will consist of the following major components:

Lake Sarah Extension

- Extension of approximately 6,000 linear feet of low-pressure sewer along Lake Sarah, as shown in the attached figure.
- Preparation of two easements for the construction of the extension.
- Installation of 12 service stubs with shut-off valves. Installation of grinder pumps and service lines to residences to be done by homeowners.

Lift Station No. 3 Extension

- Extension of approximately 2,000 linear feet of low-pressure sewer along Lake Sarah, as shown in the attached figure.
- Installation of two service stubs with shut-off valves. Installation of grinder pumps and service lines to residences to be done by homeowners.

To accomplish this project, we propose the following work tasks :

- Prepare construction documents to be used for soliciting quotes. These documents will be based on the existing plans and existing 2-foot contour aerial data. Documents will be prepared for soliciting quotes for each of the proposed extensions separately.
- Conduct a design review meeting with SAWS and Murray County staff.
- Prepare a construction cost opinion.
- Assist the District with obtaining quotes for the project.
- Assist the District with preparing and executing contract documents after awarding the contract.

Jean M. Christoffels  
Murray County Zoning/Environmental Administrator  
August 4, 2023  
Page 2

The Construction Services Phase is not included as part of this proposal. A separate proposal will be provided at the conclusion of the Final Design/Bidding Phase.

We propose to complete the above design for a total fee of \$ 17,500.00.

If any permits are required, the permit application fees shall be the responsibility of the Owner.

Our estimated timeframe to complete the project is identified below and coincides with a start date determined by the District.

Task	Time
• Prepare bidding documents, review meeting with District staff	4-6 weeks
• Solicit quotes, accept quotes, and award contract	4-6 weeks*
*Timing based on the District's Board meeting schedule.	

We understand the work is intended to be completed by fall 2023.

Thank you for the opportunity to present this proposal. We look forward to working with you and your staff. If you need any additional information or have any questions on the above, please do not hesitate to give me a call at 507-381-9905.

Sincerely,

**Bolton & Menk, Inc.**



**Jon D. Peterson, P.E.**

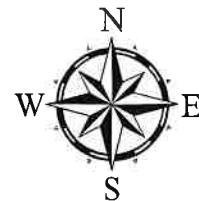
Principal Environmental Engineer

cc: Kristopher Swanson, P.E., Bolton & Menk, Inc.  
Bill Helget, P.E., Bolton & Menk, Inc.  
Jesse Zeig, RLS, Bolton & Menk, Inc.

Attachments:

- Lake Sarah Expansion Map, dated January 2023
- Lift Station No. 3 Submain Line Extension, dated July 27, 2023

# Lake Sarah SAWS Expansion Project Murray County January 2023

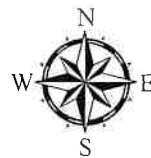


Source: Murray Co. GIS Data  
Prepared By: Murray Co. Environmental Office  
Displayed Using: Murray Co. Coordinate System

**Lift Station 3  
Submain line extension  
(Kopperud)  
July 27, 2023**



Source: Murray Co. GIS Data  
Prepared By: Murray Co. Environmental Office  
Displayed Using: Murray Co. Coordinate System





## 2023 Delayed Hookups

Parcel	Last Name	First Name	Property Address	Address	City	State	Zip	Inspection Date	Expiring	
11.014.001.0	Stellow (et ux)	Monte	2175 170th Ave	2175 170th Ave	Garvin	MN	56132	11/3/2020	11/3/2023	PASSED 7/25/23
11.110.006.0	Lilly	Edward & Rebecca	72 Pioneer Trail	9082 W Watson Ln	Peoria	AZ	85381	7/27/2020	7/27/2023	
11.135.003.0	Nelson	John & Janice	142 Pleasant View Road	142 Pleasant View Road	Slayton	MN	56172	8/19/2020	8/19/2023	PASSED 7/28/23
11.138.004.0	Maulder (et al)	Lori	72 North Shore Dr	817 E Heatherwood Circle	Brandon	SD	57005	7/9/2020	7/9/2023	PASSED 7/5/23
11.140.031.0	Hudson	Michael & Doris	62 Pommier Lane	110 South Str SW	Dodge Center	MN	55927	4/24/2020	4/24/2023	PASSED 7/19/23
11.180.022.0	Peck	Bernaida	22 Pleasant View Road	22 Pleasant View Road	Slayton	MN	56172	4/29/2020	4/29/2023	FAILED 5/2/23; must connect by 5/2/24
11.180.103.0	Krueger	Rodney	1799 191st Str	1799 191st Str	Slayton	MN	56172	5/12/2020	5/12/2023	Requested to have his done closer to expiration, inspector already lined up
11.190.029.0	Eernisse	Steven	54 Shady Rest Rd	PO Box 248	Leota	MN	56153	11/1/2020	11/1/2023	
15.110.005.0	Schuur	Rodney	12 Edgewater Rd	2009 Juniper Ave	Slayton	MN	56172	10/5/2020	10/5/2023	
17.110.003.0	Mathiason	Bruce & Thesa	42 Hudson Rd	23343 340th Ave	Walnut Grove	MN	56180	7/10/2020	7/10/2023	PASSED 6/28/23
18.020.007.0	Knuth	Marlys	74 Deer Path Rd	1014 140th Ave	Slayton	MN	56172	8/14/2020	8/14/2023	
18.029.001.2	Byrne	Thomas & Leslie	178 Tepeedah Rd	178 Tepeedah Rd	Tracy	MN	56175	7/8/2020	7/8/2023	PASSED 7/17/23
15.103.013.0	Barstad	Jeff	6 Pheasant Drive	6 Pheasant Drive	Slayton	MN	56172			deadline for inspection 8/15/23

**SHETEK AREA  
WATER  
&  
SEWER  
COMMISSION**

2500 28<sup>th</sup> Street, PO Box 57  
Slayton, MN 56172-0057

**MEMBERS:**

**Jamie Thomazin**  
30 South Shore Drive  
Slayton, MN 56172  
(507) 828-3516  
fishnshetek@hotmail.com

**Donna Kor**  
82 South Shore Drive  
Slayton, MN 56172  
(507) 760-0304  
shetekor@frontiernet.net

**Jon Hoyme**  
50 South Shore Drive  
Slayton, MN 56172  
(507) 763-1568  
hoymejon@gmail.com

**Trevor Humphrey**  
76 Pleasant View Road  
Slayton, MN 56172  
(507) 829-7009  
Humphreytj@gmail.com

**Valarie Kastner**  
58 Keeley Island Dr  
Slayton, MN 56172  
(712) 389-0644  
valariekastner@gmail.com

**David Maguire**  
56 Keeley Island Dr  
Slayton, MN 56172  
(507) 430-2951  
david.maguire@unitedcapmn.org

**Greg Grant**  
PO Box 66  
Russell, MN 56169  
(507) 823-4746

**MAINTENANCE:**

**Dave Brown**  
(507) 760-0071

Website:  
Murraycountymn.com/saws

August 15, 2023

«Name»  
«Address»  
«City», «State\_» «Zip»

Dear «Name»,

This is your second and final notice that the Shetek Area Water & Sewer Commission needs an up-to-date certificate of compliance for the septic system on your property at «Property\_Address» (parcel # «Parcel»).

The continuation of your delayed connection is contingent upon you providing a current certificate of compliance per SAWS Ordinance, Article 2, Section 202, 4. A list of licensed inspectors in the area has been attached.

A current certificate of compliance **MUST** be submitted by  
**December 15, 2023.**

Please mail a copy of your certificate of compliance to the address listed below. You may also drop it off in the Murray County Environmental Services office.

Shetek Area Water & Sewer Board  
2500 28th Street  
PO Box 57  
Slayton, MN 56172

If you fail to provide a current certificate of compliance by December 15, 2023, the delay of abandonment of your septic system will cease and you will be required to connect to the District's sewer system by June 15, 2024.

If you have any questions, please contact me by phone or email listed above.

Sincerely yours,

Jamie Thomazin  
SAWSC Chairman