



Mission: To protect and enhance the quality of water in the lakes within its jurisdiction....ensure wise decisions are made concerning the management and related land resources which impact these lakes.

PELICAN RIVER WATERSHED DISTRICT
MEETING ANNOUNCEMENT
Regular **MONTHLY MANAGERS' MEETING**
Thursday, May 19, 2016
6:15 PM
WATERSHED DISTRICT OFFICE
Wells Fargo Bank, 2nd Floor Conference Room
211 Holmes Street West, Detroit Lakes, MN
(218) 846-0436 www.prwd.org

AGENDA

- 6:15 PM**
1. **Call To Order**
Oath of Office – Kral, Haggert, Michaelson
 2. **Approval of Agenda and Consent Agenda (Administrator's Report; Secretary's Report – April 21, 2016 Regular Meeting Minutes; Rules/Permitting Report; Ditch Inspector's Report)**
- 6:25 PM**
3. **Progress Reports - Committee Chairs (5 minute reports)**
 - a. Personnel Committee
 - b. Aquatic Plant (Projects 1B & 1C)
 - c. Advisory Committee
- 6:30 PM**
4. **Old Business**
 - a. Revised Management Plan Update
 - b. 50th Anniversary Planning
 - c. Curly-leaf Pondweed Treatment Update
 - d. City Shoreline Ordinance Update
- 7:30 PM**
6. **Treasurer's Report**
 - a. **Approve May 2016 Bills**
 - b. **Approve May Fund transfer**
 - c. **Review January-April 2016 Revenue & Expenses – to be filed and subject to audit.**
- 7:40 PM**
5. **New Business**
 - a. **Audit**
 - b. **Personnel & Consultants**
 - c. **Flowering Rush Contracts**
 - d. **Fox Lake Property**
- 8:40 PM**
6. **Public Forum (5 minutes)**
- 8:45 PM**
7. **Attorney's Report**
 8. **Engineer's Report**
 9. **Pulled Consent Agenda Items**
- 9:00 PM**
10. **Meeting Adjournment**

(Action Items in Bold Face)



THE PELICAN RIVER WATERSHED
DISTRICT OF
BECKER AND OTTERTAIL COUNTIES
MINUTES OF REGULAR MEETING

April 21, 2016

Managers Present: Okeson, Brainard, Imholte, Haggart, Noyes

Managers Absent: Kral, Michaelson

Staff: Administrator Guetter, Alcott, Moses

Consultants: Attorney Karen Skoyles, Engineer Marlon Mackowick

Advisory Committee: None **Others:** Lowell Dede

The Regular Managers' meeting was called to order by Vice President Okeson at 6:16 PM.

CONSENT AGENDA. The consent agenda, including the April 2016 Administrator Report; Secretary's Report – March 17, 2016 Regular Managers' Meeting Minutes, April 2016 Rules/Permitting Report; and April 2016 Ditch Inspector's Report (Brainard, Haggart), carried unanimously.

PROGRESS REPORTS

Personnel Committee – Moses is working on a full time basis.

Aquatic Plant Committee – Nothing further to report.

Citizen Advisory Committee - Nothing further to report.

OLD BUSINESS

a. **Revised Management Plan (RMP) Update and Resolution.**

The resolution and plan outline template will be sent to the MN Board of Water and Soil Resource (BWSR) for their review and approval. **Motion to adopt the Resolution to Update the Pelican River Watershed Management Plan, attached hereto (Noyes, Imholte), carried unanimously.** Guetter stated meetings will be held in the next couple of months to gather public input for the plan.

b. **District 50 year anniversary (1966-2016)** – The District celebrates 50 years of water management. Managers Noyes and Brainard volunteered to assist staff with planning upcoming celebration activities. May 26, 1966 is the day the District was established.

TREASURER'S REPORT.

a. **Approval of April 2016 Claims (check #14159-14167) and (EFT 72-73 and 80-83) in the amount of (\$13,642.79) and 2016 1st Quarter Manager Per Diems and Expenses (EFT 74-79 and 84-90) in the amount of \$2608.24.** Moses reviewed the bills and 1st quarter manager per diems and expenses with the managers. **Motion to pay April claims and 2016 1st Quarter Manager Per Diems and Expenses, (Noyes, Brainard), carried unanimously.**

b. **Fund Transfers.** **Motion to approve a fund transfer in the amount of \$36,000 from Bremer Bank Savings to Bremer Bank Checking Account (Brainard, Okeson), carried unanimously.**

c. **Financial Report.** The January-March 2016 Revenues and Expenses Report was reviewed by the managers. No action taken. The report will be filed for audit.

NEW BUSINESS

a. **League of MN Cities Insurance Trust (LMCIT) Liability Coverage Limits.** The managers reviewed the resolution. **Motion to approve the LMCIT Resolution, attached hereto (Imholte, Noyes), carried.**

b. **Professional Lake Management (PLM) Curly-leafed pondweed treatment contract** –Managers reviewed the herbicide treatment estimate from PLM, based upon MN state vendor pricing, to treat Curly-leafed pondweed for lakes Detroit, Curfman, Muskrat, Sallie, and Melissa. **Motion to approve entering into the PLM contract in the amount up to \$33,856.78 for one Curly-leafed pondweed treatment on Detroit, Curfman, Muskrat, Sallie,**



THE PELICAN RIVER WATERSHED
DISTRICT OF
BECKER AND OTTERTAIL COUNTIES
MINUTES OF REGULAR MEETING

and Melissa lakes and to authorize Administrator Guetter to sign the contract (Imholte, Haggart), carried unanimously.

- c. **City of Detroit Lakes Shoreland Ordinance Update.** The City of Detroit Lakes is proposing several changes to its Shoreland Ordinance. The proposed shoreland ordinance amendments provides higher impervious surface standards (up to 30% for residential and 60% commercial development with mitigation), increase building heights from 25 ft up to 60 ft., and "land swapping" for mitigation purposes. The formulas for calculating mitigation are overly complicated and confusing. In addition, these standards would apply not only to Detroit and Long Lakes, but several other recreational and environmental lakes. It was recommended to review Becker County Shoreland Ordinance and incorporate similar language as it is confusing for contractors to work with different rules and requirements. Also it is difficult to track changes between the current ordinance and the proposed changes. The District was presented with the completed draft and asked for comments. Manager Imholte expressed concern with the proposed changes. **Motion for Administrator Guetter to draft a letter outlining the District's concerns with the proposed changes to the City of Detroit Lakes Shoreland Ordinance (Imholte, Noyes), carried unanimously.**

PUBLIC FORUM – None

ATTORNEY REPORT– See Engineer report.

ENGINEER REPORT – Mackowick and Skoyles updated the managers on Golden Bay Shores development Rule violations.

PULLED CONSENT AGENDA ITEMS- None.

ANNOUNCEMENTS – None.

ADJOURNMENT. Motion to adjourn the meeting at 7:30 PM (Brainard, Noyes), carried unanimously.

Meeting Approved : _____

Respectfully Submitted,
David Brainard, Secretary
No tape was made of this meeting.

**Pelican River Watershed District
Claims Paid**

<u>Date</u>	<u>Num</u>		<u>April 2016</u>	<u>Amount</u>	
04/25/2016	EFT-72	*Alcott, Brent		86.98	
04/25/2016	EFT-73	*Guetter, Tera		464.98	\$ 551.96
04/22/2016	14159	Arvig		47.34	
04/22/2016	14160	Bank of America		1,786.18	
04/22/2016	14161	Central Market		48.93	
04/22/2016	14162	Lakes Computer Repair & Consulting		1,066.38	
04/22/2016	14163	Mississippi State University		5,000.00	
04/22/2016	14164	Office of Enterprise Technology		83.64	
04/22/2016	14165	Precision Printing		110.00	
04/22/2016	14166	Trophy House		682.84	
04/22/2016	14167	Verizon		60.24	\$ 8,885.55
04/25/2016	EFT-80	RMB Environmental Laboratories, Inc.		70.00	
04/25/2016	EFT-81	Wells Fargo		1,299.58	
04/25/2016	EFT-82	Wenck Associates, Inc		2,570.90	
04/25/2016	EFT-83	Xerox Corporation		234.80	
04/22/2016	EFT-94	Bremer Bank		30.00	\$ 4,205.28

Manager 1st Qtr Expenses

04/25/2016	EFT-74	.Brainard, D.		22.68	
04/25/2016	EFT-75	.Haggart, J.		8.40	
04/25/2016	EFT-76	.Imholte, G.		8.50	
04/25/2016	EFT-77	.Kral, D.		1,002.25	
04/25/2016	EFT-78	.Michaelson, R.		22.68	
04/25/2016	EFT-79	.Okeson, O.		8.40	\$ 1,072.91

Manager 1st Qtr Per Diems

04/25/2016	EFT-84	.Brainard, D.		288.60	
04/25/2016	EFT-85	.Haggart, J.		138.53	
04/25/2016	EFT-86	.Imholte, G.		138.52	
04/25/2016	EFT-87	.Kral, D.		484.84	
04/25/2016	EFT-88	.Michaelson, R.		207.79	
04/25/2016	EFT-89	.Noyes, C.		207.79	
04/25/2016	EFT-90	.Okeson, O.		69.26	\$ 1,535.33

Total April Expenses

\$ 16,251.03

April Payroll - Direct Deposit

4/7/2016	EFT 56-58	Employee Payroll	4143.57	
4/13/2016	EFT 59-61	Supplemental Benefits	2179.93	
4/21/2016	EFT 69-71	Employee Payroll	4162.33	
4/30/2016		Federal Withholding	4039.36	
4/30/2016		MN HCSP	300	
4/30/2016		MN Withholding	518	
4/30/2016		NACO	1846	
4/30/2016		PERA	1931.94	\$ 19,121.13

**Pelican River Watershed District
Administrator Monthly Report
May 13, 2016
www.prwd.org**

MAIN DISTRICT WATER QUALITY INITIATIVES

Revised Management Plan – On April 29th, the Pelican River Watershed District's Notice to Revise and Update its Water Management Plan and the plan outline was submitted to BWSR. The notice was also sent to other units of government (MNDNR, Dept of Health, MN Pollution Control Agency, Becker & Ottertail Counties, Becker and Ottertail Soil and Water Conservation Districts, City of Detroit Lakes, Townships) and requested their water plan information and comments. Guetter continues to hold biweekly teleconference meetings with Diane Spector and Tom Berry, Wenck Associates, and Brett Arne, Board of Soil and Water Resources (BWSR). Work in progress includes data and study inventory, stream and lake analysis and trends, lake report cards, public input meeting materials (posters, questions, etc.), and meeting schedule and contact list.

Targeted Watershed Nutrient Reduction Grant/Rice Lake Project – On April 22, Guetter made a short presentation to the North region BWSR staff and gave them a short field trip tour of Campbell Creek and the Rice Lake Project.

MN Buffer Map. The MN DNR is requesting the District to review the drainage systems and identify locations of buffers, identify location errors and suggest corrections.

OtterTail Basin Monitoring - The Minnesota Pollution Control Agency (MPCA) will be conducting biological monitoring work throughout the Otter Tail River Watershed this summer. In addition to biological data, lake water chemistry samples and stream water chemistry samples will also be collected to determine if water bodies meet standards for public health, recreation, and aquatic life. The attached word document above contains a map of proposed biological monitoring locations within the Otter Tail River Watershed. Monitoring sites are located at the outlet of various sized subwatersheds (HUC 12 and HUC 14) within the main Otter Tail River Watershed (see enclosed map locations).

OtterTail River Watershed Civic Engagement Cohort Program. As part of the Ottertail Basin WRAPS process, Guetter will be part of a group of key stakeholders to engage in a leadership training program to connect them with resources that help build individual and community leadership capacity. It is a one-year program.

Proposed runway extension Environmental Assessment (EA) at the Detroit Lakes, MN Airport – The next meeting is on May 17th to continue discussions of Concurrence Point 3 & 4 (Identification of the Selected Alternative & Design Phase Impact Minimization), and Environmental Consequences for the for the proposed runway extension

St. Clair TMDL Status – the draft copy of the TMDL is under review at the Environmental Protection Agency (EPA) and it is expected to be approved within the next month.

Shoreline Partnership Program – Staff will present options in June or July to establish a program to partner with lakeshore owners on ways to improve their shore impact zone use and management.

WATER MANAGEMENT RULES

Permits - see enclosed report. Contractors and landowners are starting to contact the office for shoreline projects.

City of DL Meeting – On May 3, Guetter, Alcott, Kelcey Klemm, Larry Remmen, and Dave Neisen met to review ways to avoid violations to both of our rules and regulations, namely concerning temporary erosion and sediment control inspection and enforcement and work in the shore land district.

City of Detroit Lakes Shoreland and Non-Conformities Ordinance Revision - Comments were submitted to the April 28th Planning Commission meeting. No action was taken at the meeting. There was discussion of forming a small group of interested parties to review the proposed changes.

City of Detroit Lakes Water Markers. The District received a request to assist with the purchase of water markers on Detroit Lake.

MN DOT Annual Road Meeting with Watershed Districts- Guetter met with Paul Munsterteiger to review upcoming MN DOT road projects located within the District (Hwy 59/CTY 17 roundabout, Hwy 10 frontage road, Hwy 34 passing lanes, and build facility updates).

MONITORING

Summer Interns – Kelsey Forward, a graduate student from Concordia College will start on May 18 to assist with GIS database and Permit follow-up; John Kempe, a graduate student from Bemidji State University and Tyler Haaland-Zurnm, a sophomore from U of MN, Duluth, started on May 11th and are training this week to assist with the District's monitoring program and with other research projects.

Streams – Alcott brought the interns on a tour of the watershed to familiarize them with the area. During the tour they took water samples from Campbell Creek and the outlet of Rice Lake. Water levels were recorded at all stream locations and lake levels were updated on the website.

Lakes – Lake Sampling will begin the week of May 16. The District's boat has been taken out of storage, cleaned and de-winterized. Alcott and the Interns have already utilized the boat for delineations of Curlyleaf Pondweed on Muskrat, Curfman, and Detroit Lakes. The zodiac boat will be taken out of storage for sampling St. Clair the week of May 16.

EDUCATION

KDLM Radio – Guetter spoke on Hodge Podge April 22 about upcoming AIS treatments, Revised Water Management Plan, and 50th anniversary celebration.

Education Booklets –“A Fresh View of the Lake” – Moses completed the booklet and 10,000 copies were printed. Becker County, City of Detroit Lakes, and Becker COLA cost-shared for printing expenses. The booklet is being distributed by all agencies and lake associations.

City of Detroit Lakes Water Festival – The annual City of Detroit Lakes Water Festival was held on Tuesday April 26 at the Becker County Fairgrounds for area 4th grade students. Moses used our new watershed model to demonstrate how our actions can potentially impact others and discussed with students how they can protect local water quality.

Ike Fischer Farm Tours – This annual event was scheduled for May 11 & 12, however, the 11th was rained out. Moses served as tour guide for students who learned about water quality, AIS, Logging, Birding and Forestry. This event includes area 5th grade students.

Rossmann Water Festival – Moses is mentoring three fourth graders on storm water management and the benefits of buffers on the shoreline. Their presentations will be on May 20th.

Becker Coalition of Lake Associations (COLA) – On June 14th, Alcott and Dick Hecock will hold a field trip to learn how to take a secchi disk reading, water samples, identify common lake plants, and view shoreline plantings.

AQUATIC PLANT MANAGEMENT

Curly-leafed pondweed treatment- Big & Little Detroit, Curfman, Muskrat, Sallie, and Melissa were delineated for CLP by MN DNR and District staff. There will be treatments of dense areas on all the lakes, except for Little Detroit, where there were no dense patches found. Of note on Little Detroit, there is a dense 6-acre patch of white stem pondweed (native plant). CLP treatments are scheduled for May 18th, weather permitting.

Big Detroit Lake Blow-ins (North and South Shore Drive). In mid April, certain areas along north shore drive and south shore drive experienced major aquatic plant material blow-ins along their shoreline. The phenomena has occurred the past two years after ice-off where it is speculated that due to low water levels, the ice sheared off plant material off the lake bottom and high winds move the debris shoreward. Most of the material seems to be chara. The District doesn't begin the roadside pickup program until after Memorial Day weekend and currently doesn't have staff hired.

U of MN AIS Research Center Advisory Committee–The next meeting will be in May 18. Guetter will attend via teleconference.

2016 Upper Midwest Invasive Species Conference (UMISC) in La Crosse, WI; October 17-19, 2016. Guetter was asked to present on the District's Flowering Rush research program.

MN DNR AIS Advisory Committee –Guetter was elected to serve as the committee chair for 2016. The April 28th meeting focused on MN DNR AIS program budget overview, legislative updates, technical support to counties, 2016 program review priorities (legislative, MN DNR AIS budget, regional inspection/decontamination, pathways of spread) and summer field trip to Lake Koronis- Starry stonewort. The committee sent a letter to MN DNR Commissioner Landwehr recommending an invasive carp deterrent be installed at Mississippi River Lock and Dam #5 to protect upstream river, St. Croix River, and Minnesota River, to continue research funding for invasive carp by the U of MN , and complete the MN DNR invasive carp deterrent feasibility study. Visit the MN DNR website for detailed meeting notes at: www.dnr.state.mn.us/aisadvisory.

GENERAL ADMINISTRATION

Manager Appointments – Managers Kral, Michaelson, and Haggart have been reappointed to a three year term.

Minnesota Association of Watershed Districts (MAWD).

- a. **Manager Summer Tour, June 22-24**, in Winona – “Bluff Country on the Mississippi” will focus on land and water management in this region, including a tour of Lock and Dam #5 (potential site for invasive Carp deterrent), flood management and recovery of Stockton, and storm water management in the City of Winona.
- b. **Strategic Plan and Transition** – Kral serves on the committee.

2015 Financial Audit –Guetter and Moses met with Rotunda on Thursday, May 5. A draft copy of the 2015 financial audit will be presented at the manager meeting.

Personnel – The District is seeking a part-time,seasonal worker to assist Terry Anderson with the aquatic plant pick up program for the 2016 season (late May to late September, 2-3 days per week). Newspaper and website advertisements were placed, however, no applications were received by the District. Please spread the word we are looking to fill this position shortly and please have them contact our office. A Commercial Driver’s License (CDL) is required,

50th Anniversary Celebration – Guetter, Moses, Noyes, Brainard and Hecock met on May 3 to begin planning. A tentative date of Thursday, August 11 was set and later changed to Wednesday, August 10 due to conflicts with other events. The Pavilion has been reserved at a cost of \$300. The hours have not been set. Hecock will work on a history book.

Ditch Inspector’s Report

May 2016

Ditch 11/12 – Nothing further to report

Ditch 13 – Roger Lundberg removed a blockage at a field crossing (Bill Dillon property) downstream from the Little Floyd outlet. Alcott and Roger Lundberg removed two beaver dams with explosives downstream from the Rice Lake Outlet. Two additional beaver dams were found near the trailer park (upstream from 8th Street). Alcott opened both dams in several locations to lower water levels until Roger Lundberg is available to trap the beaver out.

Ditch 14 – Nothing further to report. The water level is up, however no blockages have been found. The cattail bog sometimes constricts flow.

RULES OF ENFORCEMENT

May 2016



Permits Issued.

16-11	Michael & Ana Ericksen	24601 N. Melissa Dr.	Alteration to land, walkway
16-12	Mike & Leah Larson	24955 Lake Ridge Lane	Alteration to land, beach sand blanket
16-13	Jerry & Tracey Waswick	27315 Sandra K Rd	Alteration to land, beach sand blanket
16-14	Dan & Rachel Redig	20416 County Rd 131	Alteration to land
16-15	Ron Mueller	20625 Oakland Beach Rd	Alteration to land, rip rap
16-16	Randy & Sandra Gram	13381 W Lake Sallie Dr.	Restoration, alteration to land
16-17	Mike & Jenni Gunderson	1300 E. Shore Dr.	Pervious sidewalk
*16-18	Dan & Carla Porter	640 Shorewood Dr.	Alteration to land
16-19	Tom & Barb Thomsen	298 Shorewood Dr.	Beach sand blanket, walkway

* Pending approval

Permit Applications submitted:

Dan & Amy Smith—1348 South Shore Dr., DIZ alteration and permeable pavers.

David Hiltner—Street construction, Munson Lake, 5 lots being developed

Dave Snyder—1478 West Lake Dr., received payment but has not submitted site plan.

Jim & Char Becker—20321 Victor Road, retaining wall replacement, waiting for plan from Becker SWCD

Curt Briggs—809 8th St. S. E., building addition

Darin & Katrina Long, - 21694 Black Beauty Lane, received payment, but application not signed.

John Flatt—14222 East Fox Lake, rip rap and beach sand blanket

Don & Tanya Smith—1454 West Lake Dr., Remove dead trees

Violations Under Remediation:

Golden Bay Shores— Stop work order is still in effect. Waiting for revised stormwater plan including "As Built" survey.