

PELICAN RIVER WATERSHED DISTRICT  
**MEETING ANNOUNCEMENT**  
Regular Monthly Managers' Meeting  
Thursday, December 16, 2021 at 3:00 PM  
Wells Fargo Building, Second Floor Meeting Room, 211 Holmes St. West,  
Detroit Lakes, MN  
(218) 846-0436

## AGENDA

- |         |  |
|---------|--|
| 3:00 PM | <ol style="list-style-type: none"><li>1. Call to Order</li><br/><li>2. <b>Approval of Consent Agenda</b><ol style="list-style-type: none"><li>A. Secretary Report—November 18, 2021 Regular Meeting Minutes</li><li>B. Administrator's Report</li><li>C. Ditch Inspector's Report</li><li>D. Rules/Permitting Report</li></ol></li></ol> |
| 3:10 PM | <ol style="list-style-type: none"><li>3. <b>Committees Reports</b><ol style="list-style-type: none"><li>A. <b>Personnel</b></li><li>B. Citizen/Technical Advisory</li><li>C. Otter Tail 1W1P Updates-Policy and Technical Committees</li></ol></li></ol>   |
| 3:30 PM | <ol style="list-style-type: none"><li>4. <b>Treasurer's Report</b><ol style="list-style-type: none"><li>A. <b>Approve December 2021 Bills</b></li><li>B. <b>Approve December Fund transfer</b></li><li>C. <b>Review January—November 2021 Revenue &amp; Expenses Report</b></li></ol></li></ol>  |
| 3:45 PM | <ol style="list-style-type: none"><li>4. <b>Unfinished Business</b><ol style="list-style-type: none"><li>A. Project 1B &amp; 1C Roadside pick up Program Update</li></ol></li></ol>  |
| 4:15 PM | <ol style="list-style-type: none"><li>5. <b>New Business</b><ol style="list-style-type: none"><li>A. MAWD Annual Meeting Delegate Update</li><li>B. <b>Final 2022 Budget, Levies, Special Assessments, and Fees</b></li><li>C. <b>2022 Board Meeting schedule</b></li></ol></li></ol>  |
| 4:45 PM | <ol style="list-style-type: none"><li>7. Public Forum (5 minutes)</li></ol>  |
| 4:50 PM | <ol style="list-style-type: none"><li>8. Attorney's Report</li><li>9. Engineer's Report</li><li>10. Pulled Consent Agenda Items</li></ol>  |
| 4:55 PM | <ol style="list-style-type: none"><li>11. Announcements</li></ol>  |
| 5:00 PM | <ol style="list-style-type: none"><li>12. <b>Meeting Adjournment</b><br/><b>(action items in bold face)</b></li></ol>  |

# **Pelican River Watershed District Holiday Celebration**

**Date: Thursday, December 16, 6:00—9:00**

**Place: Home of Chris & Dell Jasken  
1920 Clear Creek Blvd**

**Please bring a dish to pass and a  
beverage that you enjoy.**

**Directions: At the first roundabout on Hwy 59,  
head west on Willow (toward Long Lake). In 0.7 miles  
turn left onto Clear Creek Blvd, continue for 0.2 miles  
until you reach 1920 Clear Creek Blvd.**

**The Public is welcome to attend**



# DISTRICT ADMINISTRATOR'S MONTHLY REPORT

## DECEMBER 9, 2021

### CAPITOL IMPROVEMENT PROJECTS AND PROGRAMS

**Rice Lake Capital Improvement Project (CIP).** The District sent a request to BWSR for a grant amendment to expand the scope of the project to include Phase 2 of the wetland restoration project. Project status updates will be reported in E-Link shortly.

### EDUCATION AND OUTREACH (Website, Social Media, and Workshops)

**Hodge Podge.** On the Friday, November 19 program, Kemper was the guest and talked about Rice Lake Project update, Water Quality, Educational outreach and CoCoRaHS.

### **Social Media Posts (Facebook) –November 2021**

- 11-2-21 - Manager Tour
- 11-8-2021 – Thank a Veteran

**Environmental Education:** Moses is continuing to work with DL Schools for the 2022 school year. Holy Rosary School recently contacted the District to explore watershed education collaboration opportunities for grades 5-8 since Covid-19 impacted the Water Fest and other environmental events. Kemper and Moses are discussing options on December 14th for PRWD staff to come to the classrooms to present on a number of environmental topics.

**Water Fest for 5<sup>th</sup> & 6<sup>th</sup> Grade:** Kemper and Moses met with City of Detroit Lakes staff on 11/30/21 to plan a scaled down Water Fest for 5<sup>th</sup> & 6<sup>th</sup> Grade students within the DL School District (past events included Frazee and Lake Park Audubon schools). Tentative timeframe is late January with 5-6 stations, pending COVID-19 conditions.

**MN Aquatic Invasive Species Research Center (MAISRC) Regional Conference.** Moses & Kemper met with members of Becker, Hubbard and Otter Tail County COLA's as well as Meg Duhr from MAISRC on November 16 to begin planning a AIS research findings showcase in Detroit Lakes on June 9, 2022. This will resemble the showcase held in 2018 at M State in Detroit Lakes. The next planning session will be held on January 12, 2022.

### ECOLOGICAL INTEGRITY

#### **Aquatic Plant Management Programs.**

##### **Project 1B (Sallie/Melissa) & Project 1C (Detroit/Curfman)**

A committee meeting was held on Tuesday, December 7<sup>th</sup>. Managers Michaelson & Imholte, Terry Anderson, Guetter, Kemper, and Moses reviewed lake maps, aquatic plant pickup locations, and next steps towards gathering more information.

**WATER MANAGEMENT RULES** – see monthly report.

**INCENTIVE PROGRAMS** –nothing further to report.

### **DISTRICT OPERATIONS/ADMINISTRATION**

**Copier Lease:** The new Xerox copier has been ordered but is not expected to arrive until late January.

**North Country MAWD (Region 1 Red River Valley Managers/Administrator).** The MAWD Region 1 Caucus was held on Wednesday, Dec 1 at the Buffalo-Red WD office in Barnesville and via Zoom. Managers Kral and Haggart (District Delegates) and Administrator Guetter attended the meeting. Managers Kral and Haggart presented the District's Resolution and also presented concerns regarding MAWD's dues structure. Both Haggart and Kral volunteered to serve on the Finance Committee as Region 1 representatives and will review and make recommendations to the MAWD Board. Emily Javens, MAWD Executive Director, indicated committee meetings will be held the week of Dec 13<sup>th</sup>.

DISTRICT ADMINISTRATOR'S MONTHLY REPORT  
DECEMBER 9, 2021

**MAWD Annual Meeting & Resolutions:** PRWD Delegates Haggart and Kral and Administrator Guetter attended the Business meeting. The District's resolution was passed with acceptable wording edits. The Legislative Day at the Capital will not take place in St. Paul, but a virtual meeting will be held sometime in March.

**Grant Oversight.**

- **Campbell Creek Watershed Restoration (MPCA Section 319 Small Watersheds Focus Group C Grant Funding).** Guetter will be writing the workplan in December.
- **FEMA Grant** – FEMA localized flooding study. Grant agreements and work plan will be under development in December and January.
- **BWSR Clean Water Rice Lake Project.** E-Link reports will be completed by Guetter and Moses in the near timeframe.

**BWSR Grant Training – January 7<sup>th</sup> 2022.**

**Manager Training- Orientation/Refresher Course (BWSR):** Friday, February 11, 2022 at Buffalo-Red Watershed District. More information to come.

**FISCAL MANAGEMENT**

**Year End Activities.** Moses updated the year-end financial information, reviewed proposed budgets, levies, fees, and assessments and updated information for the December meeting.

**COLLABORATION WITH OTHER UNITS OF GOVERNMENT AND PARTNERS**

**Otter Tail 1W1P Partnership – Work Plans, Meeting Agendas and Minutes can be found on the website.**

**WEBSITE:** <https://www.eotswcd.org/ot1w1p/>

- a. **Policy Committee (Kral, Imholte-Alt).** Kral and Guetter attended the November 30<sup>th</sup> meeting in Otter Tail. The committee reviewed and approved the Land and Water Sections, draft issue statements, and citizen advisory committee members. The next Policy meeting will be held in January 27<sup>th</sup>.
- b. **Steering Committee** (Guetter). Planning meetings on Nov 16, December 21, January 18<sup>th</sup>
- c. **Technical Advisory Committee** (Guetter) –Guetter and Kemper attended the December 6<sup>th</sup> meeting in Detroit Lakes. The next scheduled meeting is on January 3<sup>rd</sup>, in Otter Tail.
- d. **Citizen Advisory Committee.** Meeting will be held on January 5<sup>th</sup> in Otter Tail.
- e. **BWSR Education with 1W1P Planning and Implementation partners** – December 9<sup>th</sup> and 22<sup>nd</sup>. Guetter and Kemper attending these virtual learning sessions.

**Becker County Board of Adjustments and Planning Commission:** No meetings held in December

**City of Detroit Lakes** – No meetings held in December.

**DRAINAGE SYSTEM REPORT**

**December 2021**

**DITCH 11/12 (Moon Lake to Campbell Lake to North Floyd Lake)**

**Ditch 11.**

**Status 12/9/21:** Nothing to report

**Ditch 12**

Nothing to report.

**DITCH 13 (Little Floyd Lake to Big Detroit)**

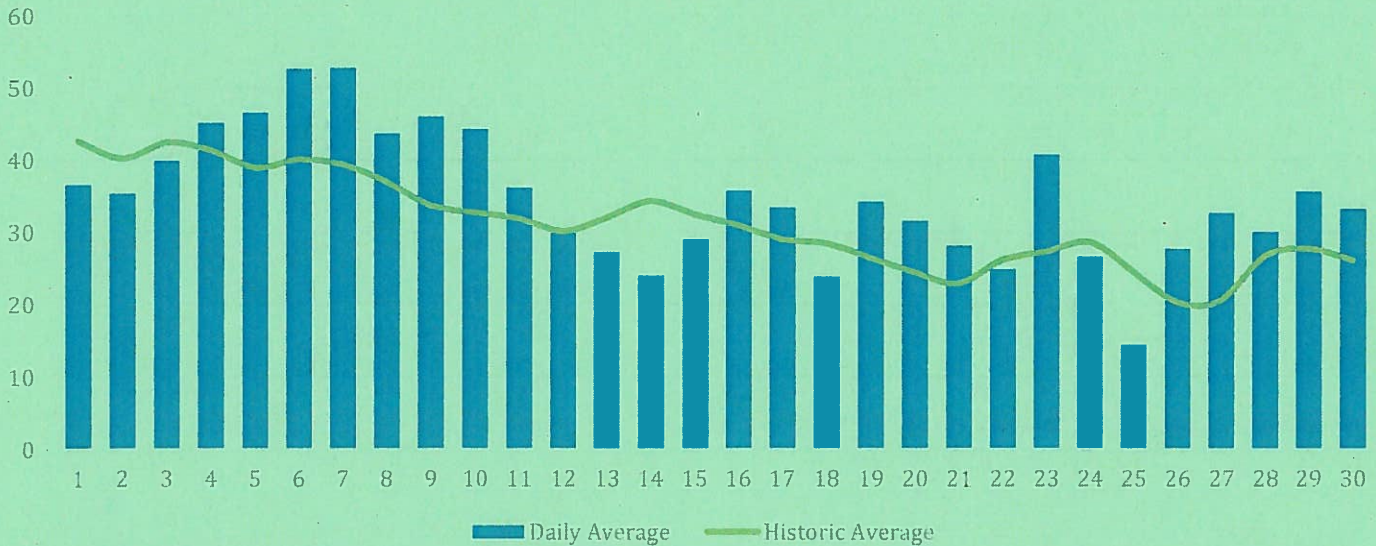
**Status 12/9/21:** Feldt Plumbing was contacted to remove a beaver dam from culvert on the north side of 8<sup>th</sup> Street

**DITCH 14 and BRANCH 1 (HWY 10 to St. Claire Lake to Pelican River)** - Nothing to report.

DISTRICT ADMINISTRATOR'S MONTHLY REPORT  
DECEMBER 9, 2021

DATA COLLECTION AND MONITORING PROGRAM  
December 2021

November Temperature



November Temperatures

Coldest Temperatures of the Fall have arrived. Many communities around the state reported the coldest temperatures of the Fall Season during the late part of November, especially on 25th-26th. Scores of climate stations reported morning lows in the single digits. Fourteen climate stations in northern counties reported subzero low temperatures. Detroit Lakes dipped down to 18.1°F (Historical average is 27.8°F) for a high and 10.7°F

The colder temperatures have promoted more surface ice formation on area lakes and shallow soil temperatures have dropped into the low 30s. As a result, future storm systems that pass across Minnesota are more likely to deposit snow that will cover the ground and last longer.

**Detroit Lake Ice On:** November 25th



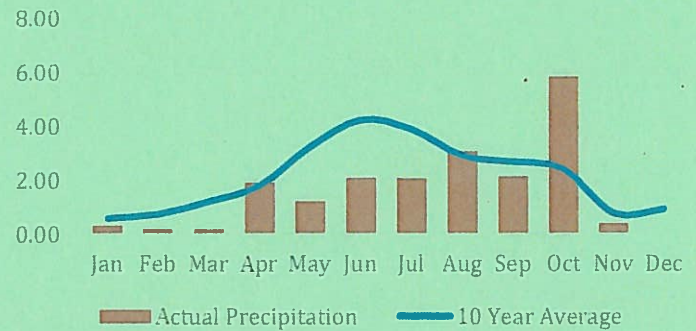
## November Precipitation

**At Last, Some November Precipitation:** After nearly two weeks without any measurable precipitation for most parts of Minnesota, a large low-pressure system brought widespread rainfall over November 10-12. Some areas of northern Minnesota reported 3-5 inches of snowfall as well. In Detroit Lakes we received 2 inches of snow and 0.36 inches of rain over Nov. 10-12. With the abundant precipitation, the landscape area in Severe to Extreme Drought across Minnesota shrunk to just 27 percent this week according to the US Drought Monitor.

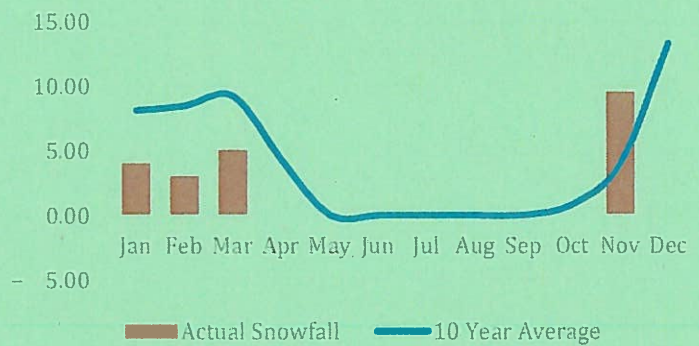
With soil temperatures dropping now into the mid to upper 30s F, they will soon be freezing up. Precipitation that falls after soil freeze-up will no longer be as available to recharge soil moisture levels. Given the climate outlooks it appears that some portions of northern Minnesota will emerge from winter still in some form of drought.

In Detroit Lakes, during the month of November we had a total of 9.50 inches of snow which is over twice the historic average of 3.95 inches, and we received 0.36 inches of rain which is just slightly less than half the historic average of 0.76 inches.

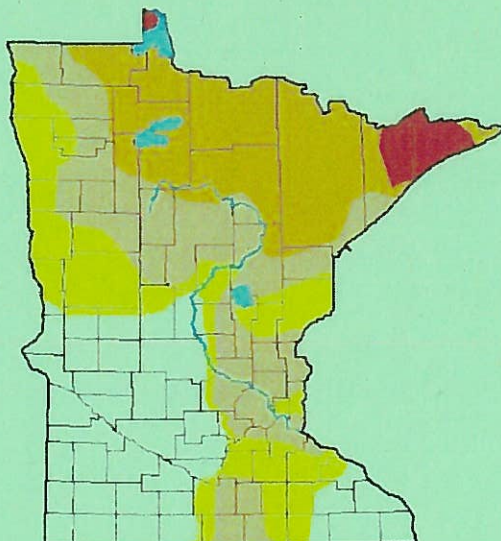
## 2021 Precipitation



## 2021 Snowfall



## U.S. Drought Monitor Minnesota



**November 23, 2021**  
(Released Wednesday, Nov. 24, 2021)  
Valid 7 a.m. EST

	Drought Conditions (Percent Area)					
	None	D0	D1-D4	D2-D4	D3-D4	D4
<b>Current</b>	28.11	71.89	51.79	27.06	3.15	0.00
<b>Last Week</b> (11/16/2021)	28.11	71.89	51.79	27.06	3.15	0.00
<b>3 Months Ago</b> (08/24/2021)	1.95	98.05	96.58	87.83	87.85	8.07
<b>Start of Calendar Year</b> (01/01/2021)	1.60	98.40	23.40	0.28	0.00	0.00
<b>Start of Winter Year</b> (08/28/2020)	8.50	93.50	76.21	96.44	23.53	0.00
<b>One Year Ago</b> (11/24/2020)	8.48	11.54	7.96	0.28	6.90	0.00

**Intensity**

- None
- D0 Abnormally Dry
- D1 Moderate Drought
- D2 Severe Drought
- D3 Extreme Drought
- D4 Exceptional Drought

The Drought Monitor focuses on broad-scale conditions. Local conditions may vary. For more information on the Drought Monitor, go to <https://droughtmonitor.unl.edu/About.aspx>

**Author:**  
Richard Heim  
NCEI/NOAA



[droughtmonitor.unl.edu](https://droughtmonitor.unl.edu)

**PELICAN RIVER WATERSHED DISTRICT  
REGULAR MEETING BOARD MINUTES  
NOVEMBER 18, 2021**

**Managers Present:** Dennis Kral, Orrin Okeson, Rick Michaelson, Janice Haggart, Chris Jasken, Charlie Jasken, Ginny Imholte (3:13 PM)

**Managers Absent:** NONE

**Staff:** Administrator Guetter (via IT), Kemper, Moses

**Consultants:** Attorney Skoyles (3:22 PM), Engineer Mackowick- Stantec (via IT)

**Advisory Committee:** Becker County Commissioners, John Okeson   **Others:** None

**CALL TO ORDER.** The Regular Managers' meeting was called to order by President Kral at 3:00 PM.

**APPROVE CONSENT AGENDA.** Motion to approve PRWD Secretary's Report – October 21, 2021 Regular Meeting Minutes; November 2021 Administrator's Report; November 2021 Rules/Permitting Report, and the November 2021 Ditch Inspector's Report (Okeson, Haggart); carried unanimously. Kral noted progress by staff with correcting Pelican River location on maps near Little Floyd Lake area with Federal and State agencies.

**COMMITTEE REPORTS.**

**Personnel Committee:** The Committee (Haggart, Okeson, Kral) will meet on Monday, November 22 at 10:00 AM with Administrator Guetter.

**Citizen Advisory Committee:** Nothing to report.

**Otter Tail 1W1P Update:** There is an upcoming Policy Committee meeting on November 30, which Kral and Guetter plan to attend. Guetter stressed that the Policy Committee will be reviewing and approving plan sections and members will need to review meeting materials and be prepared for discussion at the meetings.

**TREASURER'S REPORT.**

- a. **Approval of November 2021 Claims.** Treasurer Michaelson presented the November 2021 claims. **Motion to approve the November 2021 claims (Checks #14907-14919 and EFT 1772-1778) in the amount of \$155,472.11 (Michaelson, Charlie Jasken); carried unanimously (attached hereto). Motion to approve the Third Quarter Manager Compensation (EFT 1739-1745 in the amount of \$3721.70) and Expenses (EFT 1756-1762 in the amount of \$294.56) (Michaelson, Charlie Jasken); carried unanimously (attached hereto).**
- b. **November 2021 Fund Transfer.** Treasurer Michaelson recommended transferring \$176,000 to cover the Rice Lake Project construction expenses and the regular monthly expenses. **Motion to transfer \$176,000 from the Bremer Bank savings account to the checking account (Michaelson, Haggart); carried unanimously.**
- c. **Financial Report.** The January-October 2021 Revenues and Expenses Report was reviewed by the managers. **Motion to approve the January-October 2021 R & E Report (Michaelson, Imholte); carried unanimously.** The report will be filed for audit. Manager Imholte noted the SADAF account unspent funds will be transferred to the new DCM-01 account and in 2022 the R & E fund header will change accordingly.

**NEW BUSINESS.**

- a. **Office Equipment - Copier Lease:** The District is a member of the MN State Government Co-operative Purchasing system and has a 5-year lease for a Xerox multi-function machine which will end Feb. 2022. Under the MN State contract pricing schedule, the District can enter into a new 5-year (60 month) contract with an updated machine with the same functionality at the same lease price the District is currently paying. There are options to continue to pay per copy or have unlimited copies at a fixed monthly rate. Staff noted the current multi-function copier is very dependable and meets office needs. **Motion to approve entering into a 5-year (60-month) lease and print copy agreement with Loffler for a Xerox C8135 Multi-Function copier machine per MN State Cooperative Purchasing Agreement pricing and terms (Imholte, Charles Jasken); carried unanimously.**
- b. **LMCIT 2022 Liability Limits Resolution.** Managers noted this resolution is required to be approved on an annual basis for insurance liability coverage limits. **Motion to approve the resolution for League of MN Cities Insurance Trust insurance liability coverage limits, attached hereto (Kral, Imholte) carried unanimously.**

**PELICAN RIVER WATERSHED DISTRICT  
REGULAR MEETING BOARD MINUTES  
NOVEMBER 18, 2021**

- c. **Environmental Education Grant Approvals:** Moses reviewed the proposed 2022 Environmental Field Trip funding request from the Detroit Lakes Elementary Public Schools for an amount up to \$3,790 and the mini grant application from Amanda Craig, 4<sup>th</sup> grade teacher at Roosevelt Elementary School, in an amount up to \$470 to purchase compasses for outdoor field trips. Moses noted she has been meeting with DL educator staff and these requests are an outcome of the advisory meetings. **Motion to approve the Detroit Lakes Public School request in the amount up to \$3790 for environmental field trips and the Roosevelt Elementary School mini-grant request for \$470 for updated compasses as outlined in the request applications, attached hereto (Kral, Haggart) carried unanimously.**
- d. **MAWD Resolutions Review:** MAWD sent out 7 resolutions for review and approval at the upcoming MAWD Annual Meeting. The District submitted a resolution requesting BWSR capacity funding for WD's capped at the \$250,000 levy limit who request this assistance (base amount to SWCD's is \$109,000) and could include 16 WD's and would be less than \$2 million added to the current SWCD capacity funding amount of \$24 million. There are two resolutions relating to use of interactive technology for public meetings by elected or appointed officials of a governing body and the consensus of the managers was more information was needed, including whether AMC (counties) and LMC (League of MN Cities) supported the use of IT to conduct official business as proposed in the resolutions. Concerns were voiced that in-person meetings should not be replaced with remote IT attendance and used in very limited circumstances. Manager Kral noted MAWD North County Region 1 supported the PRWD resolution, but also had reservations regarding expanding IT use by elected or appointed officials without very well -defined parameters and use limitations. The Metro-region Watershed Districts have a resolution requesting Clean Water Funds that are legislative appropriated to BWSR for SWCD capacity funding (\$24 M) come from the State General fund rather than the Clean water fund and be reappropriated to the Metro area. The Metro region also submitted a resolution requesting the BWSR policy making processes become more transparent and inclusive of affected local government bodies. **MAWD Association Dues.** There is an on-going MAWD dues structure disparity between the Metro/larger WD's and the smaller watershed districts. MAWD delegates (Kral, Haggart) will discuss the dues structure at the MAWD Region 1 Caucus meeting.

**UNFINISHED BUSINESS.**

- a. **Rice Lake Project Construction Update.** Guetter met with Pete Waller, BWSR Board Conservationist to review the progress on the construction of the Upper Rice Lake Structure. Since construction costs were lower than the engineer's estimate it was recommended to request a grant agreement amendment to include the Phase 2 lower structure. **Motion to authorize Administrator Guetter to request a Rice Lake Wetland Restoration (C21-4482) grant agreement amendment to expand the scope of the grant activities to include work on Phase 2 portion of the restoration (Michaelson, Okeson) carried unanimously.** If the amendment is approved by BWSR, this would allow the District to retain unused current grant funds for the Phase 2 structure construction.
- b. **Projects 1B & 1C Roadside Pickup Program.** Towards moving forward with exploring future options for the continuation of roadside pickup program, Managers concurred it is imperative to develop a plan with input from area service providers and affected lakeshore owners in the next month or so. Managers Michaelson and Imholte will meet with Terry Anderson to review pickup areas and programming costs on Detroit, Curfman, Sallie and Melissa lakes. **Motion to approve moving forward with gathering information from service providers and meeting with lakeshore owners/association towards developing a 2022 roadside pickup operations plan (Michaelson, Chris Jasken), carried unanimously.** The Managers stressed these meetings need to take place in the next few weeks.

**PUBLIC FORUM.** Becker County John Okeson noted he is a member of the Otter Tail 1W1P Policy Committee.

**ATTORNEY REPORT.** Attorney Skoyles reported she had nothing further to report.

**ENGINEER REPORT.** Mackowick reported he completed permit engineer reviews on the Bristlin subdivision, Becker County Hwy Department Building/Parking lot, and the Becker County/City of DL airport hangar.



PELICAN RIVER WATERSHED DISTRICT  
REGULAR MEETING BOARD MINUTES  
NOVEMBER 18, 2021

**ANNOUNCEMENTS.** The December board meeting will be held at 3:00 PM on December 16<sup>th</sup>, followed by a holiday gathering at the home of Manager Chris Jasken.

**ADJOURNMENT.** Motion to adjourn the regular meeting at 4:51 PM (Kral, Okeson) carried unanimously.

Respectfully Submitted,

\_\_\_\_\_  
Janice Haggart, Secretary

Meeting Approved: \_\_\_\_\_

## Pelican River Watershed District Claims Paid - November 2021

	<u>Date</u>	<u>Num</u>	<u>Amount</u>
<b><u>Employee Expenses (ACH)</u></b>			
*Guetter, Tera	11/22/2021	EFT 1772	88.00
*Kemper, Gina	11/22/2021	EFT 1773	16.24
*Moses, Brenda	11/22/2021	EFT 1774	320.80
			<b>425.04</b>
<b><u>Vendor Expenses (ACH)</u></b>			
Bremer Bank	11/15/2021	ACH	30.00
Lakes Computer, Inc.	11/22/2021	EFT 1775	200.00
Stantec Consulting Services Inc.	11/22/2021	EFT 1776	1,563.75
Wells Fargo-Office Lease	11/22/2021	EFT 1777	1,299.58
Xerox Corporation	11/22/2021	EFT 1778	249.70
			<b>3,343.03</b>
<b><u>Vendor Expenses (Checks)</u></b>			
Arvig	11/19/2021	14907	62.65
Bank of America	11/19/2021	14919	6,046.09
Brushmarks	11/19/2021	14908	75.00
Campbell, Joshua	11/19/2021	14909	400.00
County 6 Amoco & Bait	11/19/2021	14910	15.00
Holiday Companies/washes	11/19/2021	14911	13.00
Office of MNIT Services	11/19/2021	14912	78.45
Schultz Garage & Bus Co., Inc	11/19/2021	14913	883.75
<b><u>Rice Lake Project</u></b>			
City of Detroit Lakes	11/19/2021	14914	596.55
Houston Engineering Inc.	11/19/2021	14915	31,336.01
Williams Excavation & Seeding LLC	11/19/2021	14916	111,866.54
WSB	11/19/2021	14917	331.00
			<b>151,704.04</b>
<b><u>Payroll Expenses</u></b>			
Supplemental Benefits	11/8/2021	EFT 1766-1768	2,559.60
Employee Payroll	11/10/2021	EFT 1769-1771	4,716.01
Federal Withholding	11/12/2021		2,162.54
Employee Payroll	11/24/2021	EFT 1779-1781	4,716.00
Federal Withholding	11/30/2021		1,590.56
MN State Retirement	11/30/2021		2,460.00
MN Revenue	11/30/2021		626.00
PERA	11/30/2021		2,164.62
			<b>20,995.33</b>
<b>Total November Expenses:</b>			<b>\$176,467.44</b>

**LOFFLER****MAINTENANCE AGREEMENT**1101 E 78<sup>th</sup> Street, Bloomington, MN 55420  
952-925-6800 \*Fax 952-925-6801

<b>B I L L  T O</b>	<b>Company</b> PELICAN RIVER WATERSHED DST			<b>Customer #</b> XER-718458789			<b>Company</b> PELICAN RIVER WATERSHED DST			<b>Customer #</b> XER-718458789																									
	<b>Address</b> 211 Holmes St W Ste 201						<b>Address</b> 211 Holmes St W Ste 201																												
	<b>City</b> Detroit Lakes			<b>State</b> MN		<b>Zip</b> 56501-9905		<b>City</b> Detroit Lakes			<b>State</b> MN		<b>Zip</b> 56501-9905																						
	<b>Contact</b>				<b>Phone</b> 218-846-0436				<b>Contact</b> Brenda Moses				<b>Phone</b> 218-846-0436																						
<b>Email address</b>						<b>Mobile Phone</b>						<b>Email address</b> prwdinfo@arvig.net						<b>Mobile Phone</b> 218-846-0436																	
<input checked="" type="checkbox"/> <b>Multi-Functional Copier / Printer</b>												<input type="checkbox"/> <b>Managed Print Services</b>												<input type="checkbox"/> <b>Mail Machine</b>											
<b>CONTRACT TERM:</b>				60 months locked								<input type="checkbox"/> <b>Other</b> _____																							
<b>EFFECTIVE DATE:</b>				Note that the effective date is the same as the Install Date, unless otherwise noted:				<input checked="" type="checkbox"/> <b>New</b>				<input type="checkbox"/> <b>Renewal</b>				<input type="checkbox"/> <b>Add to Existing Contract</b>																			
<b>MAKE/MODEL</b>			<b>DESCRIPTION</b>						<b>SERIAL NUMBER</b>			<b>ID</b>			<b>BEGIN METER</b>																				
Xerox - C8135/T2			C8135/T2: Xerox AltaLink C8135/T2 with 2 Tray Module (100514518)																																
Please list additional equipment on attached Schedule A																																			
<b>Base Frequency</b>			<b>Overage Frequency</b>			Monthly			<b>Base Charge</b>																										
<b>B/W Covered Impressions</b>			<b>B/W Overage Charge</b>			\$0.0084			<b>Meter Collection Method</b>  Customer																										
<b>Color Covered Impressions</b>			<b>Color Overage Charge</b>			\$0.065																													
<b>Xerox Production</b>		Mono		<b>Color</b>		<b>Large Color</b>		Banner		<b>All Four Rates Are Required</b>																									
<input type="checkbox"/> <b>Additional Charge</b>			\$			For																													
<b>Supplies Included</b>		Yes		<b>Black Toner</b>		Yes		<b>Color Toner</b>		Yes		<b>Staples Included</b>		No																					
<b>Meter Contact</b> Brenda Moses				<b>Phone (Required)</b> 218-846-0436				<b>E-mail Address (Required)</b> prwdinfo@arvig.net				<b>Fax</b>																							
<input type="checkbox"/> <b>Enable Canon Cloud Backup Service</b>				<b>Qty</b>		<b>\$4.95 per device monthly for Canon generation three or newer devices</b>																													
<b>Special Instructions:</b>  Service rate locked for 60 months at .0084 B/W and .065 Color  Please carefully review the Terms and Conditions on our website, <a href="https://info.loffler.com/loffler-terms-and-conditions">https://info.loffler.com/loffler-terms-and-conditions</a> , and provide a customer signature on the following page. Version 072821.																																			

# LOFFLER

Lease Agreement

APPLICATION NO. 188366
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AGREEMENT NO.
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1101 East 78th St. Bloomington, MN 55420 Phone: 952.925.6800 Fax: 952.925.6801

The words "Lessee," "you" and "your" refer to Client. The words "Lessor," "we," "us" and "our" refer to Loffler Companies, Inc.

### CLIENT INFORMATION

FULL LEGAL NAME PELICAN RIVER WATERSHED DISTRICT			STREET ADDRESS 211 Holmes St W Ste 201	
CITY Detroit Lakes	STATE MN	ZIP 56501-9905	PHONE	FAX
BILLING NAME (IF DIFFERENT FROM ABOVE) PELICAN RIVER WATERSHED DST			BILLING STREET ADDRESS 211 Holmes St W Ste 201	
CITY Detroit Lakes	STATE MN	ZIP 56501-9905	EMAIL	
EQUIPMENT LOCATION (IF DIFFERENT FROM ABOVE)				

### EQUIPMENT DESCRIPTION

MAKE/MODEL/ACCESSORIES C8135/T2: Xerox AltaLink C8135/T2 with 2 Tray Module	SERIAL NO.
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Contract 083116-XOX  
Membership # 208545

See the attached Schedule A

### TERM AND PAYMENT SCHEDULE

60	Payments* of \$	\$176.91	If you are exempt from sales tax, attach your certificate	*plus applicable taxes
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The payment ("Payment") period is monthly unless otherwise indicated

### END OF TERM OPTIONS

You will have the following option, which you may exercise at the end of the term, provided that no event of default under this Agreement has occurred and is continuing. Fair Market Value means the value of the Equipment in continued use. Purchase all of the Equipment for its Fair Market Value, renew this Agreement, or return the Equipment.

Upon acceptance of the Equipment, THIS AGREEMENT IS NONCANCELABLE, IRREVOCABLE AND CANNOT BE TERMINATED.

### LESSOR ACCEPTANCE

Loffler Companies, Inc.			
LESSOR	SIGNATURE	TITLE	DATED

### CLIENT ACCEPTANCE

BY SIGNING BELOW OR AUTHENTICATING AN ELECTRONIC RECORD HEREOF, YOU CERTIFY THAT YOU HAVE REVIEWED AND DO AGREE TO ALL TERMS AND CONDITIONS OF THIS AGREEMENT ON THIS PAGE AND ON PAGE 2 ATTACHED HERETO.

PELICAN RIVER WATERSHED DISTRICT	<input checked="" type="checkbox"/> DocuSigned by: 	Administrator	11/30/2021
CLIENT (as referenced above)	SIGNATURE 153D8B6284DD	TITLE	DATED
	Tera Guetter PRINT NAME		

FEDERAL TAX I.D. #

### DELIVERY & ACCEPTANCE CERTIFICATE

You certify and acknowledge that all of the Equipment listed above: 1) has been received, installed and inspected; and 2) is fully operational and unconditionally accepted.

PELICAN RIVER WATERSHED DISTRICT	<input checked="" type="checkbox"/>		
CLIENT (as referenced above)	SIGNATURE	TITLE	ACCEPTANCE DATE
	PRINT NAME		

PELICAN RIVER WATERSHED DISTRICT  
RESOLUTION FOR LMCIT LIABILITY COVERAGE LIMITS  
PERSUANT TO MN STATUE 466.04

On November 18, 2021 Dennis Kral, President of the Board of Managers, offered the following resolution and moved its adoption.

WHEREAS the District obtains liability coverage from the League of Minnesota Cities Insurance Trust and must decide whether or not to waive the statutory tort liability limits to the extent of the coverage purchased;

WHEREAS if the District does not waive the statutory tort limits, an individual claimant would be able to recover no more \$500,000.00 on any claim to which the statutory tort limits apply. The total which all claimants would be able to recover for a single occurrence to the statutory tort limits apply is limited to \$1,500,000.00;

NOW, THEREFORE, BE IT RESOLVED THAT the Pelican River Watershed District Board of Managers have agreed to accept liability coverage limits of \$1,500,000.00 from the League of Minnesota Cities Insurance Trust and that the District does not waive the monetary limits on municipal tort liability established by Minnesota Statutes 466.04.

Manager Imholte seconded the adoption of the resolution, and it was adopted on the following vote:

Ayes 7  
Nays 0

DATE: November 18, 2021

Signed Dennis Kral  
Dennis Kral, President  
Pelican River Watershed District

# Detroit Lakes Public Schools

P.O. BOX 766  
702 LAKE AVENUE  
DETROIT LAKES, MINNESOTA 56502-0766  
PHONE 218-847-9271  
FAX 218-847-9273

Dear Pelican River Watershed District Board of Directors,

Thank you for your interest and mission in sustaining and encouraging environmental education for our students! In collaboration with your Senior Office Coordinator, Brenda Moses, we have developed an outline of environmental education field experiences for students in our school district, to help the children build and foster interest and relationships with our natural and water resources. Some of these experiences are long-established, while others are new opportunities developed with our local resources to create continuity as students progress and deepen their understanding of the interconnected relationships within a watershed.

We look forward to fulfilling these learning opportunities with your assistance.

With appreciation,

Kellie Wolf, [kwolf@detlakes.k12.mn.us](mailto:kwolf@detlakes.k12.mn.us) Roosevelt Elementary STEAM Teacher  
Renee Kerzman, [rkerzman@detlakes.k12.mn.us](mailto:rkerzman@detlakes.k12.mn.us) Director of Curriculum, Instruction and Technology  
218-847-9271

Beginning Date/Season	Grade Level and event location	Approximate Transportation Cost (at 2021 busing rate/mile)
Spring 2023	1st Grade Hamden Slough	\$400
Fall 2022	2nd Grade Hamden Slough	\$400
Spring 2022	3rd Grade Tamarac National Wildlife Refuge	\$750
Fall 2022	4th Grade Cormorant Conservation Center/Sportsmen's Club	\$650
Spring 2022	5th Grade Ike Fischer or Dunton Locks Conservation Day	\$650 (or \$250 if Dunton Locks)
Fall 2022	6th Grade Sucker Creek Preserve	\$230
Fall OR Spring 2022	7th/8th Grades Special Ed. Dunton Locks County Park	\$60
Spring 2022	8th Grade Maplewood State Park	\$650
<b>Total Annual Request</b>		<b>\$3790</b>

**Pelican River Watershed District  
Educator Mini-grant Application  
November, 2021**

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**Submitted by:**

**Amanda Craig, Detroit Lakes 4th Grade Teacher**  
**acraig@detlakes.k12.mn.us**  
**218-847-1106**

**Address:** Roosevelt Elementary School  
510 11th St. SE  
Detroit Lakes, MN 56501

**Description of Minigrant purchase:**

We'd like to purchase 15 Silva Polaris compasses to replace our aged and decadent collection of compasses. In addition, we will purchase one teaching/demonstration compass for the lesson leader. We will also replace three of the blenders students use for making recycled paper, since they have burned out.

**How does this purchase relate to water resources or the environment?**

We utilize compasses to teach basic navigation and orienteering skills during our annual natural resources field day at the Cormorant Sportsmen's and Conservation Center. **Fourth grade students** from Roosevelt attend one day and Rossman students the second day. Student groups travel among stations throughout the day, learning about soil conservation, decomposition and food webs, aquatic life and ponds, making recycled paper, measuring tree heights and exploring survival needs of trees, a nature scavenger hunt/journaling, and basic compass navigation. Taking part in this variety of activities is aligned with academic standards, helps students develop a relationship with nature, and builds the foundation of the concept of being good stewards of our ecosystem, environment and natural resources.

**Total Amount Requested: \$455**

**Materials list and cost estimate:**

Item	Cost
Silva Polaris or Explorer Student Compasses	15 @ \$22/compass = \$330
Teaching/Demonstration Compass	\$35
Blenders (3) @ \$35/blender	\$105
<b>Total</b>	<b>\$470</b>

**Grade Level: Fourth Grade**

I understand that if my project is approved for funding, I must submit a short summary report of the completed project with photos and my receipts in order to receive funding reimbursement.

Signature: Amanda Craig Date: 11/1/21

# RULES OF ENFORCEMENT

## December 2021

SS: Small Site LS: Large Site Gov: Government Project

### Permits Issued

<u>No.</u>	<u>Name</u>	<u>Address/Area</u>	<u>Approved Project</u>
SS 21-62	Swartz, Travis	1481 Long Lake Dr.	SIZ: Rain garden mitigation

### Permit Applications submitted

SS-Haggart, Tom & Janice, 25591 Muskrat Lake. Shore Impact Zona alteration-install raingarden along with other plantings.

### Violation \*\*\*\*\*

SS Oehlke, Tim & Angela, 1836 East Shore Drive, trees removed in SIZ without a permit. A stop work order has been issued and a letter of credit has been received from the owner. Owners are working with a landscape architect to restore the site.

SS Kylo, Chad & Jacobson, Brenda, 1324 East Shore Drive, trees removed in SIZ without a permit. A Notice of Violation has been sent and a Letter of Credit has been received.

SS McCollum, Joe & Amy, 21749 Floyd Lake Dr., SIZ alterations-work did not comply with permit 20-27. A plan has been received to bring the site into compliance. They continue to work on plant species.

Village of Riverview-Easement Violation- Surety document and fee has been received from their board. They will work with Becker SWCD to complete plantings in Spring 2022.

### District Comments to City of Detroit Lakes Planning & Zoning:

No comments needed

### District Comments to Becker County Planning & Zoning:

No comments needed

### Progress Report

Long Lake Road— Vegetation establishment looked good in 2021. Staff will continue to monitor in 2022.

18-41- Highland Estates-City approved changes to the PUD. District permit has expired and developer will need to reapply.

Midtown Dev. -1281 Washington Ave. No work being done at this time. SW is in compliance.