



BROWN'S CREEK WATERSHED DISTRICT

Preserving the integrity of the watershed for future generations

www.bcwd.org | 455 Hayward Ave N, Oakdale, MN 55128 | 651-330-8220

MEMORANDUM

TO: Brown's Creek Watershed District Board
FROM: Hannah Peterson and Karen Kill
RE: BCWD Outreach Materials Printing
DATE: April 8, 2025

Background:

The BCWD is running low on some outreach materials, and has received a couple requests. We also have upcoming events where we could use more materials on hand.

Issue:

Watershed Activity Books

A parent and PTA Garden & Grounds Committee member at Rutherford Elementary School has requested 615 copies of the activity book to share with all the students for Earth Day. In addition, a community member has requested 30 copies to share with their church. We would also like to print some extra copies to replenish our supply for events.

Company	Quantity	Total
Stillwater Printing	700	\$2,130
Minuteman Press	700	\$1,363.12
	800	\$1,531.31

CAC Recruitment Brochure

We have a few upcoming events that will be good opportunities to recruit more members for our Citizen's Advisory Committee. An updated brochure has been created, and we would like to print 100 copies.

Company	Quantity	Total
Stillwater Printing	100	\$115.92
Minuteman Press	100	\$109.19

Schedule:

The goal would be to have these printed ASAP to have for Earth Week beginning April 21st

Recommended Action:

Approve printing up to 800 activity books not to exceed \$1,531.31 total and 100 CAC recruitment brochures not to exceed \$109.19 total with Minuteman Press from account 910-0000.

Managers:

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