



522 South Johnson Drive • Litchfield, MN 55355

320.693.7287

Minutes of Regular Board Meeting  
Wednesday, December 4, 2019, 8 a.m.  
USDA Service Center  
522 South Johnson Drive  
Litchfield, MN 55355

Present: Bob Schiefelbein, Fred Behnke, and John Haffley. Staff Present: Joe Norman, Matt Anderson, Ann Steinhaus and Deb Holtz, SWCD; Josh Pommier, Pheasants Forever; and Melissa Rothwell and Jacob Stich, NRCS.

The meeting was called to order by Chairman Schiefelbein at 8:08 a.m.

**Agenda:** Motion by Behnke and seconded by Haffley to approve the agenda with the addition of correspondence from MCIT, a shoreland training request and cost share projects for Broesder and Cordes. In addition, it was requested that the Farm Bill Report be moved up the agenda to accommodate another commitment. Affirmative: All. Opposed: None.

**Minutes:** Motion by Behnke and seconded by Haffley to approve the minutes from the November 5, 2019, meeting as presented. Affirmative: All. Opposed: None.

**Treasurer Report:** Motion by Haffley and seconded by Behnke to approve the Treasurer's Report as presented, subject to audit, including bills payable in the amount of \$25,576.33 and bills paid. Affirmative: All. Opposed: None.

**Farm Bill Report:** Pommier reported on his activities.

**Correspondence:** Holtz presented the MCIT Annual Meeting announcement and the Minnesota Land Trust Annual Report. She also shared excerpts from the MCIT newsletter regarding changes to coverage. No action was required. [Pommier left the meeting during this agenda item.]

**Field Office Report:** Norman, Anderson, Steinhaus, and Rothwell reported on their recent activities. Stich reported on NRCS matters. Norman's report included a recap of a 1W1P meeting and Ag BMP meeting he attended.

**Training/Meeting Reports:** Steinhaus reported on a County Ag Inspector meeting she attended. Holtz reported on a managers' meeting she had attended.

**Training/Meeting Requests:** Motion by Behnke and seconded by Haffley to approve attendance at the nutrient management training for Anderson and Steinhaus, including all expenses. Affirmative: All. Opposed: None.

Motion by Haffley and seconded by Behnke to approve attendance at a shoreland training for Norman, including all expenses. Affirmative: All. Opposed: None.

**Christmas Eve Schedule:** Motion by Behnke and seconded by Haffley to close the office at noon on December 24, 2019. Affirmative: All. Opposed: None.

**Additional Payroll Period:** Motion by Haffley and seconded by Behnke to approve a year end payroll period addition for December 23 – 31, 2019. Affirmative: All. Opposed: None.

**Cost Share:** Motion by Haffley and seconded by Behnke to request extension of the FY2017 State Cost Share Grant to December 31, 2020, and to amend the completion date on the one remaining contract under that grant for Pat Munson (FY17-02) to December 31, 2020. Affirmative: All. Opposed: None.

Motion by Behnke and seconded by Haffley to acknowledge cancellation of the VonBank cost share contract (LC18-04) with funds becoming available for re-encumbrance. Affirmative: All. Opposed: None.

Motion by Haffley and seconded by Behnke to amend the completion date on the cost share contract of Bruce Petterson (LC18-05) to December 31, 2020. Affirmative: All. Opposed: None.

Motion by Haffley and seconded by Behnke to reimburse Greg Elfering for work done under his Minnesota Buffer Cost Share Grant contract, (BCS18-10) in the amount of \$720. Affirmative: All. Opposed: None.

Motion by Behnke and seconded by Haffley to reimburse David Broesder on his shoreland cost share project from 2019 Local Capacity funds (LC19-03) in the amount of \$3,750. Affirmative: All. Opposed: None.

Motion by Behnke and seconded by Haffley to reimburse Kenneth Cordes on his buffer cost share contract from Meeker County funds (MBCS18-08) in the amount of \$105. Affirmative: All. Opposed: None.

[Norman, Anderson, Steinhaus, Stich and Rothwell left the meeting at this time.]

**Wage Reviews:** Holtz stated that performance reviews had been done on December 2 and presented some requested documents for use during the Board's discussion of wages for 2020. [Holtz left the meeting during discussion and returned when summoned.] Motion by Behnke and seconded by John to increase the wage of Steinhaus, Norman, Anderson and Holtz by \$2.51, \$3.66, \$2.82 and \$2.83 respectively. Affirmative: All. Opposed: None.

**Next Meeting:** Tuesday, January 7, 2020.

**Adjournment:** Upon motion by Behnke and seconded by Haffley, Chairman Schiefelbein adjourned the meeting at 10:14 a.m.

---

Secretary

---

Date