



522 South Johnson Drive • Litchfield, MN 55355

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320.693.7287

Minutes of Regular Board Meeting  
Tuesday, December 8, 2020, 8:00 a.m.  
via Video Conferencing  
pursuant to Minnesota Statute 13.D.04

Present: Dan Barka, Greg Jans, Fred Behnke, Bob Schiefelbein and John Haffley. Staff Present: Joe Norman, Matt Anderson, and Deb Holtz, SWCD; Josh Pommier, Pheasants Forever; Melissa Rothwell and Jacob Stich, NRCS, and Shannon Olson, FSA.

The meeting was called to order by Chairman Bob Schiefelbein at 8:05 a.m.

Shannon Olson with FSA was introduced to the Board.

**Agenda:** Motion by Jans and seconded by Behnke to approve the agenda with the removal of the Johnson cost share item and the addition of Dobratz and Ntyman cost share items and a presentation on the Mark Johnson CREP/Swenson Wetland Bank. Affirmative: Behnke/Haffley/Barka/Jans/Schiefelbein.

**Minutes:** Motion by Behnke and seconded by Jans to approve the minutes from the November 10, 2020, meeting. Affirmative: Behnke/Haffley/Barka/Jans/Schiefelbein.

**Treasurer Report:** Motion by Jans and seconded by Haffley to approve the Treasurer's Report as presented, subject to audit, including bills payable in the amount of \$34,131.58 and bills paid. Affirmative: Behnke/Haffley/Barka/Jans/Schiefelbein.

Motion by Barka and seconded by Haffley to convert CD # 29593 from a 12 month to a 24 month term. Affirmative: Behnke/Haffley/Barka/Jans/Schiefelbein.

**Correspondence:** Holtz reported that she had been in communication with Chuck Rau regarding the March Area 2 meeting that Meeker SWCD is being asked to host. It appears it will be a virtual meeting. More information should be available by the next meeting.

**Field Office Report:** [Ann Steinhaus joined the meeting at this time.] Norman, Anderson, Steinhaus, Rothwell, Stich and Olson reported on their recent activities.

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

**Mark Johnson CREP/Swenson Wetland Bank:** Pommier presented information via Power Point on these projects.

**Meeting/Training Reports:** None.

**Training/Meeting Requests:** None.

**COVID-19 Preparedness Plan:** None

**Strategic Planning Meeting:** The meeting has been changed to January 20, 2021, and the location has been changed to Peter's Catering's banquet room. Motion by Jans and seconded by Haffley to remove the cap on vacation hours through 2021 because of restraints encountered because of the COVID-19 pandemic. Affirmative: Behnke/Haffley/Barka/Jans/Schiefelbein.

**Internal Financial Controls Policy:** Final decisions on this policy will be delayed until after the planning meeting.

**Additional Pay Period:** Motion by Barka and seconded by Behnke to add a pay period of December 20 – 31, 2020 so that all staff will be paid for work done this year before year end. Affirmative: Behnke/Haffley/Barka/Jans/Schiefelbein.

**Cost Share:** Motion by Haffley and seconded by Barka to approve payment in the amount of \$4,521.50 to Ryan Schoening on his wetland restoration project, LC20-01. Affirmative: Behnke/Haffley/Barka/Jans/Schiefelbein. Motion by Haffley and seconded by Barka to authorize Joe Norman to sign the payment voucher on this contract. Affirmative: Behnke/Haffley/Barka/Jans/Schiefelbein.

Motion by Barka and seconded by Behnke to amend the cost share contract of Robert Kipf (LC19-01), changing the expiration date to 12/31/2021, and authorizing Joe Norman to sign the amendment. Affirmative: Behnke/Haffley/Barka/Jans/Schiefelbein.

Motion by Behnke and seconded by Haffley to approve encumbrment and payment in the amount of \$450 to Terrance Picha for three acres of buffer implementation on MBCS18-09. Affirmative: Behnke/Haffley/Barka/Jans/Schiefelbein.

Motion by Jans and seconded by Haffley to approve payment in the amount of \$4,000 to Robert Dobratz for a lakeshore project on Big Swan Lake (LC20-02), authorizing Joe Norman to sign the payment voucher on this project. Affirmative: Behnke/Haffley/Barka/Jans/Schiefelbein.

Motion by Haffley and seconded by Barka to encumber \$2,606.50 for a grassed waterway project for Ben Nyman (FY20-02) utilizing funds from the 2020 and 2021 State Cost Share Grants and authorizing Joe Norman to sign the contract. Affirmative: Behnke/Haffley/Barka/Jans/Schiefelbein.

**Wage Reviews:** [Norman, Anderson, Steinhaus, Holtz, Pommier, Rothwell, Stich and Olson left the meeting at this time.] After discussion Holtz rejoined the meeting. Motion by Barka and seconded by Jans, the following wages were approved effective January 1, 2021: Steinhaus - \$26.01/hour, Norman - \$31.23/hour, Anderson - \$27.53/hour and Holtz - \$27.13/hour. Affirmative: Behnke/Haffley/Barka/Jans/Schiefelbein.

**Next Meeting**: Tuesday, January 5, 2021, at 8 a.m. via teleconference.

**Adjournment**: Chairman Schiefelbein adjourned the meeting at 9:59 a.m.

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Secretary

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Date