



522 South Johnson Drive • Litchfield, MN 55355

320.693.7287

Minutes of Regular Board Meeting
Tuesday, December 9, 2025, 8:00 a.m.
Meeker SWCD Offices
522 South Johnson Drive
Litchfield, MN 55355

Present: John Haffley, Jon Hoff, Greg Jans, and Bob Schiefelbein. Staff Present: Jaden Hunter, Joe Norman, Ann Steinhaus, and Lacey Clark, SWCD; Dustin Paesler, Pheasants Forever, Jacob Stich, Taylor Esping, NRCS.

The meeting was called to order by Bob Schiefelbein at 8:04 a.m.

Agenda: Motion by Haffley and seconded by Hoff to approve the agenda as presented, with the addition of Dave Thompson under cost share. Affirmative: All. Opposed: None.

Minutes: Motion by Haffley and seconded by Hoff to approve the minutes from the November 4, 2025, meeting. Affirmative: All. Opposed: None.

Treasurer Report: Motion by Haffley and seconded by Jans to approve the Treasurer's Report as presented, subject to audit, including bills payable in the amount of \$32,196.52 and bills paid. Affirmative: All. Opposed: None.

Motion by Jans and seconded by Hoff for Meeker SWCD to cover one hundred percent of the required .66% premium required for MN Paid Leave. Affirmative: All. Opposed: None.

Field Office Report: Hunter, Norman, and Steinhaus reported on recent activities and programs.

Farm Bill Report: Paesler reported on his recent activities. Esping and Stich gave updates on their activities.

Meeting/Training Reports: Clark, and Norman gave an update on the Annual Convention that they had attended.

Additional Pay Period- December 28-31st: Motion by Hoff and seconded by Haffley to add a pay period of December 28-31, 2025, so that all staff will be paid for work done this year before year end. Affirmative: All. Opposed: None.

Annual Wage Reviews: Performance reviews were held an hour prior to the December board meeting by Haffley and Hoff.

Motion by Jans and seconded by Haffley, the following wages were approved effective January 1, 2026: Steinhaus - \$33.76/hour, Norman - \$38.98/hour, Hunter - \$27.50/hour and Clark - \$31.75/hour, in addition to a \$1,500 bonus per employee payable by year end 2025. Affirmative: All. Opposed: None.

Motion by Hoff and seconded by Haffley to approve Christmas Eve 2025 as a paid holiday for employees. Affirmative: All. Opposed: None.

Cost Share: Motion by Haffley and seconded by Hoff to extend the completion date for contract NF-FY22-24, to December 20,2026, and to amend the amount from \$23,019.68 to \$27,187.56, using FY22 North Fork 1W1P funding. Affirmative: All. Opposed: None.

Motion by Haffley and seconded by Hoff to encumber contract NF-FY24-27, a Sediment Control Basin project, in the amount of \$28,173.75, using FY24 North Fork 1W1P funding. Affirmative: All. Opposed: None.

Motion by Jans and seconded by Haffley to encumber and approve payment for contract SH25-12, a Cover Crop project, in the amount of \$2,900.00 using FY25 Soil Health funding. Affirmative: All. Opposed: None. Schiefelbein abstained.

Motion by Hoff and seconded by Haffley to approve payment for contract CC24-06, in the amount of \$27,968.93 for a Water & Sediment Control Basin project, using FY24 Conservation Contracts, FY23 Local Capacity, and FY25 Conservation contracts funding. Affirmative: All. Opposed: None.

Motion by Jans and seconded by Haffley to extend the completion date for contract SA23-05 to December 31, 2026. Affirmative: All. Opposed: None.

Next Meeting: The next board meeting will be held on Tuesday, January 6th, 2026, at 8 a.m.

Adjournment: After a motion by Haffley, Chairman Schiefelbein adjourned the meeting at 10:06 a.m.

Secretary

Date