



FREEBORN COUNTY
SOIL & WATER CONSERVATION DISTRICT
MINUTES OF REGULAR MEETING OF BOARD OF SUPERVISORS
Thursday, July 10th, 2025, at 8:30 AM

1. Call to Order

- The regular meeting of the Freeborn County Soil & Water Conservation District (SWCD) was called to order by District Chairman Helland at the district office located at 1400 West Main Street, Albert Lea, MN on Thursday, July 10th, 2025, at 8:30 AM.

Attendees

- In attendance: Curt Helland (District Chairman), Scott Lightly (District Vice-Chairman), Vickie Heers (Treasurer), Brad Kramer (Secretary), Lindsey Cornell (District Manager), Chad Billat (Project Manager), Mark Trnka (Conservation Technician), Senja Viktora (District Technician)
- Absent: Casey Madson (Supervisor)

2. Approval of Minutes

- A motion to approve the minutes of the previous meeting on June 12th, 2025, was made by Lightly and seconded by Kramer. **MOTION CARRIED.**

3. Treasurer's Report

- Heers reported that the balance in the checking account was \$9,967.19, savings \$832,948.62, CD (10 month) \$250,000.00, and CD (10 month) \$235,000.00 as of June 30th, 2025. A motion to approve treasurer's report and payment of bills was made by Kramer and seconded by Lightly. **MOTION CARRIED.**

4. Southeast Services Cooperative Membership

- Cornell brought before the board for consideration a renewal in membership with the Southeast Services Cooperative. A motion was made by Heers to pay the \$325 membership fee for the Southeast Services Cooperative, seconded by Kramer. **MOTION CARRIED.**

5. Management Representation from Peterson Co.

- Cornell brought before a management representation letter received from Peterson Company Ltd regarding 2024 audit. A motion was made by Kramer to accept representation from Peterson Company Ltd for 2024 audit, seconded by Heers. **MOTION CARRIED.**

6. Financial & Administrative Specialist Recommendation

- Cornell and the personnel committee brought before the board final candidate recommendations for the Financial & Administrative Specialist position. A motion was made by Kramer to extend offer to the first choice at \$29 an hour pending clearance of background check, with back-up options of the second choice at \$29 an hour and third choice at \$24 an hour, seconded by Heers. **MOTION CARRIED.**

7. Cost Share & Grant Items

a. Cost-Share Policy Updates

- Cornell brought before the board suggested changes to the Conservation Contracts and Buffer Law Cost-Share policies. A motion was made by Kramer to adopt the changes to the Conservation Contracts and Buffer Law Cost-Share policies, seconded by Heers. **MOTION CARRIED.**

b. New Cost Share

- Trnka presented to the board a request for a 2-year Cover Crop cost-share contract.

Contract Number	Practice	Amount Requested	Encumbered	Fund Source
WBIF-SW-FREE-24-22	Cover Crops	\$27,744.00	\$27,744.00	C24-0197

A motion was made by Kramer to approve contract for funding, motion seconded by Lightly. **MOTION CARRIED.**

ii. Viktora presented to the board a request for a 1-year Cover Crop cost-share contract.

Contract Number	Practice	Amount Requested	Encumbered	Fund Source
WBIF-SW-FREE-23-19	Cover Crops	\$1,854.00	\$1,854.00	C23-2187

A motion was made by Heers to approve contract for funding, motion seconded by Kramer. **MOTION CARRIED.**

iii. Trnka presented to the board a request for a 2-year Cover Crop & No-Till/Strip Till cost-share contract.

Contract Number	Practice	Amount Requested	Encumbered	Fund Source
FY22-BUFF-03	Cover Crop & No-Till/Strip Till	\$69,657.00	\$69,657.00	P22-6193, P23-2554, P24-0063, P25-0592

A motion was made by Kramer to approve contract for funding, motion seconded by Lightly. **MOTION CARRIED.**

iv. Billat presented to the board a request for a CRP Incentive cost-share contract.

Contract Number	Practice	Amount Requested	Encumbered	Fund Source
FY-24-CW-CRP-01	CRP Incentives	\$3,390.00	\$3,390.00	P25-0462

A motion was made by Kramer to approve contract for funding, motion seconded by Heers. **MOTION CARRIED.**

c. Regional Conservation Partnership Program (RCPP):

- i. Cornell brought before the board an update on anticipated RCPP, requested approval to sign grant agreement when it's made available. A motion was made by Kramer for the District Manager to approve and work on RCPP workplan, ranking sheet, and policy when available, seconded by Lightly. **MOTION CARRIED.**

8. NRCS Report

- i. No NRCS representative was available at the time of the meeting.

9. BWSR Update

- i. No BWSR representative was available at the time of the meeting.

10. Supervisor Reports

- i. Kramer presented updated article, a motion was made by Lightly for staff to work with Kramer on continued edits before publication, seconded by Kramer. **MOTION CARRIED.**
- ii. Kramer requested to attend the Soil Health Coalition | 2025 Premier Soil Health School in Redwood Falls, MN July 29-30th. A motion was made by Lightly to have Kramer attend the 2025 Premier Soil Health School, motion seconded by Kramer. **MOTION CARRIED.**
- iii. Kramer reported attending a Shell Rock/Winnebago One Watershed One Plan (1W1P) meeting where they discussed approval of website to track projects on map.
- iv. Heers reported attending the Area 7 Minnesota Association of Soil & Water Conservation District (MASWCD) Resolutions Meeting in Stewartville. Reported there were no resolutions to vote on, normal business discussed.
- v. Helland reported attending a Joint Powers Board/Technical Service Area meeting regarding posting Engineering job opening.

11. Manager Report- Previously emailed

- i. Cornell requested to attend the Public Sector HR 2.0 training on August 27th in Waite Park, MN. A motion was made by Kramer for Cornell to attend the Public Sector HR 2.0 training, seconded by Heers. **MOTION CARRIED.**
- ii. Cornell requested to attend the MASWCD District Manager Professional Development Cohort. A motion was made by Kramer for Cornell to attend the MASWCD District Manager Professional Development Cohort, seconded by Heers. **MOTION CARRIED.**

12. Staff Reports- previously emailed

- i. Trnka informed the board that the Ford truck needs new sensors and tires.
- ii. Trnka informed the board that the current surveying equipment bought in 2017 could be updated. A motion was made by Kramer to purchase new surveying equipment, seconded by Lightly. **MOTION CARRIED.**
- iii. Trnka presented two ATV seeders that could be purchased by the SWCD to make available to rent by landowners.
- iv. Billat updated board on the Conservation Reserve Enhancement Program sign-up.

13. 2025 Outstanding Conservationist

- i. Staff presented the board with 3 nominees. A motion was made by Heers to nominate Wayne & Linda Nelson as the Freeborn County SWCD's 2025 Outstanding Conservationists, seconded by Kramer. **MOTION CARRIED.**

14. Stewardship Summit: SWCD Governance & Leadership Essentials

- i. A motion to approve all board members to attend the Stewardship Summit, dependent on schedules, was made by Kramer, seconded by Heers. **MOTION CARRIED.**

15. Regular Board Meeting Date Changes

- i. Board agreed to change the dates of the August board meeting from August 14th to August 7th, and the September board meeting from September 11th to September 4th.

16. Adjournment

- There being no further business, motion to adjourn was made by Lightly, seconded by Kramer. **MOTION CARRIED.** Next meeting Thursday, August 7th, 2025, at 8:30 AM.

These are preliminary minutes subject to board approval at the next regular monthly meeting of the Board of Supervisors on Thursday, August 7th, 2025.

Respectfully submitted,

Brad Kramer, Board Secretary

Date