



**FREEBORN COUNTY  
SOIL & WATER CONSERVATION DISTRICT**

MINUTES OF REGULAR MEETING OF BOARD OF SUPERVISORS  
Friday, January 17th, 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 Manager Cornell at the district office located at 1400 West Main Street, Albert Lea, MN on Friday, January 17<sup>th</sup>, 2025, at 8:30 am.

**Attendees**

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

**2. Election of Officers**

Board member nominations were made for Board Officers and discussion was had regarding Committee positions. Motion was made by Kramer to approve board appointments and committees as discussed, seconded by Heers. **MOTION CARRIED.**

Board Officers	
District Chairman	Curt Helland: Nominated by Heers, seconded by Kramer
District Vice-Chairman	Scott Lightly: Nominated by Heers, seconded by Helland
District Treasurer	Vickie Heers: Nominated by Helland, seconded by Kramer
District Secretary	Brad Kramer: Nominated by Lightly, seconded by Helland
District Supervisor	Casey Madson: Nominated by Lightly, seconded by Helland

Committees			
Personnel Committee	Helland, Kramer	SE Joint Powers Board	Helland
Budget & Finance	ALL	Soil Health	Lightly
GBERBA Policy	Madson; Alt Helland	Cedar/Wapsi 1W1P Policy	Heers; alt. Lightly
Legislative	Kramer, Helland	Shellbago 1W1P Policy	Kramer; alt. Helland
Education	Heers	LeSueur 1W1P Policy	Madson; alt. Lightly
State Cost Share Policy	ALL	Blue Earth River 1W1P	Helland; alt. Kramer

**3. Consent Agenda**

- A discussion was had regarding the Consent Agenda. Kramer made a motion to approve the Consent Agenda, seconded by Heers. **MOTION CARRIED.**
  - Official Bank Depository as Security Bank Minnesota and signatories (Chair, Treasurer, District Manager)
  - 2025 Budget as presented to County Board
  - MCIT insurance for \$8,562.00
  - MASWCD dues for 2025 \$7,431.37
  - NACD dues for 2025 \$775.00
  - Area 7 TSA/JPB dues for 2025 \$4,000.00
  - MACDE State Employee Dues for 2025 \$125.00 and Area 7 SE Employee Dues for 2025 \$50.00
  - Envirothon donation for 2025 \$175.00
  - Authorize Chairman, Vice Chairman, or District Manager to sign grant agreements, cost share contracts and payments or other time sensitive documents as needed
  - Authorize District Manager and Administrative Assistant to make electronic payments, bank transfers, etc. as needed
  - Authorize District Manager to purchase supplies/equipment up to \$1,500.00 per transaction
  - Authorize District Manager to approve training requests up to \$1,500.00 per request
  - Authorize IRS standard mileage rate for 2025 at \$0.70 per mile, and Supervisor per diem rates at \$125.00 per day.
  - Authorize ads for tree sales 2025

#### 4. Approval of Minutes

- A motion to approve the minutes of the previous meeting on December 11<sup>th</sup>, 2024, was made by Heers and seconded by Lightly. **MOTION CARRIED.**

#### 5. Treasurer’s Report

- Heers reported that the balance in checking account was \$136,306.44, savings \$838,223.10, CD (10 month) \$250,000.00, and CD (10 month) \$235,000.00 as of December 31<sup>st</sup>, 2024. A motion to approve treasurer’s report and payment of bills was made by Kramer and seconded by Lightly. **MOTION CARRIED.**

#### 6. Cost Share & Grant Items

##### a. New Requests

- Trnka and Cornell brought before the board two new Well Sealing contracts for funding.

Contract Number	Practice	Project Estimate	Encumbered	Fund Source
WBIF-SW-FREE-24-13	Well Sealing	\$1,500.00	\$1,500.00	C24-0197
WBIF-SW-FREE-24-14	Well Sealing	\$1,500.00	\$1,500.00	C24-0197

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

#### 7. Audit Engagement Letter

- An audit engagement letter from the Peterson Company was discussed. A motion was made to accept the engagement letter and continue the use of Peterson Company for audit services by Heers to participate with Peterson Company LTD for 2024 audit, seconded by Kramer. **MOTION CARRIED.**

#### 8. Clothing and Name Tags

- A motion was made by Heers to order new shirts and name tags for staff and supervisors, seconded by Lightly. **MOTION CARRIED.**

#### 9. NRCS Report

- No NRCS representative available at time of board meeting. District Manager Cornell updated board on current staffing in the Albert Lea Field office as told by NRCS. Kurer has retired from the Team Lead position on January 11<sup>th</sup>, 2025. New Soil Conservationist will start January 27<sup>th</sup>, 2025. Possible Intern will be hired. New Pheasants Forever employee, Lia, has started her position.

#### 10. Supervisor Reports

- Kramer reported attending a MN-DNR Round Table

#### 11. Staff Reports

- Staff reports previously emailed to board members.

#### 12. FYI

- a. Tree Open house: February 6<sup>th</sup>, 2025
- b. Legislative Day at the Capitol: March 4-5<sup>th</sup>, 2025
- c. Soil Health Winter Workshop: February 18<sup>th</sup>, 2025

#### 13. Additional

- A suggestion was made by Kramer to include more materials in the board packet sent out prior to board meeting to allow supervisors to have additional time to read materials vs. reading them during board meetings.

#### 14. Adjournment

- There being no further business, a motion to adjourn was made by Lightly, seconded by Kramer.

These are preliminary minutes subject to board approval at the next regular monthly meeting of the Board of Supervisors on Thursday, February 13<sup>th</sup>, 2025.

Respectfully submitted,

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Brad Kramer, Board Secretary

Date