



Dodge Soil and Water Conservation District

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Dodge Center, Minnesota 55927

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Minutes of the December 16, 2025

Dodge Soil & Water Conservation District

Regular Board of Supervisors Meeting

The meeting was called to order by Larry Scherger, Board Chair, at 6:30 P.M.

Members Present: Larry Scherger, Chair
Rick Alberts, Vice-Chair
David Livingston, Secretary
Bruce Freerksen, PR&I
Glenn Hahn, Treasurer

Members Absent: None

Others Present: Jessica Klingfus, District Manager, Dodge Soil and Water Conservation District; Allison English, Administrative Professional, Dodge Soil and Water Conservation District; Nathan Bird, District Conservationist, United States Department of Agriculture – Natural Resources Conservation Service

Approval of Meeting Agenda: There were five additions to the December 16, 2025 agenda include adding '2025-SHD-DC-01 (Biwer) Payment', '2025-SHD-DC-03 (Smith) Payment', '2025 SHD-DC-04 (Tvedt) Payment', '2025-SHD-DC-05 (Alberts Brothers LLC) Payment', and '2024 WAGZ-DC-16 (Albert Brothers LLC) Payment' under 'New Business'. A motion was made to approve the December 16, 2025 meeting agenda, as revised.

Motion: David Livingston
Seconded: Glenn Hahn
The motion carried unanimously.

Approval of November 18, 2025

Board Meeting Minutes: There is one correction to the November 18, 2025 board meeting minutes. On page 6 change 'Freerksen' to 'Hahn' as the second for the action item 'District Cost Share Contract 2023-11 (Severson Trust) Amendment'. A motion was made to approve the November 18, 2025 board meeting minutes, as corrected.

Motion: David Livingston
Seconded: Glenn Hahn
The motion carried unanimously.

more measurable approach. Hahn shared the CDs have been renewed as of December 1st and the 2026 budget was finalized at a finance meeting on December 8th.

Larry Scherger, District III Supervisor

Larry Scherger, District III Supervisor, did not provide a report.

Bruce Freerksen, District II Supervisor

Bruce Freerksen, District II Supervisor, did not provide a report.

Rick Alberts, District I Supervisor

Rick Alberts, District I Supervisor, did not provide a report.

Unfinished Business

Review Encumbered Non- Structural Projects

Jessica Klingfus, District Manager, shared there has been no new encumbered Non-Structural Projects approved since the last board meeting.

2026 Final Budget

Jessica Klingfus, District Manager, presented the 2026 Final Budget to the supervisors and informed them the budget includes the Dodge County allocation of \$150,000.00. Klingfus and the finance committee met on December 8, 2025 and reviewed the budget. The supervisors discussed the 2026 final budget. A motion was made to approve the 2026 Final Budget as presented.

Motion: David Livingston

Seconded: Bruce Freerksen

The motion carried unanimously

New Business

2025 Cost-of-Living Increase

Jessica Klingfus, District Manager, presented information on cost-of-living increases from those receiving Social Security, Dodge County employees, and potential federal employees. Klingfus also presented the current district wage scale and at various percentage increases. A motion was made to approve a 3% cost-of-living increase for Dodge SWCD Employees.

Motion: Bruce Freerksen

Seconded: Glenn Hahn

The motion carried unanimously.

Personnel Committee Recommendations for 2025

The Personnel Committee met on Monday, December 15, 2025 to review employee annual evaluations conducted by Jessica Klingfus, District Manager, and conduct the District Manager employee evaluation. The Personnel Committee recommends a step increase for Allison English, Administrative Professional, from step 6 to step 5, a step increase for Zachary Colton, Soil Health Conservation Technician, from step 6 to step 5, a step increase for Joe Newman, Conservation Technician, from Step 7 to Step 6, and a step increase for Jessica Klingfus, District Manager, from step 6 to step 5.

The Personnel Committee recommends that Newman will be able to start using Annual Leave after 1/1/2026. A motion was made to approve the Personnel Committee recommendations for step increases for each employee and use of annual leave for Newman.

Motion: Glenn Hahn

Seconded: Bruce Freerksen

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SUPERVISORS: RICK ALBERTS – BRUCE FREERKSEN– LARRY SCHERGER – DAVID LIVINGSTON – GLENN HAHN

District Cost-Share Contract 2025-SHD-DC-01 (Biwer) Payment

Jack Biwer of Dodge Center, MN is requesting cost-share payment from the Dodge Soil and Water Conservation District for a 340- Cover Crops, installed in Section 11 of Wasioja Township. The final cost for the practice is \$3,639.60 and they are requesting 100% of the total cost of the project, not to exceed \$3,639.60. A motion was made to approve the final payment for the District Cost-Share Contract 2025-SHD-DC-01 for Jack Biwer for installing a 340- Cover Crops at 100% of the total cost of the entire project, not to exceed \$3,639.60.

Motion: David Livingston

Seconded: Bruce Freerksen

The motion carried unanimously.

District Cost-Share Contract 2025-SHD-DC-03 (Smith) Payment

Bill Smith of West Concord, MN is requesting cost-share payment from the Dodge Soil and Water Conservation District for a 340- Cover Crops, installed in Section 23 of Concord Township. The final cost for the practice is \$2,732.00 and they are requesting 100% of the total cost of the project, not to exceed \$2,732.00. A motion was made to approve the final payment for the District Cost-Share Contract 2025-SHD-DC-03 for Bill Smith for installing a 340- Cover Crops at 100% of the total cost of the entire project, not to exceed \$2,732.00.

Motion: Bruce Freerksen

Seconded: Glenn Hahn

The motion carried unanimously.

District Cost-Share Contract 2025-SHD-DC-04 (Tvedt) Payment

John Tvedt of Byron, MN is requesting cost-share payment from the Dodge Soil and Water Conservation District for a 340- Cover Crops, installed in Section 12 of Canisteo Township. The final cost for the practice is \$2,060.60 and they are requesting 100% of the total cost of the project, not to exceed \$2,060.60. A motion was made to approve the final payment for the District Cost-Share Contract 2025-SHD-DC-04 for John Tvedt for installing a 340- Cover Crops at 100% of the total cost of the entire project, not to exceed \$2,060.60.

Motion: David Livingston

Seconded: Bruce Freerksen

The motion carried unanimously.

District Cost-Share Contract 2025 SHD-DC-05 (Albert Brothers LLP) Payment

Alberts Brothers LLP of Pine Island, MN is requesting cost-share payment from the Dodge Soil and Water Conservation District for a 340- Cover Crops, installed in Section 15 of Milton Township. The final cost for the practice is \$3,660.00 and they are requesting 100% of the total cost of the project, not to exceed \$3,660.00. A motion was made to approve the final payment for the District Cost-Share Contract 2025-SHD-DC-05 for Albert Brothers LLP for installing a 340- Cover Crop at 100% of the total cost of the entire project, not to exceed \$3,660.00.

Motion: Glenn Hahn

Seconded: Bruce Freerksen

Rick Alberts abstained.

The motion carried.

Watershed Cost-Share Contract 2024 WAGZ-DC-16 (Albert Brothers LLP) Payment

Alberts Brothers LLP of Pine Island, MN is requesting cost-share payment from the Dodge Soil and Water Conservation District for a 340- Cover Crops, installed in Section 11 of Milton Township. The final cost for the practice is 13,500.00 and they are requesting 1/3 of the total cost of the project, not to exceed \$4,500.00. A motion was made to approve the final