



WHERE THE FOREST MEETS THE PRAIRIE

Todd County
● MINNESOTA ● EST. 1855 ●

SOIL AND WATER CONSERVATION DISTRICT

215 1st Avenue South, Suite 104

Long Prairie, MN 56347

Phone: 320-732-2644 Fax: 320-732-4803

Minutes from September 10, 2026 Regular Board Meeting

The meeting was held in person at the Todd County Historic Courthouse, Commissioner's Board Room, located at 215 1st Ave S, Long Prairie, MN 56347.

Chairperson Katterhagen called the Thursday, September 10, 2026 meeting to order at 8:30 a.m.

The Pledge of Allegiance was recited.

Call for Introductions.

Board members present were: Dale Katterhagen, Barb James, Tom Williamson, Larry Bebus, and Wayne Wendel.

Others present were: Adam Ossefoort (Division Director), Deja Anton (District Manager), Sarah Katterhagen (Program Coordinator), Josh Votruba (Conservation Technician), Kasen Christiansen, (Conservation Technician), Jessica Moore (Conservation Technician), and Tim Denny (Todd County Commissioner).

Denny joined the meeting at 8:50 a.m.

Approval of Agenda: Katterhagen asked if there were any additions or corrections to the agenda. James made a motion, seconded by Wendel, to accept the revised agenda with the following changes:

- 3.1 Update funding sources for Becker's request
- 3.3 Update funding amount for Fairy Lake Lions' request
- 5.2 Update Zimmer total project costs and include pending filing of the affidavit of disclosure on deed and final engineer sign-off in the motion
- 7.3 Add discussion of change in formatting of the board packet

Affirmative: Katterhagen, James, Bebus, Williamson, and Wendel. Motion carried.

Approval of Minutes: James made a motion, seconded by Williamson, to approve the August 13, 2026 regular board meeting minutes as distributed.

Discussion: Wendel asked for confirmation that he abstained from approving the preliminary Todd SWCD 2027 financial budget. S. Katterhagen read the motion, votes, and reason for Wendel abstaining. Wendel confirmed the minutes were correct.

Affirmative: Katterhagen, James, Bebus, Williamson, and Wendel. Motion carried.

Financial Report: Wendel made a motion, seconded by Williamson, to accept the August 2026 Treasurer's Report with receipts totaling \$123,488 and disbursements totaling \$360,773.32.

Discussion: S. Katterhagen reviewed the revenues and disbursements.



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Affirmative: Katterhagen, James, Bebus, Williamson, and Wendel. Motion carried.

Call for Conflict of Interest: No conflict of interest was reported.

Celebrations: Anton thanked Dale and Marie Katterhagen for hosting a non-Soil and Water event on their farm called the “Barnstorming Tour of America” concert for farmer mental health.

Director Report: Ossefoort reported he is working on three different ordinance updates, including shoreland cargo containers, the buffer law ordinance, and an ordinance on data centers. Ossefoort reported that soon there may be public meetings for educational purposes on data centers.

Anton asked what the buffer ordinance changes included. Ossefoort reported it will be adopting BWSR recommendations and formatting changes.

SWCD Manager Report: Anton presented her visual report and project report. The report highlights award submissions, summer outreach activities, projects and noted that following the meeting there will be a liaison meeting to discuss the future of Soil and Water. The report is available upon request.

Denny joined the meeting at 8:50 a.m.

Commissioner’s Report: Commissioner Denny reported that the County is reviewing the preliminary budget and that there is a hiring freeze on newly created positions. Denny also reported that the finance committee took a close look at mileage reimbursements, lodging, meals, and training budgets and requested departments to review staff training requests. Denny also reported that the liaison meeting that was scheduled for after the Soil and Water Board meeting will need to be rescheduled.

Staff Visual Report: Anton presented the Ducks Unlimited visual report for Petrehn, which included grazing projects and cover crop projects.

Report on Staff Accomplishments:

Anton reported:

- Scheve is at a manager training meeting. She has been working on the Goodwin project, did the onboarding training with the MPCA, is working on easements, project spots checks and completed the conservationist award article.
- Moore has lots of projects going on, has attended multiple training courses, and will be on the radio.
- Votruba attended the Lake Beauty meeting, completed Ob Well readings, and has complete project spot checks.
- Christiansen has completed the wetland delineation for the Hewitt Dam project.
- S. Katterhagen completed the 2nd quarter wage adjustment report, created a brief summer newsletter, is working on Enviro Fest, and has started sending out 2nd notice letters for feedlot registrations.

NRCS Report: No report.



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FSA Report: Fellbaum was unable to attend the meeting due to training out of town, but provided a written update from FSA. Anton read the update: “A brief FSA update includes that we’re working through the implementation of several program updates from the Working Families Tax Cut Act (also known as the One Big Beautiful Bill Act), along with now administering the Livestock Forage Program and CRP Emergency Grazing due to the drought conditions.”

1W1P Reports:

- **Sauk River Report:** Williamson reported that at the policy meeting they discussed budgets, funding, and projects.
- **Red Eye Report:** No update.
- **Long Prairie Report:** The FY27 work plan and agreement have been submitted and approved.
- **Crow Wing Report:** No update.
- **Mississippi Brainerd Report:** There was a policy meeting on September 8, 2026.

BWSR Report: Arne forwarded the BWSR Summer 2026 Updates for the report. The e-mail is available upon request.

Decisions needed for encumbering cost share funds

Wendel made a motion, seconded by Williamson, to approve encumbering P26-0856 Soil Health Delivery funds in the amount of \$771.27 and FY24 County Riparian Aid funds in the amount of \$1,990 for Becker, C#20260910-3.1, for a total of \$2,711.27 for a cover crop project. Affirmative: Katterhagen, James, Bebus, Williamson, and Wendel. Motion carried.

Wendel made a motion, seconded by James, to approve encumbering C25-0118 Red Eye WBIF funds for Schmidt, C#20260910-3.2 in the amount of \$16,979.27 for a diversion and roof water controls.

Discussion: The agenda and board presentation had different encumbering numbers. Moore reviewed the file and confirmed the board presentation wasn’t updated to reflect the new amount as listed on the agenda.

Affirmative: Katterhagen, James, Bebus, Williamson, and Wendel. Motion carried.

James made a motion, seconded by Bebus, to approve encumbering FY26 TNC 3951-001 funds for Fairy Lake Lions, C#20260910-3.3 in the amount of \$3,123.36 for a wetland restoration and invasive cattail control project. Affirmative: Katterhagen, James, Bebus, Williamson, and Wendel. Motion carried.

Bebus made a motion, seconded by Williamson, to approve encumbering FY26 TNC 3951-001 funds for Dockendorf, C#20260910-3.4 in the amount of \$8,711.25 for a wetland restoration project. Affirmative: Katterhagen, James, Bebus, Williamson, and Wendel. Motion carried.

Bebus made a motion, seconded by James, to approve encumbering Mississippi Brainerd River Phase 2 WBIF funds or FY26 Soil Health Delivery funds for Johnson, C#20260910-3.5 in the amount of \$1,437.21 for a cover crop project. Affirmative: Katterhagen, James, Bebus, Williamson, and Wendel. Motion carried.



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After the board meeting for tracking purposes Anton said to pull full cost share amount of \$1,437.21 from the Mississippi River Brainerd Phase 2 grant.

Decisions needed for cost share contract amendments

James made a motion, seconded by Williamson, to approve an amendment request for additional funding of FY26 TNC 3951-0001 in the amount of \$12,607.50 from Osakis Country Club, C#2024.07.11-3.2 for a new total cost share amount of \$18,607.50, which includes funding FY24 County Riparian Aid funds for a wetland project. Affirmative: Katterhagen, James, Bebus, Williamson, and Wendel. Motion carried.

Decision needed for payment of cost share funds

Wendel made a motion, seconded by Williamson, to approve payment of C25-0196 Long Prairie WBIF funds for Zimmer, C#06-122025-3.3X in the amount of \$4,875 for engineering fees. Affirmative: Katterhagen, James, Bebus, Williamson, and Wendel. Motion carried.

Wendel made a motion, seconded by James, to approve payment of C23-3483 Long Prairie WBIF funds in the amount of \$60,226.36, C25-0196 Long Prairie WBIF funds in the amount of \$101,082.08, FY24 County Riparian Aid funds in the amount of \$12,968.53, FY25 County Riparian Aid funds in the amount of \$8,082.08 and FY26-27 Conservation Contracts in the amount of \$8,752.03 for Zimmer, C#20260514-3.8 for a total of \$191,111.08 for a heavy use, stacking slab, and diversion livestock project pending the landowner affidavit of disclosure on the deed.

Discussion: The final engineering sign off was received.

Affirmative: Katterhagen, James, Bebus, Williamson, and Wendel. Motion carried.

Bebus made a motion, seconded by Williamson, to approve payment of C25-0169 Big Swan Alum funds for Big Swan Lake Improvement Association, C#08.14.2025-3.8 in the amount of \$1,215 for engineering assistance and contract oversight.

Discussion: Per policy for this grant, 90% cost share is allowed.

Affirmative: Katterhagen, James, Bebus, Williamson, and Wendel. Motion carried.

James made a motion, seconded by Bebus, to approve payment of P23-2945 Long Prairie LCCMR funds in the amount of \$600 and C25-0310 Crow Wing WBIF funds in the amount of \$600 for Swanson, C#2026.08.13-3.3 for a total \$1,200 for a forest stewardship plan. Affirmative: Katterhagen, James, Bebus, Williamson, and Wendel. Motion carried.

Bebus made a motion, seconded by James, to approve payment of C22-4860 Sauk River WBIF funds for John, C#2026.05.14-3.6 in the amount of \$22,102.50 for a shoreline project. Affirmative: Katterhagen, James, Bebus, Williamson, and Wendel. Motion carried.



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Bebus made a motion, seconded by James, to approve payment of C24-0198 Mississippi Brainerd WBIF funds for Zander, C#2025.07-10-3.2 in the amount of \$2,666 for the final payment for the shoreline project. Affirmative: Katterhagen, James, Bebus, Williamson, and Wendel. Motion carried.

James made a motion, seconded by Bebus, to approve payment of C24-0088 Sauk River WBIF funds for Anderson, C#2025.08.14-3.7 in the amount of \$18,633.15 for a shoreline project pending landowner affidavit of disclosure on deed. Affirmative: Katterhagen, James, Bebus, Williamson, and Wendel. Motion carried.

Wendel made a motion, seconded by Williamson, to approve payment of FY24 County Riparian Aid funds for Rohde, C#77-1-5 in the amount of \$1,098 for a cover crop project that was completed in 2025. Affirmative: Katterhagen, James, Bebus, Williamson and Wendel. Motion carried.

Wendel made a motion, seconded by James, to approve payment of FY24 County Riparian Aid funds for Berscheit Farms, C#77-1-4 in the amount of \$13,745.79 for a cover crop project that was completed in 2025 pending final review by Anton, as the agenda and board presentation had different amounts.

Affirmative: Katterhagen, James, Bebus, Williamson and Wendel. Motion carried.

After the board meeting, Anton reviewed the file and noted that the payment is only allowed at \$11,704.92 as there was no amendment for additional funding completed.

Katterhagen commented that staff should continue SWCD project signs are posted at projects.

Votruba, Christiansen, and Moore left the meeting at 9:53 a.m.

Chairperson Katterhagen called for a short recess at 9:53 a.m.

Chairperson Katterhagen reconvened the meeting at 9:57 a.m.

Decisions needed for operations

Wendel made a motion, seconded by Williamson, to approve the 2027 Tree price list which includes increasing bareroot tree costs from \$2.00 per tree to \$2.25 per tree. Affirmative: Katterhagen, James, Bebus, Williamson and Wendel. Motion carried.

Wendel made a motion, seconded by Bebus, to approve the C27-0107 Agreement for Services for Leaf Wing Redeye Watershed based implementation grant. Affirmative: Katterhagen, James, Bebus, Williamson and Wendel. Motion carried.

Bebus made a motion, seconded by James, to approve the draft Audit RFP. Affirmative: Katterhagen, James, Bebus, Williamson and Wendel. Motion carried.

Williamson made a motion, seconded by Bebus, to approve FY24 Sauk River WBIF grant period extension and grant agreement amendment.



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Discussion: The new deadline would be December 31 2027.

Affirmative: Katterhagen, James, Bebus, Williamson, and Wendel. Motion carried.

Discussion items

Awards Luncheon Location: Anton proposed Long Prairie Country Club and having a caterer. The Board recommended, if not available, to check out Charlotte's Tavern.

WCTSA Resolution: Discussed the WCTSA Resolution that may be at the MASWCD convention for future funding and current standing. Anton informed the board that WCTSA's financials are good for FY2027, but they need to find additional funding for FY2028. Anton will provide additional information when available.

Board Packet Formatting: Discussion was held on changing the formatting of board packets. The following motion was made.

Bebus made a motion, seconded by Wendel, to reduce packet size by only having the first page of the board presentation in the packet, but having the full presentation available at the meeting, and on the agenda group all the watershed updates into one line. Affirmative: Katterhagen, James, Bebus, Williamson, and Wendel. Motion carried.

Contracts and documents approved by the Chair

Wendel made a motion, seconded by Bebus, to acknowledge the following payments that were approved by Chairperson between board meetings:

- Rach, C#20260824-01 encumbering request P26-0856 Soil Health Delivery in the amount of \$702.23 for cover crop project. Approved by Katterhagen on 8/24/2026.
- Kneisl, C#20260824-02 encumbering request P26-0856 Soil Health Delivery in the amount of \$3,705 for cover crop project. Approved by Katterhagen on 8/24/2026.
- Goodwin, C#2025.11-13-3.2 payment request in the amount of \$94,272.12 for WASCOB project.
 - **Breakdown**
 - \$84,554.62 – C23-3483 Long Prairie WBIF
 - \$9,340.90 – FY24 County Riparian Aid
 - \$376.60 – Current County Riparian Aid
- Kyar, C#20260901-01 encumbering request P26-0856 Soil Health Delivery in the amount of \$2,465.63 for a cover crop project. Approved by Katterhagen on 9/1/2026.

Affirmative: Katterhagen, James, Bebus, Williamson, and Wendel. Motion carried.

Informational



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Radio Show: Broadcasts continue every second Friday of the month.

Project Status Update: Report provided during Anton's staff report.

2026 Summer Update: The summer update was part of the board packet. Update was only distributed by e-mail.

Biochar Demo and Stormwater Management hosted by Great River Greening: Will be held on September 16, 2026.

AREA II Meeting: Will be held on September 17, 2026 in Paynesville. Williamson will be attending.

Enviro Fest: Will be held on September 17, 2026 at the Dale and Marie Katterhagen farm.

Awards Luncheon: The annual awards luncheon program will be held on October 8, 2026.

BWSR Academy: BWSR Academy for staff will be held October 20-22, 2026 at Cragun's Conference Center near Brainerd.

Annual work session: The annual work session will be held on November 12, 2026.

MASWCD Annual Convention: Will be held November 30, 2026 – December 2, 2026.

IRS Reporting System: Ossefoort will be entering the Todd SWCD 1099 reporting.

2026 MASWCD Award Nominations: The nominations for 2026 have been submitted.

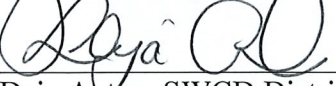
Teacher Information for 2027 Nominations: A previous list will be available in the board folders as reminders.

C27-0133 Long Prairie WBIF Agreement: The grant agreement was executed on September 2, 2026.

The next regularly scheduled meeting for the Todd SWCD Board of Supervisors will be held on Thursday, October 8, 2026 at 8:30 a.m. The meeting location is to be determined.

Wendel made a motion, seconded by Bebus to adjourn the meeting at 10:28 a.m.


Sarah Katterhagen, Minute Preparer


Deja Anton, SWCD District Manager


Tom Williamson, Secretary

10-8-20
Date

10/8/26
Date

10/8/2026
Date