



## Hamlin Conservation District

BOARD OF SUPERVISORS MEETING  
January 7, 2025 1:00 P.M.

SUPERVISORS PRESENT

Jared Namken, Chairman  
James Anderson, Vice-Chairman  
Trent Koistinen, Supervisor  
Danny Limmer, Supervisor  
Eli Little, Supervisor

OTHERS PRESENT

Peggy Loomis, District Manager  
Kelsey Ramerth, NRCS

ABSENT

None

**The Hamlin County Conservation District** Board of Supervisors met Tuesday, January 7, 2025, at 1:00 p.m. in the Office Break Room. Chairman Namken opened the meeting and the Pledge of Allegiance was recited.

**Public Comment.** None.

**Approve the Agenda.** On a motion by Limmer, with a second by Anderson, the agenda was approved as written. All voted in favor. Motion carried.

**Discussion was opened** for the December Regular Board Minutes. On a motion by Anderson, with a second by Namken, the minutes were approved as read. All voted in favor. Motion carried.

**The Treasurer's Report** and Accounts Receivable were approved as written on a motion by Anderson, with a second by Limmer. All voted in favor. Motion carried.

**NRCS Report-** Report given by Kelsey Ramerth. Please see attached report.

**UNFINISHED BUSINESS:**

**Services and General.** Loomis reviewed the hand plant orders and the tree acres planned. NT Drill repairs complete and parked in shed. Grass Drill at shop for repairs. 1999 Chev truck needs a front-end alignment with other work. Loomis will call to schedule.

**SDACDE Employee Health Care.** This discussion was tabled at the August meeting. It will remain tabled until further information is received.

**Appreciation Dinner.** Attendance and meal were great. Successful evening.

**NEW BUSINESS:**

**Board Positions.** Namken made a motion to appoint Anderson to the vacant Supervisor position. Limmer seconded the motion. All voted in favor. Anderson's term will run through the next general election, 12/2026.

**Oath of Office.** Koistinen and Little had their Oath of Office notarized during the meeting. They also signed all paperwork pertaining to becoming a member of the board.

**Financial Obligation Resolutions 2025-1 & 2025-2.** Resolution 2025-1. Be it resolved that the Hamlin Conservation District Board of Supervisors authorizes the District Manager to pay any and all financial obligations owed by the Hamlin Conservation District for FY2025. Motion to approve was made by Little, with a second by Anderson. All voted in favor. Motion carried.

Resolution 2025-2. Be it resolved that the Hamlin Conservation District Board of Supervisors authorizes the District Manager the signature authority on all matters regarding District Business in FY2025. Motion to approve was made by Anderson, with a second by Little. All voted in favor. Motion carried.

**Annual Work Plan 2025.** This report was received by each Supervisor prior to the meeting date, for review. On a motion by Anderson, with a second by Little, this report was approved with changes as discussed. All voted in favor. Motion carried.

**Annual Progress & Financial Report 2024.** This report was received by each Supervisor prior to the meeting date, for review. This report was approved as written on a motion by Limmer, with a second by Anderson. All voted in favor. Motion carried.

**Payroll Reviews of Staff.** All staff salaries were discussed. Loomis gave input on employee performance, and retention. At 2:07 p.m. Namken called for an Executive Session. Loomis left the room. At 2:20, Loomis was called back into the meeting as Anderson made the motion to end the executive session, with a second by Namken. All voted in favor, motion carried. Namken made a motion to pay salary increases to all staff including the District Manager, as listed. Limmer seconded the motion. All voted in favor. Motion carried.

**Budget.** The 2025 Budget was reviewed. As in previous years, 2024 showed profits. This new budget was approved on a motion by Little, with a second by Anderson.

**Farm Show Booth.** The Farm Show runs Feb 12-15<sup>th</sup>. We have multiple districts involved. Hamlin CD has the shifts covering one afternoon. Loomis will attend with Little.

**Personnel.** Loomis presented the board with a resignation letter, effective April 19, 2025. A new job description was presented along with a new job application. Loomis will advertise widely, with an application deadline of February 7, 2025. Starting salary and benefits were discussed. The board will review all applications at the next meeting on February 11, 2025.

**Executive Session.** See above.

**Other District Business.** Health issues in the office were discussed, as this has been an ongoing problem. Staff has been rotating telework days, so not to be in the office continuously. NRCS and FSA have moved the complaints up the ladder. OSHA has also been contacted. Due to lack of action, the board will send a of concern to the building owner.

January: Martin Luther King, Jr Day, Office Closed 1/20  
Soil Health Conference, 1/15 & 1/16, Watertown.

February: District Board Meeting, 2/11  
Watertown Winter Farm Show, 2/12-2/15  
Washington's Birthday, Office Closed 2/17

March: Loomis out of office 2/28 – 3/21

Next scheduled district board meeting is February 11<sup>th</sup>, at 1:00 p.m.

Individuals needing assistance, pursuant to the American with Disabilities Act, should contact the Hamlin Conservation District (605-881-5899), at least 8 hours in advance of the meeting to make any necessary arrangements.

On a motion by Anderson, with a second by Limmer, the meeting was adjourned.  
Namken declared the meeting ended at 3:00 p.m.

Respectively, *Peggy Loomis*, District Manager

UNAPPROVED