



AGENDA
SCOTT COUNTY
DITCH BOARD
SHAKOPEE, MINNESOTA
JULY 18, 2017

8:30 a.m.

- (1) CONVENE DITCH BOARD
- (2) AMENDMENTS TO THE AGENDA
- (3) APPROVE MINUTES OF [JUNE 2, 2015](#) COUNTY BOARD MEETING
- (4) RECOGNITION OF INTERESTED CITIZENS
Limited to items not on the agenda, and five minutes per person/subject. Speakers are asked to approach the microphone for the benefit of viewers and interested citizens.
- (5) CONSENT AGENDA
Customer Service: Creating a Customer Experience That is Respectful, Responsive and Solution-Oriented
 - [5.1](#) Approve County Drainage Ditch Expenditures for Years 2015 and 2016 *(No fiscal impact)*
 - [5.2](#) Adopt Resolution No. DB2017-001; Authorizing the Assessments and Expenditures Needed on County Drainage Ditches 5 and 8 *(No fiscal impact)*
- (6) OTHER BUSINESS
- (7) ADJOURN

Gary L. Shelton
County Administrator
(952) 496-8100

MINUTES

SCOTT COUNTY DITCH BOARD

COUNTY OF SCOTT

JUNE 2, 2015

(1) The Ditch Board, in and for the County of Scott, Minnesota, met in the Courthouse Board Room in the City of Shakopee, Minnesota, and convened at 9:59 a.m., with the following members present: Commissioner Ulrich, presiding, Commissioner Wagner, Commissioner Wolf, Commissioner Beard and Commissioner Marschall.

(2) County Staff Present:

- A. Gary Shelton, County Administrator
- B. Cindy Geis, Property Tax Revenue and Records Manager
- C. Jim Hentges, County Surveyor
- D. Dan Wormer, Deputy County Surveyor
- E. Debra Brazil, Deputy Clerk to the Board

(3) Minutes:

On a motion by Commissioner Wolf, seconded by Commissioner Marschall the minutes of the November 8, 2011 meeting were approved on a vote of four ayes with Commissioner Beard abstaining.

(4) Consent Agenda:

A. Commissioner Wolf moved, seconded by Commissioner Wagner to approve the 2014 final County drainage ditch expenditures. The motion carried unanimously.

B. Commissioner Wolf moved, seconded by Commissioner Wagner to authorize payment of \$13,822.50 to Dvorak Excavating, Inc. for cleaning of County Ditch 10 and payment of \$11,700.00 to Braith Excavating, Inc. for cleaning of County Ditch 4. The motion carried unanimously.

C. Commissioner Wolf moved, seconded by Commissioner Wagner to authorize expenditures needed on County Ditches 4, 6, 10, and 13. The motion carried unanimously.

On a motion by Commissioner Wolf, seconded by Commissioner Wagner, the meeting was adjourned at 10:01 a.m.

AGENDA #5.1
SCOTT COUNTY, MINNESOTA
REQUEST FOR SCOTT COUNTY DITCH BOARD ACTION
MEETING DATE: July 18, 2017

ORIGINATING DIVISION:	Community Services	CONSENT AGENDA:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
ORIGINATING DEPARTMENT:	Property & Customer Services		
PRESENTER:	Cynthia Geis - 8167	ATTACHMENTS:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
PROJECT:		TIME REQUESTED:	
ACTION REQUESTED:	Approve County Drainage Ditch Expenditures for Years 2015 and 2016		
CONTRACT/POLICY/GRANT:	<input type="checkbox"/> County Attorney Review <input type="checkbox"/> Risk Management Review	FISCAL:	<input type="checkbox"/> Finance Review <input type="checkbox"/> Budget Change

ORGANIZATIONAL VALUES:

Stewardship: Ensuring the responsible and stable investment of taxpayer dollars and communicating its value to the public

Partnership: Aligning existing resources, volunteers and programs to achieve shared goals

Leadership: Anticipating changes and managing challenges based on reliable information and citizen input

Commitment: Developing a high quality workforce that is dedicated to advancing a safe, healthy and livable community

Customer Service: Creating a customer experience that is respectful, responsive and solution-oriented

Innovation: Exploring and adopting new technologies and processes with the goal of improving service and reducing the long term cost of service delivery

DEPARTMENT/DIVISION HEAD SIGNATURE:	COUNTY ADMINISTRATOR SIGNATURE:
Approved:	DISTRIBUTION/FILING INSTRUCTIONS: Cynthia Geis, Property & Customer Services Manager Jim Hentges, Drainage Ditch Inspector, County Surveyor
Denied:	
Tabled:	
Other:	
Deputy Clerk :	
Date:	

Background/Justification:

The purpose of this agenda item is to approve County drainage ditch expenditures for the years 2015 and 2016. The costs shown below are a compilation of all the activities and work completed during those fiscal years. The costs affiliated with each County Ditch (see map) are as follows:

Ditch Expenditures 2015

County Ditch 2: \$5,650.02 - Inspection, tree removal, clean out, spraying, legal retainer, administration
County Ditch 3: \$25,215.65 – Inspection, tree removal, clean out, spraying, legal retainer, administration

County Ditch 4: \$24,637.13 – Inspection, legal retainer, clean out, administration
County Ditch 5: \$2,958.32 – Inspection, tree removal, legal retainer, administration
County Ditch 6: \$957.05 – Inspection, legal retainer, administration
County Ditch 8: \$8,147.01 – Inspection, tree removal, clean out, legal retainer, administration
County Ditch 10: \$24,747.90 – Inspection, tree removal, clean out, legal retainer, administration
County Ditch 12: \$122.58 – Inspection, legal retainer, administration
County Ditch 13: \$2,855.21 – Inspection, legal retainer, administration

Ditch Expenditures 2016

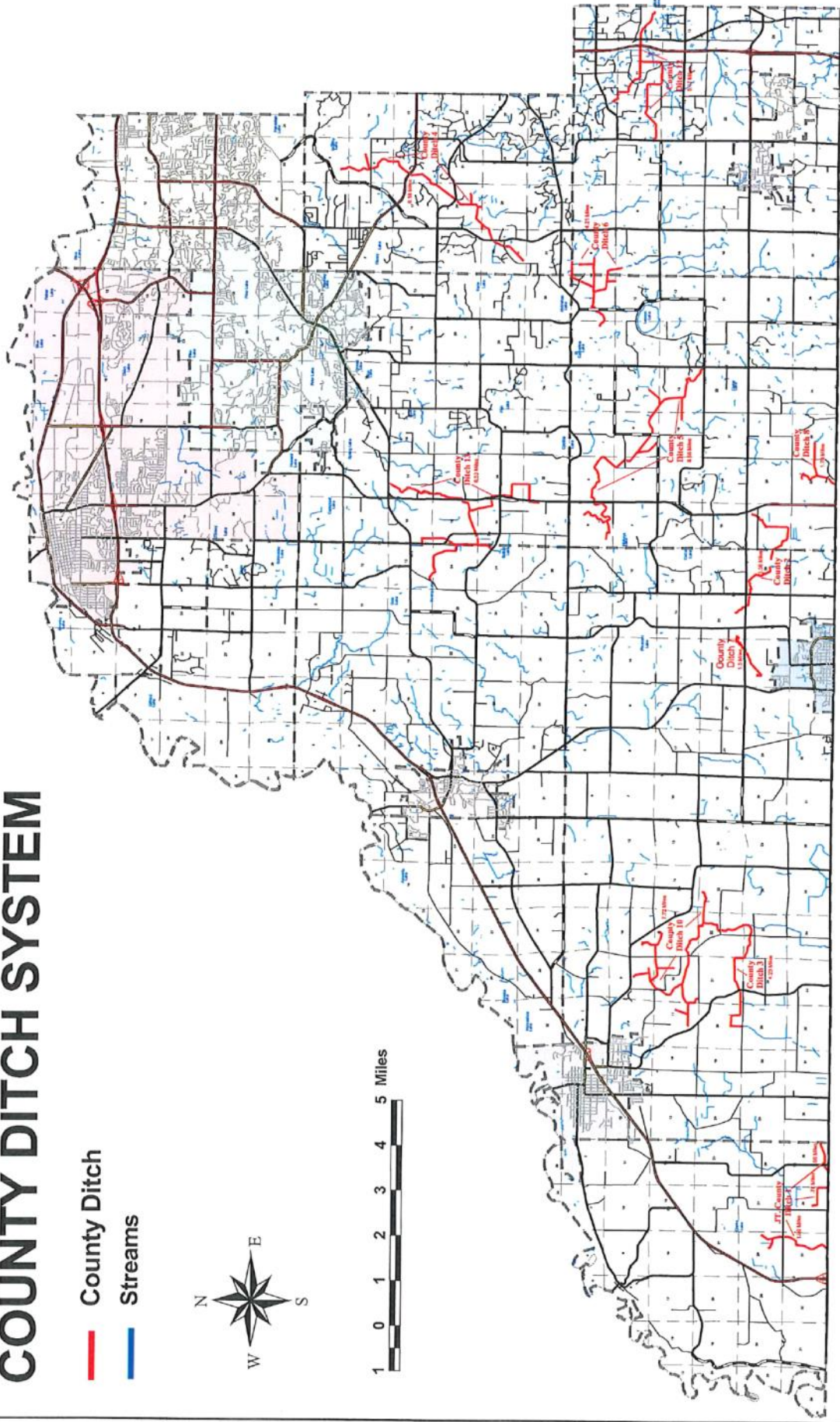
County Ditch 2: \$600.63 – Inspection, legal retainer, administration
County Ditch 3: \$2,159.72 – Inspection, clean out, legal retainer, administration
County Ditch 4: \$7,275.91 – Inspection, legal retainer, clean out, administration
County Ditch 5: \$4,864.29 – Inspection, legal retainer, administration
County Ditch 6: \$2,291.79 – Inspection, clean out, legal retainer, administration
County Ditch 8: \$1,256.80 – Inspection, clean out, legal retainer, administration
County Ditch 10: \$3,820.34 – Inspection, spraying, legal retainer, administration
County Ditch 13: \$6,026.66 – Inspection, clean out, spraying, legal retainer, administration

Staff requests the Scott County Ditch Board to approve the 2015 and 2016 expenditures as listed above.

Fiscal Impact:
None

COUNTY DITCH SYSTEM

- County Ditch
- Streams



AGENDA #5.2
SCOTT COUNTY, MINNESOTA
REQUEST FOR SCOTT COUNTY DITCH BOARD ACTION
MEETING DATE: July 18, 2017

ORIGINATING DIVISION: ORIGINATING DEPARTMENT:	Community Services Property & Customer Services	CONSENT AGENDA:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
PRESENTER:	Cynthia Geis - 8167	ATTACHMENTS:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
PROJECT:		TIME REQUESTED:	
ACTION REQUESTED:	Adopt Resolution No. DB2017-001; Authorizing the Assessments and Expenditures Needed on County Drainage Ditches 5 and 8		
CONTRACT/POLICY/GRANT:	<input type="checkbox"/> County Attorney Review <input type="checkbox"/> Risk Management Review	FISCAL:	<input type="checkbox"/> Finance Review <input type="checkbox"/> Budget Change

ORGANIZATIONAL VALUES:

- Stewardship: Ensuring the responsible and stable investment of taxpayer dollars and communicating its value to the public
- Partnership: Aligning existing resources, volunteers and programs to achieve shared goals
- Leadership: Anticipating changes and managing challenges based on reliable information and citizen input
- Commitment: Developing a high quality workforce that is dedicated to advancing a safe, healthy and livable community
- Customer Service: Creating a customer experience that is respectful, responsive and solution-oriented
- Innovation: Exploring and adopting new technologies and processes with the goal of improving service and reducing the long term cost of service delivery

DEPARTMENT/DIVISION HEAD SIGNATURE:	COUNTY ADMINISTRATOR SIGNATURE:
Approved:	DISTRIBUTION/FILING INSTRUCTIONS: Cynthia Geis, Property & Customer Services Manager Jim Hentges, Drainage Ditch Inspector, County Surveyor
Denied:	
Tabled:	
Other:	
Deputy Clerk :	
Date:	

Background/Justification:

The purpose of this agenda item is to adopt Resolution No. DB2017-001 authorizing the assessments and expenditures needed on County Ditches 5 and 8.

Minnesota Statute, Chapter 103E, guides the County as to process and procedure in administering County Ditch improvements and maintenance. All costs affiliated in providing these services must be allocated back to the benefitted owners of the properties on each ditch as originally determined by Ditch Viewers or re-determined, if that process has occurred.

Each year, the County Ditch Inspector is responsible to inspect each ditch as requested by the benefitted owners and determine if any issues exist on the ditch, and the maintenance that will be needed in order to keep the ditch functioning at the level expected. Scott County must not use any County funds to pay for any costs affiliated with County Drainage Ditches. The benefitted owners of a County Drainage Ditch are responsible, statutorily, for all costs affiliated with the ditch.

Scott County staff has determined needs for additional funds for maintenance of the two ditches listed above. In 2011, the County approved assessments on County Ditch 8. The maintenance funds approved were anticipated to be sufficient for three years. County Ditch 5 has not been assessed in the last 25 years

Each ditch has its own fund balance, and the funds are to be used to pay all costs affiliated with the ditch. County Ditches 5 and 8 currently have negative balances due to maintenance and clean out efforts completed in the past three years. They will continue to have ongoing expenses for maintenance and need a positive fund balance to pay for the effort.

Staff requests the County Ditch Board approve the following funds necessary in order to complete the following maintenance and establish appropriate fund balances:

County Ditch 5: Removal of trees, brush, and obstructions; 1,000 feet of clean out; spraying of brush and trees stumps; and 3 year maintenance fund
Total funds needed: \$ 40,000

County Ditch 8: Removal of trees, brush, and obstructions; 1,000 feet of clean out; and 3 year maintenance fund
Total Funds needed: \$17,000

Fiscal Impact:

There is no impact to the County levy. Impacted properties are assessed based on the benefits each property receives from the ditch.

**BOARD OF COUNTY COMMISSIONERS
SCOTT COUNTY, MINNESOTA**

Date:	July 18, 2017
Resolution No.:	DB2017-107
Motion by Commissioner:	
Seconded by Commissioner:	

RESOLUTION NO. DB2017-001; AUTHORIZING THE ASSESSMENTS AND EXPENDITURES NEEDED ON COUNTY DRAINAGE DITCHES 5 AND 8

WHEREAS, Minnesota Statute, Chapter 103E, guides the County as to process and procedure in administering County Ditch improvements and maintenance; and

WHEREAS, the County Ditch Inspector is responsible to inspect each ditch as requested by the benefitted owners and determine if any issues exist on the ditch, and the maintenance that will be needed in order to keep the ditch functioning at the level expected; and

WHEREAS, for County Ditch 5 there is a need to remove trees, brush, and obstructions; 1,000 feet of clean out; spraying of brush and trees stumps and 3 year maintenance fund with a total need of \$ 40,000; and

WHEREAS, for County Ditch 8 there is a need to remove trees, brush, and obstructions; 1,000 feet of clean out and a 3 year maintenance fund with a total need of \$17,000; and

WHEREAS, County Ditches 5 and 8 currently have negative balances due to maintenance and clean out efforts completed in the past three years and will have ongoing expenses.

NOW THEREFORE BE IT RESOLVED that the Ditch Board in and for the County of Scott, Minnesota, hereby authorizes the assessments and expenditures needed on country drainage ditches 5 and 8.

COMMISSIONERS	VOTE			
Weckman Brekke	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Wolf	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Beard	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Beer	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain
Ulrich	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Absent	<input type="checkbox"/> Abstain

**State of Minnesota)
County of Scott)**

I, Gary L. Shelton, duly appointed qualified County Administrator for the County of Scott, State of Minnesota, do hereby certify that I have compared the foregoing copy of a resolution with the original minutes of the proceedings of the Board of County Commissioners, Scott County, Minnesota, at their session held on the 18th day of July, 2017 now on file in my office, and have found the same to be a true and correct copy thereof.

Witness my hand and official seal at Shakopee, Minnesota, this 18th day of July, 2017.

County Administrator
Administrator's Designee