

BENTON COUNTY DITCH AUTHORITY

February 3, 2026, 9:00 AM
Benton County Board Room

AGENDA

1. Commissioner Scott Johnson, Benton County Ditch Authority Chair
 - Call to Order
 - Roll Call
 - Approve or Amend the Agenda
2. Open Forum Announcement by the Ditch Authority Chair
 - Public Input and/or Informational Matters Not Requiring Action by the Ditch Authority
3. Consent Agenda
 1. Approve or Amend the Ditch Authority Meeting Minutes of January 20, 2026
4. Regular Agenda
 - Review the Quotes for Ditch Maintenance of CD 9 and CD 14 (Continued)
 - Discussion Regarding the Annual Special Drainage Authority Meeting
5. Adjourn

Benton County Board of Commissioners/Benton County Ditch Authority
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Pursuant to MN Statutes §13D.02 and County Policy, the following County Board members may participate from a remote location:

- Commissioner Scott Johnson, District 1
- Commissioner Ed Popp, District 2
- Commissioner Steve Heinen, District 3
- Commissioner Jared Gapinski, District 4
- Commissioner Pam Benoit, District 5

BENTON COUNTY DITCH AUTHORITY
TUESDAY, JANUARY 20, 2026
BENTON COUNTY BOARDROOM

The Benton County Ditch Authority met in regular session on January 20, 2026, in the County Boardroom in Foley, MN with County Board members Pam Benoit, Scott Johnson, Steve Heinen, Jared Gapinski and Ed Popp present. Also present was Montgomery Headley, County Administrator, Adam Ritsche, Environmental Technician-Ditch Inspector, and Beth Stay, Executive Assistant.

Ditch Authority Chair Scott Johnson called the meeting to order at 10:27 AM.

No one was present to speak during the Ditch Authority Meeting Open Forum.

Gapinski/Benoit to approve Consent Agenda item #1: 1) approve the Ditch Authority Meeting Minutes of January 6, 2026, as written. Motion carried unanimously.

Next, Environmental Technician-Ditch Inspector Adam Ritsche requested the Ditch Authority to consider quotes for Ditch Maintenance on County Ditch (CD) 9 and CD 14. Ritsche shared that they solicited quotes regarding CD 9 and CD 14 mowing of buffer strips on 12/16/2025. Quotes were due at 12:00 PM on 1/09/2026. Four quotes were received with wide cost differences and varying assumptions. Ritsche anticipates the mowing will be done in the spring of 2026 when the weather conditions are favorable. Ritsche noted that CD 9 Maintenance Assessment for 2026 was approved for \$10,000, and CD 14 was approved for \$15,000. Board members raised concerns about estimates without "not to exceed" limits, equipment suitability for wet buffer strips and the large variance between bids, despite lower-cost vendors expressing confidence and relevant experience. There was a consensus of the Ditch Authority Board to request revised quotes from all contractors that include not-to-exceed amounts and combined pricing for both ditches, and to consider additional vegetation management options such as herbicide treatment in the future. Action was deferred until updated quotes are received and reviewed at a subsequent meeting.

The Ditch Authority Meeting adjourned 10:42 AM.

Scott Johnson, Chair
Benton County Ditch Authority

ATTEST:

Montgomery Headley
Benton County Administrator

BENTON COUNTY DRAINAGE AUTHORITY AGENDA ITEM REQUEST



MEETING DATE 2-3-2026

☒ REGULAR AGENDA

☐ CONSENT AGENDA

REQUESTING DEPARTMENT Public Works/Highway

TITLE OF REQUESTED ITEM AS IT WILL APPEAR ON BOARD AGENDA

Review Quotes for Ditch Maintenance of CD 9 and CD 14 (Continued)

BACKGROUND INFORMATION

- We solicited quotes regarding CD 9 and CD 14 mowing of buffer strips on 12-16-2025.
- The 4 quotes received were brought up to the drainage authority on the 1-20-2026 meeting.
- The drainage authority asked to resend out the RFQ's with a "not-to-exceed-number" in the quote to the four quoters.
- RFQ's were resent on 1-20-2026, with a due date of 1-30-2026.

*County Ditch 9 Maintenance Assessment for 2026 was approved for \$10,000

*County Ditch 14 Maintenance Assessment for 2026 was approved for \$15,000

ACTION REQUESTED

Review quotes and approve a contractor to complete the work

FISCAL IMPACT

ESTIMATED COST (\$) Depends on quote

SOURCE OF FUNDS Specific ditch maintenance fund

NEW / ADDITIONAL REVENUE (\$) _____

COST BUDGETED IN CURRENT YEAR? ☐ YES ☐ NO

SUBMITTED/APPROVED

SUBMITTER/SUPERVISOR SIGNATURE Adam Ritsche DATE 1-26-26

DEPARTMENT HEAD SIGNATURE _____ DATE _____

COUNTY ATTORNEY SIGNATURE _____ DATE _____

☐ STATE GRANT CONTRACT/AGREEMENT NOT REVIEWED BY COUNTY ATTORNEY (GRANT RENEWAL WITH NO CHANGES IN TERMS AND CONDITIONS).

DURATION 15 min

PREFERRED PLACEMENT ON AGENDA Best Fit

BENTON COUNTY DRAINAGE AUTHORITY AGENDA ITEM REQUEST



MEETING DATE 2-3-2026

☒ REGULAR AGENDA

☐ CONSENT AGENDA

REQUESTING DEPARTMENT Public Works/Highway

TITLE OF REQUESTED ITEM AS IT WILL APPEAR ON BOARD AGENDA

Discussion regarding the Annual Special Drainage Authority Meeting

BACKGROUND INFORMATION

- Last years meeting was on August 19th, 2025, at 6:00PM at the Foley Highschool auditorium. Which was the same date as the second county board meeting of August.
- If we were to do that again, the date would be August 18th, 2026.
- Postcards were \$385 dollars last year, or \$35 a ditch system.

ACTION REQUESTED

Get a tentative date on the calendar for the annual drainage meeting

FISCAL IMPACT

ESTIMATED COST (\$) Postcards ~\$385

SOURCE OF FUNDS County Ditch funds

NEW / ADDITIONAL REVENUE (\$) _____

COST BUDGETED IN CURRENT YEAR? ☐ YES ☐ NO

SUBMITTED/APPROVED

SUBMITTER/SUPERVISOR SIGNATURE Adam Ritsche DATE 1-26-2026

DEPARTMENT HEAD SIGNATURE _____ DATE _____

COUNTY ATTORNEY SIGNATURE _____ DATE _____

☐ STATE GRANT CONTRACT/AGREEMENT NOT REVIEWED BY COUNTY ATTORNEY (GRANT RENEWAL WITH NO CHANGES IN TERMS AND CONDITIONS).

DURATION 10 min

PREFERRED PLACEMENT ON AGENDA Best Fit