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Stormwater Management Facilities Maintenance Policy

Adopted XXXXX XX, 2025

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1) Introduction

The purpose of this policy is to provide clear direction to staff for inspection and maintenance activities the City is responsible for providing as related to stormwater management facilities.

This policy complies with and supports the City's Municipal Separate Storm Sewer System (MS4) Permit, Stormwater Pollution Prevention Plan (SWPPP), and Surface Water Management Plan (SWMP).

All activities undertaken as part of this policy will be performed in compliance with applicable local, state and federal codes, rules, statutes, and other legal requirements.

2) Goals

The primary goals of this Policy are as follows;

a) Prevent flooding of private properties and public lands.
b) Reduce pollutant loads entering receiving waters.
c) Ensure compliance with regulatory agency requirements.
d) Improve water quality in brooks, lakes, ponds, and wetlands.
e) Cost-effectively maintain stormwater management facilities.

3) Priorities

The primary priorities of this Policy are as follows;

a) Start inspections and maintenance of stormwater management facilities along the Mississippi and Rum Rivers, then move inland. Facilities along rivers are anticipated to have the greatest maintenance needs and costs since they are located at the downstream end of the storm sewer system where drainage pipe and structure sizes are the largest, and erosion issues are more common. Inspecting and maintaining these facilities first will result in the greatest benefit to the receiving waters.
b) Continue moving inland incrementally with inspections and maintenance of stormwater management facilities for reasons noted above.
c) Continue updating this Policy to refine inspection and maintenance schedules and incorporate additional maintenance activities based on observed results.
d) Coordinate all inspections and maintenance work with current City MS4, SWPPP and SWMP requirements.
e) Continue to improve cost-effectiveness of programmed maintenance activities.

4) Responsible Agencies\Parties

a) State

The Minnesota Department of Transportation (MnDOT) is responsible for inspecting and maintaining all stormwater management facilities within the right-of-way of State highways or on State-owned properties within the City of Ramsey, unless a maintenance agreement exists between the State and the City or County designating the City or

County as the responsible party for maintaining all or a portion of the State's stormwater management facilities.

All maintenance work undertaken by the City within the right-of-way of State highways or on State-owned properties shall conform to all applicable requirements of the Minnesota Pollution Control Agency (MPCA), Minnesota Department of Natural Resources (MDNR), and MnDOT.

The City shall obtain required permits from applicable state agencies before conducting maintenance activities within the right-of-way of State highways or on State-owned properties, if necessary.

b) Anoka County

The Anoka County Highway Department is responsible for inspecting and maintaining all stormwater management facilities within the right-of-way of County highways or on County-owned properties within the City of Ramsey, unless a maintenance agreement exists between the County and the City or State designating the City or State as the responsible party for maintaining all or a portion of Anoka County's stormwater management facilities.

All maintenance work undertaken by the City within the right-of-way of County highways or on County-owned properties shall conform to all applicable requirements of the Anoka County Highway Department.

The City shall obtain required permits from Anoka County before conducting any maintenance activities within the right-of-way of County highways or on County-owned properties, if necessary.

c) Lower Rum River Watershed Management Organization

The City shall obtain required permits from the Lower Rum River Watershed Management Organization before conducting maintenance work, if necessary.

d) City of Ramsey

The City is responsible for inspecting and maintaining all stormwater management facilities within any right-of-way of City streets, within public drainage easements, or on City-owned properties, unless a maintenance agreement exists between the City and the County or State designating the County or State as the responsible party for maintaining all or a portion of the City's stormwater management facilities.

All maintenance work undertaken by the City within the right-of-way of City streets, within public drainage easements, or on City-owned properties, shall conform to all applicable requirements of the City of Ramsey.

The extent of inspection and maintenance activities required for various stormwater management facilities may vary significantly based on design features and functions. Inspection and maintenance schedules for City maintained stormwater management facilities are included in the Appendix of this policy.

Maintenance activities will not be undertaken solely for aesthetic purposes or to control odors, such as removal of trash, debris, or vegetation, or the restoration of open water areas. Such work will only be completed if required to maintain drainage functions.

Maintenance activities for stormwater ponds will generally focus on maintaining the flood prevention and water quality functions of the pond as necessary to restore the pond to original design standards, in addition to maintaining connecting drainage pipes, drainage structures, and drainageways to prevent flooding.

Maintenance of some ponds are subject to maintenance agreements between the City and private property owners. The City will not perform any maintenance work on such ponds unless the work is expressly required by the agreement.

In order to perform maintenance activities on stormwater management facilities that are connected to the City's drainage system, the City must have the legal right to enter upon the property where the facilities are located. If easements are not in place, the property owner must grant the necessary easements or right-of-entry before the City will complete any work on the property.

The City of Ramsey is responsible for maintaining all drainageways collecting runoff from City streets and City-owned properties, as well as County Ditches 43 and 66.

Inspection and maintenance activities will generally not be performed to address standing water in drainageways. It is normal to observe standing water in drainageways for a week or more following heavy and/or frequent rain events. Drainageways may also hold water during the Spring thaw.

Nothing in this policy shall be interpreted to require that the City be responsible for any costs incurred or work completed in the past on any stormwater management facilities. Nothing in this policy shall be interpreted to require that the City be responsible for any new stormwater management facilities until and unless the City has accepted the facilities as provided by the development agreement.

All requirements of the City of Ramsey Municipal Separate Storm Sewer System (MS4) permit, Stormwater Pollution Prevention Program (SWPPP), and Surface Water Management Plan (SWMP) will be adhered to during inspection and maintenance activities of stormwater management facilities.

e) Private Parties

Private stormwater ponds are managed by private property owners, unless a stormwater maintenance agreement exists between the property owner and the City designating the City as the responsible party for maintaining all or a portion of the private Stormwater Ponds, in which case the City will be responsible for maintaining any items identified within the agreement as a City responsibility.

5) Inspection and Maintenance Program

a) Drainage Pipes

All inspection and maintenance activities specified herein will be completed to ensure adequate capacity exists for any stormwater runoff routed through drainage pipes that are part of a City-maintained storm sewer system. Drainage pipes are only inspected during the evaluation of flooded streets or during the development of pavement management program projects. Following adoption of this policy, drainage pipes will be routinely inspected every ten (10) years.

When problems are identified during inspections, a Work Order will be prepared in accordance with the following guidelines;

(1) Sediment, vegetation, debris and trash will be cleaned from obstructed pipes.
(2) Damaged pipes will be repaired or removed and replaced.

b) Drainage Structures

All inspection and maintenance activities specified herein will be completed to ensure adequate capacity remains for any stormwater runoff routed through drainage structures that are part of a City-maintained storm sewer system, and to ensure adequate sediment removal will continue to be provided in structures with sumps. Drainage structures are only inspected during the evaluation of flooded streets or during the development of pavement management program projects. Following adoption of this policy, drainage structures will be routinely inspected every ten (10) years.

The City maintains one (1) storm sewer lift station. This structure and all internal components are inspected and maintained annually.

The City also maintains over a dozen Structural Pollution Control Devices (aka hydrodynamic separators or Stormceptors). These devices capture pollutants from stormwater runoff near the point of discharge to receiving water bodies to reduce pollutant loading in receiving water bodies. The City removes pollutants from all of these devices annually, or more often if needed, using a vacuum truck. These structures and all internal components are inspected and maintained annually.

When problems are identified during inspections, a Work Order will be prepared in accordance with the following guidelines;

(1) Sediment, vegetation, debris and trash will be cleaned from structure sumps, obstructed structures and trash grates.
(2) Damaged structures will be repaired or removed and replaced.
(3) Leaking doghouses will be regrouted.
(4) Loose or leaking castings will be reset.

c) Drainageways

All inspection and maintenance activities specified herein will be completed to ensure adequate capacity remains for any stormwater runoff routed through drainageways connected to a City-maintained storm sewer system. Drainageways are generally inspected numerous times each year.

When problems are identified during inspections, a Work Order will be prepared in accordance with the following guidelines;

(1) Remove sediment when it blocks the flow of stormwater.
(2) Stabilize and re-seed when erosion gullies exceed one foot in depth.
(3) Mow to remove vegetation that obstructs flow and to maintain desirable vegetation.

d) Receiving Waters

i) Brooks

Two (2) Brooks exist within the City of Ramsey. Ford Brook, which receives a very small volume of stormwater runoff from the City of Ramsey, flows across the northeast corner of the City from Trott Brook to the City of Nowthen. Trott Brook, which receives a significant amount of stormwater runoff from the City of Ramsey, generally flows across the center of the City and has numerous stormwater inlets that are not currently inspected on a routine basis.

ii) Lakes

Six (6) lakes are wholly or partially located within the City of Ramsey. Three (3) are natural environment lakes (Lake Eddy, Lake Itasca, and Rogers Lake), and three (3) are recreational development lakes (Jeglens Marsh, Peltzer Pond, and Grass (Sunfish) Lake) as identified within the SWMP.

Drainage structures in Lakes are not currently routinely inspected but will be routinely inspected every five (5) years following adoption of this policy. Minor repairs will be performed as needed. Major repairs will be programmed through the Capital Improvement Program.

iii) Rivers

(1) Mississippi

The Mississippi River borders the south edge of the City and receives stormwater runoff from the City through outfalls along the river banks. All Mississippi River outfalls are inspected annually. Minor repairs are performed as needed. Major repairs are programmed through the Capital Improvement Program.

(2) Rum

The Rum River borders the east edge of the City and receives stormwater runoff from the City through outfalls along the river banks. All Rum River outfalls are inspected annually. Minor repairs are performed as needed. Major repairs are programmed through the Capital Improvement Program.

iv) Wetlands

Approximately 20-percent of the surface area of the City of Ramsey is covered by wetlands as outlined within the Surface Water Management Plan. Wetlands are not currently routinely inspected but will be routinely inspected every ten (10) years following adoption of this policy.

When problems are identified during inspections, a Work Order will be prepared in accordance with the following guidelines;

(1) Sediment, vegetation, debris and trash will be cleared away from flared ends and trash guards when flows are obstructed.

e) Stormwater Ponds

All inspection and maintenance activities specified herein will be completed to ensure adequate storage and treatment exists for any stormwater runoff routed to City-maintained ponds, reduce peak stormwater flowrates, promote settling of suspended pollutants and removal of Phosphorus, and reduce downstream flow velocities. Vegetated ponds may also promote biological uptake of pollutants. Ponds are not routinely inspected but will be following adoption of this Policy at an initial rate of 5-percent of all ponds per year.

When problems are identified during inspections, a Work Order will be prepared in accordance with the following guidelines;

(1) Trees and other vegetation on side slopes will be maintained to provide safe sight distances for traffic and pedestrians
(2) Sediment, vegetation, debris and trash will be cleared away from flared ends and trash guards when flows are obstructed.
(3) Bank erosion will be corrected when sediment within the pond bottom is greater than one foot deep.
(4) Sediment will be removed from pond bottoms once the storage capacity has been reduced by 33-percent or more.

(5) Replace surface soil or vegetation to maintain a layer of permeable soil or a dense cover of non-woody vegetation in the base of the infiltration area.
(6) Correct any structural deficiencies that interfere with the function of the basin.
(7) Remove undesirable vegetation, such as woody vegetation.

6) Inspection and Maintenance Activities

Stormwater management facilities will be inspected on a routine basis to ensure they continue to function as designed. All inspection and maintenance requirements set forth herein and in the Stormwater Management Facilities Maintenance Schedule included in the Appendix of this Policy were developed to provide City staff with practical tools to inspect and maintain all stormwater management facilities on a proactive and routine basis.

a) **Drainage Pipes -** Video inspections shall be conducted during development of pavement management projects or when public complaints or concerns are received.
b) **Drainage Structures –** Drainage structures, castings and trash guards will be inspected for debris and repair needs during development of pavement management projects, during flood events, or at a minimum once every 5 years. Structure sumps shall be inspected a minimum of every 4 years to determine if the sump needs to be repaired or pumped. Sumps in new developments are checked within one year after completion of the development to determine if cleaning is required.
c) **Drainageways –** Drainageways will be inspected for debris and repair needs during development of pavement management projects, during flood events, or at a minimum once every 5 years. Structure sumps shall be inspected a minimum of every 4 years to determine if the sump needs to be repaired or pumped. Sumps in new developments are checked within one year after completion of the development to determine if cleaning is required.
d) **Stormwater Ponds –** Initially, 5% of all stormwater ponds that the City is responsible to maintain will be inspected annually, starting at the Mississippi and Rum Rivers and working inland to the north and west. Initial inspections will consist of enlisting consultants to survey ponds to determine how much stormwater storage capacity remains and to schedule pond dredging projects to remove sediment and restore storage capacities. Ongoing inspection requirements include observations for blockage of outlets due to trash, debris, vegetation, or downed trees. Blockages shall be cleared from obstructed outlets as soon as practical. Damaged or deteriorated inlets, outlets and pipes, and malfunctioning valves, gates, locks or access hatches, shall be scheduled for repair or replacement as soon as is economically feasible to do so.

7) Funding Considerations

For transparency, costs for work required to maintain the City's stormwater management facilities will be included within the City of Ramsey's Capital Improvement Program to the maximum extent practicable.

All costs for the administration and operation of this Policy shall be funded through the City's Stormwater Funds. The main source of revenues for this fund is the Stormwater Utility Fee. To

fully fund this program, annual increases in the stormwater utility fee rate will be necessary for the foreseeable future. The City Council will make the decision on whether or not to fund the program, and at what level, each year as part of its budget process.

Decisions on which projects to undertake will also be made as part of the budget process and the concurrent annual review of the City's Capital Improvement Program (CIP). The budget will include funds for specific projects and routine maintenance, as well as contingencies for emergencies.

8) Documentation, Evaluation and Reporting

Inventoried stormwater management facilities data will continue to be integrated into the City's Geographic Information System (GIS) to allow the City to more effectively and efficiently manage its stormwater management facilities.

City staff will continue updating all as-built record plans and stormwater management facilities inventories, and will continue updating applicable inventories within the appendix of this Policy.

City staff will continually evaluate the effectiveness of this Policy and will maintain records of ongoing maintenance activities for future CIP project estimating purposes.

City staff will work to calculate load-based removal efficiencies to analyze the treatment effectiveness of stormwater ponds to determine if opportunities exist to upgrade the functionality of any ponds in areas where additional treatment may benefit receiving waters.

All documentation generated as a result of this Policy will be submitted to the Public Works Administrative Assistant to prepare and process Work Orders and for inspection and maintenance activity scheduling and reporting purposes. Results of the inspection program will be used to update the 10-year Capital Improvement Program for budget planning purposes.

Minor routine maintenance activities will be performed as needed. Major maintenance activities, such as pond dredging, will be incorporated into and scheduled through the 10-year CIP, when possible.

Emergency repairs include items such as imminent structure failure or suspicious discharges that require the responsible party to be notified to take immediate action to remedy the issue.

This Policy will be evaluated annually to determine if changes to the frequency or scope of any inspection or maintenance activities are required.

A report of all work completed as a result of this Policy will be presented to the Public Works Committee and/or the City Council on an annual basis, along with any staff recommendations for proposed Policy amendments.

APPENDIX

DEFINITIONS

Drainage pipe – Storm sewer or culvert pipe, typically composed of corrugated metal pipe (CMP), polyethylene (PE) pipe, or reinforced concrete pipe (RCP).

Drainage structure – Catch basin (CB), flared end (FE), manhole (MH), outlet control structure (OCS), or structural pollution control device (SPCD). Catch basins and manholes include castings and may include a sump in the bottom to help remove sediment and debris from runoff before being discharged from the storm sewer system. Flared ends and outlet control structures may include trash grates to prevent animals, humans, and natural or manmade debris from entering the structure.

Drainageway – Channel, ditch, filter strip, swale or other surface stormwater conveyance constructed to direct or convey stormwater runoff. Most drainageways are vegetated to maintain the structure, resist erosion, assist in decreasing runoff velocity, and promote infiltration and physical filtration. Some drainageways incorporate rock checks to further reduce erosion, sediment transport and runoff velocities.

Dry retention basin – A shallow, dry basin with an outlet at the invert of the basin. Dry retention basins are constructed to attenuate peak discharges and temporarily detain runoff to promote sedimentation.

Wet detention basin – A wet basin that maintains a permanent pool of water by using an elevated outlet control structure. Stormwater is treated through sedimentation and biological uptake of pollutants.

Filtration basin – A shallow basin or sand filter with engineered or amended soil and an under-drain system. The basin detains stormwater and allows it to infiltrate through the soil, sand or engineered media. Treated stormwater is directed to the receiving water via the under-drain system.

Infiltration basin – A shallow basin in permeable soils that detain and infiltrate stormwater. There is rarely an under-drain system unless needed to provide maintenance access. Infiltration basins use the natural filtering ability of the soil to remove pollutants from stormwater runoff.

Brook – A small natural stream of water flowing in a channel to another brook, lake, river or stream. Two Brooks exist within the City of Ramsey; the Ford Brook and the Trott Brook.

Lake – A large body of water defined as a lake by the City of Ramsey and/or the Minnesota Department of Natural Resources. Two lakes exist within the City of Ramsey; Lake Itasca and Grass/Sunfish Lake.

River – A large natural stream of water flowing in a channel to the sea, a lake, or another river. Two rivers border the City of Ramsey; the Mississippi River on the south and the Rum River on the east.

Wetlands –

- **Mitigation wetlands –** A wetland constructed for replacement of wetlands lost due to construction or alteration of the landscape. These wetlands typically have stormwater discharges routed to the basin to maintain hydrology.
- **Stormwater wetlands –** A natural wetland or creek segment that has been modified to receive and treat stormwater discharges. Stormwater is treated primarily through biological uptake.

Inspection and Maintenance Schedules

Stormwater Facilities Mapping