

SANITARY SEWER MAINTENANCE POLICY

CITY OF WINSTED, MINNESOTA



1. Purpose

It is the policy of the City of Winsted to comply with all applicable state and federal regulatory requirements.

The City intends to provide effective and efficient maintenance to its sanitary sewer system by evaluating political, social, safety, and economic concerns, among others. Procedures identified in this policy are intended to maintain the sanitary sewer system to prevent sewer backups. These procedures, when implemented, may also extend the service life of various components of the sanitary sewer system.

The City has approximately 79,360 feet, 325 manholes and six (6) lift/pump stations within its sanitary sewer system. Procedures identified in this policy are intended to maintain the City's sanitary sewer system to prevent sewer backups and to extend the life of the system. The City has developed and implemented this policy that takes into consideration public safety, the City's budget and personnel, environmental concerns, and the cost of implementation versus the benefit to be achieved. The City will use its employees, equipment and/or private contractors to provide this service.

While the City fully intends to meet the guidelines established in this policy, there may be times when this is not feasible. Issues including, but not limited to, budget constraints, critical equipment failure, or weather and other emergencies may prevent the City from meeting the guidelines established herein. The City Council may override provisions established within this policy. Deviations from the goals established in this policy will be documented.

The City will use this policy to guide any sanitary sewer maintenance activities to be provided by a contractor or a party other than the City.

2. Routine Maintenance and Inspection Goals

A. Sanitary Sewer Mains

Scope of City's Responsibility

The City will maintain the components of the public sanitary sewer system. This includes sanitary sewer mains, manholes, lift stations, waste water treatment plants, and other components. Private property owners are responsible for the maintenance of sanitary sewer components from their property up to the main sewer line and including the wye connection to the public system. Property owners or their contractors are responsible for contacting the City and securing permission prior to conducting work in the public Right of Way (ROW) and disturbing public infrastructure, including concrete or bituminous. The City will incur the cost of all bituminous and curb and gutter replacement located within the public ROW.

Schedule

The City's goal is to inspect and maintain the components of its sanitary sewer system according to the attached schedule (Exhibit A).

Equipment

The equipment used to perform maintenance will depend upon the equipment available and its effectiveness as determined by qualified staff.

Television Inspection

The City's sanitary sewer mains will be inspected by television camera in accordance with the attached schedule. Any sewer mains located on a street where a street maintenance project is planned will be inspected before and after such a project. Sanitary sewer mains in a new development must be televised before said mains are turned over to the City. Television inspection may also be used to inspect the system where there are possible problems. In addition, the City may require any main near a construction site to be televised before and after the construction (i.e., near blasting, digging, other activities that might disrupt the main, etc.)

Visual recordings of sewer main televising may be required of any vendor performing this service for the City. A written report summarizing and interpreting the findings of the televising will also be required. These records will be kept by the City for a minimum of twelve (12) years.

B. Problem Areas

The sanitary sewer mains and facilities identified as Category 1 will receive ordinary routine maintenance as noted on sewer maps and schedules. The sanitary sewer mains and facilities identified on the sewer map as Category 2 will receive more frequent maintenance and those identified as Category 3 will receive less frequent maintenance. When a sewer main or facility is identified as anything other than Category 1, the reasons why maintenance is needed on a different schedule will be documented. Sewer mains and facilities will receive maintenance according to the attached schedule (Exhibit A). Generally, sanitary sewer mains will be maintained every three (3) to four (4) years, depending on the pipe material and classification.

The Public Works Supervisor will determine whether a main or facility is Category 1, receiving routine sewer maintenance, Category 2, receiving more frequent maintenance or Category 3, receiving less frequent maintenance. Based on periodic assessment, maintenance will be adjusted and a sewer main may be moved from one category to another.

C. Sanitary Sewer Lift Stations

The City contracts with an outside vendor to maintain the lift station and is to follow recommended maintenance as determined by the State of Minnesota. The number of lift stations, location, date of installation, and capacity of each lift station is kept on record. Maintenance for each lift station is reflected in Standard Operating Procedures (SOP) and Standard Maintenance Procedures (SMP).

Components of SOP and SMP include:

- Easy availability of original manuals with manufacturers' recommended maintenance schedules for all lift station equipment
- Operating procedures for manipulating pump operations (manually or automatically) during wet weather to increase in-line storage of wet weather flows
- Setting wet well operating levels to limit pump start/stops
- Cleaning wet well
- Calibrating flow meters or conducting draw down tests
- Regular rotation of lead, lag, and backup pumps
- Regular inspections of lift station, alarm systems and electrical components
- Maintenance of operation logs and general records for all lift station activities, including inspections
- Identify problem areas/components

3. Inflow and Infiltration

Inflow and infiltration occur when clear water gets into the sanitary sewer system. This may occur through cracks or leaks in the sewer pipes and manholes or through sump pumps incorrectly connected to the sanitary sewer system. Inflow and infiltration can lead to backups, overflows and unnecessary and expensive treatment of clear water.

City employees will periodically inspect manholes to identify any that contribute to this problem. Sanitary sewer mains will be maintained and inspected pursuant to the City's Sanitary Sewer Maintenance Policy.

4. Personnel Responsibilities and Requirements

A. Exercise of Professional Judgment

It is expected that City employees, in accordance with their job duties and responsibilities, will exercise their professional judgment in the implementation of this policy. Further, it is expected that in emergency situations (see Emergency Response Policy) City employees will be required to exercise their discretion and weigh political, social, and economic considerations including but not limited to public and employee safety, the potential for damage to private property and the City sanitary sewer system, and environmental concerns.

B. Training and Education

The City will provide training to employees responsible for maintenance of and emergency response to issues with the sanitary sewer system. Training of employees will include education necessary to earn and maintain appropriate operator certifications. Training will also address standard operating procedures, proper use of equipment, emergency response and other topics required by state and federal regulatory agencies.

C. Work Schedule

Full-time City employees in the Public Works Department will be expected to work regular shifts according to the City of Winsted Employee Personnel Policy. In sewer-related emergencies, employees may be required to work in excess of their regular shift. Budget and safety concerns may limit the length of time an employee is permitted to work.

D. Weather Conditions

Routine sewer maintenance operations will only be conducted when weather conditions do not endanger the safety of City employees and equipment. Factors that may delay sewer maintenance operations include, but are not limited to: severe cold, severe heat, flooding, rain, snow and other severe weather events.

5. Documentation

The City will document all of its inspection and maintenance activities and emergency responses for its sanitary sewer system. The City will also document circumstances that limit its ability to comply with this policy. A report should be prepared periodically for the purpose of evaluating maintenance activities and for determining goals for the future. These records will be kept in accordance with the City's records retention schedule.

6. Public Education

Periodically, the City may inform residents of their responsibilities related to sanitary sewer service from the City of Winsted. The City's website informs residents of their responsibilities related to sanitary sewer service from the City of Winsted.

7. Other Sanitary Sewer System Policies

The City has other policies and/or ordinances that are important to the ongoing operation of the City's sanitary sewer system. The following documents are available on the City's website and in the Public Works Department.

- Utilities Ordinance
- Emergency Response Policy
- Backflow Check Valve Policy
- Policy and Procedures for Frozen Water and Sewer Lines
- Policy and Procedures for Water/Sewer Billing Estimates & Unusually High Meter Readings

Adopted by the City Council this 15th day of October, 2019.



Steve Stotko, Mayor

Attest:



Raquel Kirchoff, City Clerk-Treasurer