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mwwmo.org

**MISSISSIPPI
WATERSHED
MANAGEMENT
ORGANIZATION**

Stewardship Fund Program

Maintenance Plan Development Guidance

For physical stormwater best management projects or in-the-ground projects completed with funding from a Stewardship Fund Grant, the MWWMO generally requires the development of a maintenance plan to help ensure the long-term function of the project. A specific format is generally not required, although a number of items may be useful to consider including.

Items to Consider Including

1. Cover page (e.g. with photo of project), author, and date / version
2. Project overview
3. Roles and responsibilities of partner entities
4. Project contact information
5. List of specific maintenance tasks to be completed (e.g. weeding, excess dirt and debris removal, and native plant replacement)
6. Equipment needed (and what not to use)
7. Timeline of tasks
 - a. Season to be completed
 - b. Frequency (e.g. monthly, yearly, twice a year)
 - c. Hours expected to complete each task
8. List of potential contractors if the maintenance will not be completed by organizational staff. Expected costs of maintenance tasks could be included if available.
9. Excerpts from the final design plans to help illustrate components to be maintained
10. Photos
11. Maintenance logs or tracking forms

After the maintenance plan is developed, it may be helpful to revisit the plan at a later date (e.g. after the first season of maintenance) and adapt the plan as needed. This may include adding photos or refining the process as maintenance processes are learned.

Project Specific Considerations

During the planning phase, consider how the project will be maintained long-term and how maintenance needs fit the capacity of your organization.

Example: Raingarden Considerations

- Plant individual species in clusters so it's easier to tell which plants were intentional and which are weeds.
- Label a representative plant of each species.
- Select plants and design garden to deal with any site-specific stressors such as salt, foot traffic, invasive species, or trash.
- Avoid over-mulching (e.g. maintain around 2-3 inches of shredded hardwood mulch).

If you have any questions or would like assistance, please reach out to the grant contact listed on our website.

Web Resources

Gulliver, J.S., A.J. Erickson, and P.T. Weiss (editors). 2010. "Stormwater Treatment: Assessment and Maintenance." University of Minnesota, St. Anthony Falls Laboratory. Minneapolis, MN.

<http://stormwaterbook.safl.umn.edu/>

Minnesota Pollution Control Agency (MPCA) (2018). Operation and maintenance of stormwater infiltration practices.

https://stormwater.pca.state.mn.us/index.php/Operation_and_maintenance_of_stormwater_infiltration_practices

University of Minnesota (2021). Planting and maintaining a prairie garden.

<https://extension.umn.edu/planting-and-growing-guides/planting-and-maintaining-prairie-garden>