



# Policy for Encasing Open Drainage Ditches

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## 1. Purpose

Within the City of Marion there are existing storm sewers that empty into an open drainage channel. Property owners may request that the City encase such open drainage channels in order to bring about improvements in safety, maintenance, operation, aesthetics. The purpose of this policy is to establish a fair and uniform response to such requests.

## 2. Applicability

This policy applies to all existing storm sewers that empty into an open drainage channel. This policy does apply to storm sewers that were in existence when property is annexed into the City, but it does not apply to any improvements or new subdivisions.

## 3. Procedure

The City Public Works Director is authorized to approve requests for encasement when the following conditions are met:

1. The property owner(s) shall dedicate a permanent drainage easement to the City in conformance with the Stormwater Management Ordinance.
2. The property owners have executed a written agreement with the City providing as follows:
  - a. The City shall install the necessary storm sewer, backfill and grading work to provide safe encasement of the ditch as determined by the City Public Works Director. The City shall have the discretion to hire a contractor to perform said installation whenever it is practical or necessary to do so.
  - b. The cost of said work shall be divided as follows:
    - i. the City shall pay 25% or \$15,000, whichever is less
    - ii. the property owner(s) shall pay the remaining amount in equal shares or in another proportion as agreed upon by all of the owners
  - c. Seeding, sodding, and normal surface maintenance shall be the responsibility and expense of the property owner(s)
3. The City shall follow the City's Purchasing Policy regard to the authorization of any costs or expenditures.

## 4. Questions

Any questions concerning the Policy for Encasing Open Drainage Ditches should be directed to the Public Works:

City of Marion Public Works Department  
202 44<sup>th</sup> Street  
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