



#### Rules of Conduct for Public Hearings

1. No person shall be disorderly, abusive, or disruptive of the orderly conduct of the hearing.
2. Persons shall not testify without first receiving recognition from the presiding officer and stating their full name and residence address.
3. No person shall present irrelevant, immaterial, or repetitious testimony or evidence.
4. There shall be no audience demonstrations such as applause, cheering, display of signs, or other conduct disruptive of the hearing.

## CITY OF MILLERSBURG CITY COUNCIL WORK SESSION

Millersburg City Hall  
4222 NE Old Salem Road  
Albany OR 97321  
June 25, 2019 @ 4:00 p.m.

### Agenda

- A. CALL TO ORDER
- B. ROLL CALL
- C. PLEDGE OF ALLEGIANCE
- D. CHANGES AND ADDITIONS TO THE AGENDA
- E. PUBLIC COMMENT
- F. COUNCIL MEMBER AND STAFF COMMENTS
- G. NEW BUSINESS
  - 1) SDC Rates Study (discussion)
  - 2) TMDL Overview (discussion)
- H. CLOSING PUBLIC COMMENT
- I. CLOSING COUNCIL COMMENT
- J. ADJOURNMENT

*Note: Council may adjourn to executive session in accordance with ORS 192.660.*

#### Upcoming Meetings & Events:

July 1, 2019 @ 6:00 p.m. – City Council Land Use Appeal  
July 2, 2019 @ 6:00 p.m. – Events Planning Committee Meeting  
July 9, 2019 @ 6:30 p.m. – City Council Meeting  
July 11, 2019 @ 4:00 p.m. – Parks Committee Meeting  
July 16, 2019 @ 6:00 p.m. – Planning Commission Public Hearing

*The location of the meeting is accessible to the disabled. If you have a disability that requires accommodation to attend or participate, please notify the Millersburg City Hall in advance by calling 541-928-4523.*

**TMDL Implementation Tracking Matrix: Millersburg, Oregon STATUS UPDATED FOR 2019-2024**

Millersburg has legal authority over land use on 2,850 acres within the City Limits. The Willamette River forms the western boundary of the City between river-mile 115.5 and 117.75 for approximately 2.25 miles.

POLLUTANT <i>Pollutants Addressed by the TMDL.</i>	POLLUTANT SOURCES	STRATEGY <i>What Millersburg is doing and will do to reduce pollution from this source.</i>	ACTIONS <i>Specific Implementation Measures.</i>	BENCHMARKS <i>Intermediate indicators of progress.</i>	TIMELINE <i>Beginning and completion dates.</i>	MEASURE <i>Demonstrate implementation or completion of the strategy.</i>	STATUS
<b>1.0 TEMPERATURE</b>	A. Solar Radiation	Maintain existing riparian plantings and shading vegetation.	Update Land Use Development Code to include more provisions for riparian vegetation protection, including greater setbacks for drainage ways.  Code enforcement of riparian and vegetative protections.  When doing drainage way maintenance/brush removal activities, remove only obstructions to the flow. Protect trees and larger vegetation outside the active channel which provide shading and grass/vegetation within the channel which does not obstruct flow.	Compare aerial photographs at periodic intervals to determine the state of and changes to riparian areas.  Visually inspect Crooks Creek main channel and its two northern tributaries within City limits.	Continue to enforce City's current Development Code (1984 & 2006) until revised code is adopted; ongoing  Current code revision is underway with adoption anticipated in 2019. Begin enforcement upon adoption of new code.  Visual inspection of Crooks Creek and tributaries annually.  Aerial photo analysis annually or as new open source aerial photos become available.	Yearly review of standards compliance.  Report on visual inspection of Crooks Creek and tributaries.  Annual progress of code revision.	
		Perform public outreach and education on riparian regulations and the benefits of riparian plantings and shading vegetation on private property.	Public outreach and education through posting materials to City website and/or fliers on benefits of riparian plantings and shading. Provide guidance to private property owners when requested.	Distribute or post outreach materials minimum of once per year.	Years 1-5: Outreach materials reviewed annually and updated if needed.  Years 1-5: Maintain up-to-date website  Years 1-5: Perform a minimum of one outreach event and one flyer/ mailing each year.	Track and document outreach and education events, mailings, postings and other efforts; annual review.	
		Maintain existing shading vegetation in riparian areas on City-owned property.	Monitor health of existing vegetation in riparian areas on City-owned property.	Visually inspect trees annually. Engage arborist if conditions of concern exist.	Visual inspection by City staff annually. Evaluation by arborist as needed, minimum every 5 years.	Report on annual visual inspection and arborist evaluation, as applicable. Report on implementation of arborist recommendations.	
	B. Impervious Surface Runoff	Minimize new paving and roof areas, as practicable to reduce stormwater temperature increases.	Enforce maximum ground coverage standards per Land Use Development Code Zones and Zoning Regulations.	Monitor subdivision and building site plans.  Track approved variances	Ongoing; annual review	Track and document compliance review of new development, approved variances, violations and enforcement actions.	
	C. Industrial Storm Water Discharges	Ensure regulations for industrial storm water are communicated to new industries.	Inform applicants of 1200-Z and 1200-C permit requirements and direct them to contact DEQ.  Notify DEQ of any reported complaints regarding industrial stormwater discharges.	Track notification to new applicants.  Track any notifications to DEQ.	Ongoing; annual review.	Yearly review of compliance in notifying new applicants of 1200-C and 1200-Z requirements.  Report any complaint notifications to DEQ	

<b>2.0 BACTERIA</b>	A. Septic Systems  (approximately 4% of the City's dwellings are on individual septic systems)	Contact Linn County Environmental Health about reported concerns with existing septic systems.  Ensure system conversion to municipal sewer system is required for new or redevelopment per the Development Code.	Continue expansion of municipal sewer system to serve all areas of the City.  Enforce septic system conversion to municipal sewer system when required by Development Code.	Monitor septic system conversion to municipal sewer system & document sewer system extensions	Ongoing; annual review	Report number of septic systems converted to municipal sewer system each year. Report expansions to municipal sewer system  Track complaints/ concerns City reports to Linn County	
	B. Pet and animal waste	Continue to supply pet waste pickup stations.  Enforce farm animal regulations.	City is providing waste collection stations at City Parks.  Code enforcement of farm animal raising.	Monitor usage of waste collection stations and farm animal compliance with City Code.	Ongoing; annual review	Track approximate costs of maintaining and restocking dog waste stations.  Track responses to complaints regarding animal waste, violations and follow-up actions	
	C. Garbage spills	Encourage waste collection companies to cover waste bins during transit.  Encourage adopt-a-road program within the City.	Enforce current traffic code requiring covered loads.  Encourage and support adopt-a-road program by posting information on how to get started to the City web site and referring interested groups to Linn County for county roads. Provide supplies and equipment to adopt-a-road groups.	Monitor roadside debris accumulations through use of maintenance weekly checklists.  Track number and type of supplies (bags, gloves) and equipment (vests, trash pick up tools) provided to adopt-a-road groups.	Ongoing; annual review	Provide example maintenance checklists annually. Report on roadside debris observed and removed and any enforcement actions.  Report on roads adopted and supplies provided by City, including costs, to adopt-a-road groups.	
<b>3.0 MERCURY</b>	A. Erosion and sedimentation containing mercury from existing background sources and introduced deposits from air and industries.	Reduce soil displacement and control runoff resulting from earthwork through utilization of erosion control best practices.  Maintain and fund City street sweeping program.	Enforce requirements of City grading permit.  Complete and adopt engineering standards, including erosion and sedimentation control section.	Monitor compliance with Code standards and permit requirements.	Enforcement of code standards to be continued indefinitely.  Adoption of engineering standards to be completed by end of 2019.	Maintain records of grading permits in file. Track enforcement actions on grading permits.  Provide documentation that engineering standards have been adopted.	
		Ensure required 1200-C permits for developments are obtained. Require developers to submit documentation of 1200-C permit prior to issuing construction permit.	Demonstrate that 100% of new developments over one acre obtain 1200-C permits.	Ongoing; annual review	Maintain copy of all 1200-C permits in file for each development.		
		Adopt erosion control program for smaller areas of disturbance (<1 acre).	Establish template for construction site erosion and sediment control plan (ESCP) and implement a programmatic permit.  Perform public outreach and education to development community and implement permit requirements.	Year 1: Develop and adopt template.  Year 2: Public outreach to developers and contractors  Year 3: Implement permit requirements	Provide template once adopted.  Document public outreach efforts.  Maintain copies of permits in all development files.  Track enforcement actions on erosion control program once in place.		

<b>4.0 INTERRELATED FACTORS</b>	A. Stormwater Discharge, a contributing source factor for all three Identified Pollutants.	Provide stormwater detention and treatment.	Enforce existing regulations & perform regular maintenance inspections of existing public facilities.  Complete and adopt engineering standards, including post-construction stormwater detention and water quality.	Monitor effectiveness of existing regulations and maintenance program.  Include design standards which require stormwater treatment in addition to detention.	Ongoing enforcement of existing standards  Adoption of post-construction stormwater quality engineering standards by end of 2019.  Include requirement for maintenance agreements of private SW facilities in engineering standards.	Maintain records of stormwater calculations and reports in development files.  Track maintenance of facilities  Provide documentation that post construction stormwater quality engineering design standards are in the process of or have been adopted.	
		Adopt the Millersburg Stormwater Master Plan and begin implementation of selected capital projects.	Begin implementation of selected capital projects recommended in the Stormwater Master Plan.	Incorporate stormwater projects into the City's Capital Improvements Program	Master Plan adopted in 2018. Plan and budget for projects beginning in FY 2019-2020.	Implementation of selected projects.	
	B. Disposal & Recycling	Prevent hazardous waste & illegal discharges and encourage recycling.	Work with waste disposal provider (Republic Services) to provide information to the public on disposal regulations and recycling.  Support Hazardous Waste collection days. Advertise on City reader board and website.	Regular review of agreement with Republic Services to insure services continue to meet the needs of the community.	Periodic and on-going. Franchise agreement is reviewed every five years, evaluation of services annually.	Maintain record of any reported illegal discharges and enforcement actions. Report on Actions.	
		Illicit Discharge, Detection and Elimination	Monitor ditches during dry weather.  Dry weather screening - inspect 20% of outfalls annually.  Provide reporting/complaint information on City website, including phone number and complaint form.	Track dry weather ditch monitoring and dry weather outfall screening.	Year 1: Establish dry weather screening program. Provide complaint reporting information on website.  Year 2: Begin dry weather monitoring/screening, continue ongoing.	Provide maintenance checklists documenting ditch monitoring.  Report on dry weather outfall screening.  Track responses to complaints.	
	C. Information Program for Clean Water Act and potential pollutants	Implement outreach and education activities for new local industries and the general public.	Post information or links to City website.  Educate new industries about protection of stormwater.	Develop a stormwater flyer for general public, post to website, and make available at City Hall.  Develop a stormwater flyer for industry and give to new industries at time of permits.	Develop stormwater flyers and post by 12/31/2019.	Annual communication of information to public and report to council.  Provide flyers with annual report.	
	D. Funding	Provide funding for planning and implementation of needed programs to address pollution.	Seek funding sources, including considering creation of a stormwater utility and fee.	Prepare a working list of potential funding sources.	Ongoing; annual review	Achieve funding to implement planning and implementation of needed programs	
	E. Intergovernmental Cooperation	Achieve economies and expanded informational base through cooperative associations.	Contact local and statewide organizations addressing environmental issues. Expand participation in Oregon ACWA.	Attend stormwater information sharing events. Participate with other agencies in local collaboration groups.	Ongoing; annual review	Report on events attended and participation in local collaboration groups.	

	F. City Council Support for water quality efforts	Ensure City Council is aware of TMDL requirements, TMDL Implementation Plan, and city-wide efforts to improve water quality.	City Council meeting overview and acknowledgement of TMDL Plan, Annual Report, and Five Year Review.	Revised Matrix presented to City Council; Annual City Council meeting minutes.	Ongoing; annual review	Annual meeting with City Council about TMDL responsibilities, progress, funding needs, etc.	
	G. Staff Training and Good Housekeeping	Implement recommendations of Stormwater Master Plan for stormwater system maintenance.	Establish a stormwater system maintenance program per the recommendations of the Stormwater Master Plan.	Program and fund stormwater system maintenance activities: street sweeping, inlet inspection, system cleaning.	Year 1-2: Establish program. Year 3-5: Implement maintenance program recommendations.	Report on maintenance activities.	
		Annual staff training.	One staff member participate in one training event per year and give presentation to other staff, as applicable.	Participation in one training event annually.	Training - annually, ongoing.	Documentation of training event attended and materials presented to other staff, as applicable.	
	H. Public Involvement	Provide opportunities for public involvement.	Include public outreach events in master plan processes and provide public comment periods for adoption of master plans.  Allow for public comments on stormwater related topics at council meetings.	Provide materials for public review ahead of meetings by posting on website.	Ongoing; annual review	Report on public outreach activities conducted and comments received.	