Oregon
Kate Brown, Governor

Department of Environmental Quality
Western Region Eugene Office
165 East 7th Avenue, Suite 100
Eugene, OR 97401
(541) 686-7838
FAX (541) 686-7551
TTY 711

June 16, 2020

Janelle Booth
4222 NE Old Salem Road
Albany, OR 97321

Re: Review and Acceptance of the 2021 TMDL Implementation Plan Annual Report for the City of Millersburg

Dear Janelle Booth,

Thank you for submitting the Millersburg 2020-2021 TMDL Implementation Plan Annual Report. The Department has reviewed your report and finds that the report complies with the annual reporting requirement.

The Warning Letter the city received (dated March 11, 2021) was for late submittal of the annual report. The corrective actions shown in the Warning Letter were met by submitting a complete report. Please keep in mind that DEQ will continue to track report due dates moving forward.

I would like to reaffirm that I am available as a resource to assist you as you move forward with TMDL implementation. Please feel free to contact me at (541) 687-7347 for assistance.

Best regards,

Priscilla Woolverton

Priscilla Woolverton
Willamette TMDL Basin Coordinator

ec: Zach Loboy, Watershed Manager, DEQ

TMDL Implementation Tracking Matrix: Millersburg, Oregon STATUS UPDATED FOR 2019-2024 – 2020 Report

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 *Pollutants Addressed by the TMDL.*	**POLLUTANT SOURCES**	**STRATEGY** *What Millersburg is doing and will do to reduce pollution form this source.*	**ACTIONS** *Specific Implementation Measures.*	**BENCHMARKS** *Intermediate indicators of progress.*	**TIMELINE** *Beginning and completion dates.*	**MEASURE** *Demonstrate implementation or completion of the strategy.*	**PROGRAM FUNDING**	**STATUS – 2020 Report**
1.0 TEMPERATURE	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.	General Fund/ Stormwater Fund	Adopted Title 12 - Surface Water into the municipal code in previous reporting cycle (December 2019). Development Code revision was adopted in October 2020. Visual inspection of Crooks Creek and tributaries conducted along with brush removal activities for maintaining conveyance capacity. Only low vegetation obstructing the channel was removed, trees and larger shading vegetation were avoided/protected.
		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.	General Fund/ Stormwater Fund	Posted stormwater flyer for industries (Attachment 1) to City website, made flyer available at City Hall, and mailed to 76 industries and businesses within the City. New City website launched December 2020 with a page for stormwater, which includes TMDL reports, Stormwater Master Plan, and flyers No outreach events were held due to COVID, but lots of one-on-one education took place with engineers, builders, and contractors about newly adopted City erosion and sediment control permit.
		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.	General Fund/ Stormwater Fund	Annual visual inspection of trees conducted. Trees within riparian areas generally have not changed. Some ivy present, ivy girdling performed in 2020.
	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.	General Fund/ Planning and Development	New development was constructed in compliance with ground coverage standards. No variances were approved and one enforcement action was taken.

								In addition to the enforcement action taken, there were multiple occurrences of staff discussing lot coverage standards with property owners when applying for or considering building permits for additional structures. Permits for additional structures not issued if lot coverage requirements would be exceeded.
	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	General Fund/ Planning and Development	All new industries the City was aware of were notified of 1200-C and 1200-Z requirements. In 2020, no complaints were received by the City.
2.0 BACTERIA	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	Sewer Fund	One septic system converted to municipal sewer system in 2020. Municipal sewer system expanded into new residential developments. No expansion of sewer system to unserved areas not associated with new development in 2020. The City received no septic system complaints in 2020.
	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	General Fund/ Parks	Approximately $250.00 was spent on restocking dog waste stations. Received one complaint of animal waste in open space adjacent to street corner. City is considering installing an additional dog waste station.
	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.	Streets Fund	Example maintenance checklist attached (Attachment 5). No significant roadside debris observed or removed outside of routine trash pick-up. Adopt-a-road group cleaned up Old Salem Road approximately every other month in 2020. City provided trash pick-up devices, bags, and reflective vests.
3.0 MERCURY	A. Erosion and sedimentation containing mercury from existing	Reduce soil displacement and control runoff resulting from earthwork through utilization of erosion control best practices.	Enforce requirements of City grading permit. Complete and adopt	Monitor compliance with Code standards and permit requirements.	Enforcement of code standards to be continued indefinitely.	Maintain records of grading permits in file. Track enforcement actions on grading permits.	General Fund/ Planning and Development	Seven grading permits were issued in 2020 and records are kept on file. No enforcement actions taken on grading

	background sources and introduced deposits from air and industries.	Maintain and fund City street sweeping program.	engineering standards, including erosion and sedimentation control section.		Adoption of engineering standards completed in 2019.	Provide documentation that engineering standards have been adopted.		permits. Engineering standards were adopted in December of 2019 (see previous report) and are available on the City's new website
			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.	General Fund/ Planning and Development	Copies of 1200-C permits required for developments are in files.
			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.	General Fund/ Planning and Development	Stormwater ordinance, including erosion control requirements, was adopted at the end of 2019. Permit/template was developed and adapted by the end of 2020. Individual outreach to contractors and developers to educate them on erosion control requirements is ongoing. Five erosion permits were issued in 2020. No enforcement actions were taken on erosion permits.
4.0 INTERRELATED FACTORS	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 in 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.	General Fund/ Stormwater Fund	Records of stormwater calcs and reports are kept in development files. Public detention facilities maintenance tracked in weekly maintenance meeting notes. Engineering standards, including post construction stormwater quality were adopted at the end of 2019 (see previous report).
		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.	General Fund/ Stormwater Fund	Planning for implementation of selected projects is ongoing.
	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	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.	General Fund	No reported hazardous waste in 2020. One report of an illegal discharge was received (grey water from an RV). Owner was notified via a letter and a site visit was conducted. Owner

			City reader board and website.					had ceased discharge and agreed that no further discharge would take place. No cleanup was required.
		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.	General Fund/ Stormwater Fund	Tracking of dry weather ditch monitoring was removed from maintenance checklists. Instead, dry weather ditch monitoring was conducted by staff throughout the summer during routine inspections and maintenance staff are instructed to report on any unexpected water in ditches. There was no unexpected water in ditches during 2020. Dry weather outfall screening report attached (Attachment 3). No complaints received.
	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 12/31/2020.	Annual communication of information to public and report to council. Provide flyers with annual report.	General Fund/ Stormwater Fund	Stormwater flyers posted to City Website in 2020 and made available at City Hall. Flyers attached (Attachments 1 and 2).
	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	General Fund/ Stormwater Fund	Funding was allocated in FY 2019-20 City budget from the City's general fund. City may consider a stormwater utility and fee in the future, following updates to water and sewer utility fees which are currently ongoing.
	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.	General Fund/ Stormwater Fund	Ongoing participation in ACWA. Attended APWA Virtual Fall Conference stormwater sessions. Due to COVID-19, was not able to attend and participate in other local collaboration groups in 2020.
	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.	General Fund/ Stormwater Fund	Gave update to Council in October 2020 on EPSC permit and Erosion and Sediment Control Manual. Meeting materials attached (Attachment 4).
	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.	General Fund/ Stormwater Fund	Monthly street sweeping contracted and conducted. Solicited quotes for stormwater on-call contract (contracted in early 2020). Developed plan to clean and TV portions of

								stormwater system in 2020.
		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.	General Fund/ Stormwater Fund	Attended APWA Virtual Fall Conference stormwater sessions in October 2020. Presentation of materials to other staff not applicable (Millersburg has no other staff this material is applicable to).
	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.	General Fund	In every council meeting, there are two opportunities for public comment on all topics, including stormwater.

CITY OF
Millersburg
4222 NE Old Salem Road
Millersburg, Oregon 97321

Partnering with business and industry to maintain quality small-town atmosphere.

What Is Stormwater Runoff and What Are Its Impacts?

Stormwater runoff is water from rain or snowmelt that does not immediately infiltrate into the ground and flows over or through natural or man-made storage or conveyance systems. When undeveloped areas are converted to land uses with impervious surfaces such as buildings, parking lots, and roads, the natural hydrology of the land is altered and can result in increased surface runoff rates, volumes, and pollutant loads.

Stormwater runoff picks up industrial pollutants and typically discharges them directly into nearby waterbodies or indirectly via storm sewer systems. Runoff from areas where industrial activities occur can contain toxic pollutants (e.g., heavy metals and organic chemicals) and other pollutants such as trash, debris, and oil and grease, when facility practices allow exposure of industrial materials to stormwater. This increased flow and pollutant load can impair waterbodies, degrade biological habitats, pollute drinking water sources, and cause flooding and hydrologic changes to the receiving water, such as channel erosion.

Industrial facilities typically perform a portion of their activities in outdoor areas exposed to the elements. This may include activities such as material storage and handling, vehicle fueling and maintenance, and shipping and receiving, all of which can result in pollutants being exposed to precipitation and capable of being carried off in stormwater runoff. Also, facilities may have performed industrial activities outdoors in the past and materials from those activities still remain exposed to precipitation. In addition, accidental spills and leaks, improper waste disposal, and illicit connections to storm sewers may also lead to exposure of pollutants to stormwater.[1]

Six Types of Activities that have Potential to be Pollutants in Stormwater

1. *Loading and Unloading Operations*

Loading and unloading operations can include pumping of liquids or gases from tankers to storage facilities, pneumatic transfer of dry chemicals, transfer by mechanical conveyor systems, or transfer of bags, boxes, drums or other containers by forklift or other material handling equipment. Material spills or losses in these areas can accumulate and be washed away during a storm.

2. *Outdoor Storage*

Outdoor storage activities include storage of fuels, raw materials, by-products, intermediate products, final products, and process residuals. Materials may be stored in containers, on platforms or pads, in bins, boxes or silos, or as piles. Storage areas that are exposed to rainfall and/or runoff can contribute pollutants to stormwater when solid materials wash off or materials dissolve into solution.

3. *Outdoor Process Activities*

Although many manufacturing activities are performed indoors, some activities, such as timber processing, rock crushing, and concrete mixing, occur outdoors. Outdoor processing activities can result in liquid spillage and losses of material solids, which makes associated pollutants available for discharge in runoff.

4. *Dust or Particulate Generating Processes*

Dust or particulate generating processes include industrial activities with stack emissions or process dusts that settle on surfaces. Some industries, such as mines, cement manufacturing, and refractories, also generate significant levels of dust that can be mobilized in stormwater runoff.

5. *Illicit Connections and Non-Stormwater Discharges*

Illicit connections of process wastes or other pollutants to stormwater collection systems, instead of to sanitary sewers, can be a significant source of stormwater pollution. Non-stormwater discharges include any discharge from the facility that is not generated by rainfall runoff (for example, wash water from industrial processes). With few exceptions, these non-stormwater discharges are prohibited.

[1]From "Developing Your Stormwater Pollution Prevention Plan: A Guide for Industrial Operators," by Environmental Protection Agency, 2009, EPA 833-B-09-002
[2]From "Best Management Practices For Industrial Storm Water Pollution Control," by Sacramento Stormwater Management Program.

6. *Waste Management*

Waste management practices include everything from landfills to waste piles to trash containment. All industrial facilities conduct some type of waste management at their site, much of it outdoors, which must be controlled to prevent pollutant discharges in stormwater.[1]

Stormwater Pollution Prevention

1. Prevent water from contacting working areas

Shipping areas, outdoor equipment, material storage areas, vehicle maintenance spaces, and working areas of all sorts are subject to contamination with raw materials, process liquids, grease, oily wastes, vehicle fluids, heavy metals, and miscellaneous potential pollutants. If you prevent stormwater, wash water, or water from other sources from contacting areas exposed to pollutants, you will be less likely to discharge pollutants into your storm drains.

- Keep rainfall from directly contacting working areas, by installing roofs, placing structures, or moving industrial operations indoors.
- Prevent run-on stormwater from contacting industrial areas, indoors or out by using properly designed berms or grading. Run-on is water that flows across the industrial area. It picks up pollutants as it flows.
- Avoid practices where you use water that later enters the storm drains. For instance, washing in outdoor areas. Most of these practices, including many that were acceptable in the past, are now considered to be "illegal dumping" of non-storm water to the storm drain.

2. *Keep pollutants off surfaces that come into contact with water.*

Evaluate your site carefully to identify all areas that are contacted by storm water, wash water, cooling water that is otherwise unpolluted, or other water that is allowed to be discharged to the storm drain. Then take special care to keep pollutants off these surfaces. That means controlling minor leaks and spills that you might otherwise overlook, and taking a close look at your operating routines and equipment to determine whether any substances are exposed to storm water that do not need to be.

3. Manage stormwater before it is discharged to the storm drain.

If you can't avoid adding pollutants to stormwater, you may need to remove pollutants to meet water quality requirements before discharge. Stormwater control regulations consider treatment as a last resort and emphasize source control options because they are usually less costly and more effective in the long run.[2]

Stormwater Millersburg Permit Requirements

Federal and state storm water regulations now require many kinds of industrial facilities to take steps to prevent stormwater pollution.[2] Below is a list of permits that may be required in the City of Millersburg.

- City of Millersburg Grading permit
- City of Millersburg Post Construction Stormwater Quality permit
- City of Millersburg Erosion Control permit
- NPDES 1200-C permit

[1]From "Developing Your Stormwater Pollution Prevention Plan: A Guide for Industrial Operators," by Environmental Protection Agency, 2009, EPA 833-B-09-002

[2]From "Best Management Practices For Industrial Storm Water Pollution Control," by Sacramento Stormwater Management Program.

What is stormwater and how does it impact me?

Stormwater is generated from water that falls from the sky, including rain, hail, and snow.

In a natural, undeveloped landscape, most stormwater soaks into the ground to be stored or filtered before it reaches natural waterways. In a city, most stormwater falls onto impervious surfaces (surfaces that do not absorb water) such as roads, driveways, sidewalks, rooftops, or parking lots, and it is not soaked up by the ground. This water flows across these surfaces as runoff.

Most stormwater flows from private property to a stormwater inlet in the street where it enters a pipe and is carried to the nearest waterway. The network of stormwater pipes is completely separate from the sanitary sewer system. Unlike the sanitary sewer system, which conveys wastewater to a treatment facility, the stormwater system conveys *untreated* runoff directly to our waterways.

Used with permission of City of Wilmington, NC Stormwater Services: Heal Our Waterways

Stormwater Quality – Keep it Clean!

As runoff flows across the ground, it picks up pollutants that you can see (debris, dirt, and grease) and others that can't be seen (fertilizers and detergents). There is a lot you can do to help keep our waterways clean. For example:

- Use a commercial car wash to minimize the amount of dirty, soapy water flowing into the stormwater system.
- Check your vehicles and equipment for leaks and spills.
- Clean up spilled fluids with an absorbent material and don't rinse the spills into a nearby storm drain.
- Recycle used oil and other fluids; do not dump these chemicals down the storm drain.
- Use pesticides and fertilizers sparingly.
- Sweep up yard debris instead of hosing down areas.
- Don't overwater your lawn.

Whatever you keep out of the storm drain, you keep out of our streams. More ideas can be found at https://www3.epa.gov/npdes/pubs/solution_to_pollution.pdf

Runoff Volume – Reducing Impacts on Yourself and Others

Stormwater runoff can cause problems for you or your neighbors if not appropriately handled. Altering drainage patterns or increasing the impervious surface area on your property can create stormwater problems, including localized flooding. Increased runoff can also cause erosion and sedimentation (when solids in water settle) by sweeping away and displacing soil. Reducing or minimizing the amount of paved area and increasing the amount of vegetated area in your yard can help increase infiltration and reduce runoff.

Last Updated 08/13/2020

Total number of outfalls: 23
Number inspected in 2020: 11
% inpsected in 2020: 48 %

Stormwater Outfall Check					
Inspection Date	**Inspector Initials**	**Outfall ID**	**Description**	**Status**	**Field Notes:**
		00-05224	Box culvert pass through of offsite drainage along Millersburg Drive		
		01-00370	Alexander Estates South Detention Swale Outfall		
		02-00000	Bailey Estates Detention Pipe Outfall		
		03-00530	Becker Ridge East Detention Basin Outfall		
7/30/2020	BY	05-00400	Hoffman Estates Detention Basin Outfall	DRY	
		07-00210	Mornginstar Subdivision Detention Basin outfall		
7/30/2020	BY	08-00040	Parker Ridge Subdivision (south)	DRY	
		10-01280	Sweetwater Detention Basin (wet pond) Outfall		
		12-00244	Walker Park Detention Basin and Conser Road Outfall		
		14-00030	Eagles Nest/Woods Estates Detention Basin Outfall		
8/10/2020	JB	16-00090	North Woods Road street drainage	DRY	
		16-00130	Becker Ridge North and West Detention Basins Outfall		
		16-00140	Millersburg Drive, north side discharge to Crooks Creek		
		16-00360	Millersburg Drive, street drainage outfall adjacent to box culvert outlet		
		18-00000	Alexander Lane street drainage (west end)		
7/30/2020	BY	18-00520	West Park Detention Basin Outlet	DRY	
7/30/2020	BY	18-00521	West Park Detention Basin Outlet	DRY	
7/30/2020	BY	18-00522	West Park Detention Basin Outlet	DRY	
7/30/2020	BY	18-00540	Alexander Lane street drainage (north of West Park Subdivision)	WET	A trickle of water appears to be coming from irrigation runoff south of Alexander.
7/30/2020	BY	18-00541	Alexander Lane street drainage (north of West Park Subdivision)	DRY	
8/13/2020	BY	18-01050	Alexander Lane street drainage (north of Alexander Estates)	DRY	
8/13/2020	BY	18-01110	Alexander Estates North Detention Swale Outfall	DRY	Ponded water appears outside of the outlet but no water was flowing
7/30/2020	BY	23-00210	Conser Road and Parker Ridge south drainage	DRY	

TO: Millersburg City Council

VIA: Kevin Kreitman, City Manager

FROM: City Staff

DATE: October 8, 2020 for Council Meeting October 13, 2020

SUBJECT: Project Updates Memo

Monthly Update on Projects:

Staff are currently in the process of implementing many projects and activities in the City to address objectives of the Strategic Plan, direction from Council, and needs staff have identified. In order to facilitate tracking these tasks, a Gantt chart has been developed. As staff continues to work on these tasks, the Gantt chart will be periodically updated and provided for Council and public information. The most recent version of the Gantt chart is attached to this memo. Tasks in blue are complete, tasks in yellow are in progress, and tasks that are not colored have not been started.

There are many tasks currently in progress. An overview of several specific tasks and projects is provided below.

City Policies

In accordance with direction from Council, the following internal personnel policies are being finalized:

- Recovery of Overpayment to Employees
- Use of Electronic Devices

Copies of policies are available for review upon request.

Development/Industries

Pratum Co-op has submitted an application for expansion of an existing building. A Planning Commission hearing is scheduled for Thursday, October 22.

Fire Station Project

The fire station project is progressing, moving from preliminary to more detailed design. The first construction cost estimate will be available in early or mid-November. Over the past month, exterior materials and building appearance have been refined and site layout has progressed. A site plan, floor plan, exterior building renderings, and site rendering have been provided and posted to the website for community viewing and feedback.

Interior design concepts have been presented to the project team and are being distributed for feedback among a wider audience (AFD staff, Millersburg City Council). The concept images are included as an attachment for Council feedback.

Street Projects

The Woods Road pavement repair project is now complete. Crack sealing on Obsidian, Granite, Castillo, Aztec, Malachi, Katelyn, Kindsey, Levi, Anthony, and Zuhlke is complete. Due to a significantly higher amount of cracking in Castillo, Aztec, and Zuhlke than anticipated, a change order was required to complete the project.

Intersection Sight Distance

An intersection sight distance (ISD) study and vision clearance evaluation was performed for the intersections of Conser, Alexander, 54th, Clearwater, and Lauren with Old Salem Road. The attached figures show the calculated required vision clearance triangles for these intersections. The results of this study have been incorporated into the Development Code for future projects. Staff will begin working to identify and make a plan to address existing vision clearance obstructions. This may involve cooperative efforts between the City and property owners, including the potential for expenditure of City funds to address previously approved conditions.

Bridge Grant Application

City staff are working with Linn County staff to apply in the upcoming round of 2025-2027 Local Bridge Projects (LBP) grants for funding to replace the Waverly Drive - Cox Creek Bridge. Applications are due November 16, 2020.

Waverly Drive Bridge over Cox Creek provides access to park areas, a bike trail system, a railroad maintenance center, and the Talking Waters Garden which is part of the Albany-Millersburg municipal domestic waste treatment system. The existing bridge was constructed in 1957 with concrete slabs supported on timber caps and pilings. One half of the bridge is currently barricaded to support only one lane of traffic due to the poor condition of one side of the bridge. The one lane of the bridge in use is currently restricted to 40 Tons. The bridge is narrow and does not provide for pedestrian and bicycle traffic.

The existing bridge needs to be removed and replaced. The proposal includes widening the bridge to support current and future vehicle and bicycle and pedestrian traffic by placement of bike lanes on both sides to match with future bike lanes on Waverly Drive.

In September of 2017, the City applied for funding under the previous grant cycle. Although the project was not awarded, it made the initial scoping list. At that time, the project estimate was $2,250,000. The grant requires a 10.27% match from the City. This is currently shown in our CIP as an unfunded project with an estimated cost of $2,384,000. If Council is in agreement with moving forward, **staff request a motion in support of applying for the grant**, which would include a 10.27% match of the project costs, which would be budgeted in future fiscal years, if awarded.

Erosion Control Program

City staff has recently completed and begun to implement an erosion control permit application and form for construction projects in conformance with adopted City ordinance and our TMDL plan. The Erosion Prevention and Sediment Control Manual is nearing completion as well. All projects which disturb 10,000

square feet or more of soil are required to obtain a permit from the City of Millersburg, in addition to any required state permits.

City Parks

The City is now in possession of the property on Millersburg Drive that was the proposed Evening Star site, that the City has proposed for a new park site. The City is now responsible for maintenance of the property and has contracted to have it mowed. In the near future, a sign will be installed indicating this location is being developed for a City park/open space and preliminary design options for the space will be considered.

Recently, staff was made aware of and incident at Millersburg Park that involved blocking of the walking path during sporting events. Staff have reached out to the organizations known to be using the facility to discuss how to prevent conflicts in the future and insure spectators and groups are maintaining open path access for all users. Additionally, efforts are taking place to connect with other groups who are also utilizing the facilities, but have not contacted the City for a park use agreement. Staff is considering additional signage and/or path markings to remind users to keep the path clear.

WEEKLY MAINTENANCE CHECKLIST

Week of: _____

Initial when complete

Millersburg Park:

_____ Restroom floors – mop or hose down, squeegee to ensure dry when done

_____ Shelter floor - Clean/hose down

_____ Sweep/blow hard surfaces including walkways and parking lots

_____ Mow grass, including ball fields (March/April – October)

_____ Blow grass clippings off paths and sidewalks following each mowing

_____ Leaf removal (November - March)

_____ Blow leaves/debris off paths and sidewalks/collect leaves

_____ Remove fallen branches

_____ Empty waste receptacles and place new liners

_____ Restock dog bag stations

_____ Check shelter for birds or insects, nests, droppings, webs, etc. Clean as needed

_____ Rake volleyball court, remove debris or hazards

Acorn Park:

_____ Walk grounds, inspect for maintenance needs and safety issues (note any deficiencies below and on issues/deficiencies list)

_____

_____

_____ Pick up trash

_____ Check waste receptacles, empty and place new liners as needed

_____ Restock dog bag stations

_____ Remove fallen branches

_____ Mow grass (March/April – October)

_____ Blow grass clippings off paths and sidewalks following each mowing

_____ Leaf removal (November - March)

_____ Blow leaves/debris off hard surfaces and collect leaves

City Hall Grounds:

_____ Walk grounds, inspect for maintenance needs and safety issues (note any deficiencies below and on issues/deficiencies list)

_____

_____

_____ Pick up trash

_____ Empty exterior waste receptacles and place new liners

Road Right-of-Ways:

_____ Drive arterials and collectors (Old Salem Road, Conser Road, Millersburg Drive, Alexander, Woods Road, Morningstar Road) inspect for maintenance needs and safety issues (note any deficiencies below and on issues/deficiencies list)

_____

_____

_____ During dry weather, is water present in ditches? If so, note location(s)_____

_____

_____ Pick up trash and/or note where additional trash removal is needed

_____ Vegetation removal – cut vegetation and spray one road each week May through October per right-of-way maintenance schedule

Road/ROW name: _____

Stormwater Detention Basins:

_____ Mow and pick up trash at one detention basin each week May through October per detention basin maintenance schedule

Detention basin name: _____

During dry weather, is water present in detention basin or exiting outfall? _____

Fire Station Grounds:

_____ Mow grass in field (March/April – October)

ANNUAL MAINTENANCE CHECKLIST

Year: _____

Initial and date when complete

Millersburg Park:

_____ _____ Prune hedges spring
_____ _____ Spray blackberries spring
_____ _____ Prune hedges fall
_____ _____ Cut blackberries fall
_____ _____ Turn on/off drinking fountains
_____ _____ Pressure wash playground equipment (spring)
_____ _____ Pressure wash parking lots and sidewalks
_____ _____ Fertilize grass areas four times per year
    _____ _____ Later winter/early spring
    _____ _____ Late spring
    _____ _____ Mid summer
    _____ _____ Fall (late October)
_____ _____ Weed and Feed?
_____ _____ Aerate once a year in spring
_____ _____ Overseed thin areas (identify frequent problem areas)
_____ _____ Place "soft fall" chips in playground area
_____ _____ Ball field prep (March or April, weather dependent)

Acorn Park:

_____ _____ Pressure wash playground equipment (spring)
_____ _____ Place "soft fall" chips in playground area

City Hall Grounds:

_____ _____ Pressure wash parking lots and sidewalks

Detention Basins:

_____ _____ Spray weeds along perimeter of property at first mowing of the year and at subsequent mowings as needed

_____ _____ Inspect outfall structures (once in spring and fall), remove debris and/or vegetation