


# NOTES

TO: Honorable Mayor and City Council Members

FROM: Michael W. Cowin, City Manager 

DATE: January 24, 2024

SUBJECT: Materials for Your Information

Please find attached the following materials for your information:

1. A memo from Kevin Mulligan, Director of Public Works, regarding Public Works Street Division open ditch maintenance report

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Attachments

# Memorandum

To: Michael Cowin, City Manager  
From: Kevin Mulligan, Public Works Director *KM*  
Date: January 22, 2023  
Subject: Public Works Street Division Open Ditch Maintenance Report

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This Memorandum addresses the regular inspection and maintenance of natural open channels shown on the Open Channel Maintenance Map shown on the following page.

The Streets Division of the Public Works Department is responsible for the regular inspection and maintenance of drainage features in the City's jurisdiction including open channels that are deemed to be Public Drainage. Public Drainage is defined as any drainage feature that, in whole or in part, carries Public Water, runoff from any City property, or City or State right of way.

Certain specific channels are deemed to be maintained by the Pitt County Drainage District and are excluded from the City's maintenance responsibilities. Records of inspection and maintenance performed by the Pitt County Drainage District are maintained by the Pitt County Drainage District.

The Streets Division staff perform annual inspections of each open channel segment identified on the Open Channel Maintenance Map. Inspections will also be performed upon citizen complaints and after major storm events. This inspection will identify any vegetation or obstructions that impede or reduce the free movement of water through the channel. These inspections will be recorded on an inspection log with the inspection date and issues discovered. Follow-up maintenance will be scheduled to address the discovered issues if not completed during the inspection. The Streets Superintendent will schedule maintenance as soon as possible depending upon the severity of the blockage, impact on surrounding properties, access availability, and staff workloads.

Because of previous flooding events as well as the impact on the surrounding area, the main branches of Greens Mill Run are identified on the Open Channel Maintenance Map as Problem Sites. In addition to the regular annual inspection, these segments will be inspected before and after major storm events and recorded in the log.

Maintenance of the natural open channels includes but is not limited to the following procedures:

- 1) Nuisance vegetation will only be removed when it reduces the free movement of water through the stream.
- 2) Remove obstructions in the stream that will impede water flow (i.e. fallen trees or debris).
- 3) Vegetation and debris retrieved from the stream will be removed from the riparian buffer (50' on each side of the stream) and disposed of properly.
- 4) Herbicide applications will be permitted to control nuisance vegetation.
- 5) Remove sediment as needed by hand. No heavy equipment is permitted in the stream channel.
- 6) Erosion creating a hardship on private property owners can apply for assistance through the City of Greenville's Stream Enhancement Program.

Maintenance actions are recorded with the date of the maintenance activity, channel segment number, and action performed. Any required maintenance or improvement that falls beyond the scope of the procedures mentioned here or requires a permit from the North Carolina Department of Environmental Quality or the U.S. Army Corps of Engineers will be performed when all regulatory permitting requirements are met.

