

# **Berrien & Cass County NPDES-MS4 Group Meeting**

*Lincoln Charter Township Hall  
2055 West John Beers Road, Stevensville, MI*

**Wednesday, January 11, 2017**

**10:00 a.m. – 12:00 p.m.**

**MEETING MINUTES**

## **I. Call Meeting to Order & Introductions**

*The meeting was called to order at 10:05 a.m.*

**Present:** Tim Kading, *City of Bridgman*; Tom MacDonald, *City of St. Joseph*; Kelsea Zimmerman, *Spicer Group*; Jamie Moody & Kyle Gundersen, *City of Niles*; Jason Williams, *City of Buchanan*; Jeannine Totzke, *Berrien County Drain Commissioner & Administration*; Julie Amicarelli, Dick Stauffer & Kevin Gebhard, *Lincoln Charter Township*; Marcy Hamilton, *SWMPC*; Nick Mannon, *Cass County Road Commission*; Rich Low, *Village of Edwardsburg*; Kyle Alexander, *MDEQ*; Steve Slavicek & Tiffany Moore, *Village of Stevensville*.

**Absent:** Brian Berndt, *Berrien County Road Commission*

## **II. Review of Meeting Minutes from September 14, 2016's Group Meeting**

The meeting minutes were approved. A motion was made by S. Slavicek.

## **III. MDEQ Comments and Updates – Kyle Alexander**

### **A. Reminders**

- i. NPDES MS4 Permit Application – Available in MiWaters

## **IV. Southwest Michigan Planning Commission (SWMPC) Comments and Updates – Marcy Hamilton**

Ox Creek Meetings- Stakeholders meeting in February; Green Infrastructure and Low Impact Development practices at Orchards Mall (Ox Creek is one of the most polluted water bodies in Southwest Michigan).

Utilizing SAW Grant funding, SWMPC is looking at sources of *E. coli* through the Lake Michigan tributaries from the Village of Stevensville to the state line. M. Hamilton took approximately sixty (60) samples of water from various tributaries and had dogs smell the samples for human waste; approximately half came back as having human waste within the samples. M. Hamilton stated that it was most effective to mail samples to the dogs; hot spots were targeted based on the initial results and field work just focused on those specific areas. Dogs were brought out and data mapping of *E. coli* was completed. It was determined that sanitary sewer lines were in the same location as the human waste areas. Work will continue to address where sanitary sewers are leaking into streams and out to Lake Michigan.

Other updates that Marcy had included the following:

- The Illicit Discharge in Sawyer, MI is still an ongoing issue.
- Water Trail Update- Paw Paw River Water Trail- DNR funding- opening for paddling; Hickory Creek- Mapping of water trail includes potential “proposed” launch sites.
- Niles- The Pucker Street Dam removal, which will occur late 2017 or early 2018, has raised an interest with the Dowagiac River. Fisherman are interested with the outcome of

the dam removal. Marcy spoke with Trout Unlimited Chapters from Chicago who attend meetings. SWMPC will be working with Michigan Trout Unlimited to do fish habitat assessments and opportunities for potential improvements within the watershed.

The stormwater training videos and display board are available if anyone is interested; please request these from either Marcy or Kris.

## V. Old Business

### A. Training for NPDES MS4 Permit Applications – November of 2016

Training was hosted by the MDEQ in November of 2016, at the Kalamazoo District office, to review the NPDES MS4 Permit Applications and necessary submittal information. The MDEQ covered the MiWaters online database system, the six minimum measures (Public Participation/Involvement Program (PPP), Public Education Program (PEP), Illicit Discharge Elimination Program (IDEP), Construction Storm Water Runoff Control Program (CSWRCP), Post-Construction Storm Water Runoff Program (PCC), Pollution Prevention and Good Housekeeping Program (PP/GH)), Enforcement Response Procedures and Total Maximum Daily Load (TMDL) Implementation Plan requirements.

The PowerPoint used during the training session was emailed out to members for reference.

### B. NPDES MS4 Permit Submittal Reminders

- i. **April 3, 2017** – Permit Application Submittal on/before
  1. Post Construction Control, IDEP, PEP or other Ordinances/Resolutions can be submitted on/before **October 3, 2017**
- ii. **September of 2018** – *Tentative Issuance* of permit by MDEQ

### C. Pollution Prevention and Good Housekeeping – Municipal Facility and Property Inventory and Assessment Procedure

- i. Electronic copy will be emailed out to each member for final review prior to MS4 application submittal; review, revise and return updated document to Kelsea ASAP

### D. Mapping of catch basins, detention basins and other stormwater structures on municipal properties and nested jurisdiction properties

- i. Completed: Berrien County, Niles Schools, City of Niles (except airport), City of St. Joseph, Village of Edwardsburg, Village of Stevensville, Lincoln Charter Township, City of Bridgman, CCRC & BCRC – no maintenance or storage properties meeting regulatory requirements are within UA
- ii. Need to Complete: City of Buchanan & Buchanan Public Schools

The City of Buchanan will finalize their inventory upon the completion of their Stormwater, Asset Management, and Wastewater (SAW) grant efforts. Information for the Buchanan Public Schools will additionally be included after SAW grant efforts.

E. Other

Additional documents that will be completed and submitted with the NPDES MS4 permit applications are the following: Municipal Operation and Maintenance Activities and Structural Storm Water Control Operation and Maintenance Activities. The Municipal Operation and Maintenance Activities document will include all activities (i.e. road, parking lot, and sidewalk maintenance, bridge maintenance, right-of-way maintenance, unpaved road maintenance, cold weather operations, vehicle washing and maintenance) performed within each member's jurisdictional limits within the Urbanized Area. The Structural Storm Water Control Operation and Maintenance Activities Document provides a procedure for prioritizing each catch basin for routine inspection, maintenance, and cleaning based on preventing or reducing pollutant runoff. The procedure includes assigning a priority level for each catch basin and the associated inspection, maintenance and cleaning schedule based on preventing or reducing pollutant runoff.

**VI. New Business**

A. Pollution Prevention & Good Housekeeping Documentation

i. Summary for salt usage for the winter time

Please remember to document salt usage for the winter time. Include all quantities within the progress report excel spreadsheet.

ii. Documentation Reminders:

1. When obtaining your winter de-icing materials be careful during handling and storage of the materials
2. Calibration of salt application trucks for the winter, document the activity if applicable

B. Progress Report Spreadsheets – Emailed to each member in November of 2016

- i. Report for the reporting timeframe of 10/01/2015 – 09/30/2016
- ii. Begin reporting for timeframe of 10/01/2016 – 09/30/2017
- iii. Progress Reports Due – December 1, 2017 (*Note: will be asking for completed spreadsheets after September 30, 2017*)

Excel spreadsheets were emailed out to each member in November of 2016 to complete reporting for the timeframe of 10/01/2015 – 09/30/2016. Additionally, members are to begin reporting for the timeframe of 10/01/2016 – 09/30/2017. Kelsea will be asking for completed spreadsheets and all supporting documentation (i.e. training sign-in sheets, receipts, public education documentation, etc.) from members after September 30<sup>th</sup> to complete progress reports for the December 1<sup>st</sup> deadline.

C. Local and Community Reports

City of Buchanan: J. Williams stated that the City will be participating in Drinking Water Week, May 7-13<sup>th</sup> (American Water Works Association promotes). Jason also provided an update of their SAW grant; they are finishing up the camera process for their sanitary sewer lines and once the weather conditions improve they will begin with their stormwater system.

Village of Stevensville: S. Slavicek stated that they are finishing up with their SAW grant process and Steve will be meeting with Fishbeck at the end of the month to finalize everything.

Berrien County Drain Commissioner & Administration: Jeannine Totzke stated that the new drain commissioner, Christopher Quattrin, will attend the next meeting.

D. Other

Meeting Schedule 2017:

**May 10, 2017-** City of Bridgman Beach House 9:00 a.m. – 11:00 a.m.

**September 13, 2017-** City of Niles Fire Department 9:00 a.m. – 11:00 a.m.  
1345 E. Main Street, Niles, MI 49120

**VII. Adjournment**