

Berrien & Cass County NPDES-MS4 Group Meeting

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

Wednesday, September 14, 2016

9:00 a.m. – 11:00 a.m.

Meeting Minutes

I. Call Meeting to Order & Introductions

The meeting was called to order at 10:00 a.m.

Present: Tim Kading, *City of Bridgman*; Tom MacDonald, *City of St. Joseph*; Kelsea Zimmerman & Russ Beaubien, *Spicer Group*; Rick Villa (Villa Environmental Consulting) & Lewis Evans, *Niles Community School District*; Jamie Moody, Kyle Gundlersen & Gary Soper, *City of Niles*; Brian Berndt, *Berrien County Road Commission*; JT Adkerson & Jason Williams, *City of Buchanan*; Jeannine Totzke, *Berrien County Drain Commissioner*; Dick Stauffer & Kevin Gebhard, *Lincoln Charter Township*; Kris Martin, *SWMPC*; Nick Mannon & Joe Bellina, *Cass County Road Commission*; Rich Low & John Monaghan, *Village of Edwardsburg*.

Absent: Kyle Alexander, *MDEQ*; Steve Slavicek, *Village of Stevensville*.

II. Review of Meeting Minutes from May 11, 2016's Group Meeting

The meeting minutes were updated to specify which county commissioner (*Teri Freehling, a Berrien County Commissioner*) was present at the agricultural workshop that took place in January of 2016. The meeting minutes were accepted with note of this correction. As a reminder to all members, all past meeting minutes and agendas are posted onto Southwest Michigan Planning Commission's website.

III. MDEQ Comments and Updates- Kyle Alexander

A. Reminders

- i. NPDES MS4 Permit Application- Available in MiWaters
- ii. Upcoming events- MS4 Permit Application Training

R. Beaubien stated that Kyle Alexander could not make it to the meeting, but informed R. Beaubien to relay to all members that the MS4 Permit Applications are available within the MiWaters online database system and that there will be MS4 permit application training for members to attend. This will be coordinated with K. Alexander and all members interested in attending training.

IV. Southwest Michigan Planning Commission (SWMPC) Comments and Updates- Kris Martin

K. Martin shared about a few of their upcoming events. One is *Parking Day* on this upcoming Friday from 3:00 p.m. – 6:00 p.m. where they will be educating the public on ways to improve stormwater management in lieu of their recently secured Ox Creek SAW "stormwater" grant. Additionally, a hypothetical plan of improving the mall in the Benton Harbor area with more green infrastructure will be prepared. The second event is this upcoming Saturday; SWMPC is partnering with the City of Bridgman for the adopt-a-beach cleanup at Weko Beach.

K. Martin also stated that they received a grant for water trails; funds will be used for the Paw Paw River and to make it a designated water trail. Hickory Creek will also be made a designated water trail; however, no grant funding was received for Hickory Creek.

V. Old Business

A. NPDES MS4 Permit Submittal Reminder

- i. **October of 2016**- Notification of Permit Application
- ii. **April 3, 2017**- Permit Application Submittal on/before
 1. Post Construction Control, IDEP, PEP or other Ordinances/Resolutions submitted on/before **October 3, 2017**
- iii. **September of 2018**- Tentative Issuance of permit by MDEQ

As a reminder, each member will be notified in October that their MS4 permit application is due on/before April 3, 2017 via the MDEQ's MiWaters database system. K. Zimmerman stated that notification may be by means of a letter mailed by the MDEQ or an electronic reminder via MiWaters. R. Beaubien stated that they will be using 2003 contact information so please ensure that all contact information is up to date (*review the contact information within the MiWaters online database system*). Russ also stated that K. Alexander from the MDEQ would be the individual to contact to ensure that the MDEQ has the correct contact information. If you do not receive this notification by November, please let either Russ or Kelsea know and they will coordinate with Kyle.

B. Pollution Prevention and Good Housekeeping- Municipal Facility and Property Inventory and Assessment Procedure

- i. Handout; Electronic copy emailed out to each member
- ii. Please review, revise and return updated document to either Russ or Kelsea if not done already.

K. Zimmerman stated that efforts have begun towards the Pollution Prevention Good Housekeeping portion of each member's MS4 permit application. The Municipal Facility and Property Inventory and Assessment Procedure was emailed to each member for their review, any revisions and to be returned back to either Russ or Kelsea.

C. Mapping of catch basins, detention basins and other stormwater structures is occurring on municipal properties and nested jurisdictions.

- i. Completed thus far: Berrien County, Niles Schools, Edwardsburg, Lincoln Charter Township and Stevensville

K. Zimmerman and R. Beaubien are currently mapping each member's stormwater structural controls on owned or operated facilities. The goal is to have all of these completed prior to the winter time. For those members who remain, Russ and Kelsea will be coordinating efforts on an as needed basis. The mapping and inventory of each member's stormwater structural controls will be included with the Municipal Facility and Property Inventory and Assessment Procedure as discussed above.

D. Other- None

VI. New Business

A. Pollution Prevention & Good Housekeeping Documentation

- i. Summary for salt usage from past winter
- ii. Tasks for Fall:

1. Document leaf pick up programs if you have them:
 - a. Ensure training has been addressed.
 - b. Handouts of contractor stormwater compliance agreement forms.
2. Calibration of salt application trucks for the winter, document the activity.

Please ensure to document salt usage quantities from the past winter so they can be included for the next progress report. Please provide copies of quantities, dates when salt application trucks were calibrated, any contractor agreement forms and training sign-in sheets to either Russ or Kelsea so they can be included in the future progress report as well.

- B. Progress Reports- Will be emailing out spreadsheets this fall for reporting timeframe of October 1, 2015- September 30, 2016 (*please return once completed*)

R. Beaubien stated that the spreadsheets will be emailed out this fall. Please fill out as much of these spreadsheets as applicable. The Public Education portion of these spreadsheets will be completed by Southwest Michigan Planning Commission. Once finished please return to either Russ or Kelsea along with any supporting documentation (*i.e. training sign-in sheets, receipts from landfills, inspection documents, etc.*).

- C. Training Videos & Attendance Sheet – make sure training is documented.

If training videos are used, the attendance sheets need to be signed and dated. Please include what training video(s) was(were) watched as well. Additionally, please email a copy of the attendance sheet(s) to Kelsea or Russ so the training documentation can be included in future progress reports.

Note: There are training videos on the Southwest Michigan Planning Commission's website for members to use.

- D. Local and Community Reports

City Bridgman: The City of Bridgman is currently working on efforts for their SAW grant.

City of Buchanan: The City of Buchanan is continuing their efforts for their SAW grant.

Cass County Road Commissioner: J. Bellina stated that the Cass County Drain Commissioner received a SAW grant to map all of their county drains.

Berrien County Drain Commissioner: J. Totzke stated that they are working on finalizing the Yore and Stoeffler Drain (portion of Ox creek) project; the MDEQ joint permit was recently received. The Berrien County Drain Commissioner is also working on a project in Benton Harbor on an open drain that discharges into the Paw Paw River.

Additionally, Christopher Quattrin, of St. Joseph, will be the new Berrien County Drain Commissioner.

E. Other

The meeting locations for 2017 were discussed; the January meeting will be hosted at Lincoln Charter Township, the May meeting at the Beach House in Bridgman and the September meeting will be hosted at the Council Chambers/Fire Department in the City of Niles. All dates, times and locations for the meetings will be finalized and provided to the MS4 group. R. Beaubien also stated that a few additional meetings *may* be scheduled for the MS4 permit applications if necessary; if deemed necessary, this will be discussed at the January meeting.

VII. Adjournment