

Berrien & Cass County NPDES - MS4 Group Meeting

*City of Bridgman Beach House
5239 Lake Street, Bridgman, MI 49106*

Wednesday, June 14, 2023

9:00 a.m. – 11:00 a.m.

MEETING MINUTES

Attendance:

<i>Kevin Gebhard, Lincoln Twp.</i>	<i>Jeannine Totzke, BCDC</i>	<i>A.J. Motly, City of Bridgman</i>
<i>Julie Amicarelli, Lincoln Twp.</i>	<i>Kelly Vaughn, Stevensville</i>	<i>Andrew Clay, City of Bridgman</i>
<i>George Gaunder, Lincoln Twp.</i>	<i>Greg Grothous, City of St. Joseph</i>	<i>Dave Rindfield, St. Joseph Twp.</i>
<i>Dick Stauffer, Lincoln Twp.</i>	<i>Jamie Moody, City of Niles</i>	<i>Rich Low, Edwardsburg</i>
<i>Marcy Hamilton, SWMPC</i>	<i>Zach Holt, City of Niles</i>	<i>Mike Baker, City of Buchanan</i>
<i>Matthew Hanauer, EGLE</i>	<i>Kyle Gunderson, City of Niles</i>	<i>Kevin Stack, BCRD</i>
<i>Erica Martell, Spicer Group</i>	<i>Nick Mannon, CCRC</i>	
<i>Seth Gibson, Spicer Group</i>	<i>John VanBall, CCDC</i>	

Absent: *Buchanan Schools, Niles Schools*

I. Call Meeting to Order & Introductions

II. Review of Meeting Minutes from February 22, 2023's MS4 Group Meeting

Minutes of the February 22, 2023, meeting were reviewed, and a motion made by J. Totzke, seconded by N. Mannon, supported by a unanimous vote.

III. EGLE Comments and Updates – Matthew Hanauer

Matt updated the group on the current status of public notices and mentioned that the City of Niles audit would be sometime next month. Erica mentioned that it would be beneficial for the Spicer Group if we could have more notice than was given in the past to schedule an audit visit.

IV. Southwest Michigan Planning Commission (SWMPC) Updates – Marcy Hamilton

Marcy updated the group on Kris leaving for a position in Battle Creek. SWMPC worked with Spicer to put together the public education program document for the group that includes all of the PEP materials. She reminded the group that all of the minutes and agendas are uploaded to their website. They are currently working on activating a new website but told the group that everything would be migrated over from their old one. Marcy brought extra flash drives with Stormwater training videos if anyone in attendance needs a copy of their training videos. She then asked the group if anyone would like the display board in future months; City of Niles scheduled for July, Bridgman for September. St. Joseph Twp for November. Marcy then addressed the addendum to the public education plan and told the group to look over their commitments and communicate any changes that they would like to see to Marcy. SWMPC hosted two very successful Earth Day events and did several presentations to a garden club as well as the league of women's voters. Let the SWMPC know if you have a group that you would like them to present to. They can tailor the presentation to focus on different issues.

V. Old Business

A. NPDES MS4 Permits

1. Public Notices continuing to be sent out

B. MiEnviro User Update

1. Be sure to log in and make any users on the site inactive that no longer are associated with your organization
2. Certifier Agreements for new MiEnviro accounts
If there is anyone that needs to be added we can help to get them certifier agreements filled out and submitted.

C. Progress Reports

1. Submitted prior to April 30th deadline
 - i. Should have received confirmation of submittal and copy of upload
2. Due November 1st, 2023 for the following (due to MS4 permit issuance date):
 - i. City of Buchanan/ Buchanan Schools
 - ii. Cass County Road Commission/ Cass County Drain Commissioner
 - iii. City of St. Joseph

Progress reports that were submitted and gave a brief reminder that the entities listed below will have progress reports due on November 1st of this year.

D. EGLE Inspections

1. City of Niles - TBD
2. St. Joseph Township – Following today’s group meeting

E. Other

VI. New Business

A. 2023 – 2024 Budget

1. Emailing out letter of agreements (with budget) – please sign and return no later than June 30th

Discussed changes from the 2022-23 budget to the 2023-24 budget and touched on where the differences in the budgets were coming from. The increases are due to the increased cost of staffing as well as the additional progress reports to be submitted in the fall.

Motion made by D. Stauffer, seconded by G. Grothous, supported by a unanimous vote.

B. IDEP Outfall & Point of Discharge Dry Weather Screening

1. Implemented a screening rotation program so inspections are split over the permit cycle
 - i. Year 2 Inspections
 - a. BCRD
 - b. City of St Joseph
 - c. CCRC & CCDC
 - d. Village of Edwardsburg
 - e. Lincoln Township
 - f. City of Bridgman

C. Pollution Prevention & Good Housekeeping

1. Catch Basin Inspections
2. Training Video for June: [Managing Stormwater Runoff - YouTube](#)
3. Documentation Reminders
 - i. Repair, reseed bare spots, assure vegetative buffers are intact along waterways

- ii. Fertilize per established procedures, if necessary
- iii. Clean out detention basins of any trash or floating debris.
- iv. Quantify and then dispose of material properly.
- 4. Lawn care/Landscape and Construction Contractors
 - i. Ensure training has been addressed
 - ii. Sign contractor stormwater compliance agreement forms
- 5. Seasonal Staff Training – document

Spicer will be completing the catch basin inspections once we are finished with the weather dependent dry-weather screening. Initial dry-weather screening has been completed and working to do follow-up screening for the structures where flow was observed or for structures that couldn't initially be located.

D. Local and Community Reports

BCDC – *Finishing the chickening project and hoping to get the harbor project going soon. Found an illicit discharge of battery acid that is leaking to a storm drain, this has been documented and reported to EGLE. Several additional projects coming soon.*

BCRD – *Had a major culvert failure that caused about 450 cu yards of material to be washed downstream. BCRD was able to recover a significant portion of the washed out material and get the crossing stabilized and a temporary culvert in place. Have a box culvert ready to go but still currently working on someone to install it. BCRD is also working on county wide culvert inspections.*

Village of Edwardsburg – *Working on getting catch basins cleaned and jetting the lines. Found some issues to tackle.*

Village of Stevensville – *No updates at this time.*

Lincoln Charter Twp. – *Took video of five miles of a 55 year old sewer line to get an inventory of repairs to be made.*

CCRC – *Completed employee training and started culvert inspection program.*

CCDC – *Updating the website and working on getting staff trained. Abnormally high number of beaver issues occurring this year.*

City of Niles – *No updates at this time.*

City of Bridgman – *Coastal Resilience Community doing another beach clean up in September.*

City of Buchanan – *Replaced 40 foot of a drain with a plastic corrugated tube. There was an illicit discharge that has been reported to EGLE.*

City of St. Joseph – *Several school group beach clean ups scheduled with ties to Earth Day. New section of sewer being installed along Upton Dr. Currently putting out bids for a parking lot project.*

St. Joseph Charter Twp. – *No updates at this time.*

E. 2023 Meeting Dates, Times, and Locations:

- 1. October 11, 2023: 9:00 a.m. - 11:00 a.m. @ City of Niles

F. Other

VII. Adjournment