

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

*City of Niles*

*1345 E Main Street, Niles, MI*

**Wednesday, October 11, 2023**

**9:00 a.m. – 11:00 a.m.**

**MEETING MINUTES**

Attendance:

<i>Kevin Gebhard, Lincoln Twp.</i>	<i>Kelsea Sutton, Spicer Group</i>	<i>Joe Ray, City of Niles</i>
<i>Julie Amicarelli, Lincoln Twp.</i>	<i>Seth Gibson, Spicer Group</i>	<i>Nick Mannon, CCRC</i>
<i>George Gaunder, Lincoln Twp.</i>	<i>Kathy Kissane, BCDC</i>	<i>Jeff VanBelle, CCDC</i>
<i>Dick Stauffer, Lincoln Twp.</i>	<i>Greg Grothous, City of St. Joseph</i>	<i>Andrew Clay, City of Bridgman</i>
<i>Marcy Hamilton, SWMPC</i>	<i>Jamie Moody, City of Niles</i>	<i>Dave Rindfield, St. Joseph Twp.</i>
<i>Bekah Schrag, SWMPC</i>	<i>Zach Holt, City of Niles</i>	<i>Rich Low, Edwardsburg</i>

Absent: *Stevensville, Buchanan, BCRD, Buchanan Schools, Niles Schools*

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

**II. Review of Meeting Minutes from Wednesday, June 14, 2023's MS4 Group Meeting**

*Minutes of the June 14, 2023, meeting were reviewed, and a motion made by K. Gebhard, seconded by J. Moody, supported by a unanimous vote.*

**III. EGLE Comments and Updates – Matthew Hanauer**

*Matt was not able to attend or phone into the meeting.*

**IV. Southwest Michigan Planning Commission (SWMPC) Updates**

- V.** *Marcy Hamilton started off the SWMPC updates by introducing the group to Bekah, a new planner with the commission. Marcy also updated the group on a press release that they circulated regarding keeping your leaves out of the street. Marcy will be circulating the document passed out at the meeting highlighting all the SWMPC efforts since the last meeting.*

**VI. Old Business**

**A. NPDES MS4 Permits**

**1. Issued Permits**

- i. BCDC – Permit issued 1/1/2023.
- ii. BCRD – Permit issued 2/1/2023.
- iii. Bridgman – Permit issued 2/1/2023.
- iv. Buchanan – Permit issued 5/1/2023.
- v. CCRC – Working on getting correspondence to EGLE this month.
- vi. City of St. Joe – Working on getting correspondence to EGLE this month.
- vii. Edwardsburg – Permit issued 7/1/2023.
- viii. Lincoln – Permit issued 2/1/2023.
- ix. Niles – Permit issued 3/1/2023.
- x. St. Joe Twp – Permit issued 3/1/2023.
- xi. Stevensville – Permit issued 2/1/2023.

*Kelsea gave an overview of the permitting status with emphasis on the CCRC and the City of St. Joseph who we are still having conversations with EGLE about the permits yet to be issued.*

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

*Kelsea instructed the group to make sure that their certifier agreements are all set in MiEnviro and mentioned to reach out to the Spicer Group with any questions regarding their MiEnviro status.*

C. EGLE Inspections

1. City of Niles – 7/27/23
2. St. Joseph Township – 6/14/23

*Seth gave an overview of the two audits that occurred, and the minimum measures covered (PEP, IDEP, PP&GH, and TMDL). The members agreed that the audits went smoothly with some very minor follow up correspondence.*

D. IDEP Outfall & Point of Discharge Dry Weather Screening

1. Year 2 Inspections
  - i. BCRD
  - ii. City of St Joseph
  - iii. CCRC & CCDC
  - iv. Village of Edwardsburg
  - v. Lincoln Township
  - vi. City of Bridgman

*Seth gave an update on the dry weather screening that SGI completed over the field season. Of the 25 sites that had flow and required follow up screening, there were no causes for concern, or any additional follow up investigation needed.*

E. Catch Basin Inspections

1. Maintenance maps to be provided after meeting.

*The group had some discussion about the updates to the urbanized areas and whether the boundaries coming from EGLE will be up for discussion or not. Spicer Group is going to discuss with EGLE staff and report back at a future meeting.*

F. Progress Reports

1. Due November 1<sup>st</sup>, 2023 for the following (due to MS4 permit issuance date):
  - i. City of Buchanan/ Buchanan Schools – Just need info from the schools.
  - ii. Edwardsburg (resubmit in new form) – Resubmitted, thank you!
  - iii. Cass County Road Commission/ Cass County Drain Commissioner – Waiting on documents.
  - iv. City of St. Joseph – Waiting on documents.

*Kelsea reminded the group that we sent out the reporting forms to anyone who has not submitted a progress report this year on 10/2. Please return to Spicer Group by Friday 10/20.*

## **VII. New Business**

### **A. Pollution Prevention & Good Housekeeping**

#### **1. Documentation Reminders**

##### **i. Tasks for Fall/Winter and to document:**

- a. Any dry weather screening completed
  - i. *Anything additional to what SGI provides.*
- b. Any structural stormwater control inspections completed
  - i. *Anything additional to what SGI provides.*
- c. Site maintenance and inspections
- d. Fall Leaf Pick Up
- e. Salt Usage Quantities
- f. Wintertime training during weather conditions

*Kelsea mentioned to the group that a lot of activities occur in the fall and it is important to document these activities so that we can include them in any future reporting. Please send documentation to us when you acquire it.*

### **B. Local and Community Reports**

**BCDC** – *No updates at this time.*

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

**Lincoln Township** – *No wipes in the pipes campaign completed, there was also a beach cleanup completed by a volunteer group with beautiful results.*

**Edwardsburg** – *No updates at this time.*

**City of St. Joseph** – *No updates at this time.*

**CCRC** – *USGS looking to do some infiltration testing on green infrastructure and are looking for some additional sites to complete their testing on. Also, they have a new roundabout open and are getting their snowplows ready for the upcoming season.*

**St. Joseph Twp.** – *Finished up a park grant that established a boardwalk, fishing platform, and other improvements.*

**Bridgman** – *No updates at this time.*

### **C. 2024 Meeting Dates, Times, and Locations:**

1. February 14, 2024: 10:00 a.m. - 12:00 p.m. @ Virtual Meeting.
2. June 12, 2024: 9:00 a.m. - 11:00 a.m. @ Wako Beach House.
3. October 9, 2024: 9:00 a.m. - 11:00 a.m. @ Virtual Meeting.

### **D. Other**

## **VIII. Adjournment**