

December 6, 2013  
2110268

Mr. Jason Berndt  
Michigan Department of Environmental Quality  
Resource Management Division  
Community Drinking Water Unit  
PO Box 30241  
Lansing, MI 48909-7741

RE: Village of Vicksburg, Kalamazoo County, MI,  
Wellhead Protection Grant, Quarterly Progress Report

Dear Mr. Berndt:

On behalf of the Village of Vicksburg, we are submitting the Progress Report for the first quarter. The quarterly report form and minutes are attached. Please contact me if you have any questions or need additional information.

Sincerely,

**Prein&Newhof**



Michael A. Schwartz, P.E.

Enclosure(s): Progress Report  
Minutes  
Agenda Package (December 5, 2013)

cc: Tracy Locey, Village of Vicksburg



# Wellhead Protection Grant Program

## Quarterly Team Meeting Progress Report

A Quarterly Team Meeting Progress Report must be submitted once each quarter during the agreement period. To complete the report, list the activities from Table 2: Grant Assistance Tabulation that were in progress during the quarter for which you are submitting the report. Enter the completion date or the anticipated completion date of those activities as well as any comments that are relevant to the completion date. Please submit report to MDEQ.

**Community: Village of Vicksburg**

**Date: 12/05/2013**

| Activity From Table 2<br>(located in the agreement) | Anticipated<br>Completion<br>Date | Comments  |
|---|-----------------------------------|---|
| Consulting  | 09/30/2014                        | Quarterly reports, minutes of meetings, copies of public information developed, and list of public education activities conducted throughout the year |
| Promotional items                                   | 09/30/2014                        | Will purchase throughout the year.  |
|   |                                   |   |
|   |                                   |   |

Team Member Signatures:

*Michael Schwartz*  
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*Heather Bishop*  
 \_\_\_\_\_  
*Ken Schippers*  
 \_\_\_\_\_  
*Bill Brumfiel*  
 \_\_\_\_\_  
*Tom Fevig*  
 \_\_\_\_\_  
*Vicki White*  
 \_\_\_\_\_  
*Tracy Lacey*  
 \_\_\_\_\_

Printed Name:

*Michael Schwartz*  
 \_\_\_\_\_  
 HEATHER BISHOP  
 \_\_\_\_\_  
*Ken Schippers*  
 \_\_\_\_\_  
*Bill Brumfiel*  
 \_\_\_\_\_  
 TOM FEVIG  
 \_\_\_\_\_  
 VICKI WHITE  
 \_\_\_\_\_  
 Tracy Lacey  
 \_\_\_\_\_

Michigan Department of Environmental Quality  
 Resource Management Division  
 Community Drinking Water Unit  
 Attention: Jason Berndt  
 P.O. Box 30241  
 Lansing Michigan 48909-7741

**Village of Vicksburg**  
**WELLHEAD PROTECTION PROGRAM**  
**Team Meeting - December 5, 2013 (Quarter 1)**

**MINUTES**

**1. Wellhead Protection Team – Attendance and Team Members**

| <b>Name</b>      | <b>Organization</b>                      | <b>Email</b>               |
|------------------|--|----------------------------|
| Michael Schwartz | Prein&Newhof                             | mschwartz@preinnewhof.com  |
| Thomas Fevig     | Bridge Organics                          | thomasfevig@aol.com        |
| Tracy Locey      | Brady Township                           | tlocey@vicksburgmi.org     |
| Vicki White      | South County Fire Authority              | vwhite@skcfa.org           |
| Ken Schippers    | Village of Vicksburg - Manager           | kschippers@vicksburgmi.org |
| William Brumleve | Village of Vicksburg Planning Commission | billbrumleve@hotmail.com   |
| Heather Bishop   | Kalamazoo County Health Department       | hmbish@kalcounty.com       |

Mr. Schwartz welcomed everyone to the meeting. Sign-in sheet was passed around for signatures.

**2. Copy of Submitted Document to MDEQ (Quarter 4)**

Mr. Schwartz handed out an agenda package (copy enclosed) which also included the 2013 Annual Report.

**3. Grant Status (and plan for next grant cycle)**

- Discussed the current grant cycle – Budget of \$2000 for education items

**4. Wellhead Protection Area Management - updates**

- Chapter 1 of the WHPP, team members will be updated. Tracy Locey will update the section.
- Estimated time frames for management strategy – reviewed proposed 2014 task on the attached table within the agenda
- Update Chapter 4 – Environmental Check-list
- Abandoned Wells – Village include an article on abandoned wells in their Fall newsletter,
- The Village recently rejoined the Household Hazardous Program of the county.

## **5. Public Education and Participation**

- Discussed currently events - hearty hustle and car show about continuing educational items at this event. Village does not believe effective and minimal literature is collected and most people are not from within the Village that attends these events.
- Proposed placing an article in the new local paper "South County News". Place article in March edition on the topic of Household Hazardous Waste Collection.
- Spring newsletter – place the county flier on HHW.
- 2014 - Update the WHPP and literature on the Village's webpage.
- 2014 - Work with Brady Township and Schoolcraft Township to provide WHPP and may on their web site or provide a link to Village of Vicksburg's website.
- 2014 – Work with Steve Goss at Vicksburg Schools to be involved in public education. Keep school informed on how they can help (signs, posters, literature, etc.)
- 2014 – Present an overview of the WHPP to the Village Council.
- Storm Water Model. Heather Bishop to bring both models that she has available at the county next month for review by the committee. She will also bring literature from other WHPP groups for evaluation of future use by the Village.

## **6. Contingency Plan**

- No Action

## **7. Next Meeting – All meetings at 11:45 am**

- Thursday February 27, 2014 (Quarter 2)
- Thursday June 5, 2014 (Quarter 3)
- Thursday September 4, 2014 (Quarter 4)
- Thursday December 4, 2014 (Quarter 1)

**Village of Vicksburg**  
**WELLHEAD PROTECTION PROGRAM**  
**December 5, 2013 (Quarter 1)**

**AGENDA**

**1. Wellhead Protection Team – Introductions**

- Circulate Sign-In Sheet

**2. Grant Status (and plan for next grant cycle)**

- Grant cycle (FY 2014) – \$2,000 budget for educational materials – What items?

**3. Review of Wellhead Protection Plan**

- Update Wellhead Team (Chapter 1)
- Estimated time frames for each management strategy – see table

**4. Wellhead Protection Area Management**

- Environmental checklist – Approved at PC? (update Chapter 4)
- Master Land Use Plan – No Action
- Site Plan Review Standards – Ordinance – No Action
- Abandoned Wells – Fall Newsletter – No Action
- Fire fighter right to know inventory – No Action

**5. Public Education and Participation**

- Inform and involve community about wellhead protection – Newsletter Document
- Review table of proposed activities – Updated Table – 12/5/2013

**6. Contingency Plan**

- No Action

**7. Next Meeting - 2014**

- March (Quarter 2) – Thursday
- June (Quarter 3)
- September (Quarter 4)

## 2013 Annual Report

### Meetings:

The Village of Vicksburg and their Wellhead protection team meet 4 times throughout the past years:

- November 11, 2012
- March 7, 2013
- June 5, 2013
- September 5, 2013

### 2013 Accomplishments:

1. The Village has ordered <sup>3</sup> wellhead protection signs
2. At the Sunset Homeowners annual meeting, discussion involved proper septic tank maintenance
3. The Village had WHPP information at 2 public events:
  - The Vicksburg Car Show was held June 8<sup>th</sup>. Free copies of "Overview of Well Head Protection" were placed on a table with other literature (stormwater). A color aerial map of the village with the wellhead protection area overlaid was also on displayed at the event.
  - Hearty Hustle was May 11th. Free copies of "Overview of Well Head Protection" we placed on a table with other literature (stormwater). 20 Copies were available, Village brought back 18 (Total of 2 distributed). A color aerial map of the village with the wellhead protection area overlaid was also on displayed at the event.
4. The Village public's a Spring newsletter and included the following topics:
  - A Citizens Guild to Lawn Care
  - Vicksburg's WHPP Summary
  - Some Things Just Don't Belong in the Toilet.
5. A Fall newsletter is expected to be released shortly and contains information on abandoning wells
6. The WHPP has updated the environmental check-list to be included with all future site plan submittals. The check-list is expected to be formally adopted at the next Planning commission meeting
7. The Village has completed their "drive-by" to look for obvious abandoned, unplugged wells. None were found.

### 2014 Goals:

- Install Wellhead protection signs
- Construct and/or order storm water model for Village use
- Update WHPP Team information
- Create an updated PDF document of the WHPP for posting on Village website
- Implement the environmental check-list

**b. Distribution System**

The Village's distribution system consists of 150,000 LF of water main ranging in size from 4-inch to 12-inch diameter throughout the Village.

**3. Water System Demands**

The Village of Vicksburg typically experiences the greatest demand on the water system during the summer months of June, July, and August. The average daily pumpage during the last three years (2009 – 2011) was 229,500 gpd and during the peak month of July was approximately 367,000 gallons (255 gpm).

**E. Wellhead Protection Committee - Roles and Responsibilities**

The Village of Vicksburg is responsible for the Wellhead Protection Program. The Village Manager will oversee and participate with the Village Department of Public Works and other staff who will share in the responsibilities of implementing the Wellhead Protection Program. A Wellhead Protection Area Committee, made up of a group representing various interests in the Village and surrounding areas, will provide input and advice on the program. The committee will also help to develop ways to let the public know about the program and why it is important.

Members serving on the Wellhead Protection Area Committee and their roles are follows:

**Matt Crawford**  
Vicksburg Village  
Manager

As the Village Manager, Mr. Crawford is the Committee Chairman and the Village's main contact with MDEQ. He is responsible for administering the Wellhead Protection Program and will be involved with educating Village Council members and staff as well as the general public.

**William Brumleve**  
Village of Vicksburg  
Council member

Mr. Brumleve is a member of the village council. By serving on the Wellhead Protection Committee, he is able to communicate directly with other Council members about the program and will be instrumental in the education of the public and the Council. He also provides a wealth of historical knowledge of the area.

**Ken Schippers**  
Village Department of  
Public Works

As the public works department supervisor, Mr. Schippers is an essential member of the team. He will be assisting in public education activities, maintenance of the contingency plan, monitoring of the water distribution system and wells, and preparation of the annual water system Consumer Confidence Report.

**Lee Philport**  
Brady Township

Mr. Philport is the supervisor of Brady Township. A portion of the ten-year Wellhead Protection Area is located within the Township. Groundwater is flowing through Brady Township toward the Village's wells. His understanding of groundwater protection and his assistance with education of residents in his township and the Township Board are very important.

**Steve Goss**  
Vicksburg Community  
Schools

Mr. Goss is the assistant superintendent of Vicksburg Community Schools. By serving on the wellhead committee, he has gained an appreciation of the importance of groundwater protection and has agreed that the community school system can help in the education of the public.

**Tom Fevig**  
Bridge Organics

Mr. Fevig is a local Business employee. As such, he is able to provide the perspective of business. This is important when discussing any type of potential regulations to protect groundwater. He will also be able to assist in public education activities.

**Heather Nicholas**  
Kalamazoo County Health  
and Community Services  
Department

Ms. Nicholas is the Groundwater Specialist for the Kalamazoo County Health and Community Services Department. Her department is involved with permitting private water supply wells and septic systems and has a well-established public education program on groundwater protection. Ms. Nicholas will be an invaluable resource as the village moves into the public education phase of its program.

**Tracy Locey**  
South Kalamazoo County  
Fire Authority

The Committee asked Ms. Locey to serve on the committee. Fire Departments are involved in inventorying the amount and type of chemicals that businesses store. It is important that the Fire Department understands and assists with protecting the ground water in the area. She will also work on education of others in the fire department.

**Michael Tichvon**  
Village of Vicksburg  
Planning Commission

Mr. Tichvon brings knowledge of zoning issues and land use planning to the committee. He will also be instrumental in implementing management strategies such as the environmental check list and site plan review standards.



**Joseph Mapes**  
Sunset Lake Association

Mr. Mapes is a member of the Sunset Lake Association, which serves homes on Sunset Lake. A small portion of the homes are in the Wellhead Protection Area. Mr. Mapes knowledge of the area and is valuable and he is able to provide education to the association on the importance of groundwater protection.

The Wellhead Protection Committee has been meeting quarterly as required by a grant that the Village of Vicksburg has received to help prepare the Wellhead Protection Program.

|   |  |   |           |  |  |  |  |
|---|--|---|-----------|--|--|--|--|
| Village of Vicksburg                            |  |   |           |  |  |  |  |
| Well Head Protection                            |  |   |           |  |  |  |  |
| 2110268   |  |   |           |  |  |  |  |
| Information as of: 12/5/2013                    |  |   |           |  |  |  |  |
| Grant Cycle 2013-2014 (FY 2014)                 |  |   |           |  |  |  |  |
| To Do List:                                     |  |   |           |  |  |  |  |
| Task / Goals                                    | Event/Deliverable/Person   | Notes   | Completed |  |  |  |  |
| Install WHP signs                               | Ken to install   | Items at DPW office   | No        |  |  |  |  |
| Presentation to Village Council on Plan         |  | Tentative - 2014  | No        |  |  |  |  |
| Outreach to Sunset                              | Annual meeting in June<br>Homeowners Newsletter in Spring<br>Ron Smith HOA president | Information on septic system maintenance discussed at annual meeting in June to group.  | No        |  |  |  |  |
| Public Education                                | Car show   | Date?   | No        |  |  |  |  |
| Public Education                                | Hearty Hustle  | Date?   | No        |  |  |  |  |
| Public Education                                | Publish Spring Article   | Date - Topic  | No        |  |  |  |  |
| Public Education                                | Publish Fall Article   | Date - Topic  | No        |  |  |  |  |
| Construct / Order Model                         | Ken to order/build Stormwater or<br>groundwater model                                | Ken is investigating. May just borrow one from KCHSD. Where could it be used this year? | No        |  |  |  |  |
| Update WHPP                                     | <b>Chapter 1 - team</b>  | <b>In progress, updating contacts, site plan check list, etc.</b>                       | No        |  |  |  |  |
| Implement Environmental Checklist               | <b>As part of Site plan</b>  | <b>Waiting for PC Meeting</b>   | No        |  |  |  |  |
| Find abandon well document / procedure letter   | Have available by July 1, 2013   | KCHSD to provide sample - Notice in Fall newsletter                                     | No        |  |  |  |  |
| Update Website                                  | <b>Add plan, map and links</b>   | <b>End of 2013 - in progress</b>  | No        |  |  |  |  |
| VCS - Bring up to Speed                         | VCS - ???  | VCS???  | No        |  |  |  |  |
| Literature                                      | General  | Items?  | No        |  |  |  |  |
| Items in Bold are planned for the next 3 months |  |   |           |  |  |  |  |

November 12, 2013

To: Wellhead Protection Committee

Tom Fevig  
Mike Tichvon  
Bill Brumleve  
Steve Goss  
Heather Nicholas  
Joe Mapes  
Tracy Locey  
Don Ulsh  
Randy Smith  
Ken Schippers

The quarterly meeting of the Wellhead Protection Committee has been scheduled for 11:45 a.m., Thursday, December 5, 2013 at the Vicksburg Community Center.

Please let me know if you will be unable to attend.

Lunch will be provided.

Thank you for your participation.

Gloria Kiel  
649-1919

C: Mike Schwartz, Prein & Newhof