

September 15, 2014  
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 fourth 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 (September 4, 2014)

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: 9/04/2014**

Activity From Table 2 (located in the agreement)	Anticipated Completion 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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*Joe Mapes*  
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*Tracy Lacey*  
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*Michael M. Tichon*  
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*Heather Bishop*  
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*Ken Schippers*  
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*R. H. Brumleve*  
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*Vicki White*  
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Printed Name:

*Michael Schwartz*  
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*Joe Mapes*  
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*Tracy Lacey*  
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*Michael M. Tichon*  
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*HEATHER BISHOP*  
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*Ken Schippers*  
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*R. H. Brumleve*  
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*VICKI WHITE*  
 \_\_\_\_\_

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**  
**September 4, 2014 (Quarter 4)**

**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 – Review purchased items (post-it notes & carabineers)

**3. Public Education and Participation**

- Inform and involve community about wellhead protection – Newsletter Document
- Review table of proposed activities – Updated Table – 9/04/2014
- Upcoming Public Education Opportunities

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

- Thursday December 4, 2014 (Quarter 1)

Paid Advertisement

Village Office Hours:  
Mon-Fri 9 AM to 3 PM  
Drop box available.  
Call 911 for emergencies.

(269) 649-1919



Summer 2014

126 N. Kalamazoo Ave

### DPW Happenings

The DPW will pick-up brush and leaves twice per month. Leaves must be in paper bags and brush stacked in the same direction neatly at the curb.

### Thank You to All the Flower Volunteers

Vicksburg Village Council and Staff would like to thank all the volunteers who donated their time to beautify the Village. Thank you for all your hard work!

### Garage Sales

Village Ordinance 46-31 through 46-54 establishes the guidelines for residents wishing to hold a garage/yard sale. Permits can be obtained during regular office hours for a \$2 fee.

### Household Hazardous Waste

The Household Hazardous Waste (HHW) Center provides free disposal and recycling services for a wide variety of household chemicals. The service is FREE for Vicksburg Village residents.

The HHW Center is open three days per week year round, with no appointment needed. The Center is located off Lake Street, next to the Kalamazoo County Fairgrounds. Contact HHW Center at 269-373-5211 or their website at <http://www.kalcounty.com/hhw/> for more information.

Tuesday & Friday: 8:00 a.m. - 1:00 p.m.  
Wednesday: Noon - 6:00 p.m.  
2nd Saturday: 8:00 a.m. - 1:00 p.m.

### Citizen's Guide to Household Hazardous Waste

Cleaning products like aerosols, bathroom and drain cleaners, and car supplies like waxes, starter fluids and repair products are all considered household hazardous wastes. Many ingredients in these products are corrosive or reactive, and if they aren't disposed of properly, they can harm people and contaminate our rivers, lakes and drinking water. Simple alternatives can replace many hazardous substances. If you choose to use commercial products, however, make sure to dispose of them properly!

If you see the words DANGER, CAUTION, WARNING or TOXIC, you're probably handling a household hazardous waste.

#### Tips for handling toxics:

- Store household hazardous wastes in their original containers, and make sure the labels are readable.
- Save money and reduce waste by purchasing only what you need and use.
- Let solvents and paint thinners set in a closed jar to let dirt and paint settle to the bottom. You can reuse the top portion, and dispose of less waste!
- Never pour motor oil, paints or chemicals directly down the sink or into a catch basin in the street.
- Recycle or dispose of them properly. For disposal locations and drop-off dates, call Kalamazoo County Household Hazardous Waste Center at (269) 373-5211, or go to [www.earth911.com](http://www.earth911.com) where you can enter your zip code to locate the nearest disposal site.

#### Non-toxic alternatives - Homemade solutions to prevent pollution

- To disinfect, use one-half cup borax or washing soda\* dissolved in one gallon hot water.
- To clean floors, use 1/4 cup white vinegar, 1/4 cup washing soda\* in one gallon warm water.
- For glass cleaner, mix one part vinegar to four parts water. Dry windows with newspapers.
- To unclog drains, use a plumber snake instead of drain cleaners.
- Instead of toilet cleaner, scrub with a toilet brush and baking soda.
- To deodorize carpets, sprinkle with baking soda, and vacuum after 30 minutes.

### Downtown Development Authority

The Vicksburg Downtown Development Authority recently hired Kathleen Hoyle as its director with the help of the Vicksburg Foundation. Hoyle has led a team of participants from the DDA Board, Village of Vicksburg, and Vicksburg community businesses in the development of a strategic plan. The team developed the following mission statement: "The Vicksburg DDA provides incentives, support, and resources which will promote economic growth, while enhancing property values, and compelling businesses and citizens to live, work and invest in the downtown district." The first year plan has four main strategies.

- Develop a downtown improvement plan to maintain current buildings, remedy blighted properties, enhance greenscapes, and green community activities.
- Create a growth plan to eliminate vacancies, develop a unique business mix, design business support programs, and identify space for future development.
- Develop an external marketing/communications plan to promote downtown business collaboration, branding, and awareness of downtown Vicksburg as a place to work, live and play.
- Develop an infrastructure plan including improvements to accommodate mobility, connectivity and handicap accessibility.

The DDA is very active in making Vicksburg to place to live, work, and play. If you are interested in their activities, please attend their meetings held on the third Wednesday of each month at 8:00 am in the Vicksburg Community Center.

### Utility Billing Q&A

Q. If I fill my swimming pool, am I charged at regular rates for both sewer and water?

A. The Village charges a reduced water rate of \$2.90 per thousand gallons of water used to fill a swimming pool. There is no sewer rate charged when filling your swimming pool nor is there a charge for sewer debt.

Q. How do I know how much water I have used to fill my swimming pool? How do I get the reduced water rate and have the sewer rate waived?

A. Some residents read their water meter right before they begin to fill their swimming pool and then immediately after the pool has been filled. Other residents know how many gallons of water their pool holds (i.e. 10,000 gallons) based on their pool size. Once the estimated number of gallons is reported to the Village, the billing system is updated to reflect the adjustment and it will be reflected in the next billing statement.

Q. Does the Village give a credit to utility costs for residents who water their lawns?

A. No, the Village does not give a credit to residents who water their lawns.

Q. Do I get charged both a sewer rate and water rate if I water my lawn?

A. Yes, there is both a sewer rate and water rate charged to the resident when they water their lawn.

Q. Can I save money on watering my lawn if I have a separate meter to read and track my outdoor water usage?

A. Yes, when you have a separate meter for your outdoor water usage, you will only be charged for water. There will be no sewer rate charged. The Village's billing system tracks water usage based on a specific meter so a meter that only reads outdoor water usage is charged a water rate only.

Q. What is the cost of installing a water meter if I want to separate the water I use outdoors vs the water I use in my home?

A. The cost to have the Department of Public Works install a meter is approximately \$200. However the homeowner is responsible for hiring a licensed plumber to install the needed plumbing to accommodate the meter.

We encourage residents to view the Village website as the website contains important information regarding issues of interest to our residents. We will be updating the website periodically to provide explanation on utility billing issues. For example, we will be updating our website soon to provide information on the Water Debt and Sewer Debt processes so residents can become familiar with how these charges are determined. Another topic we will be covering soon is the various size meters used throughout the Village.

Village of Vicksburg Well Head Protection 2110268 Information as of: 9/04/2014			
Grant Cycle 2013-2014 (FY 2014)			
To Do List:			
Task / Goals	Event/Deliverable/Person	Notes	Completed
<b>Install WHP signs</b>	<b>Ken to Install</b>	<b>Items at DPW office, Ken will install soon</b>	<b>No</b>
<b>Presentation to Village Council on Plan</b>	<b>Annual Council Meeting</b>	<b>Will schedule presentation in early Fall</b>	<b>No</b>
<b>Outreach to Sunset</b>	Annual meeting in June Homeowners Newsletter in Spring Ron Smith HOA president	Sunset Association had their meeting last night (6/4/2014) and residents were reminded to maintain their septic systems. Upcoming event - Village will have a table at this event with the new products and literature/map of wellhead area	Yes
<b>Public Education</b>	Block Party/ Art Hop	Tracy is working with South County news to include articles and HHW and stormwater, HHW article published in August 2014 edition	Yes
<b>Public Education</b>	South County News	Available to borrow for KCHSD. Was used at the Vicksburg middle school science fair in March	Yes
<b>Public Education - Storm Water Model</b>	Village	In progress, updating contacts, site plan check list, etc. - Completed	Yes
<b>Update WHPP</b>	Chapter 1 - team	Was presented at May's PC meeting and waiting on meeting minutes to confirm approval/adoption	Yes
<b>Implement Environmental Checklist</b>	As part of Site plan	Web site is up-to-date. Tracy updated link from "Environmental" to "Protect Your Water"	Yes
<b>Update Website</b>	Add plan, map and links	<b>Need to contact school for status update</b>	<b>No</b>
<b>VCS - Bring up to Speed</b>	VCS - ???	items have been purchase - post-it notes and carabineers. Items are in-hand and well liked	Yes
<b>Literature - Gifts for events</b>	General		
<b>Items in Bold are planned for the next 3 months</b>			
Comments at 9/4/2014 Meeting			

**Village of Vicksburg**  
**WELLHEAD PROTECTION PROGRAM**  
**Team Meeting – September 4, 2014 (Quarter 4)**

**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
Tracy Locey	Brady Township	tlocey@vicksburgmi.org
Ken Schippers	Village of Vicksburg - Manager	kschippers@vicksburgmi.org
Joe Mapes	Sunset Association	Jjmapes7sbcglobal.net
Michael Tichvon	Angels Crossing Golf , Village Planning Commission	Tichvon12@hotmail.com
Heather Bishop	Kalamazoo County Health Department	hmbish@kalcounty.com
Vicki White	South County Fire Authority	vwhite@skcfa.org
William Brumleve	Village of Vicksburg Planning Commission	billbrumleve@hotmail.com

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

**2. Copy of Submitted Document to MDEQ (Quarter 3)**

Mr. Schwartz handed out an agenda package (copy enclosed) which also included the minutes of last quarter meeting.

**3. Grant Status**

- Discussed the current grant cycle – Budget of \$2000 for education items
- Village purchased post-it notes and carabineers with this year's money. Items were engraved with WHPP information – “Protect Your Water” and website address. The Village currently has plenty of stock of items and no re-order is required at this time.
- Village placed add in South County News to permute HHW.
- Currently have not heard if the Village has been funded for 2015.

**4. Public Education and Participation**

- Reviewed table of proposed activities dated 9/4/2014, see attached for comments

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

- Thursday December 4, 2014 (Quarter 1)

Village of Vicksburg									
Well Head Protection									
2110268									
Information as of: 9/04/2014									
Grant Cycle 2013-2014 (FY 2014)									
To Do List:									
Task / Goals	Event/Deliverable/Person	Notes	Completed	Comments at 9/4/2014 Meeting					
<b>Install WHP signs</b>	Ken to Install	Items at DPW office, Ken will install soon	No	In progress					
Presentation to Village Council on Plan	Village Council Meeting	Will schedule presentation in early Fall	No	In progress					
Outreach to Sunset	Annual meeting in June Homeowners Newsletter in Spring Ron Smith HOA president	Sunset Association had their meeting last night (6/4/2014) and residents were reminded to maintain their septic systems. Upcoming event - Village will have a table at this event with the new products and literature/map of wellhead area	Yes	Ron Smith is no longer president, Don DeBruin is the new president.					
Public Education	Block Party/ Art Hop		Yes	It rained that day and literature was not placed due to weather.					
Public Education	South County News	Tracy is working with South County news to include articles and HHW and stormwater, HHW article published in August 2014 edition	Yes	HHW letter was placed.					
Public Education - Storm Water Model	Village	Available to borrow for KCHSD. Was used at the Vicksburg middle school science fair in March	Yes	Village will have full page advertisements/notices - twice for July 2014-June 2015, and 4 time July 2015 - June 2016, to place articles					
Update WHPP	Chapter 1 - team	In progress, updating contacts, site plan check list, etc. - Completed	Yes	Complete					
Implement Environmental Checklist	As part of Site plan	Was presented at May's PC meeting and waiting on meeting minutes to confirm approval/adoption	Yes	July meeting was formally adopted					
Update Website	Add plan, map and links	Web site is up-to-date. Tracy updated link from "Environmental" to "Protect Your Water"	Yes	Update Complete					
<b>VCS - Bring up to Speed</b>	<b>VCS</b>	<b>Need to contact school for status update</b>	<b>No</b>	<b>Recommending inviting Bob Collins (maintenance Supervisor) and John O'Toole (VCS) to meetings.</b>					
Literature - Gifts for events	General	items have been purchase - post-it notes and carabineers. Items are in-hand and well liked	Yes	Discuss Event - Pink Out Festival. Vicksburg will not participate in this event related to WHPP this year.					
<b>Items in Bold are planned for the next 3 months</b>									



Village of  
**Vicksburg**

*The Village with a Vision*

August 28, 2014

To: Wellhead Protection Committee

Tom Fevig  
Mike Tichvon  
Bill Brumleve  
Steve Goss  
Heather Bishop  
Joe Mapes  
Tracy Locey  
Don Ulsh  
Vicki White  
Ken Schippers  
Chad Schippers

The quarterly meeting of the Wellhead Protection Committee has been scheduled for 11:45 a.m., Thursday, September 4, 2014 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,

Tracy L. Locey  
Village Clerk