

# VILLAGE OF BERRIEN SPRINGS REGULAR COUNCIL MEETING

Minutes of the Village of Berrien Springs Regular Council Meeting held on Monday, December 15, 2025.

President Sheila Snyder called the council meeting to order at 6:14 p.m.

Present: President Sheila Snyder, President Pro-Tem Jack Davis, Trustees: Zach Fedoruk, Lonna Johnson, Christopher Perez, Kristin von Maur, Village Clerk Rachael Kuzda, and Attorney DeFrancesco.

Absent: Trustee Mark VandeVere.

Also Present: *The Journal Era* and numerous audience members.

All stood for the Pledge of Allegiance.

## AGENDA APPROVAL:

**\*Moved** by Kristin von Maur seconded by Christopher Perez to approve the agenda as presented. Ayes, 6; Nays, 0. Motion carried.

## APPROVAL OF PREVIOUS MINUTES:

**Approve the minutes of the Regular Council Meeting held on December 01, 2025.**

**\*Moved** by Zach Fedoruk seconded by Lonna Johnson to approve the minutes of the Regular Council Meeting held on December 01, 2025, as presented. Ayes, 6; Nays, 0. Motion carried.

## CORRESPONDENCE:

1. The *Central County Senior Center* December 2025 newsletter received.
2. Received from Berrien County a copy Resolution A2511374, which announces the County's support for the Mobile Computer Aided Dispatch (Mobile CAD) program. We also received copies of the Fire and EMS Memo of Understanding (MOU) and a copy of the Law Enforcement Memo of Understanding.

## AUDIENCE COMMENTS:

\*Jason Ramtahal asked if a Park Advisory Committee Meeting has been scheduled yet. He was informed that no meeting has been scheduled yet.

## COMMITTEE REPORTS

**FINANCE AND PERSONNEL** – Chair: President Sheila Snyder

\*President Sheila Snyder gave a synopsis of the Finance & Personnel Committee Meeting held on Tuesday, December 09, 2025, at 12:00 p.m.

**Approve the 2024-2025 Audit by Plante Moran.**

**\*Moved** by Zach Fedoruk seconded by Kristin von Maur to approve the 2024-2025 Audit by Plante Moran. Ayes, 6; Nays, 0. Motion carried.

Kenley Penner from Plante Moran presented to the Council that the Village of Berrien Springs is in very good shape and has a very healthy fund balance.

**Pay the bills.**

**\*Moved** by Jack Davis seconded by Zach Fedoruk to pay the bills in the amount of \$212,489.11. Ayes, 6; Nays, 0. Motion carried.

**Approve Pajay's Application for Payment No. 5 for the North Mechanic Street Project as recommended by Wightman & Associates, Inc. in the amount of \$61,325.49.**

\*Moved by Zach Fedoruk seconded by Lonna Johnson to approve Pajay's Application for Payment No. 5 for the North Mechanic Street Project as recommended by Wightman & Associates, Inc. in the amount of \$61,325.49. Ayes, 6; Nays, 0. Motion carried.

**Approve wage adjustments as presented, to begin the second pay period (January 05, 2025 – January 18, 2026), with pay day being January 22, 2026.**

\*Moved by Jack Davis seconded by Kristin von Maur to approve wage adjustments as presented, to begin the second pay period (January 05, 2025 – January 18, 2026), with pay day being January 22, 2026. Ayes, 6; Nays, 0. Motion carried.

**Approve Upcoming BS&A Software Training and office coverage which is TBD.**

\*Moved by Zach Fedoruk seconded by Kristin von Maur to approve Upcoming BS&A Software Training and office coverage which is TBD. Ayes, 6; Nays, 0. Motion carried.

**Approve moving forward with Legata Leadership Solutions to do the free evaluation and the Circle 360 Degree Assessment in the amount of \$800.00 for leadership training with Clerk Rachael Kuzda.**

\*Moved by Kristin von Maur seconded by Jack Davis to approve moving forward with Legata Leadership Solutions to do the free evaluation and the Circle 360 Degree Assessment in the amount of \$800.00 for leadership training with Clerk Rachael Kuzda. Ayes, 6; Nays, 0. Motion carried.

**PUBLIC PROPERTIES AND ORDINANCE – Chair: Kristin von Maur**

\*Chair Kristin von Maur gave a synopsis of the Public Properties and Ordinance Committee Meeting held on Wednesday, December 10, 2025, at 5:30 p.m.

**Approve moving forward with Option 1- Rebuild the Pavilion at Grove Park.**

\*Moved by Christopher Perez seconded by Lonna Johnson to approve moving forward with Option 1- Rebuild the Pavilion at Grove Park.

\*Moved by Kristin von Maur seconded by Lonna Johnson to modify motion to approve moving forward with plan to rebuild a structure at Grove Park. Ayes, 6; Nays, 0. Motion carried.

**Approve Williams & Works for our Ordinance Review.**

\*Moved by Zach Fedoruk seconded by Jack Davis to approve Williams & Works for our Ordinance Review. Ayes, 6; Nays, 0. Motion carried.

**FIRE –Village President Pro-Tem Jack Davis and Trustee Lonna Johnson are the Village Representatives.**

\*The next Fire Board Meeting is scheduled for January 26, 2026.

**PUBLIC UTILITIES – Chair: Mark VandeVere**

\*The Public Utilities Committee Meeting scheduled for Wednesday, December 10, 2025, at 5:30 p.m. was cancelled.

**SHAMROCK PARK COMMITTEE – Chair: Jack Davis**

\*Chair Jack Davis gave a synopsis of the Shamrock Park Committee Meeting held on Wednesday, December 10, 2025, at 4:00 p.m.

**Approve drone footage for the Shamrock Park website with a one-time cost of between \$250.00 - \$300.00.**

**\*Moved** by Zach Fedoruk seconded by Kristin von Maur to approve drone footage for the Shamrock Park website with a one-time cost of between \$250.00 - \$300.00. Ayes, 6; Nays, 0. Motion carried.

**Approve enforcing Shamrock Park customers' length of stay not to exceed 180 days at a time starting January 01, 2026.**

**\*Moved** by Zach Fedoruk seconded by Kristin von Maur to approve enforcing Shamrock Park customers' length of stay not to exceed 180 days at a time starting January 01, 2026. Ayes, 6; Nays, 0. Motion carried.

**LIBRARY BOARD** – Lonna Johnson

\*The next Library Board Meeting is scheduled for Thursday, December 18, 2025, at 4:00 p.m.

**MEDIC 1** – Clerk Rachael Kuzda

\*The next Regular Medic 1 Board Meeting is scheduled for Thursday, December 18, 2025, at 8:30 a.m.

**RECREATION AUTHORITY** – Jack Davis

\*Trustee Jack Davis gave a synopsis.

**POLICE COMMITTEE** – Village President Sheila Snyder is the Village Representative

**HISTORIC DISTRICT STUDY COMMITTEE:** Chair: President Sheila Snyder

\*The Historic District Study Committee held a Public Hearing to hear any public comments on the preliminary Historic District Study Report before this council meeting at 5:00 p.m.

**COMMUNITY ENGAGEMENT COORDINATOR COMMITTEE:** Chair: President Sheila Snyder

\*The Community Engagement Coordinator Committee Meeting scheduled for Wednesday, December 10, 2025, at 5:00 p.m. was cancelled.

**AD HOC COMMITTEE: FERAL/STRAY CATS:** Chair: Lonna Johnson

\*Chair Lonna Johnson reported that a date is being determined for a Feral/Stray Cat Committee Meeting in January 2026.

**UNFINISHED BUSINESS:** None.

**NEW BUSINESS:**

**Approve Resolution to Appoint and Revise the Members of the Village of Berrien Springs Advisory Park Committee.**

**\*Moved** by Jack Davis seconded by Kristin von Maur to approve Resolution to Appoint and Revise the Members of the Village of Berrien Springs Advisory Park Committee. Roll call vote: Kristin von Maur/Aye; Christopher Perez/Aye; Lonna Johnson/Aye; Zach Fedoruk/Aye; Jack Davis/Aye; President Sheila Snyder/Aye. Motion carried.

\*The Village Hall will be closed to the public on Wednesday, December 17, 2025, from 11:30 a.m. to 1:30 p.m. for the employee Holiday Luncheon.

\*The Village Hall will be closed due to the holidays on Wednesday through Friday, December 24<sup>th</sup> – 26<sup>th</sup>, Wednesday, December 31<sup>st</sup>, and Thursday, January 1<sup>st</sup>. Happy Holidays!

**AUDIENCE COMMENTS:**

- \*An audience member asked if the Public Properties and Ordinance Committee Meeting was cancelled and was informed the December meeting was not cancelled.
- \*Jason Ramtahal inquired about the approved Shamrock Park customer's length of stay and the time frames.
- \*Errol Prentice addressed the council also regarding the approved Shamrock Park customer's length of stay.
- \*Heidi Steinhagen-Snowden addressed the council regarding minutes.

**ADJOURNMENT:**

\***Moved** by Zach Fedoruk seconded by Kristin von Maur to adjourn at 7:04 p.m. Ayes, 6; Nays, 0.  
Motion carried.

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Rachael Kuzda, MiPMC  
Village Clerk

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Sheila Snyder  
Village President