

## VILLAGE OF BERRIEN SPRINGS REGULAR COUNCIL MEETING

Minutes of the Village of Berrien Springs Regular Council Meeting held on Monday, October 20, 2025. President Sheila Snyder called the council meeting to order at 6:00 p.m.

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

Absent: Attorney DeFrancesco.

Also Present: *The Journal Era*, *The Herald Palladium*, and several audience members.

All stood for the Pledge of Allegiance.

### AGENDA APPROVAL:

\***Moved** by Kristin von Maur seconded by Zach Fedoruk to approve the agenda with additions under Community Engagement Coordinator Committee: #2. Approve Resolution To Establish the Village of Berrien Springs Park Committee, contingent upon review and approval by the Village Attorney, and to authorize the Village President and Clerk to make minor revisions recommended by the attorney and under New Business: #1. Approve allowing a Christmas Care donation box in the Village Hall Lobby during the months of November and December each year, #2. Approve having a table at the Berrien Springs Middle School Student Senate Trick or Treat Event on Monday, October 27, 2025, from 6:00 – 7:30 p.m. Volunteers are needed. #3. Approve First Baptist Church's request to close off Madison Street between Cass and Kimmel from 5:00 p.m. to 8:00 p.m. on October 31, 2025, for their annual Trunk-or-Treat event. Ayes, 7; Nays, 0. Motion carried.

### APPROVAL OF PREVIOUS MINUTES:

**Approve the minutes of the Regular Council Meeting held on October 06, 2025.**

\***Moved** by Jack Davis seconded by Kristin von Maur to approve the minutes of the Regular Council Meeting held on October 06, 2025, as presented. Ayes, 7; Nays, 0. Motion carried.

### CORRESPONDENCE:

1. Pipeline Safety & Public Awareness pamphlet from Wolverine Pipeline Company.
2. Received notice from Southwest Michigan Planning Commission inviting public review and comment on its updated Title VI Plan, which ensure that all SWMPC program and activities are conducted without discrimination in accordance with federal civic rights laws.

### AUDIENCE COMMENTS:

\*Errol Prentice asked for a copy of the new proposed Food Truck Ordinance amendment and he received a copy.

### COMMITTEE REPORTS

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

\*President Sheila Snyder gave a synopsis of the Finance & Personnel Committee Meeting held on Wednesday, October 15, 2025, at 6:30 p.m.

### Pay the bills.

\***Moved** by Jack Davis seconded by Lonna Johnson to pay the bills in the amount of \$91,583.64. Ayes, 7; Nays, 0. Motion carried.

**Approve the quote from Harbor Printing Service for printing 1,000 2026 Village Calendars with 100# gloss cover and 70# matte pages for a price of \$2,409.00.**

\*Moved by Mark VandeVere seconded by Zach Fedoruk to approve the quote from Harbor Printing Service for printing 1,000 2026 Village Calendars with 100# gloss cover and 70# matte pages for a price of \$2,409.00. Ayes, 7; Nays, 0. Motion carried.

**Approve the Annual Holiday Compensation for employees based on \$20.00 per year worked to be paid the payroll before Thanksgiving (November 13, 2025).**

\*Moved by Kristin von Maur seconded by Zach Fedoruk to approve the Annual Holiday Compensation for employees based on \$20.00 per year worked to be paid the payroll before Thanksgiving (November 13, 2025). Ayes, 7; Nays, 0. Motion carried.

**Approve returning the ACH Limit at United Federal Credit Union to \$100,000.00.**

\*Moved by Zach Fedoruk seconded by Lonna Johnson to approve returning the ACH Limit at United Federal Credit Union to \$100,000.00. Ayes, 7; Nays, 0. Motion carried.

**Approve appointing Michelle Smith as the village human resource specialist in addition to her current responsibilities at an hourly rate of \$26.00 to handle all human resource responsibilities. Michelle Smith is already managing many human resources responsibilities. An outline of full job responsibilities will be developed.**

\*Moved by Zach Fedoruk seconded by Jack Davis to approve appointing Michelle Smith as the village human resource specialist in addition to her current responsibilities at an hourly rate of \$26.00 to handle all human resource responsibilities. Michelle Smith is already managing many human resources responsibilities. An outline of full job responsibilities will be developed. Ayes, 7; Nays, 0. Motion carried.

**Approve exploring pricing options for the office workplace design with an interior designer where ergonomics can be discussed.**

\*Moved by Mark VandeVere seconded by Lonna Johnson to approve exploring pricing options for the office workplace design with an interior designer where ergonomics can be discussed. Ayes, 7; Nays, 0. Motion carried.

**Approve sending a letter to Oronoko Charter Township that we need to discuss and revise the contract for Zoning Administration and Building Inspection Services prior to the renewal.**

\*Moved by Zach Fedoruk seconded by Kristin von Maur to approve sending a letter to Oronoko Charter Township that we need to discuss and revise the contract for Zoning Administration and Building Inspection Services prior to the renewal. Ayes, 7; 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, October 15, 2025, at 5:30 p.m.

**Approve the purchase of up to 50 trees not to exceed the allocated tree budget.**

\*Moved by Lonna Johnson seconded by Christopher Perez to approve the purchase of up to 50 trees not to exceed the allocated tree budget. Ayes, 6; Nays, 1 (Zach Fedoruk). Motion carried.

**Approve the installation of a warning sign regarding hazardous water conditions at the trailhead to the water at terminus of South Main. Recommended that the sign be mounted on a bollard or short post and include concise safety messaging, such as: "DANGER: Swift Current & Deep Water."**

**\*Moved** by Zach Fedoruk seconded by Lonna Johnson to approve the installation of a warning sign regarding hazardous water conditions at the trailhead to the water at terminus of South Main. Recommended that the sign be mounted on a bollard or short post and include concise safety messaging, such as: "DANGER: Swift Current & Deep Water." Ayes,7; Nays, 0. Motion carried.

**Approve denying Nerialex Vargas's request for selling items in Grove Park.**

**\*Moved** by Zach Fedoruk seconded by Christopher Perez to approve denying Nerialex Vargas's request for selling items in Grove Park. Ayes,7; Nays, 0. Motion carried.

**Approve the parking ordinance as presented.**

**\*Moved** by Lonna Johnson seconded by Christopher Perez to approve the parking ordinance "An Ordinance To Amend And Restate The Code Of Ordinances, Village Of Berrien Springs, Chapter 38, Entitled "Traffic And Vehicles", Article III, Entitled "Stopping, Standing And Parking", Section 38-61, Entitled Parking On Public Rights-Of-Way, Streets Or Tree Lawns Without Curbs And Gutters; Liability For Improvements Withing Right-Of-Way Line." Roll call vote: Lonna Johnson/Aye; Jack Davis/Aye; Christopher Perez/Aye; Mark VandeVere/Aye; Kristin von Maur/Aye; Zach Fedoruk/Aye; and President Sheila Snyder/Aye. Motion carried.

**Approve the "Mobile Food Service Regulations and Permitting" draft dated 9/4/25.**

**\*Moved** by Chrisopher Perez seconded by Mark VandeVere to approve Ordinance "An Ordinance To Amend And Restate Chapter 29 Entitled "Mobile Food Service Regulations And Permitting". Roll call vote: Zach Fedoruk/Aye; Mark VandeVere/Aye; Kristin von Maur/Aye; Lonna Johnson/Nay; Christopher Perez/Aye; Jack Davis/Aye; and President Sheila Snyder/Aye. Motion carried.

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

\*The last Fire Board Meeting of 2025 is scheduled for Wednesday, November 19, 2025, at 5:00 p.m.

**PUBLIC UTILITIES** – Chair: Mark VandeVere

\*Chair Mark VandeVere gave a synopsis of the Public Utilities Committee Meeting held on Wednesday, October 15, 2025, at 5:30 p.m.

**Approve the purchase of a Muffle furnace, which is used for control and permit reporting purposes, at the Wastewater Treatment Plant for an amount not to exceed \$7,250.00.**

**\*Moved** by Zach Fedoruk seconded by Lonna Johnson to approve the purchase of a Muffle furnace, which is used for control and permit reporting purposes, at the Wastewater Treatment Plant for an amount not to exceed \$7,250.00. Ayes, 7; Nays, 0. Motion carried.

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

\*Chair Jack Davis gave a synopsis of the Shamrock Park Committee Meeting held on Wednesday, October 20, 2025, at 4:00 p.m.

**Approve changing from Heartland to Fiserv with Campspot for processing credit cards at Shamrock Park effective November 01, 2025.**

**\*Moved** by Zach Fedoruk seconded by Mark VandeVere to approve changing from Heartland to Fiserv with Campspot for processing credit cards at Shamrock Park effective November 01, 2025. Ayes, 7; Nays, 0. Motion carried.

**LIBRARY BOARD** – Lonna Johnson

\*The next Library Board Meeting is scheduled for Thursday, October 23, 2025, at 1:00 p.m.

**MEDIC 1** – Clerk Rachael Kuzda

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

**RECREATION AUTHORITY** – Jack Davis

\*Trustee Jack Davis gave a synopsis.

**Approve the Greater Berrien Springs Recreation Authority changing their fiscal year from July 1st – June 30th to January 1st – December 31st.**

\***Moved** by Mark VandeVere seconded by Zach Fedoruk to approve the Greater Berrien Springs Recreation Authority changing their fiscal year from July 1st – June 30th to January 1st – December 31st. Ayes, 7; Nays, 0. Motion carried.

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

\*The last Police Committee Meeting of 2025 is scheduled for Thursday, October 30, 2025, at 3:30 p.m.

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

\*A public hearing is set for December 15, 2025, at 5:00 p.m. before the regular Council Meeting.

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

\*President Sheila Snyder gave a synopsis of the Community Engagement Coordinator Meeting held on Wednesday, October 20, 2025, at 5:00 p.m.

**Approve “Gather at Grove” Community Event Series for 2026.**

\***Moved** by Lonna Johnson seconded by Zach Fedoruk to approve “Gather at Grove” Community Event Series for 2026. Ayes, 7; Nays, 0. Motion carried.

**Approve Resolution To Establish the Village of Berrien Springs Park Committee, contingent upon review and approval by the Village Attorney, and to authorize the Village President and Clerk to make minor revisions recommended by the attorney.**

\***Moved** by Zach Fedoruk seconded by Lonna Johnson to approve Resolution To Establish the Village of Berrien Springs Park Committee, contingent upon review and approval by the Village Attorney, and to authorize the Village President and Clerk to make minor revisions recommended by the attorney. Roll call vote: Mark VandeVere/Aye; Kristin von Maur/Aye; Lonna Johnson/Aye; Christopher Perez/Aye; Zach Fedoruk/Aye; Jack Davis/Aye; and President Sheila Snyder/Aye. Motion carried.

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

\*A November meeting date to be determined soon.

**UNFINISHED BUSINESS:** None.

**NEW BUSINESS:**

**Approve allowing a Christmas Care donation box in the Village Hall Lobby during the months of November and December each year.**

\***Moved** by Kristin von Maur seconded by Lonna Johnson to approve allowing a Christmas Care donation box in the Village Hall Lobby during the months of November and December each year. Ayes, 7; Nays, 0. Motion carried.

**Approve having a table at the Berrien Springs Middle School Student Senate Trick or Treat Event on Monday, October 27, 2025, from 6:00 – 7:30 p.m. Volunteers are needed.**

\***Moved** by Jack Davis seconded by Christopher Perez to approve having a table at the Berrien Springs Middle School Student Senate Trick or Treat Event on Monday, October 27, 2025, from 6:00 – 7:30 p.m. Volunteers are needed. Ayes, 7; Nays, 0. Motion carried.

**Approve First Baptist Church’s request to close off Madison Street between Cass and Kimmel from 5:00 p.m. to 8:00 p.m. on October 31, 2025, for their annual Trunk-or-Treat event.**

\***Moved** by Kristin von Maur seconded by Lonna Johnson to approve First Baptist Church’s request to close off Madison Street between Cass and Kimmel from 5:00 p.m. to 8:00 p.m. on October 31, 2025, for their annual Trunk-or-Treat event. Ayes, 7; Nays, 0. Motion carried.

**AUDIENCE COMMENTS:**

\*Errol Prentice addressed the council regarding the Council rate of compensation, trees, and the Committee that will be established regarding the parks. Brief discussion held on each topic.

\*Brief discussion held on safety and signage by the water at the dead end [on South Main].

\*An audience member addressed the council to ask if we ever consider using another company rather than Villwocks for trees. He suggested Green Wellies can get trees and we would be supporting local businesses within the Village.

**ADJOURNMENT:**

\***Moved** by Mark VandeVere seconded by Zach Fedoruk to adjourn at 7:23 p.m. Ayes, 7; Nays, 0. Motion carried.

---

Rachael Kuzda, MiPMC  
Village Clerk

---

Sheila Snyder  
Village President