

VILLAGE OF BERRIEN SPRINGS REGULAR COUNCIL MEETING

Minutes of the Village of Berrien Springs Regular Council Meeting held on Monday, March 16, 2026. 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 (arrived at 6:03 p.m.), Lonna Johnson, Christopher Perez, Mark VandeVere, and Village Clerk Rachael Kuzda.

Absent: Trustee Kristin von Maur.

Also Present: *The Journal Era*.

All stood for the Pledge of Allegiance.

AGENDA APPROVAL:

***Moved** by Christopher Perez seconded by Mark VandeVere to approve the agenda with additions under New Business: 3. Approve A Resolution To Establish A Request For Funding And Attest To The Existence Of Funds For The Required Non-Federal Match For Watermain Replacement, Road Improvements, Sanitary Sewer, And Storm Sewer Improvements In The Rosehill Area Including Rosehill Road, Krohn Avenue, Michigan Avenue, Park Street, Fisher Street, And Lake Street. Work Will Also Include Lead Service Line Replacements Throughout The Village; 4. Approve payment to the Treasurer for the collection of 2025 delinquent taxes; 5. Approve the request from Clerk Rachael Kuzda to attend the Michigan Association of Municipal Clerks' Master Class and Conference in Kalamazoo, MI, June 16-19, 2026, for a total cost of \$875.00. Ayes, 5; Nays, 0. Motion carried.

APPROVAL OF PREVIOUS MINUTES:

Approve the minutes of the Regular Council Meeting held on Monday, March 02, 2026 & the minutes of the Council Workshop held on Thursday, March 05, 2026.

***Moved** by Jack Davis seconded by Lonna Johnson to approve the minutes of the Regular Council Meeting held on March 02, 2026, and the minutes of the Council Workshop held on Thursday, March 05, 2026, as presented. Ayes, 5; Nays, 0. Motion carried.

CORRESPONDENCE:

1. Congratulations! Notice received from Corewell Health Foundation Southwest Michigan.

AUDIENCE COMMENTS: None.

Trustee Zach Fedoruk arrived at this time.

COMMITTEE REPORTS

FINANCE AND PERSONNEL – Chair: President Sheila Snyder

*President Sheila Snyder gave a synopsis of the Finance & Personnel Committee Meeting held on Thursday, March 05, 2026, at 11:30 a.m.

*Council received the 2nd Quarter Report of Investments: October – December 2025. (Please note these numbers are from before the HCU CDs matured in February 2026. Those new numbers and balances will show up on the next quarter's report.).

Pay the bills.

***Moved** by Zach Fedoruk seconded by Mark VandeVere to pay the bills in the amount of \$143,826.69. Ayes, 6; Nays, 0. Motion carried.

Approve Invoice from County of Berrien Community Development in the amount of \$500.00 for Administration Fees for the Berrien County Water & Sewer No. 29 Bond.

*Moved by Jack Davis seconded by Zach Fedoruk to approve Invoice from County of Berrien Community Development in the amount of \$500.00 for Administration Fees for the Berrien County Water & Sewer No. 29 Bond. Ayes, 6; Nays, 0. Motion carried.

Approve to rescind the first \$800 training approved on December 15, 2025, and approve Travel & Education Request from Clerk Rachael Kuzda as recommended by Kim Kavala to attend the Management Accelerator Program put on by the Southwest Michigan Regional Chamber on August 13, September 10, and October 8, 2026, in the amount of \$1,500.00.

*Moved by Zach Fedoruk seconded by Mark VandeVere to approve to rescind the first \$800 training approved on December 15, 2025, and approve Travel & Education Request from Clerk Rachael Kuzda as recommended by Kim Kavala to attend the Management Accelerator Program put on by the Southwest Michigan Regional Chamber on August 13, September 10, and October 8, 2026, in the amount of \$1,500.00. Ayes, 5; Nays, 1 (Lonna Johnson). Motion carried.

Approve Travel & Education Request from Public Works Superintendent Dave Kunde to attend the Great Lakes Drinking Water Conference from May 19 – 21, 2026, in the amount of \$1,200.00, instead of the MRWA conference approved at the March 02, 2026, Council Meeting.

*Moved by Mark VandeVere seconded by Jack Davis to approve Travel & Education Request from Public Works Superintendent Dave Kunde to attend the Great Lakes Drinking Water Conference from May 19 – 21, 2026, in the amount of \$1,200.00, instead of the MRWA conference approved at the March 02, 2026, Council Meeting. Ayes, 6; Nays, 0. Motion carried.

Approve the updated Treasurer Job Description.

*Moved by Zach Fedoruk seconded by Mark VandeVere to approve the updated Treasurer Job Description with modification of moving “Experience with BS&A Software” from a Required Skills (Section 3.A.1) to a Desired Skills (Section 3.A.2). Ayes, 6; Nays, 0. Motion carried.

Approve the drafts of an internal and external posting for the Treasurer position. Historically, we approve job postings for internal posting, for about a week, and then external, usually for two weeks. We put the ad in the Journal Era, on our socials, and sometimes on Indeed.

*Moved by Zach Fedoruk seconded by Mark VandeVere to approve running both an internal posting until March 24, 2026, and an external posting until March 31, 2026, for the Treasurer position with an ad in the Journal Era, on our socials, and on Indeed. Ayes, 6; Nays, 0. Motion carried.

PUBLIC PROPERTIES AND ORDINANCE – Chair: Kristin von Maur

*Trustee Christopher Perez gave a synopsis of the Public Properties and Ordinance Committee Meeting held on Wednesday, March 11, 2026, at 5:30 p.m.

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

*The next Fire Board Meeting is scheduled for Wednesday, March 25, 2026, 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, March 11, 2026, at 5:30 p.m.

SHAMROCK PARK COMMITTEE – Chair: Jack Davis

*Chair Jack Davis gave a synopsis of the Shamrock Park Committee Meeting held on Wednesday, March 11, 2026, at 4:00 p.m.

Approve the Extended Stay Policy.

***Moved** by Zach Fedoruk seconded by Jack Davis to approve the Extended Stay Policy. Ayes, 6; Nays, 0. Motion carried.

Approve the Payment and Late Fee Policy.

***Moved** by Mark VandeVere seconded by Zach Fedoruk to approve the Payment and Late Fee Policy. Ayes, 6; Nays, 0. Motion carried.

Approve quote from Chorba for extra speed bumps in the amount of \$1,500.00.

***Moved** by Jack Davis seconded by Zach Fedoruk to approve quote from Chorba for extra speed bumps in the amount of \$1,500.00. Ayes, 6; Nays, 0. Motion carried.

Approve quote from Mosquito Joe of South Bend for spraying in the amount of \$2,760.00 (same as last year).

***Moved** by Mark VandeVere seconded by Jack Davis to approve quote from Mosquito Joe of South Bend for spraying in the amount of \$2,760.00 (same as last year). Ayes, 6; Nays, 0. Motion carried.

Approve four trainloads of slag from Kenneth Smith Inc. for a not to exceed amount of \$10,000.00.

***Moved** by Zach Fedoruk seconded by Christopher Perez to approve four trainloads of slag from Kenneth Smith Inc. for a not to exceed amount of \$10,000.00. Ayes, 6; Nays, 0. Motion carried.

Approve floor quote for 3 cabins and office bathroom from Abbey Carpet in the amount of \$3,537.00.

***Moved** by Zach Fedoruk seconded by Lonna Johnson to approve floor quote for 3 cabins and office bathroom from Abbey Carpet in the amount of \$3,537.00. Ayes, 6; Nays, 0. Motion carried.

Approve Browns Locksmith quote for northern bathrooms in the amount of \$1,041.00.

***Moved** by Zach Fedoruk seconded by Lonna Johnson to approve Browns Locksmith quote for northern bathrooms in the amount of \$1,041.00. Ayes, 6; Nays, 0. Motion carried.

Approve Echo Sweeper for \$500.00 and Paddle Attachment to Echo weed eater for \$400.00.

***Moved** by Jack Davis seconded by Zach Fedoruk to approve Echo Sweeper for \$500.00 and Paddle Attachment to Echo weed eater for \$400.00. Ayes, 6; Nays, 0. Motion carried.

LIBRARY BOARD – Lonna Johnson

*The next Library Board Meeting is scheduled for Thursday, March 26, 2026, with a budget hearing at 12:45 p.m. prior to the start of the monthly board meeting at 1:00 p.m.

MEDIC 1 – Clerk Rachael Kuzda

*The next Regular Medic 1 Board Meeting is scheduled for Thursday, March 26, 2026, at 8:30 a.m.

*PWW Advisory Group presentations being held on March 16, 2026, at 4:00 p.m. at Corewell Health St. Joseph in the Upton Center & March 17, 2026, at 9:00 a.m. at Niles City Chamber.

RECREATION AUTHORITY – Jack Davis

*Trustee Jack Davis gave a update on the Recreation Authority.

POLICE COMMITTEE – Village President Sheila Snyder is the Village Representative

*The next Regular Police Committee Meeting is scheduled for Thursday, April 30, 2026, at 3:30 p.m.

HISTORIC DISTRICT STUDY COMMITTEE: Chair: President Sheila Snyder

*Chair President Sheila Snyder gave a synopsis of the Historic District Study Committee Meeting held on Friday, March 13, 2026, at 3:00 p.m.

COMMUNITY ENGAGEMENT COORDINATOR COMMITTEE: Chair: President Sheila Snyder

*The Community Coordinator/Social Media Committee Meeting scheduled for Wednesday, March 11, 2026, at 5:00 p.m. was cancelled.

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

*The next Ad Hoc Feral/Stray Cats Committee Meeting date and time coming soon.

ADVISORY PARK COMMITTEE: Chair: Christopher Perez

*Chair Christopher Perez gave a synopsis of the Advisory Park Committee Meeting held on Thursday, March 12, 2026, at 5:00 p.m.

*The next Advisory Park Committee Meeting is scheduled for Monday, March 23, 2026, at 5:00 p.m.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

Approve the request from the American Legion to hold the Memorial Day Parade on May 25, 2026, beginning at 10:00 a.m.

*Moved by Zach Fedoruk seconded by Lonna Johnson to approve the request from the American Legion to hold the Memorial Day Parade on May 25, 2026, beginning at 10:00 a.m. Ayes, 6; Nays, 0. Motion carried.

Approve the request from the student council advisor to hold the 2026 Homecoming Parade on Friday, October 16, 2026.

*Moved by Lonna Johnson seconded by Jack Davis to approve the request from the student council advisor to hold the 2026 Homecoming Parade on Friday, October 16, 2026. Ayes, 6; Nays, 0. Motion carried.

Approve A Resolution To Establish A Request For Funding And Attest To The Existence Of Funds For The Required Non-Federal Match For Watermain Replacement, Road Improvements, Sanitary Sewer, And Storm Sewer Improvements In The Rosehill Area Including Rosehill Road, Krohn Avenue, Michigan Avenue, Park Street, Fisher Street, And Lake Street. Work Will Also Include Lead Service Line Replacements Throughout The Village.

*Moved by Zach Fedoruk seconded by Mark VandeVere to approve A Resolution To Establish A Request For Funding And Attest To The Existence Of Funds For The Required Non-Federal Match For Watermain Replacement, Road Improvements, Sanitary Sewer, And Storm Sewer Improvements In The Rosehill Area Including Rosehill Road, Krohn Avenue, Michigan Avenue, Park Street, Fisher Street, And Lake Street. Work Will Also Include Lead Service Line Replacements Throughout The Village. Roll call vote: Mark VandeVere/Aye; Lonna Johnson/Aye; Christopher Perez/Aye; Jack Davis/Aye; Zach Fedoruk/Aye; President Sheila Snyder/Aye. Absent: Trustee Kristin von Maur. Motion carried.

Approve payment to the Treasurer for the collection of 2025 delinquent taxes.

*Moved by Jack Davis seconded by Christopher Perez to approve payment to the Treasurer for the collection of 2025 delinquent taxes in the amount of \$663.32. Ayes, 6; Nays, 0. Motion carried.

Approve the request from Clerk Rachael Kuzda to attend the Michigan Association of Municipal Clerks' Master Class and Conference in Kalamazoo, MI, June 16-19, 2026, for a total cost of \$875.00.

***Moved** by Zach Fedoruk seconded by Lonna Johnson to approve the request from Clerk Rachael Kuzda to attend the Michigan Association of Municipal Clerks' Master Class and Conference in Kalamazoo, MI, June 16-19, 2026, for a total cost of \$875.00. Ayes, 6; Nays, 0. Motion carried.

AUDIENCE COMMENTS:

*Bruce Stover addressed the council regarding the park fundraiser and silent auction.

ADJOURNMENT:

***Moved** by Mark Vandevere seconded by Lonna Johnson to adjourn at 7:23 p.m. Ayes, 6; Nays, 0. Motion carried.

Rachael Kuzda, MiPMC
Village Clerk

Sheila Snyder
Village President