VILLAGE OF BERRIEN SPRINGS REGULAR COUNCIL MEETING

Minutes of the Village of Berrien Springs Regular Council Meeting held on Monday, October 19, 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, Lonna Johnson, Christopher Perez, Kristin von Maur, Mark VandeVere, and Village Clerk Rachael Kuzda.
Absent: None.
Also Present: *The Journal Era,* Central Berrien CGA Director Jenni Leich, and several audience members.

All stood for the Pledge of Allegiance.

AGENDA APPROVAL:

***Moved** by Kristin von Maur seconded by Christopher Perez to approve the agenda with addition under New Business: 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, 2026, 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 05, 2026.

***Moved** by Mark VandeVere seconded by Lonna Johnson to approve the minutes of the Regular Council Meeting held on October 05, 2026, as presented. Ayes, 7; Nays, 0. Motion carried.

CORRESPONDENCE:

1. Thank you letter received from the Berrien Springs American Legion Post 85.
2. Village is invited to have a table at the Berrien Center Bible Church Community Harvest Party on Saturday, October 24, 2026.

AUDIENCE COMMENTS:

*Heidi Steinhagen-Snowden stated she was happy to hear the noon whistle working again.

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 14, 2026, at 6:30 p.m.

Pay the bills.

***Moved** by Kristin von Maur seconded by Lonna Johnson to pay the bills in the amount of $46,333.19. 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 12, 2026).

***Moved** by Jack Davis 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 12, 2026). Ayes, 7; Nays, 0. Motion carried.

Approve posting for accepting letters of interest for the Construction Board of Appeals.

***Moved** by Kristin von Maur seconded by Zach Fedoruk to approve posting for accepting letters of interest for the Construction Board of Appeals. Ayes, 7; Nays, 0. Motion carried.

Approve closing Village Hall to the public for one business day following completion of the annual audit, with the specific date to be determined by the Village Clerk based on staff availability and provided that at least two weeks' public notice is given.

*__Moved__ by Zach Fedoruk seconded by Kristin von Maur to approve closing Village Hall to the public for one business day following completion of the annual audit, with the specific date to be determined by the Village Clerk based on staff availability and provided that at least two weeks' public notice is given. Ayes, 7; Nays, 0. Motion carried.

Approve the following Job Descriptions – Billing Clerk/Village Treasurer and Parks and Recreation Manager.

*__Moved__ by Zach Fedoruk seconded by Christopher Perez to approve the following job descriptions – Billing Clerk/Village Treasurer and Parks and Recreation Manager. Discussion was held.

*__Moved__ by Zach Fedoruk seconded by Christopher to amend the motion to approve only the job description for Billing Clerk/Village Treasurer. 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 14, 2026, at 5:30 p.m.

Approve the Welcome Sign wording for 2027.

*__Moved__ by Zach Fedoruk seconded by Mark VandeVere to approve the Welcome Sign wording for 2027. Ayes, 7; Nays, 0. Motion carried.

*The Council received a map showing tree planting undertaken throughout the Village over the past several years. The map was reviewed, and discussion followed.

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

*The next Fire Board Meeting is scheduled for Wednesday, November 18, 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, October 14, 2026, at 5:30 p.m.

Approve to spend $5,000.00 with Wightman for updates, additions, and clean-up to the GIS system.

*__Moved__ by Zach Fedoruk seconded by Lonna Johnson to approve to spend $5,000.00 with Wightman for updates, additions, and clean-up to the GIS system. Ayes, 7; Nays, 0. Motion carried.

Approve the quote from Kennedy Industries for a replacement motor on Kaeser Blower B-9 at the Wastewater Treatment Plant in the amount of $7,333.00.

*__Moved__ by Christopher Perez seconded by Mark VandeVere to approve the quote from Kennedy Industries for a replacement motor on Kaeser Blower B-9 at the Wastewater Treatment Plant in the amount of $7,333.00. 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 14, 2026, at 4:00 p.m.

Approve to rescind taking the Ford F-250 truck to auction and approve looking for prices on a new motor.

*Discussion held. No action taken.

LIBRARY BOARD – Lonna Johnson
*The next Library Board Meeting is scheduled for Thursday, October 22, 2026, at 1:00 p.m.

MEDIC 1 – Clerk Rachael Kuzda
*The next Regular Medic 1 Board Meeting scheduled for Thursday, October 22, 2026, at 8:30 a.m.

RECREATION AUTHORITY – Jack Davis
*Jack Davis gave an update on the Recreation Authority.

POLICE COMMITTEE – Village President Sheila Snyder is the Village Representative
*The next Police Committee Meeting is scheduled for Thursday, October 29, 2026, at 3:30 p.m.

HISTORIC DISTRICT:
*Clerk Rachael Kuzda has reached out to applicants to schedule interviews.

COMMUNITY ENGAGEMENT COORDINATOR COMMITTEE: Chair: President Sheila Snyder
*The Community Engagement Coordinator Committee Meeting scheduled for Wednesday, October 14, 2026, at 5:00 p.m. was cancelled.

AD HOC COMMITTEE: FERAL/STRAY CATS: Chair: Lonna Johnson
*Chair Lonna Johnson gave a synopsis of the Ad Hoc Feral/Stray Cats Committee Meeting held on Tuesday, October 13, 2026, at 5:00 p.m.

ADVISORY PARK COMMITTEE: Chair: Christopher Perez
*Nothing new to report.

UNFINISHED BUSINESS:
*Reminder: We will have a table at the Villwocks Fall Family Festival representing the Village of Berrien Springs on Thursday, October 22, from 4:30 – 7:00 p.m.

NEW BUSINESS:
Approve Wightman's proposal for Parking Ticket Integration into the Village's existing ordinance enforcement software.
*Discussion held. No action taken.

Welcome sign, donor sign, license plate, and design work.
***Moved** by Mark VandeVere seconded by Lonna Johnson to approve the Great Lakes Recreation cost of $917.14 from Streamline Design for the welcome sign, donor sign, license plate, and design work. Ayes, 7; Nays, 0. Motion carried.

Approve the Resolution for ACH and Electronic Transactions and the corresponding ACH and Electronic Transaction Policy to improve office efficiency and streamline electronic payment and transaction processes.
***Moved** by Mark VandeVere seconded by Zach Fedoruk to approve the Resolution for ACH and Electronic Transactions and the corresponding ACH and Electronic Transaction Policy to improve office efficiency and streamline electronic payment and transaction processes. Roll call vote: Lonna Johnson/Aye; Kristin von Maur/Aye; Mark VandeVere/Aye; Jack Davis/Aye; Christopher Perez/Aye; Zach Fedoruk/Aye; President Sheila Snyder/Aye. 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, 2026, for their annual Trunk-or-Treat event.

***Moved** by Mark VandeVere seconded by Zach Fedoruk 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, 2026, for their annual Trunk-or-Treat event. Ayes, 7; Nays, 0. Motion carried.

FYI: A Christmas Care donation box will be in the Village Hall Lobby during the months of November and December.

AUDIENCE COMMENTS: None.

ADJOURNMENT:

***Moved** by Kristin von Maur seconded by Christopher Perez to adjourn at 7:18 p.m. Ayes, 7; Nays, 0. Motion carried.

Rachael Kuzda, MiPMC	Sheila Snyder
Village Clerk	Village President