

## VILLAGE OF BERRIEN SPRINGS REGULAR COUNCIL MEETING

Minutes of the Village of Berrien Springs Regular Council Meeting held on Monday, December 19, 2022.

President Pro-Tem Jack Davis called the council meeting to order at 6:01 p.m.

Present: President Pro-Tem Jack Davis, Trustees: Zach Fedoruk, Lonna Johnson, Sheila Snyder, Kristin von Maur, Mark Vandevere, Village Clerk Sheri Kesterke, Deputy Clerk/Clerk in Training Rachael Kuzda and Attorney DeFrancesco.

Absent: President Barry Gravitt.

Also Present: *The Journal Era* 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 Public Properties and Ordinance: Consider passing the “Resolution to Support the Berrien County Trails Master Plan”, Consider posting a reminder in the Journal Era and on our Facebook page to remove basketball hoops and backboards within the tree lawn during the winter months for plowing, Consider investigating the cost of new signage for our village parks and under Shamrock Park: Approve bid from AAA State of Play, Indianapolis, IN to provide and install playground equipment, not to exceed \$38,000.00. Ayes, 6; Nays, 0. Motion carried.

### APPROVAL OF PREVIOUS MINUTES:

**Approve the minutes of the Regular Council Meeting held December 05, 2022.**

**\*Moved** by Mark Vandevere seconded by Lonna Johnson to approve the minutes of the Regular Council Meeting held December 05, 2022, as presented. Ayes, 6; Nays, 0. Motion carried.

**CORRESPONDENCE:** None.

**Audience Comments:** None.

### COMMITTEE REPORTS

**FINANCE AND PERSONNEL** – President Barry Gravitt, Chair

\*Committee Member Kristin von Maur gave a synopsis of the Finance & Personnel Committee Meeting held on Wednesday, December 14, 2022, at 6:30 p.m.

\*Committee Member Kristin von Maur gave a synopsis of the Special Finance & Personnel Committee Meeting held on Monday, December 19, 2022, at 5:30 p.m.

### Pay the bills.

**\*Moved** by Zach Fedoruk seconded by Mark Vandevere to pay the bills in the amount of \$106,540.83. Ayes, 6; Nays, 0. Motion carried.

### Consider COLA raises beginning January 01, 2023.

**\*Moved** by Zach Fedoruk seconded by Mark Vandevere to approve 4% COLA raises beginning January 01, 2023, for all employees. Ayes, 6; Nays, 0. Motion carried.

**Approve updating the signature cards for all Village of Berrien Springs accounts at United Federal Credit Union and CD accounts at Honor Credit Union to only be the following: Village President Barry Gravitt, Village President Pro-Tem Jack Davis, Village Clerk Rachael Kuzda, Deputy Clerk Michelle Smith, and Treasurer Barbara Clem.**

**\*Moved** by Sheila Snyder seconded by Mark Vandevere to approve updating the signature cards for all Village of Berrien Springs accounts at United Federal Credit Union and CD accounts at Honor Credit Union to only be the following: Village President Barry Gravitt, Village President Pro-Tem Jack Davis, Village Clerk Rachael Kuzda, Deputy Clerk Michelle Smith, and Treasurer Barbara Clem. Ayes, 6; Nays, 0. Motion carried.

**Approve Rachael Kuzda as Village Clerk and Dave Engler as Street Administrator for each to have a United Federal Credit Union Business Credit Card. Village Clerk Sheri Kesterke is retiring and needs to be removed from the business credit card accounts. The credit card limit is \$3,000.00 each.**

**\*Moved** by Zach Fedoruk seconded by Kristin von Maur to approve Rachael Kuzda as Village Clerk and Dave Engler as Street Administrator for each to have a United Federal Credit Union Business Credit Card. Village Clerk Sheri Kesterke is retiring and needs to be removed from the business credit card accounts. The credit card limit is \$3,000.00 each. Ayes, 6; Nays, 0. Motion carried.

**Approve the two week Notice of Resignation from Reneta Mais. Her last day of employment was December 14, 2022.**

\***Moved** by Zach Fedoruk seconded by Lonna Johnson to approve the two week Notice of Resignation from Reneta Mais. Ayes, 6; Nays, 0. Motion carried.

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

\*Chair Kristin von Maur gave a synopsis of the Public Properties and Ordinance Committee Meeting held on Wednesday, December 14, 2022, at 5:30 p.m.

**Consider passing the “Resolution to Support the Berrien County Trails Master Plan.”**

\***Moved** by Lonna Johnson seconded by Sheila Snyder to approve passing the “Resolution to Support the Berrien County Trails Master Plan.” Ayes, 6; Nays, 0. Motion carried.

**Consider posting a reminder in the Journal Era and on our Facebook page to remove basketball hoops and backboards within the tree lawn during the winter months for plowing.**

\***Moved** by Mark Vandevere seconded by Lonna Johnson to approve posting a reminder in the Journal Era and on our Facebook page to remove basketball hoops and backboards within the tree lawn during the winter months for plowing. Ayes, 6; Nays, 0. Motion carried.

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

\*The 2023 Fire Board Meeting dates are the following Wednesday’s at 5:00 p.m.: January 25, March 22, May 24, July 26, September 27, and November 15<sup>th</sup>.

**PUBLIC UTILITIES** – Chair Lonna Johnson

\*Chair Lonna Johnson gave a synopsis of the Public Utilities Committee Meeting held on Wednesday, December 14, 2022, at 5:30 p.m.

**Approve the quote from Andy Egan to replace the non-potable filter at the Wastewater Treatment Plant for \$4,950.00.**

\***Moved** by Kristin von Maur seconded by Zach Fedoruk to approve the quote from Andy Egan to replace the non-potable filter at the Wastewater Treatment Plant for \$4,950.00. Ayes, 6; Nays, 0. Motion carried.

**Approve renewing the software maintenance subscription with ESRI at a cost of \$700.00 to be split between water, wastewater, and streets.**

\***Moved** by Sheila Snyder seconded by Kristin von Maur to approve renewing the software maintenance subscription with ESRI at a cost of \$700.00 to be split between water, wastewater, and streets. Ayes, 6; Nays, 0. Motion carried.

**Approve the quote from Beaudoin Electrical Construction to replace two electric hanging heaters in the two separate well houses on Smith Road for \$1,860.00.**

\***Moved** by Mark Vandevere seconded by Kristin von Maur to approve the quote from Beaudoin Electrical Construction to replace two electric hanging heaters in the two separate well houses on Smith Road for \$1,860.00. Ayes, 6; 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, December 14, 2022, at 6:30 p.m.

\*Council received the Revenue/Expense Reports for October 2022 and November 2022.

**Approve bid from AAA State of Play, Indianapolis, IN to provide and install playground equipment, not to exceed \$38,000.00.**

Tabled pending more information.

**LIBRARY BOARD** – Lonna Johnson

\*Nothing new to report.

**MEDIC 1** – Clerk Sheri Kesterke

\*Clerk Sheri Kesterke gave a synopsis of the Regular Board Meeting held on December 15, 2022.

**RECREATION BOARD** – Jack Davis

\*Starting boys’ basketball and not another meeting until January.

**POLICE COMMITTEE** – Village President Barry Gravitt is the Village Representative

\* The 2023 Police board Meeting dates are the following Thursday's at 3:30 p.m.: January 26, April 27, July 27, and October 26<sup>th</sup>.

**HISTORIC DISTRICT COMMITTEE:** Chair Sheila Snyder

\*Nothing new to report.

**COMMUNITY COORDINATOR/SOCIAL MEDIA COMMITTEE:** Chair Sheila Snyder

\*Synopsis of the Community Coordinator/Social Media Committee Meeting held on Wednesday, December 14, 2022, at 5:00 p.m.

**Approve allowing the Community Coordinator to investigate the next step in pursuing the DNR Spark Grant to be used to renovate and improve our parks.**

\***Moved** by Lonna Johnson seconded by Kristin von Maur to approve allowing the Community Coordinator to investigate the next step in pursuing the DNR Spark Grant to be used to renovate and improve our parks. Ayes, 6; Nays, 0. Motion carried.

**ONGOING BUSINESS:**

None.

**NEW BUSINESS**

1. The Village Hall will be closed due to the holidays on: Friday, December 23<sup>rd</sup> and Monday, December 26<sup>th</sup>; and Friday, December 30<sup>th</sup> and Monday, January 02<sup>nd</sup>. Happy Holidays!
2. The next Regular Council Meeting will be held Tuesday, January 03, 2023, at 6:00 p.m. due to the holidays and a Public Hearing is scheduled for 5:30 p.m. before the Council Meeting regarding the 5 Year Parks and Recreation Plan.
3. The annual Michigan Department of Treasury Pension Report (as per Public Act 202 of 2017; and 530 of 2016); and the Health Care (OPEB) Report for fiscal year ending June 30, 2022, was received by the council as prepared by Accounting Clerk Cami Bacon and Deputy Clerk/Clerk in Training Rachael Kuzda.

**AUDIENCE COMMENTS:** None.

The Council presented Village Clerk Sheri Kesterke a clock in honor of her retirement after over 21 years of service as Village Clerk.

**ADJOURNMENT:**

\***Moved** by Mark Vandevere seconded by Lonna Johnson to adjourn at 6:50 p.m. Ayes, 6; Nays, 0. Motion carried.

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Rachael Kuzda, MiPMC  
Deputy Clerk/Clerk in Training

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Jack Davis  
President Pro-Tem