

VILLAGE OF BERRIEN SPRINGS REGULAR COUNCIL MEETING

Minutes of the Village of Berrien Springs Regular Council Meeting held on Monday, December 16, 2024.

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, Kristin von Maur, Mark VandeVere, Village Clerk Rachael Kuzda, and Attorney DeFrancesco.
Absent: None.

Also Present: *The Journal Era*, *The Herald Palladium*, Bruce Stover, and an audience member.

All stood for the Pledge of Allegiance.

AGENDA APPROVAL:

***Moved** by Kristin von Maur seconded by Zach Fedoruk to approve the agenda with addition under Finance and Personnel: approve the Village of Berrien Springs 2023-2024 Audit by Plante Moran. Ayes, 6; Nays, 0. Motion carried.

APPROVAL OF PREVIOUS MINUTES:

Approve the minutes of the Regular Council Meeting held on December 02, 2024.

***Moved** by Zach Fedoruk seconded by Kristin von Maur to approve the minutes of the Regular Council Meeting held on December 02, 2024, as presented. Ayes, 5; Nays, 0; Abstained: 1 (Mark VandeVere). Motion carried.

CORRESPONDENCE:

1. *Central County Senior Center* December 2024 newsletter received.

AUDIENCE COMMENTS:

Resident Chris Perez addressed the council that he submitted his application for the open Council Trustee seat and was attending to observe.

COMMITTEE REPORTS

FINANCE AND PERSONNEL – Chair: President Sheila Snyder

***Chair** President Sheila Snyder gave a synopsis of the Finance & Personnel Committee Meeting held on Wednesday, December 11, 2024, at 6:30 p.m.

Pay the bills.

***Moved** by Zach Fedoruk seconded by Lonna Johnson to pay the bills in the amount of \$292,130.76. Ayes, 6; Nays, 0. Motion carried.

Approve scheduling interviews with the Village Council seat applicants.

***Moved** by Mark VandeVere seconded by Zach Fedoruk to approve scheduling interviews with the Village Council seat applicants. Ayes, 6; Nays, 0. Motion carried.

Community Coordinator job description.

***Moved** by Zach Fedoruk seconded by Mark VandeVere to approve the new Community Engagement Coordinator Job Description. Ayes, 6; Nays, 0. Motion carried.

Community Coordinator job posting.

***Moved** by Jack Davis seconded by Lonna Johnson to approve the Community Engagement Coordinator job posting based on the Community Engagement Coordinator job description.

***Moved** by Jack Davis seconded by Lonna Johnson to amend the motion to approve the Community Engagement Coordinator job posting based on the Community Engagement Coordinator job description, for internal posting and then external. Ayes, 6; Nays, 0. Amended motion carried.

Updated employee policy clarifications.

***Moved** by Mark VandeVere seconded by Zach Fedoruk to approve updated employee policy clarifications as presented. Ayes, 6; Nays, 0. Motion carried.

Approve the Village of Berrien Springs 2023-2024 Audit by Plante Moran. The Village received a 'clean' audit opinion.

***Moved** by Kristin von Maur seconded by Mark VandeVere to approve the Village of Berrien Springs 2023-2024 Audit by Plante Moran. The Village received a 'clean' audit opinion. 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 11, 2024, at 5:30 p.m.

Approve the Welcome Sign wording for 2025.

***Moved** by Zach Fedoruk seconded by Lonna Johnson to approve the Welcome Sign wording for 2025. Ayes, 6; Nays, 0. Motion carried.

Form an ordinance review committee to consist of PPO members and the new council member.

*PPO to further investigate and discuss.

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

PUBLIC UTILITIES – Chair: Mark VandeVere

*Chair Mark VandeVere gave a synopsis of the Public Utilities Committee Meeting held on Wednesday, December 11, 2024, 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, December 11, 2024, at 5:00 p.m.

*Council received the minutes of the Shamrock Park Committee Meeting held on Wednesday, November 20, 2024, at 4:00 p.m.

*Council received a copy of the October 2024 revenue/expense report.

Approve northern bathroom remodeling quote from Gary Rose not to exceed \$5,800.00.

***Moved** by Mark VandeVere seconded by Zach Fedoruk to approve northern bathroom remodeling quote from Gary Rose not to exceed \$5,800.00. Ayes, 6; Nays, 0. Motion carried.

LIBRARY BOARD – Lonna Johnson

*Nothing new to report.

MEDIC 1 – Clerk Rachael Kuzda

*The next Regular Medic 1 Board Meeting is scheduled for Thursday, December 19, 2024.

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: Sheila Snyder

*Nothing new to report.

COMMUNITY COORDINATOR/SOCIAL MEDIA COMMITTEE: Chair: Sheila Snyder

*The Community Coordinator/Social Media Committee Meeting scheduled for Wednesday, December 11, 2024, at 5:00 p.m. was cancelled.

AD HOC COMMITTEE: FERAL/STRAY CATS: Chair: Sheila Snyder

*Nothing new to report.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

1. The Village Hall will be closed due to the holidays on Tuesday, December 24th and Wednesday, December 25th; and Tuesday, December 31st and Wednesday, January 1st. Happy Holidays!

AUDIENCE COMMENTS: None.

ADJOURNMENT:

***Moved** by Kristin von Maur seconded by Zach Fedoruk to adjourn at 6:57 p.m. Ayes, 6; Nays, 0.
Motion carried.

Rachael Kuzda, MiPMC
Village Clerk

Sheila Snyder
Village President