

**VILLAGE OF SCHOOLCRAFT  
COUNCIL PROCEEDINGS  
September 7, 2021**

The Regular Meeting of the Village Council held at 442 N. Grand Street was called to order by President Gunnett at 7:00 p.m.

The Prayer and Pledge of Allegiance were led by President Gunnett.

**ROLL CALL:**

Present: President Gunnett, Trustees, Rochholz, Mastenbrook, Barnes, Bergland, Stodola and Carlin.

Absent: None.

Also Present: Village Manager Cheri Lutz, Village Clerk Theresa O'Leary, Finance Director/Assistant Manager Tammi Youngs, Chief Scott Boling, Department of Public Works Superintendent Rob Coffman, Joe Beck, Rob Peterson, Kim and Mark Parker, Ron Gammill, Jaclyn Hutchison, and Max Hutchison.

**APPROVAL OF AGENDA:**

Motion by Rochholz, seconded by Barnes, to approve the agenda as presented. All aye.

**APPROVAL OF CONSENT AGENDA:**

Motion by Mastenbrook, seconded by Bergland to approve the consent agenda as presented. All aye.

**CITIZEN'S ON NON-AGENDA ITEMS:**

None.

**PUBLIC HEARINGS:**

None.

**UNFINISHED BUSINESS:**

None.

**NEW BUSINESS:**

- a) Doug Wohlberg provided a report on the 2020-21 audit stating that the Village has received an "unmodified" audit.

Motion by Rochholz, seconded by Stodola to accept the 2020-21 audit. All aye.

- b) A representative from Jaqua Realtor Group was on the agenda to discuss the status of sanitary sewer at the Council meeting. A representative was not in attendance.
- c) Trustee Kathy Mastenbrook led a discussion about acquiring a well site.

Trustee Mastenbrook had the following statement:

- She stated she would like to continue to look at options.

Village Manager Cheri Lutz had the following statements:

- She stated she has talked to someone who may be interested in letting the Village test their land for a potential well site.
- She stated the Wellhead Committee is tasked with finding a well site.

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- d) The memorandum from Village Manager Cheri Lutz regarding Draft Ordinance 239. An Ordinance to Require and Regulate Placement of Addresses on Buildings was discussed.

Motion by Mastenbrook, seconded by Barnes to adopt Ordinance 239 as presented. All aye. Ordinance 239 will be effective October 3, 2021.

- e) The memorandum from Village Manager Cheri Lutz regarding Draft Ordinance 240. An Ordinance to Regulate Construction, Repair, Alteration, and Parking in the Right-of-Way was discussed.

Village Manager Cheri Lutz made the following statements:

- She stated she will publish an article in the October 1, 2021 Village of Schoolcraft Newsletter, briefly explaining the Ordinance.
- She stated a letter will be sent to all residents and businesses in the Village of Schoolcraft explaining the Ordinance and asking for voluntary compliance.

Motion by Stodola, seconded by Rochholz to adopt Ordinance 240 as presented. All aye. Ordinance 240 will be effective October 3, 2021.

- f) The memorandum from Village Manager Cheri Lutz regarding the appointment of Street Administrator was discussed.

Motion by Mastenbrook, seconded by Bergland to appoint Village Manager Cheri Lutz as Street Administrator. All aye.

- g) The memorandum from Village Manager Cheri Lutz regarding Resolution 2021-09. A Resolution Declaring a Local State of Emergency to Allow Public Meetings by Electronic Communication was discussed.

Motion by Rochholz, seconded by Bergland to adopt Resolution 2021-09.  
Ayes: President Gunnett and Trustee Rochholz.  
Nays: Trustees Barnes, Carlin, Mastenbrook, Bergland, and Stodola.  
Absent: None.

Motion did not pass.

Motion by Stodola, seconded by Carlin to adopt Resolution 2021-09 with the following amendment:

That upon notice from the CDC, Michigan Department of Health, or the Kalamazoo County Health Department that a State of Emergency has been declared, the Village Council and other governing bodies of the Village will comply with orders set forth, including but not limited to meetings being held by electronic means.

All aye.

- h) The memorandum from Village Manager Cheri Lutz regarding Electronic Meetings, Policy #41, was discussed.

Motion by Mastenbrook, seconded by Barnes to adopt Policy #41 as presented. All aye.

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- i) The memorandum from Village Manager Cheri Lutz regarding Trick or Treat Hours on Halloween, Sunday, October 31, 2021 was discussed.

Motion by Rochholz, seconded by Bergland to approve the hours of 5:30 – 8:30 p.m. for Trick or Treat hours on Halloween 2021. All aye.

- j) Mr. and Mrs. Mark Parker stood before the Council to express their concerns regarding traffic enforcement on US 131.

**TABULATION OF BIDS:**

None.

**COMMUNICATIONS:**

A thank you note from a community member to Officer Ray was acknowledged for file.

**STATEMENTS FROM CITIZENS AND MUNICIPAL OFFICIALS:**

Village Manager Cheri Lutz made the following statements:

- She stated a person interested in purchasing 421 Pine Street asked the Village if they could do a practice, controlled burn at that address. It was consensus of the Council to not authorize a burn at 421 Pine Street. A policy will be enacted to ban controlled burns in the Village of Schoolcraft.
- She stated that on September 13, 2021 a Dangerous Building Committee meeting will be held regarding 425 Hayward Street and 207 W. Vienna Street (garage). Larry Piper, Dangerous Building Hearing Officer will be in attendance.
- She stated that at the next Council meeting, a draft of the policy for Ordinance Enforcement will be presented to the Council.

Chief Scott Boling made the following statements:

- He stated that the Schoolcraft Police Department is continuing to attend training courses.
- He stated the Kalamazoo Metro SWAT team trained at Schoolcraft High School.
- He stated the Schoolcraft Police Department is making progress on Ordinance Enforcement.

Trustee Todd Carlin had the following statement:

- He stated that South Kalamazoo County Fire Authority met via Zoom.

Trustee Stodola had the following statements:

- He stated he would like to know what other committees each Council member is on.
- He stated he would like to have a discussion about a protocol to follow should a weather disaster occur.

**OTHER BUSINESS:**

None.

**ADJOURNMENT**

The meeting was adjourned at 8:48 p.m.

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Keith F. Gunnett, President

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Theresa O'Leary, Village Clerk