

# **VILLAGE OF SCHOOLCRAFT COUNCIL PROCEEDINGS January 16, 2023**

The Regular Meeting of the Village Council held at 442 N. Grand Street, was called to order by President Pro Tempore Mike Rochholz at 7:02 p.m.

The Prayer and Pledge of Allegiance were led by President Pro Tempore Rochholz.

## **ROLL CALL:**

Present: President Pro Tempore Rochholz, Trustees Mastenbrook, Bergland, Carlin, Barnes and Beck.  
Absent: President Gunnett,  
Also Present: Village Manager Cheri Lutz, Village Clerk Theresa O'Leary, Linda Barnes, Rob Peterson and Kathy Forsythe.

## **APPROVAL OF AGENDA:**

Motion by Beck, 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:**

The memorandum below from Village Manager Cheri Lutz regarding 2023-2024 Council Goals was discussed.

### **1. Establish Site for Potential Well Site.**

- Appoint two members from the Wellhead Protection Committee to evaluate areas for potential well sites (suggest President Gunnett & Rob Coffman).
- Prepare a drawing of what the potential well site would look like. Drawing should include acreage needed, buildings on site, number of wells, fencing, landscaping, access to site, and any other information deemed necessary.
- Contact South County News to have them write an article about the Village's need for an additional well site.
- Send letters to property owners that may or may not be interested.
- Continue to review potential sites with Prein & Newhof, on an "as needed" basis, rather than to wait until quarterly meetings to discuss. Be prepared to make contact with property owners to determine if they would be open to sale of property pending favorable soil testing.
- Set monthly or "as-needed" meetings with specific committee members, excluding Prein & Newhof. Committee members would provide progress report, including any discussion or communication that has taken place with potential property owner(s).
- Continue to work with Prein & Newhof and Baker Tilly regarding funding opportunities including costs, grants, loans, and payback options.

- **President Pro Tempore Rochholz made the following statement:**
  - o **He stated a drawing of the potential well site should be included with the article sent to South County News.**

**2. Establish Strategy and Financing Options for Replacement of Lead Water Lines.**

- A plan cannot be established until we receive financial information from Baker Tilly.
- Anticipate information in February.
  - **Village Manager Lutz made the following statement:**
    - o **She stated Mike Presta will attend the February 6, 2023 Council meeting to discuss financing.**

**3. Continue with Right-of-Way Ordinance.**

- Notification was given to all residents and businesses in 2022 via a synopsis in the newsletter and, a special mailing to all business and residents with complete copies of Ordinance's No.230 and No. 242.
- Repeat notification process for 2023 after Village Council reviews existing ordinances to determine if any changes need to be made prior to enforcement. For example, does the council want to allow additional time for repair of right of way?
- Determination of driveway issues will be the responsibility of the Village Manager, Police Chief and DPW Superintendent.
- Create a "Three Tiered" approach as follows:

**Tier One.** Compliance can easily be accomplished by moving vehicles from right-of-way to existing improved driveway\*. Schoolcraft Police Department should "blue-tag" vehicles three times prior to issuing citation.

**Tier Two.** Compliance can be accomplished by requiring residents to create improved driveway to allow vehicles to park in property owners parcel. Schoolcraft Police Department should "blue-tag" vehicles three times prior to issuing citation.

**Tier Three.** Compliance may or may not be an option due to size of lot, location of septic, and other unknown obstacles. A waiver may be given to property owners due to specific issues after adequate inspection and discussion.

The process for a waiver would be similar to the process for a variance using the following written criteria as follows:

- Unique circumstances applying to the property
- Driveway requirements would not adversely affect adjacent properties
- Need for waiver was not self-created
- Waiver is not granted for financial hardship

If a waiver is not granted by the Committee, citizens would then have the right to appeal the decision to the Village Council at a regular council meeting.

**\*Improved Driveway.** Driveways must be improved using materials such as gravel, asphalt, or cement, and shall be consistent with the Village's Standard Construction Requirements, Sections 14-05.04, Material and Quality of work (attached).

- **Village Manager Lutz made the following statements:**
  - o **She stated the cost of ordinance compliance can be large. Should allow additional time to repair ROW issues.**
  - o **She stated people parking in the right-of-way causes deterioration of the asphalt on the side of the road, which will have to be repaired.**
  - o **She stated every request made by the Council, creates more work for an already small, busy staff.**
  - o **She stated DPW Superintendent Rob Coffman will inspect and sign off on all work that is done in the right-of-way.**

- **President Pro Tempore Rochholz made the following statements:**
  - o ***He stated, on behalf of the entire Council, there are no expectations of a number of Right-of-Way issues that need to be addressed by a certain time.***
  - o ***He stated the criteria listed in the memorandum should be included in the ordinance.***
- **Trustee Mastenbrook made the following statements:**
  - o ***She stated that a list of resources/contractors should be available for residents who need assistance getting their ROW in compliance.***
  - o ***She stated the ordinance pertaining to addresses/mailboxes should be published in the Village Newsletter, to alleviate any conflicting information given by the Post Office.***

#### **4. Review Rental House Ordinance and Begin Inspection Process.**

- Review ordinance to determine if there are specifications related to parking in the right of way. Update if necessary.

#### **Additional Goals that were listed by Village Council:**

- More playground equipment at Burch Park.

New playground equipment was installed approximately 12 years ago. It was designed by the company that we purchased the equipment from based on size of park and location of the playground within the park.

- Continue to build sense of community with various events.

The Village Staff has taken on the responsibility of the 4<sup>th</sup> of July Car Show. This is quite a large project. Additionally, staff works the 4<sup>th</sup> of July events.

The Village Staff proposed "Music in the Park" which began in 2022. This event was very successful and highly attended. The inclusion of Food Trucks made this event even more fun. We received many compliments and requests to continue this program as an annual event. Additionally, staff works this event.

- **President Pro Tempore Rochholz made the following statement:**
  - o ***He stated with the small staff in the Village of Schoolcraft, it would be very difficult for them to organize other events. Other groups organize events. The Village can assist in promoting these events but are unable to work on them or at them.***

- Rotation of Trustees appointed to various committees:

An option that I can think of is to appoint Trustees to committees along with an alternate. The first two years would allow the appointee to learn and have input into the committee. The alternate could attend the third year to become familiar with the roles and responsibilities of the committee, and would be appointed at the end to three years to become the committee representative, along with an alternate. This rotation may be the solution to having more involvement, and a better understanding of the roles and responsibilities for council members.

- Boards Person/Leadership Training.

This could be outsourced to the MML for inhouse training. My personal belief is that it would be beneficial to new council members and could be done every two or three years. We could partner with the township and the Village of Vicksburg, although in my experience, the cost for inhouse training is relatively low. In conclusion, this memorandum outlines my own personal thoughts, and is merely a starting point for in-depth discussion.

VILLAGE OF SCHOOLCRAFT  
COUNCIL PROCEEDINGS  
January 16, 2023  
PAGE 4

The entire Council commended Village Manager Lutz on her work in developing a plan for reaching goals, as described in the memorandum.

**TABULATION OF BIDS:**

None.

**COMMUNICATIONS:**

None.

**STATEMENTS FROM CITIZENS AND MUNICIPAL OFFICIALS**

Village Manager Cheri Lutz made the following statements:

- She stated Mike Presta from Prein and Newhof will attend the February 6, 2023 Council Meeting to discuss the Revolving Water Fund Loan.
- She stated the 2023-2024 Draft Budget will be presented to the Council at the February 6, 2023 meeting. The Budget Committee will meet soon to allow time to make any changes, if needed, prior to the February 6, 2023 meeting.
- She stated two very good candidates were interviewed today for the Business Office Manager position.
- She stated someone may be interested in the Water Supervisor position for the DPW. DPW Superintendent Rob Coffman will talk to him within the next couple days.

Chief Scott Smith made the following statement:

- He stated that as of January 1, 2023, the Schoolcraft Police Department will no longer use complaint numbers. They will use incident numbers instead. This method is being used by many police departments in the area.

Trustee Todd Carlin made the following statement:

- He stated the Finance Committee for the South Kalamazoo County Fire Authority will meet in the future to discuss financing options for a new fire truck.

**OTHER BUSINESS:**

None.

**ADJOURNMENT**

The meeting was adjourned at 7:55 p.m.

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Michael Rochholz, President Pro Tempore

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Theresa O'Leary, Village Clerk