

**VILLAGE OF SCHOOLCRAFT  
COUNCIL PROCEEDINGS  
September 5, 2023**

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

The Prayer and Pledge of Allegiance to the Flag of the United States of America were led by President Gunnett.

**ROLL CALL:**

Present: President Gunnett, Trustees Rochholz, Mastenbrook, Bergland, Barnes, Carlin and Beck.  
Absent: None.  
Also Present: Village Manager Cheri Lutz, Village Clerk Theresa O'Leary, Finance Director Kristina Lafferty, Chief Scott Smith, Linda Barnes, Steve Waldron, Brian Julian, Barry Visel, and Sandie McGehee.

**APPROVAL OF AGENDA:**

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

**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) Mr. Doug Wohlberg presented the Audit Report for Fiscal Year Ending February 28, 2023. He commended the Village Staff on their work and diligence of the handling of all the financial aspects of the operation of the Village of Schoolcraft.

Motion by Mastenbrook, seconded by Barnes to accept the Audit Report for Fiscal Year Ending February 28, 2023 as presented. All aye.

- b) Mr. Barry Visel from the Schoolcraft Historical Society requested funding in the amount of \$25,000 from the Village Council to help renovate/restore the Underground Railroad House on Cass Street.

Village Manager Cheri Lutz made the following statement:

- She stated funding for the Underground Railroad House was not in the budget for the 2023-24 Fiscal Year. However, she suggested the Village pay \$10,000 this fiscal year and up to \$15,000 next fiscal year, pending availability of funds.

Motion by Rochholz, seconded by Barnes to remit \$10,000 to the Historical Society for renovation/restoration of the Underground Railroad House this fiscal year; and up to \$15,000 during the 2024-25 fiscal year, pending availability of funds. By Roll Call, all aye. Motion passed.

- c) The memorandum from Village Manager Cheri Lutz regarding the Proclamation Regarding National Rail Safety Week was discussed.

Motion by Gunnett, seconded by Beck to approve the Proclamation to hold National Rail Safety Week September 18 – 24, 2023. All aye.

- d) The Memorandum from Village Manager Cheri Lutz regarding Rules of Order and Procedure for the Schoolcraft Village Council was discussed.

Motion by Rochholz, seconded by Barnes to approve the Rules of Order and Procedure for the Schoolcraft Village Council with the following amendments:

1) Rule 4. Shall be worded as follows:

**Any Councilmember may request items for consideration be placed on the agenda, and the Councilperson requesting the item will introduce the topic and lead the discussion between council members. The Village Manager will prepare the copies of the agenda and council packets. All materials shall be submitted before 12:00 noon on the Wednesday before the meeting unless an item needs action by the Village Council before the next regularly scheduled meeting to be determined by the Village Manager and/or the Village President.**

2) Rule 5. Shall be worded as follows:

**The Village Council shall meet regularly, as provided by Ordinance, on the first and third Monday of each month; unless such Monday shall fall on a Holiday, then the meeting shall be held the next business day beginning at 7:00 p.m., except for the months of July and August, when Regular Meetings shall be held only on the first Monday of each month. An Executive Committee shall be appointed for the second meeting of the months of July and August for the purpose of approving bills and accounts. The time of the Executive Committee meetings will be determined annually by the Executive Committee. All Regular and Executive Committee Meetings will be held at the Village Office located at 442 N. Grand Street, Schoolcraft, MI 49087.**

All aye.

- e) The memorandum from Finance Director Kristina Lafferty regarding Resolution 2023-09 A Resolution to Amend the Fiscal Year 2023-24 Budget to Allow the Transfer of Funds to Create a Balance Budget was discussed.

Motion by Mastenbrook, seconded by Bergland to adopt Resolution 2023-09 as presented. By Roll Call, all aye.

- f) The memorandum from Village Manager Cheri Lutz regarding Resolution 2023-10 A Resolution to Authorize a Signatory for the East Lyon Street Road Project was discussed.

Motion by Bergland, seconded by Carlin to adopt Resolution 2023-10 as presented. All aye.

- g) The memorandum from Village Manager Cheri Lutz regarding Trick or Treat Hours on Halloween, Tuesday, October 31, 2023 was discussed.

Motion by Gunnett, seconded by Rochholz to approve the hours of 5:30 – 8:30 p.m. for Trick or Treat hours on Halloween 2023. All aye.

- h) Discussion regarding South Kalamazoo County Fire Authority Draft Audit took place.

Trustee Kathy Mastenbrook made the following statements:

- She expressed her concern about the Auditor's Report and letter.
- She stated she would like to hold a special meeting on September 18, 2023 at 6:00 p.m. to discuss the South Kalamazoo County Fire Authority Draft Audit.

#### **TABULATION OF BIDS:**

None.

#### **COMMUNICATIONS:**

None.

#### **STATEMENTS FROM CITIZENS AND MUNICIPAL OFFICIALS**

President Keith Gunnett made the following statement:

- He stated he is actively looking for land for a potential well site.

Village Manager Cheri Lutz made the following statements:

- She stated there is a groundbreaking ceremony for Chemlink on September 13, 2023, from 9:00-9:30 a.m.
- She made the following statements regarding the parcel on the corner of E. Cass Street and N. Grand Street:
  - She stated she has been working with the Land Bank in Kalamazoo regarding the possibility of purchasing this property.
  - She stated an agreed upon price was reached.
  - She stated this property was once a gas station.
  - She stated that after doing some research, she found it would be very costly to have an Environmental Assessment done and to have the property paved to become a parking area. She suggested rescinding the offer to purchase that property.

Motion by Gunnett, seconded by Barnes to authorize Village Manager Lutz to rescind the offer to purchase the property due to the high costs involved to make it usable . All aye.

- She asked the Council to review the Kalamazoo County Hazard Mitigation Plan that was handed out two weeks ago.
- She made the following statements regarding Concert in the Park series:
  - She stated there was low attendance for the August Concert in the Park, and only one Food Truck attended.
  - She stated one Food Truck did not meet their quota needed to make the event worthwhile for them to attend.
  - She stated that the Village needs to rethink this event and determine what changes, if any, need to be made.

Trustee Todd Carlin made the following statement:

- He stated South Kalamazoo County Fire Authority is discussing a contract with Life Ambulance.

**OTHER BUSINESS:**

None.

**ADJOURNMENT**

The meeting was adjourned at 7:58 p.m.

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Keith F. Gunnett, Village President

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Theresa O'Leary, Village Clerk