

**VILLAGE OF SCHOOLCRAFT  
COUNCIL PROCEEDINGS  
March 4, 2024**

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

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

**ROLL CALL:**

Present: President Rochholz, Trustees Mastenbrook, Beck, Bergland, Barnes, and Carlin.  
Absent: None.  
Also Present: Village Manager Cheri Lutz, Village Clerk Theresa O'Leary, Officer Eric Ray, Linda Barnes, Brian Julian, Jenny Sportel, Steve Waldron, and Bret Willis.

**APPROVAL OF AGENDA:**

Motion by Beck, seconded by Bergland, 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) The memorandum from President Rochholz regarding Council Protocols was discussed.

By Council consensus, the following amendment was made:

Review Standing/AdHoc Committee Structures.

Bullet point #2, change to read:

- o Attending a meeting for informational reasons, not related to Village representation, will not be compensated.

Add: Appointed committee members and alternates will hold that position for 2 years.

By Council consensus, the following amendment was made:

Council Behavior

Item 10, change to read:

- The Village Manager cannot make major changes to Council policies, documents, etc., without approval from the Council.

By Council consensus, discussion on Council Protocols was tabled until a future Council meeting. At that time, there will be a discussion on changing the wording in the section on Council Behavior, item 12, which currently reads: Council members should not engage in investigations and/or research with other entities.

VILLAGE OF SCHOOLCRAFT  
COUNCIL PROCEEDINGS  
March 4, 2024  
PAGE 2

President Rochholz made the following statements:

- He stated the Council should focus on vision, mission and policy.
- He stated an annual review of Council Protocols will be placed in the Council calendar.

- b) The memorandum from Village Clerk, Theresa O'Leary, regarding Citizen of the Year Award, Food Truck Rally/Concerts in the Park, and the Matching Gift Card Program was discussed.

**Matching Gift Card Program**

Village Manager Lutz made the following statements:

- She stated the initial purpose of this program was to help businesses during the pandemic.
- She stated the dollar amount the Village contributes to this program will be scaled back.
- She stated instead of doing the Matching Gift Card program around the Holidays, we could do it in July, during the construction on US 131 to help businesses.

President Rochholz made the following statements:

- He stated the Gift Cards are intended to assist businesses, not the card purchaser.
- He stated the Matching Gift Card could be instituted when it is needed, i.e. during construction, or a disastrous weather event.

The Council asked Village Manager Lutz to contact the Vicksburg Foundation and businesses to see if they would be willing to donate money to the Matching Gift Card Program, to be offered in July.

**Food Truck Rally/Concert in the Park**

By Council consensus, this program was discontinued due to lack of attendance and because of the construction on US 131 this year. There is always the option of restarting this program in the future.

**Citizen of the Year Award**

By Council consensus, this program was discontinued due to lack of applications. The Council has the option of restarting this program in the future.

**TABULATION OF BIDS:**

None.

**COMMUNICATIONS:**

None.

**STATEMENTS FROM CITIZENS AND MUNICIPAL OFFICIALS**

Village President Mike Rochholz made the following statements:

- He stated he will be attending a water meeting in Lockport Township in April.
- He stated the water line replacement on US 131 has begun.

Village Manager Cheri Lutz made the following statements:

- She stated she will be receiving bids for the demolition of 203 Pine Street in the next couple of weeks.
- She stated the water line replacement on US 131 is in preparation for the construction project.
- She stated a letter will go out to all residents and businesses regarding the construction project, once all details are conveyed by MDOT.
- She stated that an Infrastructure Committee should be appointed at the next Council meeting. This committee will be tasked with discussing costs and logistics of the Village's infrastructure.

VILLAGE OF SCHOOLCRAFT  
COUNCIL PROCEEDINGS  
March 4, 2024  
PAGE 3

Trustee Todd Carlin made the following statements:

- He stated there has been no decision of ambulance service. The South Kalamazoo County Fire Authority (SKCFA) is waiting to see what Portage is going to do regarding EMS services.
- He stated the fire station in Vicksburg needs a new roof, with an estimated cost of \$160,000.

Trustee Kathy Mastenbrook made the following statement:

- She stated she obtained minutes from the January 17, 2024 meeting of the SKCFA (South Kalamazoo County Fire Authority) and spoke with Tracy Locey regarding discussion with Dr. Fales (State Medical Director & Medical Director of KCMCA (Kalamazoo County Medical Control Authority)). Dr. Fales spoke to SKCFA Board regarding KVIAA (Kalamazoo Valley Intergovernmental Ambulance Agreement) and how it works.

**OTHER BUSINESS:**

None.

**ADJOURNMENT**

The meeting was adjourned at 8:06 p.m.

---

Michael J. Rochholz, President

---

Theresa O'Leary, Village Clerk