

**VILLAGE OF SCHOOLCRAFT
COUNCIL PROCEEDINGS
May 20, 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, Linda Barnes, Steve Waldron, Shawn Rance, Brian Julian, Toni Rafferty, Dave Wurtsmith, Tim Culver, and Jennifer Sportel.

APPROVAL OF AGENDA:

Motion by Beck, seconded by Barnes, to approve the agenda with the following amendment:

Unfinished Business, Add:

Ms. Toni Rafferty. Fourth of July Committee.

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:

Mr. Shawn Rance mentioned he attended the Lockport Township Water Committee meeting.

PUBLIC HEARINGS:

None.

UNFINISHED BUSINESS:

Ms. Toni Rafferty from the Fourth of July Committee made the following statements:

- She stated there will be no fireworks this year.
- She stated other fund-raising events will be held this year.

NEW BUSINESS:

- a) Mr. Tim Culver, District Director for State Representative Matt presented past Council President Keith Gunnett with a Legislative Tribute for his twenty years of service.
- b) The memorandum from Village Manager Cheri Lutz, regarding Mr. Shawn Rance’s application for appointment to the Council was discussed.
Trustee Kathy Mastenbrook made the following statements:
 - She stated it is too close to the election deadlines to appoint and feels Mr. Rance should participate in the elections.
 - She stated other Council members have been appointed in the past. The process to appoint a board member takes approximately six weeks which will take us to July. July is when documents are due from those who wish to run for a seat on the board.
 - She stated she feels making an appointment will interfere with the voting process.

VILLAGE OF SCHOOLCRAFT
COUNCIL PROCEEDINGS
May 20, 2024
PAGE 2

Motion by Bergland, seconded by Carlin to appoint Mr. Rance to the Village Council. By Roll Call:

Barnes	Yes
Carlin	Yes
Mastenbrook	Nay
Rochholz	Nay
Bergland	Nay
Beck	Nay

Yeas: 2

Nays: 4 Motion defeated.

- c) The memorandum from Village Manager Cheri Lutz, regarding Adoption of Ordinance 247. An Ordinance to Amend Section 62-74 of the Zoning Ordinance and to Repeal all Parts Inconsistent or Contrary to this Ordinance was discussed.

Motion Mastenbrook, seconded by Barnes to adopt Ordinance 247 as presented. By Roll Call, All Aye.

- d) The memorandum from Village Manager Cheri Lutz, regarding Bids for Demolition of 203 Pine Street was discussed.

Motion by Beck, seconded by Barnes to award the bid for demolition to Ace Excavating in the amount of \$28,000. By Roll Call, All Aye.

- e) Village Manager Cheri Lutz asked to Council to approve the Request to apply for a grant from the Vicksburg Foundation to financially assist the local businesses on US 131 during the construction.

Motion by Mastenbrook, seconded by Barnes to approve the request to apply for a grant from the Vicksburg Foundation. By Roll Call, All aye.

TABULATION OF BIDS:

None.

COMMUNICATIONS:

None.

STATEMENTS FROM CITIZENS AND MUNICIPAL OFFICIALS

Village President Mike Rochholz made the following statement:

- He stated there is a SCWSA meeting on May 28, 2024.

Trustee Kathy Mastenbrook made the following statements regarding the May 15, 2024 meeting of the South Kalamazoo County Fire Authority (SKCFA) she attended:

- She stated Kalamazoo County Commissioner John Gisler provided an update on activities in Kalamazoo.
- She stated Board member Carl Keller suggested it would be a good idea to discuss terms/conditions for a new lease agreement of the Vicksburg Fire Station. The lease agreement should include roof repair and other items that may need attention. No discussion took place.
- She stated Chief Tracy McMillan attends meetings of the KVIAA. It was brought to light that some members of the KVIAA Board are not elected officials and there is currently no oversight of the entity.

VILLAGE OF SCHOOLCRAFT
COUNCIL PROCEEDINGS
May 20, 2024
PAGE 3

Tracy Locey will attend the next meeting and gather information as to how KVIAA is structured and what reporting requirements they have for its members.

- She stated Chief McMillan said the ISO rating is on track to stay at #5 for at least 6 months.
- She stated while reviewing the list of bills it was discovered the administrator was using her personal credit card to pay bills, then requesting for reimbursement from SKCFA. It was highly recommended a credit card for authority be obtained.
- She stated the following from the committee reports:
 - Chief is seeking bids for replacement of his vehicle.
 - Chairperson Locey would like to get a finance meeting scheduled to discuss vehicle and software needs.
 - Chairperson Locey suggested a meeting should be held to discuss the Village of Vicksburg station lease proposal.
- She stated that the \$250,000 downpayment on the new fire truck was never made, and is uncertain as to what happened. Regarding this Trustee Mastenbrook confirmed the following:
 - The Board approved \$250,000 bank transfer where monies were placed in a CD at Mercantile Bank.
 - Profit/Loss statements showed \$250,000 expense in “miscellaneous” account implying payment was made.
 - There was a misunderstanding of the terms and conditions in the equipment finance agreement.
 - Administrator Tania Dee and chairperson Tracy Locey thought that making a down payment would save the Authority money. However, PNC representative, Kim Simon, indicated the ending term of the original loan could not be changed without rewriting the agreement at which time the rates would be higher, and a modification fee would be charged.
 - The explanation from Kim Simon stating the reason a \$250,000 downpayment could not be made on the fire truck was not conveyed to the entire Board. Four Board members were unaware the payment was not made.
- Trustee Mastenbrook stated those working through the logistics of the finance agreement believed they were acting in the best interest of the Board; however, this was a huge misstep in that they failed to communicate their findings to the Board and let the Board decide on how they would like to proceed. For several years our Council has expressed concerns regarding financial reporting, lack of Board Policies and procedures and Financial Policies and Procedures, in fact we have been criticized for sharing those concerns. I hope this will serve as a wake-up call and convince the Board of the need for an importance of developing Board policies so as to avoid this type of thing from happening again.

OTHER BUSINESS:

None.

ADJOURNMENT

The meeting was adjourned at 7:53 p.m.

Michael J. Rochholz, Village President

Theresa O’Leary, Village Clerk