

# Village of Schoolcraft



Preserving our Past, Enriching our Present, Planning our Future

[www.villageofschoolcraft.com](http://www.villageofschoolcraft.com)

## *Vision Statement*

The Village of Schoolcraft commits to building on its strong heritage while moving forward to a vibrant future as a community where all citizens are safe and secure, local businesses thrive, and residents and visitors alike are drawn to the variety of recreational and cultural activities.

## *Mission Statement*

The Village of Schoolcraft seeks to enhance the community through development that contributes to its welcoming hometown atmosphere, complements its landscape and local business environment, and reinforces its rich history and quality schools.

## Village President's Message

### **Roles of Village Governing**

I hope this message finds you well. Our village thrives on the dedication and involvement of our community members. I am taking this moment to explain the function of two of our important governing bodies. Also, we are currently seeking volunteers to serve on one of those governing bodies: the Zoning Board of Appeals.

### **The Planning Commission**

The Planning Commission plays a crucial role in shaping the future of our community. Appointed for a term of three years, the Commission meets monthly on the second Monday. Commissioners are to:

- Provide community leadership on planning matters.
- Advise the legislative body on planning issues.
- Help prepare a master plan that influences zoning regulations and standards.
- Approve Site Plans to ensure new developments align with our community's vision.
- Handle Special Use approvals, either independently or by recommending to elected officials.
- Serve as the main forum for discussing changes to the Zoning Ordinance text and map.

### **Volunteer for the Zoning Board of Appeals**

The Zoning Board of Appeals is designated to hear appeals on administrative matters related to the community Zoning Ordinance. Appointed for a term of three years, the Board meets only as needed. We are seeking individuals who are committed to fair decision-making and have an understanding of or are willing to learn the zoning regulations. As a member, you will:

- Hear appeals from property owners regarding decisions they find too stringent or inconsistent with the zoning ordinance.
- Consider requests for variances based on "practical difficulty" criteria.
- Provide clarification or interpretation of the zoning ordinance.

Your involvement and feedback are invaluable as we work together to make our village a better place. If you are interested in volunteering for the Zoning Board of Appeals role, please contact the village office at 269.679.4304 for more details.

Thank you for your attention to these important matters. We look forward to your participation and support.

Sincerely,

Michael Rochholz  
Village Council President

## **2025 Quarterly Meeting Calendar**

### Village Council 7:00 p.m.

October 6	October 20
November 3	November 17
December 1	December 15

### Planning Commission 7:00 p.m.

October 13	November 10
December 8	

**All meetings are open  
to the public.**

**442 N. Grand St., Schoolcraft**

## News from the Village Manager's Desk

Hello and Happy Fall! I hope you all are enjoying this lovely cool weather. Just as the weather changes from season to season, the Village is changing too!

Our DPW Superintendent Rob Coffman submitted his retirement notification and his last day as being DPW Superintendent will be March 1, 2026. Rob will continue to serve the community as DPW employee through July 8<sup>th</sup>, 2026. Of course, it comes with a mixed bag of emotions as we see him leave but we are happy for him as well. Rob began his employment with the Village on June 20<sup>th</sup>, 1993, and has served the Village for 32 years. Rob has been an outstanding employee, and it has been a pleasure to work with him over our many years together. When you see him out on the street, please take a minute to wish him happiness in his retirement years.

If you know of anyone who is qualified for this position, please send them my way. Listed below are a few qualifications required for the position:

- Educational requirements include a high school diploma or equivalent supplemented by training in construction management, water/wastewater management, equipment operations and supervision.
- D-3, S-3 Waterworks System Operator Certifications required.
- Knowledge of modern public works, administration and supervisory principles and practices.
- Knowledge of safety practices, tools, procedures and material used in public works, maintenance and repair operations and skill in applying them to regular and emergency projects.
- Ability to plan, supervise and inspect the work of others.
- Knowledge in the chemical and physical processes involved in the treatment of water/wastewater.
- Ability to establish and maintain effective working relationships with employees, customers, contractors, and the public.
- Possesses mechanical aptitude and skill in operating a wide range of equipment.
- Ability to respond to public works and water department emergencies 24 hours a day.
- Ability to work effectively under stress, changes in work priorities, and in emergencies.
- Other related duties as required.

For complete job description, please check our website at [www.villageofschoolcraft.com](http://www.villageofschoolcraft.com)

As always, please feel free to call us with any questions you may have at 679-4304.

Sincerely,

Cheri M. Lutz  
Village Manager  
[cmlutz@villageofschoolcraft.com](mailto:cmlutz@villageofschoolcraft.com)



## Schoolcraft Police Department

### Senior Citizen Safety

There are groups who target senior citizens for their crimes. Most seniors are fearful of burglary and robbery or physical assaults. These are terrifying crimes.

However, the greatest threat of crimes against seniors comes from fraud and con games, and these can be just as devastating, if not more so, than "traditional" crimes.

### Be Alert When Shopping or Out in the Community

- Do not carry credit cards you won't need or large amounts of cash.
- Go with family, friends, or a group, if possible, rather than alone.
- Carry purses close to the body, not dangling by the straps. Put a wallet inside a coat or front pants pocket.
- Keep all car doors locked at all times. Be particularly alert in parking lots or garages for people just "hanging around". Park near an entrance or exit, if possible, there is more traffic at those locations.
- Use direct deposit for any checks you receive regularly if possible (e.g. Social Security, retirement payments).
- Sit as close to the driver or exit as possible when riding the bus.
- If someone or something makes you feel uneasy trust your instincts and leave the area. If necessary, move to where there are large groups of people.

### Keep Your Home Safe and Secure

- Install good locks on doors and windows, then use them. Do not hide keys outside where they can be found. Instead, leave an extra set of keys with someone you trust, perhaps a neighbor, friend or relative.
- Ask for photo ID from service or delivery people before letting them in. If you have any reason to doubt, call the company to verify before letting them in.
- Vendors in the village are required to obtain permits and should be able to present them on request. Do not conduct business with anyone selling door to door who doesn't have one. This process is for your protection, and although it doesn't guarantee the quality of the company, it at least verifies who the person is, and a record's check has been performed.
- Be sure your street address number is large, clear of obstructions, and well-lit so that police and emergency personnel can find your home quickly.

### Do Not Get Conned

- Do not fall for anything that sounds too good to be true — a free vacation, sweepstakes prizes, cures for medical ailments and diseases, or high yield investment schemes.
- Never give your credit card, phone card, Social Security number, or bank account number to anyone over the phone.
- Do not let anyone rush you into signing anything — a policy, contract, or agreement. Read these documents over carefully and have someone you trust check it over.
- Beware of anyone claiming to represent companies, consumer organizations, or government agencies that offer to recover lost money from fraudulent telemarketers for a fee. As a twist on this same theme, cons sometimes pretend to be officials trying to "catch" a thief with your assistance. Never go along with these schemes.

If you are suspicious, do not hesitate to call and check with the police.

Schoolcraft Police Department  
Chief Scott Smith

## Office Closures

Thursday, November 27, 2025

Friday, November 28, 2025

Wednesday, December 24, 2025

Thursday, December 25, 2025

Wednesday, December 31, 2025

Thursday, January 1, 2026

## Fire Hydrant Flushing October 7, 2025

This is a reminder from the Water Department that our biannual hydrant flushing will take place on October 7. This is done to help clean the water lines by running water through at a higher rate than what is normal. Please be aware that this can cause some cloudiness in the water for a short period of time, so please plan accordingly when doing laundry, etc.

## Brush Pick Up

The last brush pick up will be October 27, 2025.

**Brush must be out by 7:00 a.m. on October 27, 2025**

## Drop Off Site for Brush and Grass Clippings

The DPW Drop Off Site is open between 8:00 a.m. and 9:00 a.m. on Saturdays. If you plan on dropping something off, please contact the Village Office at 679-4304 during the hours of Mon-Thurs 8:00 a.m.-5:00 p.m., and Friday 8:00 a.m.-3:00 p.m.

**You must call by 3:00 p.m. on Friday if you are going to use the drop off site the following Saturday.**

**The last day to drop off brush or grass clippings in 2025 is Saturday, November 22, 2025.**

## Leaf Pick Up

Leaf pick up begins the last week of October.

**Leaves must be placed out by the road by 7:00 a.m. on November 24, 2025 for final pick up.**

### DO NOT PUT LEAVES IN BAGS.

- Only leaves will be picked up. Please keep debris out of leaf piles.
- Do not combine leaves with sticks, root balls, trash or stones.
- Piles of leaves should be within 6 ft. of the edge of the street, but not in the street.

## Village of Schoolcraft

### Trick or Treat

**5:30-8:30 p.m.**

**October 31, 2025**

### Halloween Safety

- Make sure the pathway to your home is well lit. If you are using candles to light the way, make sure they are a safe distance from the sidewalk or driveway.
- Use clothing or a costume that allows others to see your child/children from a safe distance.
- Talk to your children about eating candy before they get home. You should inspect the candy before they eat it. Make sure you inspect all candy. Anything that looks like it was tampered with should be thrown out.
- If your child will be trick or treating without you, make sure they walk or ride with a group of children and **never** alone.

## Winter Streets and Sidewalks

During the snow season, we ask for your patience and cooperation regarding snow removal. It is our goal to remove it as quickly and safely as possible.

Our first priority is to open major and local streets. This can be accomplished more efficiently if vehicles are not parked along the street.

Once the snow has been removed from the streets, the DPW will remove the sidewalks of snow. Be sure your vehicles are not blocking the sidewalks. Village residents who have placed decorative fences along the public sidewalks may wish to remove them during the winter months to avoid any damage that may occur during the snow removal season.

## Snow Removal

State and Local Ordinance prohibits the plowing of snow into or across sidewalks and streets as it leaves snow or slush on the roadway. This ordinance is for vehicular and pedestrian safety.

Please be sure that when you are clearing snow from your driveway, you are also keeping it off the sidewalks and roadway.

Your cooperation will be greatly appreciated by our winter walkers.

## Christmas Walk

December 6, 2025

Visit their Facebook page, Schoolcraft Christmas Walk, for more information.

## Schoolcraft 4th of July Fund Raisers

The Schoolcraft 4th of July Committee is hosting a Spaghetti Dinner fundraiser at Buds Bar, Monday, October 20, 2025, between 5 p.m. and 8 p.m. Dinner will include spaghetti, garlic bread and a side salad. The cost is \$10. Watch Monday night football at 7 p.m. on the big screen, where the Lions will play the Bucs. A Silent Auction will be held all evening, with many great items available. Proceeds will go towards next year's fireworks display.

Schoolcraft's Annual Christmas Walk is December 6, 2025. The Schoolcraft 4th of July Committee will be hosting a Christmas Craft and Vendor Show at Wind + James from 10 a.m.—4 p.m. Admission and parking are free. A donated food item for our local pantry is appreciated. Vendors are encouraged to sign up at:

<http://www.schoolcraft4thofjuly.org>, or call 269-760-8963.

## Schoolcraft Community Library Fall Events

### Youth Events

- Tot Time Mondays @10am ages 18-36 mos with caregiver.
- Story Time Thursdays @10:30 ages 3-6
- 10/11 Family Pumpkin Decorating Contest – free pumpkins to first 10 families.
- 10/18 Family Outdoor Movie “The Goonies” bring lawn chairs or blankets popcorn provided. Sign up @ 679-5959
- 11/15 11am-12:30 Nailed It! Cake decorating contest Grades 5+ Sign up @ 679-5959  
Email [Darby.Russell@schoolcraftlibrary.org](mailto:Darby.Russell@schoolcraftlibrary.org) for more youth details

### Adult Events

- Prairie Page Turners meet on the 1<sup>st</sup> Wed of the month at 2pm.
- October 1<sup>st</sup> \*1:30 *The Great Alone* by Kristin Hannah with Alaskan presentation by Cyndie Chapin to follow. Please note\* time change.
- Nov 5<sup>th</sup> -*Home Before Dark* by Riley Sager
- Dec 3<sup>rd</sup> -*The Curious Charms of Arthur Pepper* by Phaedra Patrick.  
Email [Bobbie.Yeater@schoolcraftlibrary.org](mailto:Bobbie.Yeater@schoolcraftlibrary.org) for more details

10/17 Hometown Pride Tailgate - Please visit us!

Check our website at [www.schoolcraftlibrary.org](http://www.schoolcraftlibrary.org) and Facebook @ Schoolcraft Library for more events and information.

## South County Community Services

South County Community Services offers a Food and Basic Pantry, transportation, emergency financial assistance, senior outreach, programs, clinics, yoga and other classes, special events and much more.

Please visit their website [www.southcountycs.com](http://www.southcountycs.com) or call 269-649-2901 for information on the many services they offer.

## Hazardous Household Waste

The Village of Schoolcraft provides a free service to Village Residents to rid your home of household chemicals and electronics.

Materials must be taken to the Household Hazardous Waste Drop Off Center located at:

1301 Lamont Ave.  
Kalamazoo, MI  
(Next to the Fairgrounds)

For a complete list of items accepted and not accepted or for additional information call the Information Hotline at 373-5211 or visit [www.kalcounty.com/hhw](http://www.kalcounty.com/hhw).

Open year around:

Tuesday & Friday 8 a.m. to 1:00 p.m.  
Wednesday Noon to 6 p.m.

Open 8 a.m.-Noon the second (2nd) Saturday of every month except August and September.

**Wishing all of you a  
happy, healthy and safe  
Holiday Season!**

## Village Directory

Administrative Office 269-679-4304  
Police Department 269-679-5600  
Department of Public Works 269-679-5658  
Associated Government Services 1-800-627-2801

## Village Council

President: Mike Rochholz  
Trustees: Kathy Mastenbrook  
Joe Beck  
Kirk Bergland  
Todd Carlin  
Jennifer Doorn  
Shawn Rance

Messages for the Village Council can be left  
at the Administrative Office or on Village  
Staff email.

## Village Staff

Manager: Cheri Lutz, [cmlutz@villageofschoolcraft.com](mailto:cmlutz@villageofschoolcraft.com)  
Clerk/Treasurer: Theresa O'Leary, [toleary@villageofschoolcraft.com](mailto:toleary@villageofschoolcraft.com)  
Office Assistant: Michelle Crawford, [mcrawford@villageofschoolcraft.com](mailto:mcrawford@villageofschoolcraft.com)  
Police  
Chief: Scott Smith, [ssmith@villageofschoolcraft.com](mailto:ssmith@villageofschoolcraft.com)  
Sergeant: Jamie Edwards, [jedwards@villageofschoolcraft.com](mailto:jedwards@villageofschoolcraft.com)  
Officers: Joe Bippus  
Eric Ray  
Matt Britton  
Mike Willis  
DPW Super: Rob Coffman, [rcoffman@villageofschoolcraft.com](mailto:rcoffman@villageofschoolcraft.com)  
Water Operator: Dan Lewis, [dlewis@villageofschoolcraft.com](mailto:dlewis@villageofschoolcraft.com)  
Grounds Maintenance/  
Equipment Operator: Emily Munson, [emunson@villageofschoolcraft.com](mailto:emunson@villageofschoolcraft.com)

PRESORTED STANDARD  
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US POSTAGE PAID  
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Fall 2025 Newsletter  
Village of Schoolcraft  
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