

**VILLAGE OF SCHOOLCRAFT  
COUNCIL PROCEEDINGS  
November 17, 2025**

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

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 (left at 7:40 p.m.), Doorn, Carlin and Rance.  
Absent: None.  
Also Present: Village Manager Cheri Lutz, Village Clerk Theresa O'Leary, Chief Scott Smith, Brian Julian, Brandon Bordner, Jennifer Sportel, and Phyllis Rose.

**APPROVAL OF AGENDA:**

Motion by Doorn, seconded by Rance to approve the agenda as presented. All Aye.

**APPROVAL OF CONSENT AGENDA:**

Motion by Beck seconded by Mastenbrook, to approve the Consent Agenda as presented.  
By Roll Call, all aye.

**CITIZEN'S ON NON-AGENDA ITEMS:**

None.

**PUBLIC HEARINGS:**

None.

**UNFINISHED BUSINESS:**

None.

**TABULATION OF BIDS:**

None.

**NEW BUSINESS:**

The memorandum from Village Clerk Theresa O'Leary regarding the appointment of President Pro Tempore was discussed.

Motion by Carlin, seconded by Doorn to appoint Trustee Kathy Mastenbrook President Pro Tempore. All aye.

**COMMUNICATIONS:**

None.

**STATEMENTS FROM CITIZENS AND MUNICIPAL OFFICIALS**

President Mike Rochholz made the following statement:

- He stated the Planning Commission has submitted an ordinance allowing chickens in the Village to the Village Attorney. A rough draft of the ordinance will be presented to the Planning Commission.

Village Manager Cheri Lutz made the following statements:

- She stated the Village received a grant from Kalamazoo County in the amount of \$18,500 for playground equipment for Burch Park.

VILLAGE OF SCHOOLCRAFT

COUNCIL PROCEEDINGS

November 17, 2025

PAGE 2

- She stated Suprema has donated \$2,000 towards playground equipment.
- She stated an invoice has been sent to Kalamazoo County, at their request, for reimbursement of the \$100,000 grant for lead line replacement.
- She stated the Village staff is nearing completion of rewriting the water ordinance and will be presented at a future Council meeting.
- She stated she is going to submit an application for a grant, up to \$50,000, to go toward Rural Development's loan application fee.

Trustee Kathy Mastenbrook made the following statement:

- She provided an update on South Kalamazoo County Fire Authority activities.

**OTHER BUSINESS:**

None.

**CLOSED SESSION:**

Motion by Mastenbrook, seconded by Rance to convene into Closed Session to discuss the Village Manager's Evaluation Procedure 7:10 p.m. By Roll Call, All aye.

**Reconvene into Open Session 7:55 p.m.**

Motion by Rance, seconded by Mastenbrook to approve the minutes of the Closed Session. All Aye.

The Council had a general discussion regarding Village matters and events.

**ADJOURNMENT**

The meeting was adjourned at 8:32 p.m.

---

Michael J. Rochholz, President

---

Theresa O'Leary, Village Clerk