

**VILLAGE OF SCHOOLCRAFT  
COUNCIL PROCEEDINGS  
JANUARY 2, 2018**

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

The Prayer and Pledge of Allegiance were led by President Gunnett.

**ROLL CALL:**

Present: President Gunnett, Trustees Rochholz, Mastenbrook, Spears, Barnes, Stodola, and Carlin.  
Absent: None.  
Also Present: Village Manager Cheri Lutz, Chief Bryan Campbell, Village Clerk Faith Akert and Kirk Bergland.

**APPROVAL OF AGENDA:**

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

**APPROVAL OF CONSENT AGENDA:**

Motion by Spears, seconded by Stodola, to approve the Consent Agenda as presented. All aye.

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

None.

**PUBLIC HEARINGS:**

None.

**UNFINISHED BUSINESS:**

None.

**NEW BUSINESS:**

The memorandum from Village Manager Cheri Lutz regarding revised job descriptions was discussed.

Manager Lutz had the following comments:

- She stated that two new job descriptions were being presented for council approval as follows:
  1. Clerk/Treasurer
  2. Finance Director/Assistant Village Manager

She stated that Theresa O'Leary will be promoted to the position of Clerk/Treasurer, and that she is currently performing a number of duties that are noted in the job description.

She stated that the new position of Finance Director/Assistant Village Manager was created as a succession plan for the Village in the event of a long term absence of the manager. She explained that she feels it is important to have a "go-to" person who could make decisions in the manager's absence.

By general consensus, the Village Council agreed that it is important to have a succession plan in place, and commended the Village Manager for taking the initiative to put a succession plan in place.

Motion by Mastenbrook, seconded by Rochholz, to approve the job descriptions as presented. All aye.

**TABULATION OF BIDS:**

None.

**COMMUNICATIONS:**

None.

**REPORTS FROM VILLAGE ADMINISTRATION:**

None.

**STATEMENTS FROM CITIZENS AND MUNICIPAL OFFICIALS:**

President Gunnett had the following comment:

- He stated that there is an opening on the Planning Commission, and applications are being accepted.

Trustee Rochholz had the following comment:

- He stated that plan for appointment of Citizen of the Year will be presented at the January 15, 2018, council meeting.

Trustee Spears had the following comment:

- He commended the Department of Public Works for the excellent job they did in keeping the roads and sidewalks clear during the holiday season, and thanked them for taking time away from their families during the holiday season.

Trustee Stodola had the following comment:

- He stated that the Robotics Team from Schoolcraft Community Schools will make a five minute presentation to the Village Council at the January 15, 2018, meeting.

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**OTHER BUSINESS:**

None.

The meeting was adjourned at 7:21 p.m.

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Faith C. Akert, Clerk

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Keith F. Gunnett, Village President