



**SCHOOLCRAFT TOWNSHIP BOARD MEETING**  
**VIA ZOOM VIDEO CONFERENCING**  
**01-12-21**

- 1.) Call to Order
- 2.) Roll Call
- 3.) Approval of Agenda
- 4.) Approve Regular Meeting Minutes of 12-08-2020
- 5.) Approve List of Bills
- 6.) Acceptance of Treasurers Report
- 7.) Public Comment \*\*
- 8.) New Business
  - a.) Accept SKCFA Audit for Year Ending 03-31-2020
  - b.) Approve SKCFA Proposed Budget for Year Ending 03-31-2022
  - c.) Approve Vicksburg Library Re-Appointments
- 9.) Old Business
- 10.) Members Time
- 11.) Adjourn

**\*\* Public Comment limited to 3 minutes**



ON AGENDA

## SCHOOLCRAFT TOWNSHIP BOARD MEETING

December 8, 2020

6:00 p.m.

Via Zoom Video

Proposed

### Call to Order

Members Present: Supervisor Ulsh, Clerk Mongreig, Treasurer Scott, Trustee Stafford, and Trustee Fryling.

Motion by Mongreig with second by Fryling to approve the **Agenda** with the addition of **8.) d.) Zoning Text Amendment. Unanimously Approved**

Motion by Scott with second by Ulsh to approve the **Minutes** of the November 10, 2020, meeting as presented. **Unanimously Approved**

Motion by Scott with second by Stafford to approve the **List of Bills. Unanimously Approved**

### **Treasurer Scott reported:**

Income for month of November 2020	\$ 104,698.58
Expenditures	\$ 90,026.16
October 2020 General Fund Balance	\$ 227,338.34
November 2020 General Fund Balance	\$ 242,010.76

Motion by Mongreig with second by Fryling to approve the **Treasurer's Report** as presented. **Unanimously Approved**

### **NEW BUSINESS:**

#### **Andrew Alspach, Mitigation Planner/EOCPIO**

**Kalamazoo County Office of Emergency Management:** Presented a discussion and Power Point on the planning process of an update of the Plan.

Motion by Scott with second by Ulsh to participate in the current planning process for updating the County's Hazardous Mitigation Plan.

**Unanimously Approved**

**The Board set Wednesday, January 13, at 1:00 p.m. for the 2021-2022 Budget Workshop.**

**Ordinance # 279 Zoning Text Amendment:**

Motion by Mongreig with second by Fryling to adopt Ordinance # 279, amending Section 15.3 to add a subsection 6 entitled "Mini-Storage Facility" as a special land use in the LC Local Commercial zoning district.

**Roll Call Vote:**

Fryling           yes  
Mongreig        yes  
Scott             yes  
Stafford         yes  
Ulsh             yes

**Unanimously Approved**

**Members Time:**

Stafford reported the December Planning Commission Meeting was not held due to lack of agenda items.

Scott reported that taxes have been mailed.

Fryling reported of a lengthy Zoning Board of Appeals Meeting for a variance request for a residential home on Barton Lake, and that he has been in conversations with, and receiving input from previous Roads Chair for Schoolcraft Township, Greg Feldmeier.

Mongreig reported helping Kalamazoo County with election re-counts.

Ulsh reported that the Township will be updated on progression at the Plainsman Motel.

Motion by Scott with second by Fryling to adjourn the meeting at 7:11 p.m.

  
Virginia M. Mongreig, Clerk

**ON AGENDA**

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR CODE: 00015	BROOKE THOMAS	
BANK CODE: GFCKG		
12302020	DECEMBER 2020 CLEANING	150.00
TOTAL BANK CODE: GFCKG		150.00
TOTAL VENDOR 00015 BROOKE THOMAS		150.00
VENDOR CODE: 00033	KONICA MINOLTA PREMIER FINANCE	
BANK CODE: GFCKG		
1055532686	C25-I COPIER	240.00
TOTAL BANK CODE: GFCKG		240.00
TOTAL VENDOR 00033 KONICA MINOLTA PREMIER FINANCE		240.00
VENDOR CODE: 00049	KALAMAZOO GAZETTE	
BANK CODE: GFCKG		
K012587100	NOVEMBER 2020 PUBLICATIONS	695.53
K012587100	MONTHLY CHARGES	264.55
TOTAL BANK CODE: GFCKG		960.08
TOTAL VENDOR 00049 KALAMAZOO GAZETTE		960.08
VENDOR CODE: 00050	GORDON WATER SYSTEMS	
BANK CODE: GFCKG		
1937170	WATER/COOLER RENTAL	19.90
TOTAL BANK CODE: GFCKG		19.90
TOTAL VENDOR 00050 GORDON WATER SYSTEMS		19.90
VENDOR CODE: 00052	GRIFFIN PEST SOLUTIONS	
BANK CODE: GFCKG		
2010134	MONTHLY SERVICES	35.00
TOTAL BANK CODE: GFCKG		35.00
TOTAL VENDOR 00052 GRIFFIN PEST SOLUTIONS		35.00
VENDOR CODE: 00056	INDIANA MICHIGAN POWER	
BANK CODE: GFCKG		
04936294901	MONTHLY CHARGES -ELECTRIC	441.20
04452575105	MONTHLY SERVICE	158.29
04104131505	CEMETERY ELECTRIC	99.23
04360268603	MONTHLY SERVICE	234.29
04486785704	MONTHLY SERVICE	232.12
04946663905	MONTHLY SERVICES	449.34
04524762103	MONTHLY SERVICES	37.29
TOTAL BANK CODE: GFCKG		1,651.76
TOTAL VENDOR 00056 INDIANA MICHIGAN POWER		1,651.76
VENDOR CODE: 00058	INTEGRITY BUSINESS SOLUTIONS	
BANK CODE: GFCKG		
2161572-0	VARIOUS OFFICE SUPLIES	151.76
TOTAL BANK CODE: GFCKG		151.76
TOTAL VENDOR 00058 INTEGRITY BUSINESS SOLUTIONS		151.76
VENDOR CODE: 00066	JB PRINTING COMPANY	
BANK CODE: GFCKG		
50631	OFFICE ENVELOPES	353.20
TOTAL BANK CODE: GFCKG		353.20
TOTAL VENDOR 00066 JB PRINTING COMPANY		353.20
VENDOR CODE: 00079	KAREN HILDEBRAND	
BANK CODE: GFCKG		
11032020	NOVEMBER 3, 2020 GENERAL ELECTION	300.00

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR CODE: 00079	KAREN HILDEBRAND	
BANK CODE: GFCKG		
TOTAL BANK CODE: GFCKG		300.00
TOTAL VENDOR 00079	KAREN HILDEBRAND	300.00
VENDOR CODE: 00099	MICHIGAN TOWNSHIPS ASSOCIATION	
BANK CODE: GFCKG		
01062021	TOWNSHIP MANUAL	110.00
TOTAL BANK CODE: GFCKG		110.00
TOTAL VENDOR 00099	MICHIGAN TOWNSHIPS ASSOCIATION	110.00
VENDOR CODE: 00102	APPRAISALS PLUS GROUP LLC	
BANK CODE: GFCKG		
12312020	MONTHLY CONTRACTED SERVICES	3,991.67
TOTAL BANK CODE: GFCKG		3,991.67
TOTAL VENDOR 00102	APPRAISALS PLUS GROUP LLC	3,991.67
VENDOR CODE: 00104	PREIN & NEWHOF	
BANK CODE: GFCKG		
58382/83/84	MONTHLY SERVICES	591.50
TOTAL BANK CODE: GFCKG		591.50
TOTAL VENDOR 00104	PREIN & NEWHOF	591.50
VENDOR CODE: 00114	PRINTING SERVICES, INCORPORATED	
BANK CODE: GFCKG		
42900	WINDOW ENVELOPES	204.44
TOTAL BANK CODE: GFCKG		204.44
TOTAL VENDOR 00114	PRINTING SERVICES, INCORPORATED	204.44
VENDOR CODE: 00121	RYAN LAPORTE	
BANK CODE: GFCKG		
12162020	WELDING REPAIRS TWO MOWER DECKS	220.00
12312020	2020 MILEAGE	448.62
TOTAL BANK CODE: GFCKG		668.62
TOTAL VENDOR 00121	RYAN LAPORTE	668.62
VENDOR CODE: 00132	AUNALYTICS	
BANK CODE: GFCKG		
29935269	COMPUTER SERVICES	27.00
29933670	JANUARY 2021 SERVICE	27.00
TOTAL BANK CODE: GFCKG		54.00
TOTAL VENDOR 00132	AUNALYTICS	54.00
VENDOR CODE: 00135	SOUTH KALAMAZOO COUNTY FIRE AUTHORI	
BANK CODE: GFCKG		
2021-46	JANUARY 2021 FIRE PROTECTION	17,199.50
TOTAL BANK CODE: GFCKG		17,199.50
TOTAL VENDOR 00135	SOUTH KALAMAZOO COUNTY FIRE AUT	17,199.50
VENDOR CODE: 00140	STEENSMA LAWN & POWER EQUIPMENT	
BANK CODE: GFCKG		
769143	HONDA BILLY GOAT	1,540.00
TOTAL BANK CODE: GFCKG		1,540.00
TOTAL VENDOR 00140	STEENSMA LAWN & POWER EQUIPMENT	1,540.00
VENDOR CODE: 00154	SCMCCI	
BANK CODE: GFCKG		

INVOICE NUMBER	DESCRIPTION	AMOUNT
VENDOR CODE: 00154	SCMCCI	
BANK CODE: GFCKG		
3870	NOVEMBER 2020 ORDINANCE SERVICES	50.00
TOTAL BANK CODE: GFCKG		50.00
TOTAL VENDOR 00154 SCMCCI		50.00
VENDOR CODE: 00169	LOUIS B. MONGREIG	
BANK CODE: GFCKG		
12302020	DECEMBER BURIALS-KISSINGER, BURSON & MOO	405.00
TOTAL BANK CODE: GFCKG		405.00
TOTAL VENDOR 00169 LOUIS B. MONGREIG		405.00
VENDOR CODE: 00180	STATE OF MICHIGAN	
BANK CODE: GFCKG		
A19793	PERMIT FEE 2021 SUNSET LAKE	800.00
TOTAL BANK CODE: GFCKG		800.00
TOTAL VENDOR 00180 STATE OF MICHIGAN		800.00
VENDOR CODE: 00212	KALAMAZOO COUNTY	
BANK CODE: GFCKG		
DRN20-17	2020 AT LARGE-DRAIN PUBLIC BENEFIT	2,310.00
TOTAL BANK CODE: GFCKG		2,310.00
TOTAL VENDOR 00212 KALAMAZOO COUNTY		2,310.00
VENDOR CODE: 00232	DJL DIRTWORKS, LLC	
BANK CODE: GFCKG		
12312020	DECEMBER 2020 BURIALS-GOULD	400.00
TOTAL BANK CODE: GFCKG		400.00
TOTAL VENDOR 00232 DJL DIRTWORKS, LLC		400.00
VENDOR CODE: 00249	ANIMAL REMOVAL SERVICE LLC	
BANK CODE: GFCKG		
27751	4TH QUARTER SERVICE	135.00
TOTAL BANK CODE: GFCKG		135.00
TOTAL VENDOR 00249 ANIMAL REMOVAL SERVICE LLC		135.00
VENDOR CODE: 00261	FOSTER SWIFT COLLINS & SMITH PC	
BANK CODE: GFCKG		
798725 & 798731	MONTHLY CHARGES NOVEMBER 2020	2,542.00
TOTAL BANK CODE: GFCKG		2,542.00
TOTAL VENDOR 00261 FOSTER SWIFT COLLINS & SMITH PC		2,542.00
VENDOR CODE: 00278	TAMRA STAFFORD	
BANK CODE: GFCKG		
15291	REIMBURSEMENT MTA TRAINING 2020	99.00
TOTAL BANK CODE: GFCKG		99.00
TOTAL VENDOR 00278 TAMRA STAFFORD		99.00
VENDOR CODE: MISC	CATHERINE PINTO	
BANK CODE: GFCKG		
09172020	REFUND OF UNUSED DEP FEE 9/17/2020 ZBA	528.58
12302020	CLEAN-UP AT STATE GAME AREA ENTRANCE ON	300.00
TOTAL BANK CODE: GFCKG		828.58
TOTAL VENDOR MISC JOHN SCOTT		828.58
GRAND TOTAL:		35,791.01

CASH SUMMARY BY ACCOUNT FOR SCHOOLCRAFT TOWNSHIP  
FROM 12/01/2020 TO 12/31/2020  
FUND: 101 220 222  
CASH AND INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 12/01/2020	Total Debits	Total Credits	Ending Balance 12/31/2020
Fund 101	GENERAL FUND				
001.000	KCSB-GF Checking	82,131.14	47,940.62	54,844.25	75,227.51
002.000	Chase GF Savings 90605	149,744.97	6.31	0.00	149,751.28
006.000	CONCESSION STAND CHANGE DRAWER	300.00	0.00	0.00	300.00
	GENERAL FUND	<u>232,176.11</u>	<u>47,946.93</u>	<u>54,844.25</u>	<u>225,278.79</u>
Fund 220	BARTON LAKE WEED FUND				
001.000	KCSB-GF Checking	8,175.42	5,189.85	0.00	13,365.27
Fund 222	SUNSET LAKE WEED FUND				
001.000	KCSB-GF Checking	1,659.23	9,665.27	800.00	10,524.50
	TOTAL - ALL FUNDS	<u>242,010.76</u>	<u>62,802.05</u>	<u>55,644.25</u>	<u>249,168.56</u>

Schoolcraft Township Swan Park  
2021-2022 Proposed Budget

<u>Account</u>	<u>Account Name</u>	<u>Proposed Budget</u>
101-751-704.000	Park- Part Time Wages	\$17,400.00
101-751-715.000	Park- Payroll Taxes	\$1,350.00
101-751-752.000	Park Supplies- Non Inventory	\$2,000.00
101-751.758.000	Park- Diesel Fuel	\$1,000.00
101-751-759.000	Park - Gasoline / Fuel	\$500.00
101-751-801.000	Parks- Contract Services	\$8,000.00
101-751-861.000	Park-Mileage Reimbursement	\$1,500.00
101-751-919.000	Park- Garbage Service	\$1,250.00
101-751-920.100	Park- Electric	\$1,750.00
101-751-929.000	Park- Water Quality Monitoring	\$450.00
101-751-930.000	Park- Building Repairs / Maintenance	\$1,750.00
101-751-931.000	Park- Equipment Repairs / Maintenance	\$2,750.00
101-751-934.000	Park- Land & Field Repairs / Maintenance	\$4,200.00
101-751-970.000	Park- Capital Outlay	\$42,000.00
101-754-704.000	Concession- Part Time Wages	\$3,500.00
101-754-715.000	Concession- Payroll Taxes	\$300.00
101-754-752.000	Concession- Supplies - Non-Inventory	\$1,500.00
101-754-754.000	Concession- Small Equipment	\$1,000.00
101-754-771.000	Concession- Inventory / Cost of Goods Sold	\$10,000.00
101-754-801.000	Concession- Bldg & Grounds / Contract Services	\$0.00
101-754-861.000	Concession- Mileage Reimbursement	\$250.00
101-754-909.000	Concession- License Expense	\$150.00
101-754-910.100	Concession- Professional Development	\$0.00
101-754-920.100	Concession- Electricity	\$1,400.00
101-754-930.000	Concession- Building Repair / Maintenance	\$250.00
101-754-931.000	Concession- Equipment Repair / Maintenance	\$250.00
101-754-955.000	Concession- Misc. Expenditure	\$4,000.00
101-754-970.000	Concession- Capital Outlay	\$1,500.00

**Total Expenditure** **\$110,000.00**

101-000-650.000	Concession Sales	\$22,000.00
101-000-651.000	Township Park Income	\$2,000.00

**Total Revenues** **\$24,000.00**

Total Park Costs \$86,000.00

For Budget  
Meeting  
1/13/21



**Township Budget items**

**Fiscal Year 2021-2022**

<b>Account #</b>	<b>Account Name</b>	<b>Cost</b>	<b>Description</b>
101-265-970.004	Building & Grounds- Capital Outlay	\$8,000.00	8 NDE Locks- Clerk, Conference Room, Supervisor, Election/Park, Vault, Basement, Vicksburg Cemetery, Schoolcraft Cemetery
101-265-970.003	Building & Grounds- Capital Outlay	\$25,000.00	Bathroom Remodel
101-265-970.002	Building & Grounds- Capital Outlay	\$15,000.00	Window Replacement
101-265-970.001	Building & Grounds- Capital Outlay	\$5,000.00	Basement Finishing
101-265-970.000	Building & Grounds- Capital Outlay	\$5,000.00	LED Lighting Upgrade
101-265.704.000	Building & Grounds- Part Time Wages	\$2,400.00	200/ month for 12 months
101-265-715.000	Building & Grounds- Payroll Taxes	\$240.00	20/month for 12 months

<b>Building &amp; Grounds- Capital Outlay</b>	<b>\$58,000.00</b>
---	--------------------

### Park Capital Projection

<u>Item</u>	<u>Expected Cost</u>
Irrigation- Supplies for Trunk lines for Lacrosse, Field 1 and Barn	\$15,000.00
Field 7 Fencing	\$13,000.00
Mower Blade Sharpener	\$2,000.00
Playground Mulch	\$4,000.00
Park Recognition Signage	\$3,000.00
Walking Trail Additions	\$5,000.00
<b>Capital Budget Total- Account</b>	<b>\$42,000.00</b>

### **Concession Capital Projection**

<u>Item</u>	<u>Expected Cost</u>
Canopy for Grill Area	\$1,500.00

<b>Capital Budget Total-</b>	<b>\$1,500.00</b>
------------------------------	-------------------



**FYI**

## Kalamazoo County, Michigan

50 East VW Avenue  
Vicksburg, Michigan 49097

(269) 649-1276  
Fax (269) 649-2232

**DONALD K. ULSH**  
[dulsh@schoolcrafttownship.org](mailto:dulsh@schoolcrafttownship.org)  
Supervisor

**VIRGINIA M. MONGREIG**  
[vmongreig@schoolcrafttownship.org](mailto:vmongreig@schoolcrafttownship.org)  
Clerk

**TERESA A. SCOTT**  
[tscott@schoolcrafttownship.org](mailto:tscott@schoolcrafttownship.org)  
Treasurer

**TAMRA STAFFORD**  
[t-stafford@sbglobal.net](mailto:t-stafford@sbglobal.net)  
Trustee

**STEVE FRYLING**  
[scifry@comcast.net](mailto:scifry@comcast.net)  
Trustee

January 5, 2021

### Ordinance Enforcement Report for 2020

This office opened 246 Ordinance Violation Notices for the year. Violation Notices for 2019 totaled 157. This was an increase of 89 notices. The Ordinance Enforcement office was shut during March and April due to COVID-19.

Upon return I found there was much work to do to get residents into compliance. These violations ranged from unregistered vehicles, tall grass and weed violations, to all other forms of violations. The enforcement officer also patrolled the Township roads checking for ongoing unpermitted construction, which is reported to the Building Department.

The Ordinance Enforcement department is responsible for the cleanup of the Hogsett Lake State Game parking lot on East U Avenue. This consisted of old mattress's and box springs, tires, and junk that was dumped there.

I feel the Township is in good condition with only 3 violations open from 2020. I closed out 2020 with 243 violations in compliance. This office always tries to work with the residents of the township to help them meet compliance.

Respectfully submitted

John R. Cross  
Ordinance Enforcement Officer