

Village of Lakewood Club
Meeting Minutes
August 24, 2020

CALL TO ORDER: Meeting called to order by President Russell Lichner at 7:00 pm.

PLEDGE OF ALLEGIANCE:

ROLL CALL: President Russell Lichner, Trustee Debbie Houtteman, Mark Spencer, Robert Sikkenga, Sarah Swanson, Jaci Mudge, Jack Carmean, Street Administrator Rick Budde, Treasurer Hannah Swanson, and Clerk Wendy Bloem.

ACCEPT OR AMEND AGENDA:

Motion by Trustee D. Houtteman, second from Trustee J. Mudge to approve the meeting agenda for August 24, 2020. Roll call: Trustee D. Houtteman- **Aye**, M. Spencer-**Aye**, R. Sikkenga-**Aye**, S. Swanson-**Aye**, J. Mudge-**Aye**, J. Carmean-**Aye**. Ayes: 6, Nays: None. **Motion Carried.**

PUBLIC COMMENT: no public comment

MINUTES OF THE PREVIOUS MEETING:

Motion by Trustee M. Spencer, second from Trustee J. Mudge to accept the July 27, 2020 Regular meeting minutes as submitted by Clerk Bloem. Roll call: Trustee D. Houtteman- **Aye**, M. Spencer-**Aye**, R. Sikkenga-**Aye**, S. Swanson-**Aye**, J. Mudge-**Aye**, J. Carmean-**Aye**. Ayes: 6, Nays: None. **Motion Carried.**

TREASURER'S REPORT:

Motion by Trustee J. Carmean, second from Trustee R. Sikkenga to accept the August 2020 Treasurer's report as submitted by Treasurer Hannah Swanson. Roll call: Trustee D. Houtteman- **Aye**, M. Spencer-**Aye**, R. Sikkenga-**Aye**, S. Swanson-**Aye**, J. Mudge-**Aye**, J. Carmean-**Aye**. Ayes: 6, Nays: None. **Motion Carried.**

FINANCE REPORT:

Motion by Trustee M. Spencer, second from Trustee R. Sikkenga to accept the finance report and pay the bills for the month of August 2020. Roll call: Trustee D. Houtteman- **Aye**, M. Spencer-**Aye**, R. Sikkenga-**Aye**, S. Swanson-**Aye**, J. Mudge-**Aye**, J. Carmean-**Aye**. Ayes: 6, Nays: None. **Motion Carried.**

COMMITTEE REPORTS:

Lots:

John Baldwin request to purchase Village property. President Lichner stated that the Lot Committee is recommending the property be split into two building sites. Council members are not in agreement with the recommendation of just two building sites, Council wants the property split into 3 building sites. Adjourned to the September meeting.

Park:

Park Administrator Rick Budde stated that he had 4 trees removed in the park at a cost of \$2,000.00.

Streets and Maintenance:

Street Administrator Rick Budde stated that he mailed out bid requests to McCormick Sand and Hallack Contracting, to crown, pack and spread gravel on Cherry Street. He stated only one came back, McCormick Sand's bid came in at \$22,300.

Motion by Trustee J. Carmean, second from Trustee R. Sikkenga to accept the bid from McCormick Sand of \$22,300. to crown, pack and spread gravel on Cherry. Roll call: Trustee D. Houtteman- **Aye**, M. Spencer-**Aye**, R. Sikkenga-**Aye**, S. Swanson-**Aye**, J. Mudge-**Aye**, J. Carmean-**Aye**. Ayes: 6, Nays: None. **Motion Carried.**

Planning Commission:

Trustee J. Mudge stated that the Commission is reviewing Chapter 2.

H.R. Committee:

Trustee Sikkenga stated that H.R. met to discuss Park Ranger hours and their duties during the COVID Pandemic.

Set Calendar:

The Village of Lakewood Club Office is open, a mask is required by the Governor to enter the Village Hall to do business. The Village office will be closed on Monday September 7, 2020 in observance of Labor Day. The Human Resource meeting will be held on Wednesday September 16, 2020 at 6:00 p.m. when needed. The Planning Commission meeting will be held on Wednesday September 23, 2020 at 6:30 p.m. The Village Work Session Meeting will be held on Monday, September 28, 2020 at 6:00 p.m.; the regular meeting will follow at 7:00 p.m. **The Village office will be closed on Monday September 7, 2020 in observance of Labor Day.**

OLD BUSINESS:

A. Leaf drop off:

President Lichner stated that he would like the Council to consider a fenced-in site for leaf drop off for Village residents. Council would like to look into this more before moving forward. Adjourned until the September meeting.

B. Dock at 17 E. White Lake Dr.:

As regards to 17 E. White Lake Dr, in addition to the porch issue already turned over to the Village Attorney, Council voted to turn over the dock situation to the Village Attorney

Motion by J. Carmean, second from J. Mudge to turn over the Dock removal issue at 17 E. White Lake Drive to the Village Attorney. Roll call: Trustee D. Houtteman- **Aye**, M. Spencer-**Aye**, R. Sikkenga-**Aye**, S. Swanson-**Aye**, J. Mudge-**Aye**, J. Carmean-**Aye**. Ayes: 6, Nays: None. **Motion Carried.**

C. Outdoor bands at the Nite Spot:

Council discussed and is in agreement that the new owners of the Nite Spot Bar need to come to the Village meeting and explain their intent as to what they want to do.

D. Other:

In the letter and documents that Mike McGahan submitted to the Village office on August 24, 2020 he stated in the letter that "He made no corrections or marked on any of these legal documents during his review." He also stated that "all changes were done by office assistant, Mary Kilmer, after he brought these documents to her

attention on July 28, 2020.” Mary questioned Mike about the changes she was supposed to have made and Mike explained the only change Mary Kilmer made was adding #1 in front of #7 of his address, these are documents in the Village office for 17 E. White Lake Dr. which is the correct address for McGahan, not No.”7”.

NEW BUSINESS:

A. Visa Pre-paid Master Card:

Clerk Bloem asked the Council if the limit can be raised on the Visa Debit card so Rick can get supplies for the park, Village hall and DPW. Council discussed and consensus is to raise the limit to \$2,000.

Motion by Trustee R. Sikkenga, second from Trustee M. Spencer to allocate \$2,000 to a Visa Debit to use for Village maintenance purchases. Roll call: Trustee D. Houtteman-Aye, M. Spencer-Aye, R. Sikkenga-Aye, S. Swanson-Aye, J. Mudge-Aye, J. Carmean-Aye. Ayes: 6, Nays: None. **Motion Carried.**

B. FEMA Flood Insurance Program:

Council discussed and is in agreement to not participate in the FEMA Flood Insurance Program.

C. Budget amendments:

Clerk Bloem requests amendments to the following accounts: General Fund, Independent Audit: 101-223-801.000 Professional & Contract Services \$1,625, Village Hall and Grounds 101-265-775.000 Repairs and Maintenance \$1,000, Village Park 101-753-801.000 Professional and Contract Services \$2,000. Total budget amendments to General Fund is \$4,625. Major Road Fund 202-449-704.000 Fringe Benefits \$3,000. Total budget amendments to Major Road Funds is \$3,000. Local Road Fund 203-449-801.000 Professional and Contract Services \$5,000.00, 203-449-970.000 Capital Outlay 22,300. Total budget amendments to Local Road Fund is \$27,300.

Motion by Trustee R. Sikkenga, second from Trustee J. Carmean to approve the budget amendments submitted by Clerk Bloem and amend the budget in the General Fund in the amount of \$4,625, the Major Road Fund in the amount of \$3,000, and the Local Road Fund in the amount of \$27,300. For a total of \$34,925.00.

D. Other:

Kim Avery-Request to purchase property from Village. Council stated that he will need to put his request in writing.

Adjourn: Motion by Trustee S. Swanson, second from M. Spencer to adjourn the August 24, 2020, regular meeting at 7:35 p.m.

Respectfully Submitted,

Wendy Bloem, Clerk