

**Village of Lakewood Club  
Meeting Minutes  
December 19, 2016**

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, Mark Verhoeven, Jack Carmean, Street Administrator Rick Budde and Clerk Wendy Bloem. Absent: Treasurer Lisa Swanson

ACCEPT OR AMEND AGENDA:

Motion by Trustee Spencer, second from Trustee Sikkenga to amend and approve the amended meeting agenda for December 19, 2016. Amend to delete #4 Oath of Office. Roll call: Trustee D. Houtteman-**Aye**, M. Spencer-**Aye**, R. Sikkenga-**Aye**, S. Swanson- **Aye**, M. Verhoeven-**Aye**, J. Carmean-**Aye**. Ayes: 6, Nays: None. **Motion Carried.**

PUBLIC COMMENT: none

WORK SESSION MINUTES:

Motion by Trustee Carmean, second from Trustee Spencer to accept the November 28, 2016 Work Session meeting minutes as submitted by Clerk Bloem. Roll call: Trustee D. Houtteman-**Aye**, M. Spencer-**Aye**, R. Sikkenga-**Aye**, S. Swanson- **Aye**, M. Verhoeven-**Aye**, J. Carmean-**Aye**. Ayes: 6 Nays: None. **Motion Carried.**

MINUTES OF THE PREVIOUS MEETING:

Motion by Trustee Carmean, second from Trustee Sikkenga to accept the November 28, 2016 Regular meeting minutes as submitted by Clerk Bloem. Roll call: Trustee D. Houtteman-**Aye**, M. Spencer-**Aye**, R. Sikkenga-**Aye**, S. Swanson- **Aye**, M. Verhoeven-**Aye**, J. Carmean-**Aye**. Ayes: 6, Nays: None. **Motion Carried.**

CORRESPONDENCE:

- A letter was received from DJ Hilson, Muskegon County Prosecutor regarding Public Acts 281, 282, and 283 (medical marijuana). He is asking to attend one of the Village meetings to explain the pros and cons of the new legislation. Clerk Bloem stated that he called and she told him he could attend the January meeting.

TREASURER'S REPORT:

Motion by Trustee Spencer, second from Trustee Verhoeven to accept the December 2016 Treasurer's report as submitted by Treasurer Lisa Swanson. Roll call: Trustee D. Houtteman-**Aye**, M. Spencer-**Aye**, R. Sikkenga-**Aye**, S. Swanson- **Aye**, M. Verhoeven-**Aye**, J. Carmean-**Aye**. Ayes: 6, Nays: None. **Motion Carried.**

FINANCE REPORT:

Motion by Trustee Sikkenga, second from Trustee Spencer to accept the finance report and pay the bills for the month of December 2016. Roll call: Trustee D. Houtteman-**Aye**, M. Spencer-**Aye**, R. Sikkenga-**Aye**, S. Swanson- **Aye**, M. Verhoeven-**Aye**, J. Carmean-**Aye**. Ayes: 6, Nays: None. **Motion Carried.**

COMMITTEE REPORTS:

LAKE:

Rick Budde reported that he met with Chad Hipsher from the Muskegon Conservation District regarding the treatment of Phragmites in Fox Lake. The cost for the Conservation District to treat the Phragmites is \$799.88. The Council discussed and decided to except the quote and have President Lichner sign the cooperatoor agreement. Council asked Clerk to contact Mr. Hipshier and ask him if he would attend the January meeting to give a presentation on the treatment of invasive species.

Motion by Trustee Spencer, second from Trustee Houtteman to have President Lichner sign the Cooperator Agreement between the Village of Lakewood Club and the Muskegon Conservation District to treat Fox Lake for invasive species. Roll call: Trustee D. Houtteman-**Aye**, M. Spencer-**Aye**, R. Sikkenga-**Aye**, S. Swanson- **Aye**, M. Verhoeven-**Aye**, J. Carmean-**Aye**. Ayes: 6, Nays: None. **Motion Carried.**

LIQUOR INSPECTION: Three inspections made and on file for review.

ORDINANCE ENFORCEMENT:

Ordinance Enforcer Michael Mudge submitted a report for review for the month of December 2016.

BUILDING INSPECTIONS AND PERMITS: On file for review.

PARK:

Park Administrator Rick Budde stated that he is still waiting for the replacement camera for the park.

STREETS AND MAINTENANCE:

Street Administrator Rick Budde reported that the agreement between the Village and the City of Montague to swap construction years for the Small Urban Program looks like it will be approved by the Department of Transportation.

PLANNING COMMISSION:

Trustee Verhoeven reported that the Village Attorney and Zoning Administrator Val Jensen suggested the Planning Commission take Whitehall Township's ordinance and make changes to fit the Village. The Commission is looking at a Public Hearing sometime in January or February.

CALENDAR:

The Human Resource meeting will be held on Wednesday January 11, 2017 at 6:00 p.m. The Planning Commission meeting will be held on Wednesday January 18, 2017 at 6:30 p.m. The Village work session meeting will be held on Monday, January 23, 2017 at 6:00 p.m. the regular meeting will follow at 7:00 p.m.

OLD BUSINESS:

A. Quote from Muskegon Conservation District: discussed under Lake

B. Maintenance clothing allowance:

Council discussed and decided to have Rick decide if any protective clothing is needed and bring back to the next Human Resource meeting.

C. U-Haul extension:

Clerk Bloem reported that the one year extension on the Special Use Permit for U-Hauls given to Quality Parts and Service has expired. The extension was given in March 2015 and has expired March 2016.

D. Other:

Deputy Clerk Edsall asked Trustee Sikkenga if a copy of the SDS sheets/book needs to be kept at the office or at the maintenance building. Trustee Sikkenga stated that the sheets needs to be wherever the chemical is stored.

NEW BUSINESS:

A. List of Property from County of Muskegon:

Clerk Bloem reported that the Village received a list of properties from Muskegon County Treasurer's office that were not previously sold by the County of Muskegon Foreclosing Governmental Unit at the 2016 Land Auction.

B. Budget amendments:

Clerk Bloem requested budget amendments to the following accounts. Village Hall and Grounds 101-265-801.000 Professional & Contract Services \$500.00. Account to cover amendment to Village Hall and Grounds 101-265-970.000 Capital Outlay. Department of Public Works 101-441-703.001 Wages Equipment \$1,000.00, 101-441-703.002 Wages Maintenance \$500.00 and 101-441-775.000 Repairs and Maintenance Equipment \$2,000.00 for a total of \$3,500.00. Accounts to cover amendment to Department of Public Works 101-441-726.002 Supplies Maintenance Building, 101-441-726.003 Supplies Equipment and 101-441-970.002 Capital Outlay. Village Park 101-753-703.000 Full Time Wages \$500.00, 101-753-707.003 Part Time Wages \$500.00 and 101-753-920.00 Public Utilities \$200.00 for a total of \$1,200.00. Account to cover amendment to Village Park 101-753-710.000 Lake. Amendment to Local Road Fund Streets and Maintenance 203-449-775.000 Repairs and Maintenance \$2,000.00. Accounts to cover amendment to L.R. Streets and Maintenance 203-449-970.000 Capital Outlay.

Motion by Trustee Carmean, second from Trustee Verhoeven to accept and approve the above budget amendments submitted by Clerk Bloem totaling \$5,200.00 for General Fund and \$2,000.00 to Local Road Fund. Roll call: Trustee D. Houtteman-Aye, M. Spencer-Aye, R. Sikkenga-Aye, M. Verhoeven, -Aye, J. Carmean-Aye. Ayes: 5, Nays: None. **Motion Carried.**

C. Set date for budget work session meeting:

Council discussed and consensus is to hold the budget work session meeting for Monday January 16, 2017 at 6:00 p.m.

D. Safety clothes for maintenance:

President Lichner asked Rick to discuss with Terry and decide what is needed in safety/protective clothing and bring back to the budget work session in January.

Motion by Trustee Verhoeven to adjourn the December 19, 2016 regular meeting at 6:50 p.m.

Respectfully Submitted,

Wendy Bloem, Clerk