

**Village of Lakewood Club
Meeting Minutes
February 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, Street Administrator Rick Budde, Treasurer Lisa Swanson, and Clerk Wendy Bloem.
Absent: Trustee Jack Carmean

ACCEPT OR AMEND AGENDA:

Motion by Trustee M. Spencer, second from Trustee R. Sikkenga to approve the meeting agenda for February 24, 2020. Roll call: Trustee D. Houtteman- **Aye**, M. Spencer-**Aye**, R. Sikkenga-**Aye**, S. Swanson-**Aye**, J. Mudge-**Aye**. Ayes: 5, Nays: None. **Motion Carried.**

PUBLIC COMMENT:

Tony Barnes, Dalton Township Supervisor stated that he attended a presentation given by D.J Hilson, Muskegon County Prosecutor and Mike Poulin, Muskegon County Sheriff, indicating that they would like to put together a task force of two detectives and one prosecutor to start protecting seniors in our community that are being taken advantage of. This program will cost approximately \$300,000 a year, the County Commissioners will fully fund this until the end of their fiscal year. Supervisor Barnes reported that MATS is trying to cut expenses and expand services; they hired a consultant to come in and help them with this. He also stated that bus route 115 that runs in our area will be suspended, they are looking at a door to door service for our area

WORK SESSION MINUTES:

Motion by Trustee M. Spencer, second from Trustee R. Sikkenga to amend and accept the amended January 27, 2020 Work Session minutes as submitted by Clerk Bloem. Amended under #7 change bib to bid. Roll call: Trustee D. Houtteman- **Aye**, M. Spencer-**Aye**, R. Sikkenga-**Aye**, S. Swanson-**Aye**, J. Mudge-**Aye**. Ayes: 5, Nays: None. **Motion Carried.**

MINUTES OF THE PREVIOUS MEETING:

Motion by R. Sikkenga second from Trustee M. Spencer to amend and accept the amended January 27, 2020 Regular meeting minutes as submitted by Clerk Bloem. Amended under Special Meeting Minutes, third sentence, change contact to contract, and under Lake, fifth sentence after "stated that", add "he", sixth sentence after "will do" add "to", and change ask to asked. Under adjournment delete S. Swanson. Roll call: Trustee D. Houtteman- **Aye**, M. Spencer-**Aye**, R. Sikkenga-**Aye**, S. Swanson-**Aye**, J. Mudge-**Aye**. Ayes: 5, Nays: None. **Motion Carried.**

TREASURER'S REPORT:

Motion by Trustee M. Spencer, second from Trustee D. Houtteman to accept the February 2020 Treasurer's report as submitted by Treasurer Lisa Swanson. Roll call: Trustee D. Houtteman- **Aye**, M. Spencer-**Aye**, R. Sikkenga-**Aye**, S. Swanson-**Aye**, J. Mudge-**Aye**. Ayes: 5, Nays: None. **Motion Carried.**

FINANCE REPORT:

Motion by Trustee D. Houtteman, second from Trustee J. Mudge to accept the finance report and pay the bills for the month of February 2020. Roll call: Trustee D. Houtteman- **Aye**, M. Spencer- **Aye**, R. Sikkenga-**Aye**, S. Swanson-**Aye**, J. Mudge-**Aye**. Ayes: 5, Nays: None. **Motion Carried.**

COMMITTEE REPORTS:

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

ORDINANCE ENFORCEMENT:

Ordinance Enforcer James Rogers submitted a report for Council's review for the months of January and February 2020.

BUILDING INSPECTIONS AND PERMITS: On file for review.

STREETS AND MAINTENANCE:

Street Administrator Rick Budde reported regular maintenance on the roads.

PLANNING COMMISSION:

Trustee J. Mudge stated that the Planning Commission is still reviewing Chapter 6 of the Zoning Ordinance.

HUMAN RESOURCE COMMITTEE:

Trustee Sikkenga stated that the phone conference went well with Dan McCabe regarding Ricks insurance.

CALENDAR:

The Village Budget Work Session meeting will be held on Thursday March 12, 2020 at 6:00 p.m. The Human Resource meeting will be held on Wednesday 11, 2020 at 6:00 p.m. when needed. The Planning Commission meeting will be held on Wednesday March 18, 2020 at 6:30 p.m. **The Village Annual Meeting will be held on Monday March 23, 2020**, the regular meeting will follow at 7:00 p.m.

OLD BUSINESS:

A. Update on Ricks Insurance:

Addressed under Human Resource Committee

B. Storage Containers:

After discussion, consensus of the Council is not to allow storage containers in the Village.

NEW BUSINESS:

A. IT Right:

Clerk Bloem informed the Council that IT Right raised our annual contract with them to \$2,772 an increase of \$252. This covers our remote service, onsite service, software patching, anti-virus/anti-ransomware protection, and online backup of our server.

Motion by Trustee R. Sikkenga second from Trustee M. Spencer to approve the increase of \$252.00 for a total of \$2,772.00 for the 2020 annual contract with IT Right. Roll call: Trustee D. Houtteman- **Aye**, M. Spencer-**Aye**, R. Sikkenga-**Aye**, S. Swanson-**Aye**, J. Mudge-**Aye**. Ayes: 5, Nays: None. **Motion Carried.**

B. Quote for Calcium Chloride Dust Control:

Street Administrator Budde received a quote for dust control this year from Great Lakes Chloride, the quote is for \$25,736.30. This amount will be added to the 2020-21 budget.

C. Budget Amendments:

Clerk Bloem asked for budget amendments to the following accounts. 1. General Fund, Village Hall and Grounds 101-265-703.000 Full Time Wages \$500, 101-265-801.000 Professional & Contract Services \$200, 101-265-851.000 Phone \$200. 2. Building Inspection Department 101-371-801.000 Building \$1,000, 101-371-801.003 Mechanical & Plumbing \$1,000. 3. Department of Public Works 101-441-703.000 Wages Misc. \$500, 101-441-775.000 Repairs and Maintenance Equipment \$2,000, 101-441-851.001 Phone Maintenance Building \$300. 4. Village Park 101-753-703.000 Full Time Wages \$2,901.54. 5. Fringe Benefits 101-852-704.000 Longevity \$200, 101-852-704.003 Holiday Pay \$444. Total budget amendments to General Fund is \$9,245.54.

Major Road Fund 1. 202-478-703.006 Overtime Wages \$500, 202-478-704.000 Fringe Benefits \$500. Total budget amendments to Major Road Fund is \$1000.

Local Road Fund 203-449-703.000 Full Time Wages \$500, 203-449-775.000 Repairs and Maintenance \$1,000, 203-478-703.000 Full Time Wages Winter Maintenance \$2,000, 203-478-943.000 Equipment Rental Winter Maintenance \$3,238.80, 203-478-704.000 Fringe Benefits Winter Maintenance \$2,000. Total budget amendments for Local Road Fund is \$8,738.80

Motion by Trustee M. Spencer, second from Trustee R. Sikkenga to amend the General Fund in the amount of \$9,245.54, amend the Major Road Fund in the amount of \$1000.00, and to amend the Local Road Fund in the amount of \$8,738.80. Roll call: Trustee D. Houtteman- **Aye**, M. Spencer-**Aye**, R. Sikkenga-**Aye**, S. Swanson-**Aye**, J. Mudge-**Aye**. Ayes: 5, Nays: None. **Motion Carried.**

D. Other:

President Lichner stated that he would like to order pizza for the budget work session meeting, and is asking the Council to approve the expenditure of \$50.00.

Motion by Trustee J. Mudge second from Trustee R. Sikkenga to approve the expenditure of \$50.00 to buy pizza for the budget work session meeting. Roll call: Trustee D. Houtteman- **Aye**, M. Spencer-**Aye**, R. Sikkenga-**Aye**, S. Swanson-**Aye**, J. Mudge-**Aye**. Ayes: 5, Nays: None. **Motion Carried.**

Treasurer Lisa Swanson stated that Hannah has put in 21 hours of training to take over as Treasurer. She is asking if the Village Council would be willing to pay her for the training. Lisa stated that she may have another 10 hours of training left. Council agreed to pay Hannah for 31 hours of training at an hourly rate of \$14.71

Motion by Trustee R. Sikkenga, second from Trustee J. Mudge to pay Hannah Swanson for training to take over as Village Treasurer. Payment will be for 31 hours an hourly rate of \$14.71. Roll call: Trustee D. Houtteman- **Aye**, M. Spencer-**Aye**, R. Sikkenga-**Aye**, S. Swanson-**Aye**, J. Mudge-**Aye**. Ayes: 5, Nays: None. **Motion Carried.**

Motion by Trustee S. Swanson to adjourn the February 24, 2020 regular meeting at 7:27 p.m.

Respectfully Submitted,

Wendy Bloem, Clerk