

**Village of Lakewood Club**  
**Meeting Minutes**  
**January 25, 2021**

CALL TO ORDER: Meeting called to order by President Michael McGahan at 7:00 pm.

PLEDGE OF ALLEGIANCE:

ROLL CALL: President Michael McGahan, Trustee Debbie Houtteman, Mark Spencer, Rusty Morningstar, Sarah Swanson, Tammy Verhoeven, Jared Semelbauer, Street Administrator Rick Budde, Treasurer Hannah Swanson, and Clerk Wendy Bloem.

ACCEPT OR AMEND AGENDA:

Motion by Trustee M. Spencer, second from Trustee T. Verhoeven to approve the meeting agenda for January 25, 2021. Roll call: Trustee S. Swanson-**Aye**, M. Spencer-**Aye**, D. Houtteman-**Aye**, J. Semelbauer-**Aye**, R. Morningstar-**Aye**, T. Verhoeven-**Aye**. Ayes: 6, Nays: None. **Motion Carried.**

PUBLIC COMMENT:

Deputy Clerk Cheryl Edsall informed the Council that it looks like someone that lives at 6220 Central were driving reckless and hit a Village stop sign. She stated that Rick and Larry fixed the stop sign and stated that the tire tracks were coming from that address. Cheryl stated that they did call the police to file a report. She also informed the Village Council that three letters have been sent to this address from the office, the Ordinance enforcer and the office will continue to work on this problem to get it resolved.

Tony Barnes congratulated the new Council members.

WORK SESSION MINUTES:

Motion by Trustee S. Swanson, second from Trustee M. Spencer to accept the December 21, 2020 Work Session minutes with amendments as submitted by Clerk Bloem. Roll call: Trustee S. Swanson-**Aye**, M. Spencer-**Aye**, D. Houtteman-**Aye**, J. Semelbauer-**Aye**, R. Morningstar-**Aye**, T. Verhoeven-**Aye**. Ayes: 6, Nays: None. **Motion Carried.**

MINUTES OF THE PREVIOUS MEETING:

Motion by Trustee D. Houtteman, second from Trustee R. Morningstar to accept the December 21, 2020 Regular meeting minutes with amendments as submitted by Clerk Bloem. Roll call: Trustee S. Swanson-**Aye**, M. Spencer-**Aye**, D. Houtteman-**Aye**, J. Semelbauer-**Aye**, R. Morningstar-**Aye**, T. Verhoeven-**Aye**. Ayes: 6, Nays: None. **Motion Carried.**

CORRESPONDENCE: none

TREASURER'S REPORT:

Motion by Trustee J. Semelbauer second from Trustee D. Houtteman to accept the January 2021 Treasurer's report as submitted by Treasurer Hannah Swanson. Roll call: Trustee S. Swanson-**Aye**, M. Spencer-**Aye**, D. Houtteman-**Aye**, J. Semelbauer-**Aye**, R. Morningstar-**Aye**, T. Verhoeven-**Aye**. Ayes: 6, Nays: None. **Motion Carried.**

## FINANCE REPORT:

Trustee D. Houtteman has amendments to the Finance report regarding checks for Trustee R. Morningstar, T. Verhoeven, and President McGahan. Trustee Houtteman stated the checks are the wrong amount. Treasurer Swanson will void the checks and re-issue. Mike questioned why there are checks written to Rick and Hannah. Clerk Bloem stated that Rick and Hannah paid for an item out of their pocket and the Village reimbursed them. President McGahan would like the office to look into a Village credit card.

Motion by Trustee R. Morningstar, second from Trustee J. Semelbauer to accept the finance report and pay the bills for the month of January 2021. Roll call: Trustee S. Swanson-**Aye**, M. Spencer-**Aye**, D. Houtteman-**Aye**, J. Semelbauer-**Aye**, R. Morningstar-**Aye**, T. Verhoeven-**Aye**. Ayes: 6, Nays: None. **Motion Carried.**

## COMMITTEE REPORTS:

## Lake:

Park Administrator Rick Budde stated that the lake is froze and the water seems to be receding.

Liquor Inspections: two inspections made.

## Ordinance enforcement:

Ordinance Enforcer James Rogers submitted a report for the Councils review for the month of January 2021. James also wrote a letter to the Council explaining how he is going to recommend changes to the Village Ordinance regarding ticket procedures.

Building Inspections: On file for review.

## Park:

Park Administrator Rick Budde reported light traffic in park and kids sledding on the hill.

## Streets and Maintenance:

Street Administrator Rick Budde stated that he and Larry have been repairing equipment and getting ready for Spring. Rick also reported that he spoke with the Ken Hulka from the County Road Commission regarding an agreement between the Village and the County to come in and plow roads if he and Larry can't work due to illness. Ken Hulka gave Rick a copy of a mutual aid program between the County and the surrounding Counties as an example for the Village to review. Rick stated that the Village cannot get into this agreement, we would have to create our own agreement with the County. President McGahan asked if Ken Hulka gave any indication that they would be willing to work with us if something were to happen. Rick stated that we should review the agreement between the Counties and see what is involved and go from there.

## Planning Commission:

Trustee Houtteman stated that the Village Master Plan needs to be reviewed every five years. She asked if the Planning Commission has done this in the last year. Clerk Bloem will check the minutes to see if this has been done.

President McGahan stated that Trustee J. Semelbauer has expressed an interest in serving on the Planning Commission.

Motion by President McGahan, second from Trustee M. Spencer to appoint Jared Semelbauer to serve as a liaison on the Village Planning Commission. Roll call: Trustee S. Swanson-**Aye**, M. Spencer-**Aye**, D. Houtteman-**Aye**, J. Semelbauer-**Aye**, R. Morningstar-**Aye**, T. Verhoeven-**Aye**. Ayes: 6, Nays: None. **Motion Carried.**

Human Resource Committee:

Trustee D. Houtteman would like to make a motion to have a policy written up for the Department of Public Works stating only one person to ride in the truck to pick up parts, unless the part is too heavy for one person to lift. President McGahan stated that due to the COVID policy there should only be one person in the truck at a time. He stated that this will give us time to see if there is a policy in place, or we need to write one. Trustee Houtteman rescinds her motion.

Set Calendar:

**The Village of Lakewood Club Office is open. Due to the mandate of the Michigan Department of Health and Human Services, a face mask is required to enter the Village hall.** The Human Resource meeting will be held on Wednesday February 10, 2021 at 6:00 p.m. if needed. The Planning Commission meeting will be held on Wednesday February 17, 2021 at 6:30 p.m. The Village Work Session Meeting will be held on Monday, February 22, 2021 at 6:00 p.m.; the regular meeting will follow at 7:00 p.m.

Motion by Trustee S. Swanson, second from Trustee T. Verhoeven to accept the 2021 meeting dates for the Village Work Session meeting, Regular meeting, and Planning Commission Meeting. Roll call: Trustee S. Swanson-Aye, M. Spencer-Aye, D. Houtteman-Aye, J. Semelbauer-Aye, R. Morningstar-Aye, T. Verhoeven-Aye. Ayes: 6, Nays: None. **Motion Carried.**

OLD BUSINESS:

Other:

Council would like to ask the Village Attorney to attend a special meeting regarding 17 E. White Lake Drive to bring the new Council members up to date on what is going on with the property and answer any questions they may have. Clerk Bloem will contact the Attorney to set a date for a special meeting.

NEW BUSINESS:

A. Building Permit Fees:

Due to the Village's Permit fees not being updated since 1997, Council discussed and consensus is to change the Village permit fees to be in line with our neighboring municipalities.

Motion by Trustee M. Spencer, second from Trustee J. Semelbauer to change the Village permit fees to be in line with our neighboring municipalities. Roll call: Trustee S. Swanson-Aye, M. Spencer-Aye, D. Houtteman-Aye, J. Semelbauer-Aye, R. Morningstar-Aye, T. Verhoeven-Aye. Ayes: 6, Nays: None. **Motion Carried.**

B. Appoint Trustee to Planning Commission: Done under Planning Commission

C. Village Clerk and Treasurer appointed positions:

President McGahan would like the Council to take home and review the information that they received in their meeting packet on making the Clerk and Treasurers position appointed. He would like to discuss and make a decision at the February meeting.

D. Terms limits for Trustees:

Clerk Bloem did some homework on term limits and currently it is not legal to put term limits on Village officials.

E. Duties of Elected Officials:

Clerk Bloem stated that the duties of elected officials are stated in the Handbook for General Law Village Elected Officials

F. COVID Policy:

President McGahan stated that the COVID polices he submitted to the Council to review are polices and guidelines he would like the office and the DPW to follow.

G. 2021 meeting dates: addressed under set calendar

H. Other:

As of today, the Village Council agrees to hold the February meeting on Zoom. If things change the Village Clerk will post on the Village website, Pudgie's and the Lakewood Community Board website.

Public Comment:

Tony Barnes, Dalton Township resident, suggested the Clerk reach out to Kathy Moore at the Muskegon County Health Department and ask if it is ok to hold a meeting in person. Tony stated Dalton Township, Holton Township and Mooreland Township got in trouble for holding their meetings in person.

Tony stated that the USDA has expanded the Farm to Family food program. It is held at Fraternal Order of Police (FOP) in Twin Lake on Thursdays. He is not sure of the time of deliver; it changes due to road conditions. You can get on his face book page at "Tony Barnes Dalton Township Community Service Advocate" to keep checking for the time of delivery.

Tony also stated that he serves on the Muskegon County District Library Board and they are currently in the works of getting a book mobile out to the public. If the Village is interested in having it stop at our Village hall parking lot, we can reach out to him or the library to get it set up.

Adjourn: Motion by Trustee S. Swanson, second from M. Spencer to adjourn the January 25, 2021 regular meeting at 8:30 p.m.

Respectfully Submitted,

Wendy Bloem, Clerk