

# Village of Lakewood Club

## Meeting Minutes

### March 26, 2018

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, Clerk Wendy Bloem and Treasurer Lisa Swanson.

ACCEPT OR AMEND AGENDA:

Motion by Trustee Carmean, second from Trustee Houtteman to approve the meeting agenda for March 26, 2018. Roll call: Trustee D. Houtteman- **Aye**, M. Spencer-**Aye**, R. Sikkenga-**Aye**, S. Swanson-**Aye**, J. Carmean-**Aye**, J. Mudge- **Aye**. Ayes: 6, Nays: None. **Motion Carried.**

PUBLIC COMMENT:

Tony Barnes, Dalton Township Supervisor stated that the Township will be having White Lake Sports n Shorts at Twin Lake Park this summer. He will keep the Village informed regarding the time and dates they will be at the Park.

WORK SESSION MINUTES:

Motion by Trustee Spencer, second from Trustee Sikkenga to accept the February 26, 2018, Work Session minutes as submitted by Clerk Bloem. Roll call: Trustee D. Houtteman- **Aye**, M. Spencer-**Aye**, R. Sikkenga-**Aye**, S. Swanson-**Aye**, J. Carmean-**Aye**, J. Mudge- **Aye**. Ayes: 6, Nays: None. **Motion Carried.**

MINUTES OF THE PREVIOUS MEETING:

Motion by Trustee Carmean, second from Trustee Spencer to accept the February 26, 2018 regular meeting minutes as submitted by Clerk Bloem. Roll call: Trustee D. Houtteman- **Aye**, M. Spencer-**Aye**, R. Sikkenga-**Aye**, S. Swanson-**Aye**, J. Carmean-**Aye**, J. Mudge- **Aye**. Ayes: 6, Nays: None. **Motion Carried.**

TREASURER'S REPORT:

Motion by Trustee Carmean, second from Trustee Spencer, to accept the March 2018 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. Carmean-**Aye**, J. Mudge- **Aye**. Ayes: 6, Nays: None. **Motion Carried.**

FINANCE REPORT:

Motion by Trustee Mudge, second from Trustee Carmean to accept the finance report and pay the bills for the month of March 2018. Roll call: Trustee D. Houtteman-**Aye**, M. Spencer-**Aye**, R. Sikkenga-**Aye**, S. Swanson-**Aye**, J. Carmean-**Aye**, J. Mudge- **Aye**. Ayes: 6, Nays: None. **Motion Carried.**

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

ORDINANCE ENFORCEMENT:

Ordinance Enforcer Mike Mudge submitted a report for the month of February 2018.

BUILDING INSPECTIONS AND PERMITS: On file for review.

PARK:

Rick stated that he has been picking up leaves in the park.

STREETS AND MAINTENANCE:

Street Administrator Rick Budde reported that he has contacted Muskegon County Road Commission about Dura patching Automobile Road.

PLANNING COMMISSION:

Trustee Mudge reported that the Planning Commission has been working on the golf cart ordinance and are reviewing the definitions of the Zoning Ordinance.

HR COMMITTEE:

Trustee Sikkenga reported that the committee discussed part time wages.

CALENDAR:

**Village Easter Egg Hunt will be held on Saturday June 30<sup>th</sup> at 11:00 am in the Village Park.** The Human Resource meeting will be held on Wednesday April 11, 2018 at 6:00 p.m. if needed. The Planning Commission meeting will be held on Wednesday April 18, 2018 at 6:30 p.m. The Village Work Session Meeting will be held on Monday, April 23, 2018 at 6:00 p.m. the Regular meeting will follow at 7:00 p.m.

OLD BUSINESS:

A. Part-time maintenance position:

No report at this time.

B. Update on 6581 Automobile Road as regards to dwelling in travel trailer

Clerk Bloem stated that the homeowner pleaded guilty and person occupying travel trailer plead not guilty and wants a jury trial.

NEW BUSINESS:

A. Budget Amendments :

Clerk Bloem is requesting budget amendments to the following accounts under **1. General Fund**, Governing Body 101-101-715.000 Pension \$500, money to come from 101-101-970.000 Capital Outlay \$500. For a total of **\$500** amendment to Governing Body. Amendment to **2. Department of Public Works**, 101-441703.002 Wages Maintenance \$1,000 and 101-441-801.000 Professional and Contract Services 2,000. Money to come from 101-441-707.005 Part Time Wages Repairs and Maintenance \$500, 101-441-707.006 Part Time Wages Equipment \$1,000, 101-441-945.000 Education and Dues \$300, 101-441-956.000 Miscellaneous \$200 and 101-441-970.003 Capital Outlay Equipment \$1,000 for a total of **\$3,000** amendment for DPW. Amendment to **3. Major Road Fund**, amendment to 202-449-775.000 Repairs and Maintenance \$2000 and 202-478-703.006 Overtime Wages Winter Maintenance \$500 for a total amendments of **\$2,500**. Money to come 202-449-801.000 Professional and Contract Services \$2,000 and 202-478-703.002 Part Time Wages Winter Maintenance \$500. **4. Local Road Fund**, amendment to 203-478-703.006 Overtime Wages Winter Maintenance \$500, 203-478-703.000 Wages Winter Maintenance \$500 and 203-478-714.000 Social Security and Medicare \$200 for a total **\$1,200** to Local Road Winter Maintenance. Money to come from 203-478-703.001 Part Time Wages Winter Maintenance \$1,200.

Motion by Trustee Carmean, second from Trustee Spencer to accept and approve the budget amendments submitted by Clerk Bloem to the General Fund in the amount of \$3,500 Major Road Fund in the amount of \$2,500 and Local Road Fund in the amount of \$1,200. Roll call: Trustee D. Houtteman- **Aye**, M. Spencer-**Aye**, R. Sikkenga-**Aye**, S. Swanson-**Aye**, J. Carmean-**Aye**, J. Mudge- **Aye**. Ayes: 6, Nays: None. **Motion Carried.**

B. 4<sup>th</sup> of July proposal:

Kristina All submitted a 4<sup>th</sup> of July proposal for Council approval. In the proposal it states the parade will be held at 1 p.m., kayak/canoe race at 2 p.m., cherry baking pie contest at 4 p.m. Following these activities there will be free activities in the park for kids as follows, face painter, and bounce house/bungee run, photo booth, magic show, games and food vendors. Total for these activities will be \$1,913. Council discussed and consensus is to allocate \$2,000 to be used for the 4<sup>th</sup> of July activities.

Motion by Trustee Spencer, second from Trustee Sikkenga to approve the 4<sup>th</sup> of July proposal from Kristina All and allocate \$2,000 to be used for the activities. Roll call: Trustee D. Houtteman- **Aye**, M. Spencer-**Aye**, R. Sikkenga-**Aye**, S. Swanson-**Aye**, J. Carmean-**Aye**, J. Mudge- **Aye**. Ayes: 6, Nays: None. **Motion Carried.**

C. Record Retention:

Clerk Bloem stated that Deputy Clerk Mary Kilmer request Council adopt a record retention schedule in order to purge files. Clerk Bloem is recommending the Village adopt the Michigan State General Record Retention Schedule with past, present and future changes.

Motion by Trustee Sikkenga, second from Trustee Mudge to accept and use for the retention of Village records the Michigan State General Record Retention Schedule with any past, present and futures changes to the schedule. Roll call: Trustee D. Houtteman- **Aye**, M. Spencer-**Aye**, R. Sikkenga-**Aye**, S. Swanson-**Aye**, J. Carmean-**Aye**, J. Mudge- **Aye**. Ayes: 6, Nays: None. **Motion Carried.**

D. 2018/19 Fiscal Year Budget:

Treasurer Swanson stated the Millage rate for fiscal year 2018/19 should not exceed 8.07730

Motion by Trustee Mudge, second from Trustee Spencer to adopt fiscal year 2018/19 budget. Roll call: Trustee D. Houtteman- **Aye**, M. Spencer-**Aye**, R. Sikkenga-**Aye**, S. Swanson-**Aye**, J. Carmean-**Aye**, J. Mudge- **Aye**. Ayes: 6, Nays: None. **Motion Carried.**

E. Other:

Treasurer Lisa Swanson stated that as the Village no longer has a charge at Sam's Club she can get supplies from Quill, she stated Quill offers a deal for \$49.00 a year, and with this deal you will get free shipping and discounts if you buy Quill products. Trustee Mudge asked Lisa to compare prices with Staples before she proceeds with Quill.

ADJOURNMENT:

Motion by Trustee J. Mudge to adjourn the March 26, 2018 meeting 7:35 p.m.

Respectfully Submitted,

Wendy Bloem, Clerk