

**Village of Lakewood Club  
Meeting Minutes  
September 26, 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, Mort Loss, Jack Carmean, Street Administrator Rick Budde, Clerk Wendy Bloem and Treasurer Lisa Swanson

ACCEPT OR AMEND AGENDA:

Motion by Trustee Loss, second from Trustee Spencer to approve the agenda for September 26, 2016. Roll call: Trustee D. Houtteman-**Aye**, M. Spencer-**Aye**, R. Sikkenga-**Aye**, S. Swanson- **Aye**, M. Loss-**Aye**, J. Carmean-**Aye**. Ayes: 6, Nays: None. **Motion Carried.**

PUBLIC COMMENT:

- Tony Barnes reminded people to vote at the November 8 General Election. He also stated that the Dalton Township Fire Prevention Open House will be held on Wednesday October 12, 2016 from 6:00 p.m. to 8:00 p.m.

WORK SESSION MINUTES:

Motion by Trustee Spencer, second from Trustee Loss to accept the August 22, 2016 Work Session minutes as submitted by Clerk W. Bloem. Roll call: Trustee D. Houtteman-**Aye**, M. Spencer-**Aye**, R. Sikkenga-**Aye**, S. Swanson- **Aye**, M. Loss-**Aye**, J. Carmean-**Aye**. Ayes: 56 Nays: None. **Motion Carried.**

MINUTES OF THE PREVIOUS MEETING:

Motion by Trustee Carmean, second from Trustee Spencer to accept the August 22, 2016 Regular meeting minutes as submitted by Clerk W. Bloem. Roll call: Trustee D. Houtteman-**Aye**, M. Spencer-**Aye**, R. Sikkenga-**Aye**, S. Swanson- **Aye**, M. Loss-**Aye**, J. Carmean-**Aye**. Ayes: 6, Nays: None. **Motion Carried.**

TREASURER'S REPORT:

Motion by Trustee Loss, second from Trustee Carmean to accept the September 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. Loss-**Aye**, J. Carmean-**Aye**. Ayes: 6, Nays: None. **Motion Carried.**

FINANCE REPORT:

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

COMMITTEE REPORTS:

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 September 2016.

BUILDING INSPECTIONS AND PERMITS: On file for review.

PARK:

Park Administrator Rick Budde reported that the camera on the Englewood Maintenance building was broke by a kid in the park. He viewed the tape and is working on trying to identify the kid. He also reported that lightning struck the underground lines between the park bathrooms and maintenance building. It fried the lines but did not hurt the cameras. He stated that he has purchased a separate DVR for the maintenance building to eliminate all the wires between the buildings.

STREETS AND MAINTENANCE:

Street Administrator Rick Budde reported that he is getting the equipment ready for winter.

PLANNING COMMISSION:

Clerk Bloem reported that the Planning Commission is currently working on the Village Itinerant Merchant's ordinance. The Planning Commission also submitted to the Council three (3) amendments to the Zoning ordinance for Council approval.

H.R. COMMITTEE:

President Lichner reported that the committee is currently working on a job description for Rick's position. Trustee Sikkenga would like Clerk Bloem to get a copy of Chapter 15 of the Village General Law Handbook to the Council to review. Clerk Bloem asked if the Human Resource Committee meeting could be changed to another night due to it falling on Daltons Fire Prevention open house. Meeting is changed to be held on Tuesday October 18<sup>th</sup> at 6:00 p.m.

CALENDAR:

The Dalton Township Fire Prevention Open House will be held on Wednesday October 12, 2016 from 6:00 p.m. to 8:00 p.m. The Human Resource meeting will be held on Tuesday October 18, 2016 at 6:00 p.m. The Planning Commission meeting will be held on Wednesday October 19, 2016 at 6:30 p.m. The Village work session meeting will be held on Monday, October 24, 2016 at 6:00 p.m. the regular meeting will follow at 7:00 p.m.

OLD BUSINESS:

A. Wolverine Fireworks contract:

Motion by Trustee Spencer, second from Trustee Houtteman to accept and have President Lichner sign the three year firework contract between Wolverine Fireworks and the Village of Lakewood Club. Roll call: Trustee D. Houtteman-**Aye**, M. Spencer-**Aye**, R. Sikkenga-**Aye**, S. Swanson- **Aye**, M. Loss-**Aye**, J. Carmean-**Aye**. Ayes: 6, Nays: None. **Motion Carried.**

NEW BUSINESS:

A. Moratorium on Itinerant Merchants/Food Trucks:

Council discussed and consensus of the Council is to grant a temporary food truck permit to Juan Cabrero and have the permit to state "This permit is to allow Juan Cabrero to operate his food truck in the Village for three (3) months from September 26, 2016 to December 31, 2016. Permit fee to be \$150.00 per year, \$37.50 for three (3) months. If itinerant ordinance is adopted before December 31, 2016 temporary permit will expire 30 days after adoption".

Motion by Trustee Sikkenga second from Trustee Carmean to grant a temporary food truck permit to Juan Cabrero incorporating all the terms and conditions by the State of Michigan and Muskegon County Public Health Department to operate his food truck in the Village of Lakewood Club for three (3) months from September 26, 2016 to December 31, 2016, with a permit fee of \$37.50. If Itinerant Merchant ordinance is adopted before December 31, 2016 the permit will expire thirty (30) days after adopted. Roll call: Trustee D. Houtteman-**Aye**, M. Spencer-**Aye**, R. Sikkenga-**Aye**, S. Swanson- **Aye**, M. Loss-**Aye**, J. Carmean-**Aye**. Ayes: 6, Nays: None. **Motion Carried.**

Council discussed and consensus is to put a six (6) month moratorium on Itinerant Merchants to operate in the Village.

Motion by Trustee Sikkenga second from Trustee Houtteman to put a six (6) month moratorium on Itinerant Merchants to operate in the Village. Moratorium to expire March 1, 2017. Roll call: Trustee D. Houtteman-**Aye**, M. Spencer-**Aye**, R. Sikkenga-**Aye**, S. Swanson- **Aye**, M. Loss-**Aye**, J. Carmean-**Aye**. Ayes: 6, Nays: None. **Motion Carried.**

B. Dollar Limit on purchases:

President Lichner stated that the girls in the office informed him that in past the Village Council approved a certain amount of money the Street Administrator can spend without prior approval. Council discussed and decided to set a limit of \$1,000 anything over \$1,000; will need the Village President's approval.

Motion by Trustee Sikkenga second from Trustee Houtteman to allow the Street Administrator in case of any emergency to spend up to one thousand (1000) dollars without prior approval of the Council, anything over one thousand (1,000) must be approved by the Village President or Pro tem. Roll call: Trustee D. Houtteman-**Aye**, M. Spencer-**Aye**, R. Sikkenga-**Aye**, S. Swanson- **Aye**, M. Loss-**Aye**, J. Carmean-**Aye**. Ayes: 6, Nays: None. **Motion Carried.**

C. Amendments to Zoning Ordinance:

Clerk Bloem stated the Planning Commission is recommending that the Village Council approve the following amendments to the Zoning Ordinance.

1. Chapter 4, Section 405 Structure Regulations (a) add “open decks” and add item #4 “If unroofed, decks may project a maximum of eight (8) feet into a front yard or side yard setback area, and may project a maximum of twelve (12) feet into a rear setback area.”
2. Chapter 7, Section 701 3 In the case of existing development, a Site Plan Review is required when, (a) revised to read “The project includes an increase of the building footprint”. #4 revised to read “All accessory structures, sheds, and additions require a site plan.”
3. Chapter 8, Section 801 (3) revised to say “Any new addition, out buildings and parking for residential use requires a site plan”. Section 803 Exemptions to Site Plan Review by the Planning Commission “Site Plan Review for which an existing structure does not change by more than a 25% increase in height or footprint may be reviewed by the Zoning Administrator. The Zoning Administrator may request any Site Review to be performed by the Planning Commission.”

Motion by Trustee Loss, second from Trustee Carmean to adopt the amendments to the Village Zoning Ordinance as spelled out above. Amendments to Chapter 4 Section 405 Structure Regulation, Chapter 7, Section 701 (3) and Chapter 8, Section 801 (3). A Roll call: Trustee D. Houtteman-**Aye**, M. Spencer-**Aye**, R. Sikkenga-**Aye**, S. Swanson- **Aye**, M. Loss-**Aye**, J. Carmean-**Aye**. Ayes: 56 Nays: None. **Motion Carried.**

D. Employee Job Description:

President Lichner stated that the next Human Resource meeting to discuss full time employee job description will be held on October 18, 2016 at 6:00 p.m. He is asking Rick to attend and all Council members should try to attend the meeting.

E. Appointment to Planning Commission:

President Lichner stated that Doug Whitener attended a Planning Commission meeting and expressed his interest in serving on the Commission. President Lichner stated that he is recommending the appointment of Doug Whitener to fill the vacant Planning Commission seat.

Motion by Trustee Carmean, second from Trustee Houtteman to accept President Lichner’s recommendation and appoint Doug Whitener as Planning Commissioner. Roll call: Trustee D. Houtteman-**Aye**, M. Spencer-**Aye**, R. Sikkenga-**Aye**, S. Swanson- **Aye**, M. Loss-**Aye**, J. Carmean-**Aye**. Ayes: 56 Nays: None. **Motion Carried.**

Motion by Trustee Swanson to adjourn the September 26, 2016 regular meeting at 7:46 p.m.

Respectfully Submitted,

Wendy Bloem, Clerk