

**Village of Lakewood Club
Meeting Minutes
September 27, 2021**

CALL TO ORDER: Meeting called to order by President R. Sikkenga at 7:00 pm.

PLEDGE OF ALLEGIANCE:

ROLL CALL: President Robert Sikkenga, Trustees Debbie Houtteman, Mark Spencer, Tammy Verhoeven, Sara Swanson, Rusty Morningstar, 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 J. Semelbauer to approve the September 27, 2021 meeting agenda. Roll call vote: D. Houtteman-**Aye**, M. Spencer-**Aye**, T. Verhoeven-**Aye**, S. Swanson-**Aye**, R. Morningstar-**Aye**, J. Semelbauer-**Aye**, and President R. Sikkenga-**Aye**. Ayes: 7, Nays: 0. **Motion Carried.**

PUBLIC COMMENT: no public comment

PUBLIC HEARING MINUTES:

Motion by Trustee M. Spencer, second from Trustee S. Swanson to amend and approve the August 23, 2021 Public Hearing minutes as submitted. Amend in sentence to delete President Lichner and add President Pro tem M. Spencer. Roll call vote: D. Houtteman-**Aye**, M. Spencer-**Aye**, T. Verhoeven-**Aye**, S. Swanson-**Aye**, R. Morningstar-**Aye**, J. Semelbauer-**Aye**, and President R. Sikkenga-**Aye**. Ayes: 7, Nays: 0. **Motion Carried**

WORK SESSION MINUTES:

Motion by Trustee M. Spencer, second from Trustee T. Verhoeven, to approve the Work Session meeting minutes for August 23, 2021 as submitted by Clerk Bloem. Roll call vote: D. Houtteman-**Aye**, M. Spencer-**Aye**, T. Verhoeven-**Aye**, S. Swanson-**Aye**, R. Morningstar-**Aye**, J. Semelbauer-**Aye**, and President R. Sikkenga-**Aye**. Ayes: 7, Nays: 0. **Motion Carried.**

MINUTES OF THE PREVIOUS MEETING:

Motion by Trustee T. Verhoeven, second from Trustee R. Morningstar to approve the meeting minutes for August 23, 2021 as submitted by Clerk Bloem. Roll call vote: D. Houtteman-**Aye**, M. Spencer-**Aye**, T. Verhoeven-**Aye**, S. Swanson-**Aye**, R. Morningstar-**Aye**, J. Semelbauer-**Aye**, and President R. Sikkenga-**Aye**. Ayes: 7, Nays: 0. **Motion Carried.**

CORRESPONDENCE:

- Clerk Bloem read a thank you card from Whitehall Ealy's Summer Learning Program for the Village giving them a location to place a little free library.
- Fruitland Township informing the Village that they are updating their Master Plan

TREASURER'S REPORT:

Motion by Trustee M. Spencer, second from T. Verhoeven to accept the September 2021 Treasurer's report as submitted by Treasurer Hannah Swanson. Roll call vote: D. Houtteman-Aye, M. Spencer-Aye, T. Verhoeven-Aye, S. Swanson-Aye, R. Morningstar-Aye, J. Semelbauer-Aye, and President R. Sikkenga-Aye. Ayes: 7, Nays: 0. **Motion Carried.**

FINANCE REPORT:

Motion by Trustee M. Spencer, second from Trustee D. Houtteman to accept the finance report and pay the bills for the month of September 2021. Roll call vote: D. Houtteman-Aye, M. Spencer-Aye, T. Verhoeven-Aye, S. Swanson-Aye, R. Morningstar-Aye, J. Semelbauer-Aye, and President R. Sikkenga-Aye. Ayes: 7, Nays: 0. **Motion Carried.**

President R. Sikkenga asked how Consumers is doing converting our street lights to LED. Rick stated when the old lights go out Consumers replace it with a LED light. Currently the Village has 54 LED lights and 148 luminaire lights.

COMMITTEE REPORTS:

Community Committee:

Trustee M. Spencer stated that he, and couple people from the committee visited the Senior Resource Center in Norton Shores. Trustee M. Spencer handed out senior magazines and a flyer with programs the Senior Center offers; he would like to keep these in the Village Hall for residents to pick up when paying taxes. Trustee M. Spencer also stated the Senior Committee is considering holding a dinner for Seniors in the Village and give them a gift card to use for gas or groceries.

Lake Committee:

Trustee Houtteman would like the Village to get prices from fisheries to plant fish in Fox Lake next Spring.

Liquor Inspections: 3 inspections, Fox Lake General Store, Nite Spot Bar and Lakewood Quick Stop.

Ordinance Enforcement: September 2021 report submitted to Council for review.

Building Inspections: Inspections on file for review,

Park:

Park Administrator Rick Budde reported that there had been vandalism at the park, he has the people on video. He called the Sheriff department and informed them that the Village wants to move forward with prosecution. Consensus of the Council to extend the park ranger hours through October.

Streets and Maintenance:

Street Administrator Rick Budde reported that they have been getting ready for fall and winter.

Planning Commission Meeting:

Trustee Semelbauer reported that the Planning Commission is still reviewing Chapters 7 in the Zoning book for clerical errors.

Human Resource Committee: no meeting

Set Calendar:

A face mask is required to enter the Village Hall if you have not had a COVID vaccine. The Human Resource meeting will be held if needed on Wednesday October 13, 2021 at 6:00 p.m. The Planning Commission meeting will be held on Wednesday October 6 and 20, 2021 at 6:30 p.m. The Village work session meeting will be held on Monday, October 25, 2021 at 6:00 p.m., the regular meeting will follow at 7:00 p.m. **Village trick or treating will be held on Sunday October 31, 2021 from 6:00 to 8:00 pm.**

Motion by S, Swanson, second from M. Spencer to close the office on Federal Holidays. Roll call vote: D. Houtteman-**Aye**, M. Spencer-**Aye**, T. Verhoeven-**Aye**, S. Swanson-**Aye**, R. Morningstar-**Aye**, J. Semelbauer-**Aye**, and President R. Sikkenga-**Aye**. Ayes: 7, Nays: 0. **Motion Carried.**

OLD BUSINESS:

A. Update on Village website:

Clerk Bloem stated that she has not heard from Shumaker regarding the new website. She will contact them and get an update and report at the October meeting.

B. 410 Kenwood:

President Sikkenga stated most of the debris is gone, but Council feels there is a safety hazard with the foundation being left open. Council would like this filled in or taken out. Council discussed and would like a letter mailed to him asking his intentions on what he will be doing with the foundation.

C. Harassment Policy:

President R. Sikkenga asked the Council to sign a paper acknowledging that they will abide by the Village's harassment policy.

Estimate for meeting room doors:

President R. Sikkenga stated that the office got an estimate of five thousand sixty (5,060) dollars to replace the meeting room doors. He would like to see two more estimates before the Council moves forward with this project.

NEW BUSINESS:

A. Shipping container:

Ordinance enforcer James Rogers will follow on this issue.

B. COVID sick pay for Larry Gray:

Council discussed and consensus is to pay Larry for the five (5) days he was off with COVID. Council would like the Clerk to look in to reimbursement from the State of Michigan.

Motion by Trustee J. Semelbauer, second from Trustee S. Swanson to pay Larry for the five (5) days he was off with COVID and reimburse 3 days to his sick bank. Roll call vote: D. Houtteman-**Aye**, M. Spencer-**Aye**, T. Verhoeven-**Aye**, S. Swanson-**Aye**, R. Morningstar-**Aye**, J. Semelbauer-**Aye**, and President R. Sikkenga-**Aye**. Ayes: 7, Nays: 0. **Motion Carried.**

C. Park Grant:

Trustee S. Swanson submitted park grant information for review regarding a DNR Park Grant for the Village Park. Pat Cornelisse will help prepare the grant and submit it to the DNR. Following is the information the Council needs to consider, \$150,000-\$200,000 grant minimum, 25% match-can budget ½ in 2022 and ½ in 2023 annual budget. Submit for grant approval April of 2022. \$5,000-\$6,000 in grant prep fees to Pat Cornelisse. This is paid regardless of grant approval. Grant approval based on a point system, use of park, ADA need, have not applied for a grant in 3-5 years. If approved, start getting bids approximately 2023, completion approximately 2025. Trustee S. Swanson is asking for a motion to approve the expenditure of \$6,000 to pay Pat Cornelisse for her preparation of the park grant.

Motion by Trustee J. Semelbauer, second from Trustee S. Swanson to approve and to not exceed, the expenditure of six thousand (6,000) dollars to be paid to Pat Cornelisse for grant preparation for the Village Park. Roll call vote: D. Houtteman-Aye, M. Spencer-Aye, T. Verhoeven-Aye, S. Swanson-Aye, R. Morningstar-Aye, J. Semelbauer-Aye, and President R. Sikkenga-Aye. Ayes: 7, Nays: 0. **Motion Carried.**

D. COVID CDC guidelines:

Clerk Bloem informed the Council that they need to set a COVID return to work policy. Council discussed and consensus is to follow the up-to-date CDC COVID regulations on returning to work.

Motion by Trustee T. Verhoeven, second from Trustee M. Spencer to follow the up-to-date CDC COVID regulations on returning to work. Roll call vote: D. Houtteman-Aye, M. Spencer-Aye, T. Verhoeven-Aye, S. Swanson-Aye, R. Morningstar-Aye, J. Semelbauer-Aye, and President R. Sikkenga-Aye. Ayes: 7, Nays: 0. **Motion Carried.**

E. Civil infraction penalty:

President R. Sikkenga would like to hold a special meeting with a few of the Council members to work on the ticket procedure in the Regulatory Ordinances that are a problem in the Village. President Sikkenga would also like to contact other municipalities and find out how they are enforcing their ordinances. Trustee D. Houtteman, T. Verhoeven and S. Swanson stated that they are willing to attend a special meeting to work on this issue. A special meeting is set for October 13, 2021 at 6:30 p.m. All Trustees are asked to attend if possible.

GOOD AND WELFARE:

PUBLIC COMMENT: None

Adjourn: Motion by Trustee S. Swanson, second from Trustee R. Morningstar to adjourn the September 27, 2021 regular meeting at 8:23 p.m.

Respectfully Submitted,

Wendy Bloem, Clerk