

Village of Lakewood Club

Meeting Minutes

July 26, 2021

CALL TO ORDER: Meeting called to order by President Pro tem Mark Spencer at 7:00 pm.

PLEDGE OF ALLEGIANCE:

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

ACCEPT OR AMEND AGENDA:

Motion by Trustee D. Houtteman, second from Trustee S. Swanson to approve the July 26, 2021 meeting agenda. Roll call vote: D. Houtteman-**Aye**, T. Verhoeven-**Aye**, S. Swanson-**Aye**, President Pro tem M. Spencer-**Aye**. Ayes: 4, Nays: 0.
Motion Carried.

PUBLIC COMMENT:

Jesse McCormick, 5478 Russell Rd., has an issue with the Village's No Engine Brake Ordinance. Mr. McCormick stated the trucks were manufactured with these brakes for safety, stopping is increased by 30% to help prevent accidents. Mr. McCormick would like the Village Council to take this into consideration.

Tony Barnes, 5920 Meadowmohr Lane, stated he is a representative for the Muskegon Area District Library for Dalton. Mr. Barnes informed the Council that a book mobile should be coming to the Village soon, he suggested the Village parking lot as a designated area for it to park. Council questioned whether the park would be a better spot for the bookmobile as it is in the center of the Village. Tony stated that would be the Council's decision on where it should be parked.

BID OPENING:

Clerk Bloem read the following bids for the road upgrade to be done on Michigan Rd West from Automobile to Beverly Way and Beverly Way from White Lake Dr. South to Washington. McCormick Sand Inc. bid, forty-five thousand eight hundred sixty (45,860) dollars, and Hallack Contracting Inc. bid, thirty-one thousand seven hundred seventy-two (31,772) dollars.

Motion by Trustee S. Swanson, second from Trustee T. Verhoeven, to except the bid from Hallack Contracting Inc. in the amount of thirty-one thousand seven hundred seventy-two (31,772) dollars to upgrade Michigan Rd West and Beverly Way from White Lake Dr. South to Washington. Roll call vote: D. Houtteman-**Aye**, T. Verhoeven-**Aye**, S. Swanson-**Aye**, President Pro tem M. Spencer-**Aye**. Ayes: 4, Nays: 0. **Motion Carried.**

WORK SESSION MINUTES:

Motion by Trustee T. Verhoeven, second from Trustee D. Houtteman, to approve the Work Session meeting minutes for June 28, 2021 as submitted by Clerk Bloem. Roll call vote: D. Houtteman-**Aye**, T. Verhoeven-**Aye**, S. Swanson-**Aye**, President Pro tem M. Spencer-**Aye**. Ayes: 4, Nays: 0. **Motion Carried.**

MINUTES OF THE PREVIOUS MEETING:

Motion by D. Houtteman, second from Trustee T. Verhoeven to approve the meeting minutes for June 28, 2021 as submitted by Clerk Bloem. Roll call vote: D. Houtteman-**Aye**, T. Verhoeven-**Aye**, S. Swanson-**Aye**, President Pro tem M. Spencer-**Aye**. Ayes: 4, Nays: 0. **Motion Carried.**

TREASURER'S REPORT:

Motion by Trustee T. Verhoeven, second from Trustee S, Swanson to accept the July 2021 Treasurer's report as submitted by Treasurer Hannah Swanson. Roll call vote: D. Houtteman-**Aye**, T. Verhoeven-**Aye**, S. Swanson-**Aye**, President Pro tem M. Spencer-**Aye**. Ayes: 4, Nays: 0. **Motion Carried.**

FINANCE REPORT:

Motion by D. Houtteman, second from Trustee S. Swanson to accept the finance report and pay the bills for the month of July 2021. Roll call vote: D. Houtteman-**Aye**, T. Verhoeven-**Aye**, S. Swanson-**Aye**, President Pro tem M. Spencer-**Aye**. Ayes: 4, Nays: 0. **Motion Carried.**

COMMITTEE REPORTS:

Community Committee:

Trustee T. Verhoeven stated that the meeting was a recap of last month, which included discussion on the Senior millage.

Lake Committee:

President Pro tem M. Spencer informed the Council that he contacted the DNR and spoke with Nancy Cuncannan representative for Muskegon County Lakes. Ms. Cuncannan told him if the trees are in the water you will need to fill out an application on their website to get approval to remove it, if the tree is not in the water, we can remove it without a permit. President Pro tem M. Spencer asked Rick and Larry to go around the lake and find out what dead trees he can cut down without a permit and what trees need a permit to take down.

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

Ordinance Enforcement: July report submitted to Council for review.

Building Inspections: Inspections on file for review,

Park:

Park Superintendent Rick Budde reported that there are three park rangers now and they are in the process of working out a schedule. Rick reported that there is still some vandalism in the park. There are concerns of a homeless person sleeping in the park.

Clerk Bloem asked the Council if her family could install a park bench in the park along the walkway in memory of Jack Carmean Jr. and the years he served as Village Trustee. Council has no problem with a bench being placed in the park in memory of Jack.

Sarah Swanson would like the Village Council to look into a grant to purchase an ADA swing to install in the park.

Streets and Maintenance:

Street Administrator Rick Budde reported that they have been trimming trees and repairing equipment. Bid work for Michigan will start in fall.

Planning Commission Meeting:

Chairman Elizabeth Lemoine informed the Council that the Planning fell behind on reviewing and the zoning book due to the pandemic. She asked the Council at the work session meeting if the Planning Commission could meet two times a month in order to get the zoning amendments finished and review the Village's Master Plan.

Motion by Trustee S. Swanson, second from Trustee D. Houtteman, to approve the request of the Planning Commission to meet bi-monthly until December 2021. Roll call vote: D. Houtteman-**Aye**, T. Verhoeven-**Aye**, S. Swanson-**Aye**, President Pro tem M. Spencer-**Aye**. Ayes: 4, Nays: 0. **Motion Carried.**

Human Resource Committee: no meeting

Lots:

Deputy Clerk M. Kilmer reported two adjoining lots were sold.

Set Calendar:

According to the Michigan Department of Health and Human Services 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 August 11, 2021 at 6:00 p.m. when needed. The Planning Commission meeting will be held on Wednesday August 18, 2021 at 6:30 p.m. The Village work session meeting will be held on Monday, August 23, 2021 at 6:00 p.m., the regular meeting will follow at 7:00 p.m. **Notice the Village meetings will be held in person at the Village Hall.**

OLD BUSINESS:

A. Village credit card policy:

Motion by Trustee S. Swanson, second from Trustee T. Verhoeven, to approve the credit card policy and have Treasurer Hannah Swanson and Clerk Wendy Bloem as card administrators and the users to be Rick Budde, Larry Gray, Treasurer Hannah Swanson and Clerk Wendy Bloem. Roll call vote: D. Houtteman-**Aye**, T. Verhoeven-**Aye**, S. Swanson-**Aye**, President Pro tem M. Spencer-**Aye**. Ayes: 4, Nays: 0. **Motion Carried.**

B. Village attorney policy:

Council discussed and consensus is to allow following people to be allowed to contact Village Attorney, President, President Pro tem and the Village Clerk. When meeting with the Village Attorney, two people will be present and communication with the Village Attorney will be done via email.

Motion by Trustee D. Houtteman, second from Trustee T. Verhoeven, to approve a Village Attorney Policy that the following people be allowed to contact our Village Attorney, President, President Pro tem and the Village Clerk. When meeting with the Village Attorney, two people will be present and communication with the Village Attorney will be done via email. Roll call vote: D. Houtteman-**Aye**, T. Verhoeven-**Aye**, S. Swanson-**Aye**, President Pro tem M. Spencer-**Aye**. Ayes: 4, Nays: 0. **Motion Carried.**

C. Committee to review regulatory ordinances:

Clerk Bloem will get sample attorney policy from other municipalities and bring back to the August meeting.

NEW BUSINESS:

A. Budget amendments:

Clerk Bloem asked for budget amendments to the following accounts. General Fund Governing Body 101-101-801.005 Planning Commission Stipend \$500 Village Hall and Grounds:101-265-726.000 Supplies \$500, 101-265-775.000 Repairs & Maintenance \$4,500, Department of Public Works 101-441-775.004 Repairs and Maintenance building \$5,000, Village Park 101-753-775.000 Repairs and Maintenance \$5,000. Total amendments to General Fund \$15,500. Local Roads 203-449-801.000 Professional and Contract Services \$2,000. 203-449-999.000 Transfers out Road Project 2,000. Total amendments to Local Roads \$4,000.

Motion by Trustee S. Swanson, second from Trustee D. Houtteman, to approve, and amend the General Fund in the amount of \$15,500 and the Local Road Fund in the amount of \$4,000. Roll call vote: D. Houtteman-**Aye**, T. Verhoeven-**Aye**, S. Swanson-**Aye**, President Pro tem M. Spencer-**Aye**. Ayes: 4, Nays: 0. **Motion Carried.**

B. Ordinance setting Village fiscal year and change penalties for regulatory ordinances:

Clerk Bloem informed the Council that The General Law Village Act provides that General Law Villages have a March -February fiscal year, however, it allows the fiscal year to be changed by ordinance. Clerk Bloem stated this should be done as our fiscal year is from April 1 through March 31. Clerk Bloem also stated Ordinance Enforcer James Rogers is recommending the penalties in all the Regulatory Ordinances should be changed from a misdemeanor to a civil infraction. A public hearing will need to be held on the new ordinance and the amendment to the Regulatory Ordinances.

Motion by Trustee S. Swanson, second from Trustee T. Verhoeven, to hold public hearing on August 23, 2021 at 6:00 p.m. to hear public comment on proposed Ordinance #51 Village Fiscal Year and to amend the penalties under Village Regulatory Ordinances from a misdemeanor to a civil infraction. Roll call vote: D. Houtteman-**Aye**, T. Verhoeven-**Aye**, S. Swanson-**Aye**, President Pro tem M. Spencer-**Aye**. Ayes: 4, Nays: 0. **Motion Carried.**

C. Cell phone reimbursement:

Clerk Bloem stated that the Village gives a \$40 cell phone reimbursement to the full-time employees. Currently Larry is not being reimbursed.

Motion by Trustee Trustee D. Houtteman, second from Trustee T. Verhoeven, to reimburse Larry Gray \$40 a month for his cell phone beginning August 2021. Roll call vote: D. Houtteman-**Aye**, T. Verhoeven-**Aye**, S. Swanson-**Aye**, President Pro tem M. Spencer-**Aye**. Ayes: 4, Nays: 0. **Motion Carried.**

D. Amend Regulatory Ordinances:

Addressed under B. New Business

E. American Rescue Plan Act Funds:

Clerk stated that she needs an approval from the Council to fill out the application and submit it to the Department of Treasury for Village's share of the grant from the American Rescue Plan Act Funds of \$135,232. Clerk Bloem informed the Council that she wasn't sure the Village qualified for the money, she was told to apply for it and take our time to go through the qualifications and if we decide we don't qualify the Village can refund the money.

F. Village Hall Sign:

Clerk Bloem informed the Council that she received a quote for two thousand four hundred sixteen (2,416.75) dollars from David VandenBosch to replace the Village sign. Trustee D. Houtteman stated that a sign was approved at the budget meeting in March for five (500) dollars. Council approved and amended the budget for the extra cost for the village hall sign at this meeting.

G. Village Website:

Clerk Bloem gave a quote from Shumaker Technology Group for the upgrade to the Village website. Council would like to review the information and discuss at the August meeting.

H. Other

Invasive plant on Kenwood:

Clerk Bloem stated that Muskegon Conservation District will try to fit the Village into their schedule to spray the Japanese Knotweed on Kenwood. The cost \$20 for the first quarter acre, and \$10 for each quarter acre after.

Motion by Trustee S. Swanson, second from Trustee T. Verhoeven to approve the spraying of the Japanese Knotweed on Kenwood, cost not to exceed \$500. Roll call vote: D. Houtteman-**Aye**, T. Verhoeven-**Aye**, S. Swanson-**Aye**, President Pro tem M. Spencer-**Aye**. Ayes: 4, Nays: 0. **Motion Carried.**

GOOD AND WELFARE:

The Village Council extends a thank you to the following people for their hard work and dedication to the Village. Babe Brenner volunteering his time to survey the walkway around the lake, Fran Lewis for mending as needed, the large American flag we hang in the park on 4th of July, and the Garden Club for the upkeep of the beautiful gardens in the Village.

PUBLIC COMMENT:

Jeff Martin 6049 Dalson, stated he is Dalton Township's Supervisor and informed the Council that he is available anytime at the Township.

Adjourn: Motion by Trustee S. Swanson, second from Trustee S. Swanson to adjourn the July 26, 2021 regular meeting at 8:00 p.m.

Respectfully Submitted,

Wendy Bloem, Clerk