

**Village of Lakewood Club  
Meeting Minutes  
October 25, 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 S. Swanson, second from Trustee D. Houtteman to approve the October 25, 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

SPECIAL MEETING MINUTES:

Motion by Trustee S. Swanson, second from Trustee T. Verhoeven to amend and approve the amended October 13, 2021 Special Meeting minutes as submitted by Deputy Clerk Mary Kilmer. Amend under Roll Call to correct spelling of Jared Semelbauer and Sarah Swanson, under board discussion correct spelling of 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**

WORK SESSION MINUTES:

Motion by Trustee T. Verhoeven, second from Trustee J. Semelbauer, to amend and approve the amended Work Session meeting minutes for September 27, 2021 as submitted by Clerk Bloem. Amend to change under Call to Order President Pro tem M. Spencer to President R. Sikkenga. 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 D. Houtteman, second from Trustee J. Semelbauer to approve the meeting minutes for September 27, 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 letter from Deputy Clerk Mary Kilmer stating that she will be resigning from the Deputy Clerk position as of October 31, 2021.

Motion by Trustee T. Verhoeven, second from Trustee J. Semelbauer to accept with regret the resignation from Deputy Clerk Mary Kilmer as of October 31, 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.**

#### TREASURER'S REPORT:

Treasurer Hanna Swanson stated that she is having problems balancing her taxes, so she will not have a treasurers report this meeting. She hopes to have it figured out by the November meeting. Treasurer H. Swanson reported that she collected \$226,315.17 for the 2021 taxes.

#### FINANCE REPORT:

Motion by Trustee J. Semelbauer, second from Trustee R. Morningstar to accept the finance report and pay the bills for the month of October 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.**

#### COMMITTEE REPORTS:

Community Committee: No report

Lake Committee: No report

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

Ordinance Enforcement: no report

Building Inspections: Inspections on file for review.

#### Park:

Randy Lemoine asked the Village Council at the work session meeting if the garden club could install 3 songbird/nesting boxes in the park and on the northwest corner of Kedzie install 3 trellises in the Spring.

Motion by Trustee D. Houtteman, second from Trustee T. Verhoeven to allow the Garden Club to install 3 songbird/nesting boxes in the park and in the Spring on the northwest side of the park install 3 trellises. Before trellises are installed

Park administrator is to be contacted. 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 Sikkenga asked Rick to get the dates from Ed Vanett when the trash cans were damaged in the park, check the cameras and call the police to file a report. He wants this issue to be dealt with.

#### Streets and Maintenance:

Street Administrator Rick Budde reported that they are trimming trees and patching streets. Rick stated that he contacted Hallack and he is coming back to grade and roll out Michigan.

#### Planning Commission Meeting:

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

## Human Resource Committee:

President Sikkenga stated that it has been 2 years since Larry has been hired and he would like to hold a Human Resource meeting and have Larry and Rick attend to talk about the job transition. Meeting is set for November 10, 2021 6:00 p.m.

## Lots:

A request has been made to the Village Council asking if the Village would sale Lots 30-40, Block 10, Add. No. 2, Plat OL, Parcel #61-42-502-010-0030.00. Consensus of the Council is to put the building site up for bid.

Motion by S. Swanson, second from T. Verhoeven to publish for bids Lots 30-40, Block 10, Add No. 2, Plat OL.

Council discussed and decided to have the property surveyed before putting up for bid.

Motion by T. Verhoeven to rescind her second to publish for bids Lots 30-40, Block 10, Add No. 2, Plat OL

Motion by S. Swanson to rescind her motion to publish for bids Lots 30-40, Block 10, Add No. 2, Plat OL

Motion by S. Swanson, second from T. Verhoeven to have Lots 30-40, Block 10, Add No. 2, Plat OL surveyed before being published for bids. 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.**

## 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 November 10, 2021 at 6:00 p.m. The Planning Commission meeting will be held on Wednesday November 3 and 17, 2021 at 6:30 p.m. The Village work session meeting will be held on Monday, November 22, 2021 at 6:00 p.m., the regular meeting will follow at 7:00 p.m. **The Village of Lakewood Club office will be closed Thursday, November 11, 2021 in observance of Veterans Day and Thursday November 25, 2021 in observance of Thanksgiving.**

## OLD BUSINESS:

## A. Update on Village website:

Clerk Bloem submitted a mockup page to the Council of what the Villages new website might look like based on the design meeting she and Sarah attended with Shumaker design. Council had no problem with the mockup. Clerk will move forward with the transition.

## B. 410 Kenwood:

Homeowner was contacted regarding the safety hazard with the foundation being left open. He informed the office that he cannot afford the snow fence and stakes, he feels no trespassing signs should suffice. Council discussed and decided to have the office contact the homeowner and get his permission for Rick and Larry to go on the property and install the snow fence around the foundation and assess his taxes.

Motion by J. Semelbauer, second from T. Verhoeven to have the office contact the property owner of 410 Kenwood and get his authorization to have Rick and Larry go on his property to install snow fence around the foundation and assess his taxes.

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. Estimate for office door:

Clerk Bloem informed the Council that all the door installers she contacted do not install commercial doors. Clerk Bloem stated she had one company that was going to come out and give an estimate and they never showed up. Kelly McGuire submitted a new estimate with materials at \$4,230.00 and labor at \$1,400.00. Kelly informed the office that he is booked out until Spring 2022, but the door needs to be paid for upon approval and signing. President Sikkenga would like Clerk Bloem to document the names and dates of the door installers.

Motion by D. Houtteman, second from T. Verhoeven to approve the work estimate from Kelly McGuire of five thousand six hundred thirty (5,630) dollars to order and install the meeting room doors. Upon approval of the estimate by Council, four thousand two hundred thirty (4,230) dollars is to be paid before doors are ordered. Doors will be installed by Kelly McGuire in the Spring of 2022. 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. Shipping Container:

President Sikkenga stated that the property owner between Baker St. and Raymond St. Lots 11-16 and Lots 31-40, inclusive of Block 8 of Lakewood Addition No.1, was contacted by Zoning/Building Inspector Val Jensen informing him that he could not have a shipping container on his vacant property. The property owner told Val that he would not be moving it. Consensus of the Council is to turn this issue over to the Village attorney.

Motion by Trustee J. Semelbauer, second from Trustee R. Morningstar to contact the Village attorney and have him send a letter to the property owner of the property between Baker St. and Raymond St. Lots 11-16 and Lots 31-40, inclusive of Block 8 of Lakewood Addition No.1. 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 tickets:

President Sikkenga would like Ordinance Enforcer James Rogers opinion on the ticket procedures the Council decided on at the Special meeting held on October 13<sup>th</sup>. After the Village gets an okay from James, he will contact the Village attorney and get his opinion before we move forward.

NEW BUSINESS: No new business

## GOOD AND WELFARE:

Trustee S. Swanson thanked Mary Kilmer for the all the time and work she did on putting together the history books of the Village.

PUBLIC COMMENT: None

Adjourn: Motion by Trustee S. Swanson, second from Trustee T. Verhoeven to adjourn the October 25, 2021 regular meeting at 8:15 p.m.

Respectfully Submitted,

Wendy Bloem, Clerk