

Village of Lakewood Club
Meeting Minutes for
March 28, 2022 *amended*

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

PLEDGE OF ALLEGIANCE:

ROLL CALL: President Robert Sikkenga, Trustee Mark Spencer, Sara Swanson, Jared Semelbauer, Clerk Wendy Bloem, Treasurer Hannah Swanson and Street Administrator Rick Budde. ~~Absent:~~ **Present** Trustee Debbie Houtteman, Rusty Morningstar, Tammy Verhoeven.

ACCEPT OR AMEND AGENDA:

Motion by Trustee J. Semelbauer, second from Trustee M. Spencer to approve the March 28, 2022 meeting agenda. Roll call vote: Trustee 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:

Bruce Froelich, 5150 Brookwood, Montague will be running for District 1 on the November ballot.

Elizabeth Lemoine asked the Village Council if the office would include a reminder in the Village voice reminding people of the right-of-way around the lake.

Kristina Achterhoff District Representative for Senator Jon Bumstead gave the Village Council a 2021-22 Michigan Citizen's Guide to State Government and she stated that there will be a lot of infrastructure coming to Muskegon County. She stated that she would be available to answer any questions the Council may have.

Todd Nowak, ~~Owner~~ **Representative** of the Nite Spot Bar, is asking the Village Council if he can hold outside bands at his bar once a month. Council discussed and told him he will need to contact the Zoning Administrator to see if this would require a special use permit.

SPECIAL MEETING MINUTES:

Motion by Trustee T. Verhoeven, second from Trustee J. Semelbauer to approve the March 16, 2022 Special Meeting minutes. Roll call vote: Trustee 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 J. Semelbauer, second from Trustee T. Verhoeven, to amend and approve the amended Work Session Minutes for February 28, 2022 as submitted by Clerk Bloem. Amend under Appointments change Holly Frees to Holly Freed, last sentence after may add "not". Roll call vote: Trustee 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 D. Houtteman to amend and approve the Regular Meeting Minutes for February 28, 2022 as submitted by Clerk Bloem. Amend under HR Committee change Holly Frees to Holly Freed, and last sentence after may add “not”. Roll call vote: Trustee 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:

Motion by M. Spencer, second T. Verhoeven to place the March 2022 Treasurers report on file as submitted by Treasurer H. Swanson. Roll call vote: M. Spencer-**Aye**, S. Swanson-**Aye**, J. Semelbauer-**Aye**, and President R. Sikkenga-**Aye**. Ayes: 4, Nays: 0. **Motion Carried.**

FINANCE REPORT:

Motion by Trustee D. Houtteman, second from Trustee R. Morningstar to accept the finance report and pay the bills for the month of March 2022. Roll call vote: Trustee 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:

Park:

Park Administrator Rick Budde reported that he contacted Accurate Excavators and they gave him the number to the company that did the pilings for the fishing dock, the company is River Works Construction out of Holland. Rick stated that he called the company and the guy is on vacation, he will be back next week. Rick also stated that he has a quote for lumber for the fishing pier, this quote is only for the lumber, not the labor.

Streets and Maintenance:

Street Administrator Rick Budde reported regular maintenance on roads.

Planning Commission Meeting:

Trustee Semelbauer reported that the Planning Commission is working on Chapter 9 of the Zoning Ordinance. Trustee Semelbauer stated that Zoning Administrator Val Jensen is recommending in the future the Council may want to look at creating a Lake Front ordinance. Zoning Administrator Val Jensen is also recommending that the Council set a fee for land divisions, he is recommending a \$250 for a land division application, and if there is more than one on the application charge \$75 per land division. Val is also recommending raising the fee for Zoning Board of Appeal variances from \$250 to \$500. The Planning Commission will start video training on the 4th Tuesday of every month beginning March 29th at 6:30 p.m.

H.R. Committee:

Trustee Morningstar stated that the Human Resource met on March 14th and discussed raises for the Employee 1 and 2. It was discussed at the March budget work session meeting to add \$2.00 per hour to the budget for Employee 1 and 2. The H.R. Committee is recommending a \$1.40 an hour raise. Next month they will be looking at future training and the top pay for Employee 1 and 2, setting up step raises and should we continue giving a cost of living raise, once top pay has been met.

Set Calendar:

The Human Resource meeting will be held on April 13, 2022 6:00 p.m. The Planning Commission meeting April 25, 2022 at 6:00 p.m., the Village regular meeting will follow at 7:00 p.m.

OLD BUSINESS:

A. Shipping container:

Clerk Bloem informed the Council that Ordinance Enforcer James Rogers told her that the owner of the shipping container will have it hauled off the property by April 1, 2022, if not gone by April 1, 2022 James will issue a ticket.

B. Cameras in office:

Rick stated that Novotny is waiting for better weather. Rick will check with Novotney and see when they will be able to install the cameras in the offices.

C. Road policy:

President Sikkenga stated that a Special meeting was held on March 16, 2022 regarding the Village's Road policy. At this meeting Randy Lemoine gave a proposed Village of Lakewood Club Roadway Construction Manual to the Council to review. Council discussed and decided to take the manual home to review, make notes to ask Randy at the next meeting.

D. Planning Commission training:

Clerk Bloem stated that Council will need to allocate the money to pay the Planning Commission's for a six-week Citizen Planner training implemented by Elizabeth Lemoine. The training videos range from ½ to 2 hours and it would take six meetings to watch the videos.

Motion by Trustee M. Spencer, second from Trustee D. Houtteman to allocate \$1,800 to pay the Planning Commission for a six-week Citizen Planner training. Roll call vote: Trustee 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. Website:

Clerk Bloem reported she will give Shumaker the permission to get our new website up and running.

NEW BUSINESS:

A. Bylaws for Planning Commission:

Elizabeth Lemoine submitted to the Council changes to the bylaws for the Planning Commission. Council reviewed and has no problem with the changes.

B. Quote from Prein & Newhof:

Street Superintendent Rick Budde submitted a quote from Prein & Newhof for them to write a Transportation Economic Development Fund Grant due by May 6, 2022. The grant is for \$375,000 with a 20% match. The Village will not know until fall of 2024.

Motion by Trustee J. Semelbauer, second from Trustee R. Morningstar to allocate \$2,500 to Prein & Newhof to write a grant for Transportation Economic Development Fund Grant. Roll call vote: Trustee 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. Training for Council and Clerk:

Clerk Bloem informed the Council that there is onsite training through the Michigan Municipal League for the Clerk and Village Council. The training consists of Essentials of Local Government Parliamentary Procedure and several other topics. The classes are 3 hours long and the Council will need to pick a topic for that class. Council asked Clerk Bloem to contact MML and ask if they will do Saturday or evening classes. Clerk will contact and report at the next meeting

D. 2022-23 proposed budget:

Motion by Trustee M. Spencer, second from Trustee T. Verhoeven to approve and adopt the 2022-2023 budget. Roll call vote: Trustee 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. Budget Amendments:

Clerk Bloem request budget amendments to the following accounts:

Governing Body 101-101-727.000 Postage **\$241.80**, 101-101-801.000 Professional & Contract Services **\$129.75**, 101-101-880.000 Community Promotion **\$5,068.00**, 101-101-956.000 Miscellaneous **\$951.75**, Treasurer, 101-253-860.000 Transportation **\$100.00**, Village Hall and Grounds 101-265-801.000 Professional & Contact Services **\$1,250.00**, Department of Public Works 101-441-703.000 Employee Misc. Wages **\$100.00**, **101-441-775.000 Repairs and Maintenance. Equip. \$4,500.00**, 101-441-850.000 Communications **\$210.00**, 101-441-920.001 Kedzie Maintenance Consumers **\$50.00**, Fringe Benefits 101-852-704.001 **\$220.00**, 101-852-704.000 Holiday Pay **\$100.00**. Total budget amendments to general fund are **\$12,921.30**. Major Road amendments, 202-449-965.000 Transfer to Local Road **\$320.07**, 202-478-775.000 Sand/Salt Winter Maintenance **\$1,239.39**, 101-478-943.000 Equipment Rental Winter Maintenance **\$5,896.75**. Total budget amendments to Major Road Fund are **\$7,456.21**.

Motion by Trustee J. Semelbauer, second from Trustee S. Swanson to approve the March 2022 budget amendments as submitted by Clerk Bloem to the General Fund in amount of \$12,921.30 and the Major Road fund in the amount of \$7,456.21. Roll call vote: Trustee 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.**

F. Other:

Trustee R. Morningstar informed the Council that he has had multiple residents come up to him and ask why chickens are not allowed in the Village. Trustee Morningstar would like the Council to consider allowing chickens in the Village due to the high cost of eggs.

PUBLIC COMMENT: None

Adjourn: Motion by Trustee S. Swanson, second from Trustee R. Morningstar to adjourn the March 28, 2022 regular meeting at 8:14 p.m.

Respectfully Submitted,

Wendy Bloem, Clerk