

**Village of Lakewood Club
Meeting Minutes for
June 27, 2022**

CALL TO ORDER: Meeting called to order by President R. Sikkenga at 6:58 pm.

PLEDGE OF ALLEGIANCE:

ROLL CALL: President Robert Sikkenga, Trustee Debbie Houtteman, Mark Spencer, Tammy Verhoeven, Sara Swanson, Rusty Morningstar, Jared Semelbauer, Clerk Susan West, Treasurer Hannah Swanson and Street Administrator Rick Budde.

ACCEPT OR AMEND AGENDA:

President R. Sikkenga asked to amend the Agenda on Other (14. F) New Business to Zoning Administrator and Building Inspector.

Motion by Trustee T. Verhoeven, second from Trustee M. Spencer to approve the amended June 27, 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 informed the council that he will be running for County Commissioner- District 1 during the next election. He stated he is Kim Cyr's opponent, not his enemy. He also informed the council that vote411.org is a website to research your township and elected positions.

Tracy DeMarse informed the council that she was the Dalton Township Clerk and that she had the paperwork for the upcoming election in November for the open positions, if anyone needed it.

Elizabeth Lemoine asked President R. Sikkenga what's wrong with making builders wait on the road policy?

WORK SESSION MINUTES:

Motion by Trustee M. Spencer, second from Trustee T. Verhoeven, to approve the Work Session Minutes for May 23, 2022 as submitted by Clerk West. 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 R. Morningstar, second from Trustee M. Spencer to approve the Regular Meeting Minutes for May 23, 2022 as submitted by Clerk West. 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.**

CORRESPONDENCE:

President R. Sikkenga informed the council that the new trial date for the chicken's will be September 12, 2022 at 9:00 A.M. He informed the council that James was subpoenaed and that the new Ordinance Enforcer would need to be at this trial also.

President R. Sikkenga informed the council that we received a Thank You card from Bruce and Peggy Cardwell for the senior mileage gift cards.

President R. Sikkenga informed the council that we received notice from the Michigan Department of Treasury that the second payment of ARPA Funds would be distributed within the next 30 days.

TREASURER'S REPORT:

Motion by Trustee M. Spencer, second from Trustee D. Houtteman to place the June 2022 Treasurers report on file as submitted by Treasurer H. Swanson. 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.**

FINANCE REPORT:

Trustee M. Spencer asked what did we pay Val Jensen \$2,902.00 for? President R. Sikkenga stated that Val is our building inspector and his pay is based on a percentage.

President R. Sikkenga stated that we may want to revisit our accounting firm due to the high increase for this year's audit.

Trustee J. Semelbauer asked about the double entries for the credit card. Treasurer H. Swanson stated that one of the entries was voided.

Motion by Trustee R. Morningstar, second from Trustee T. Verhoeven to accept the finance report and pay the bills for the month of June 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:

Community Committee:

President R. Sikkenga informed the council that there were approximately 110 senior gift cards handed out.

Lake:

Trustee S. Swanson asked if we could claim the damage to the dock on an insurance claim. Clerk S. West stated that we wouldn't know until the claim was submitted and reviewed. M. Kilmer suggested to put a no diving sign by the docks.

Liquor Inspections:

President R. Sikkenga informed the council there were 3 inspections made.

Ordinance Enforcer:

President R. Sikkenga informed the council that Greg is working on getting familiar with Ordinances.

Building Inspections and Permits:

President R. Sikkenga informed the council that the Building Inspections are on file for review.

Park:

Park Administrator Rick Budde reported that the women's bathroom is now open. He reported that a toilet would need to be replaced.

Streets and Maintenance:

Street Administrator Rick Budde reported that the brine for the roads was down.

Planning Commission:

President R. Sikkenga informed the council that there was a training meeting tomorrow, June 28, 2022.

Human Resource Committee:

Trustee R. Morningstar stated the Human Resource met on June 15 to interview Simone Santos and another applicant whom didn't show. He stated a motion was needed to hire Simone. He informed the council that there was another applicant for Park Ranger since HR met last and that HR would need to meet again soon to interview this applicant. Trustee R. Morningstar also stated that he thought the Deputy Clerk's pay should be brought up to \$15.00 an hour. He informed the council that in the near future Val Jenson would be stepping down from zoning administrator/building administrator position. There were no applicants for the second full time position.

Motion by Trustee J. Semelbauer, second from Trustee M. Spencer to raise the Deputy Clerk's wages to \$15.00 an hour. 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.**

Motion by Trustee M. Spencer, second from Trustee T. Verhoeven to hire Simone santos as a Park Ranger. 2. 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.**

Motion by Trustee M. Spencer, second from Trustee S. Swanson to hire Christina Bass as a second Park Ranger pending HR interview. 2. 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.**

Lots:

M. Kilmer requested a meeting to go over lots a resident would like to purchase. Meeting set for July 18 at 10:00 A.M.

Set Calendar:

Office closed July 4, 2022 for Independence Day. HR meeting June 28, 2022. Lots Committee meeting July 18 at 10:00 A.M. The Human Resource meeting will be held on July 13, 2022 6:00 p.m. The Planning Commission meeting will be held on Wednesday July 20, 2022 at 6:30 p.m. Work Session Meeting will be held on Monday, July 25, 2022 at 6:00 p.m., the Village Regular Meeting will follow at 7:00 p.m. Planning Commission training will be held on July 26, 2022.

OLD BUSINESS:

A. New Flag:

Park Administrator informed the council the new flag arrived. No word if the cleaners will reimburse for the cost of the new flag.

B. Update on Road Policy:

Meeting set for July 11, 2022.

C. ARPA Funds:

President R. Sikkenga suggested to add this to Road Policy Meeting to decide what to do with this Fund.

D. Training for Council and Clerk:

President R. Sikkenga informed the council this is being pushed out until September 2022.

E. New Doors for Clerk's office:

President R. Sikkenga stated more time was needed to investigate which doors were needed and the cost.

F. Election open positions:

There are 3 open positions for November ballot which are Clerk, President and three Trustees. Deadline is July 21, 2022 at 4:00 P.M.

G. New Court Date:

New Date set for September 12, 2022 at 9:00 A.M.

H. Golf Carts/ Quads Ordinance:

President R. Sikkenga stated this was on Trustee J. Semelbauer's list to revisit.

I. Appointments:

President R. Sikkenga stated this was to hire Simone Santos but was taken care of under Human Resource Committee.

J. July 2, 2022 Festivities:

A motion is needed to approve the funding for Muskegon County Sherriff's presence. The council discussed and agreed the hours should be from 6:00 P.M. to 12:00 A.M. (Midnight).

K. Other:

The council discussed ways of protecting the Park Rangers from false accusations. President R. Sikkenga stated body cameras are anywhere from \$250.00 to about \$1,000.00.

NEW BUSINESS:

A. Police for Fireworks:

Motion by Trustee J. Semelbauer, second from Trustee R. Morningstar to approve the cost of \$65.00 an hour for Police, from 6:00 p.m. to midnight, but not to exceed \$400.00 for July 2, 2022 fireworks. 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.**

B. Bids on Garbage Service Deadline:

Trustee T. Verhoeven suggested to send out bid letters mid-July and deadline to respond should be the end of August. President R. Sikkenga stated his concern about the cost could be higher than what was on tax bills and the extra costs would have to come out of the General Fund. The council reviewed the draft Bid Letter Clerk West submitted to them. The council suggested to change the date to send out the letters on July 13, 2022.

C. Dispensary:

Trustee M. Spencer stated he needed more time to research this.

D. Village Hall Cleaning:

President R. Sikkenga informed the council that this will be discussed at the Human Resource Meeting on July 13, 2022.

E. Ordinance Enforcer:

President R. Sikkenga stated to the council that Greg Balcom is on board and to let the Village Hall know of any hotspots so Greg can be notified.

F. Zoning Administrator/Building Inspector:

The Human Resource Committee will be discussing this at the July 13, 2022 Meeting.

GOOD AND WELFARE:

PUBLIC COMMENT:

Bruce Froelich informed the council that there is help available, to help with what qualifies for the ARPA Funding through MML.

Adjourn: Motion by Trustee S. Swanson, second from Trustee R. Morningstar to adjourn the June 27, 2022 regular meeting at 8:26 p.m.

Respectfully Submitted,

Susan West, Clerk