

**Village of Lakewood Club  
Meeting Minutes for  
August 22, 2022**

CALL TO ORDER: Meeting called to order by President R. Sikkenga at 7:02 pm.

PLEDGE OF ALLEGIANCE:

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

Absent: Sarah Swanson.

ACCEPT OR AMEND AGENDA:

Motion by Trustee M. Spencer, second from Trustee T. Verhoeven to approve the August 22, 2022 meeting agenda. Roll call vote: Trustee D. Houtteman-**Aye**, M. Spencer-**Aye**, T. Verhoeven-**Aye**, R. Morningstar-**Aye** J. Semelbauer-**Aye**, and President R. Sikkenga-**Aye**. Ayes: 6, Nays: 0. **Motion Carried.**

PUBLIC COMMENT:

None

WORK SESSION MINUTES:

Motion by Trustee M. Spencer, second from Trustee D. Houtteman to approve the Work Session Minutes for July 25, 2022 as submitted by Clerk West. Roll call vote: Trustee D. Houtteman-**Aye**, M. Spencer-**Aye**, T. Verhoeven-**Aye**, R. Morningstar-**Aye** J. Semelbauer-**Aye**, and President R. Sikkenga-**Aye**. Ayes: 6, Nays: 0. **Motion Carried.**

MINUTES OF THE PREVIOUS MEETING:

- Trustee D. Houtteman asked about the 2 (two) liquor inspections. Clerk West stated that the third inspection report arrived a couple days later. Clerk West also stated that the bar may be closed on Mondays.
- Resident Mary Kilmer stated that under New Business: (B: Other), there was a 0 missing in the minutes. It should read \$2,000.00 not \$2,00.00.

Motion by Trustee M. Spencer, second from Trustee T. Verhoeven to approve the amended Regular Meeting Minutes for July 25, 2022 as submitted by Clerk West. Roll call vote: Trustee D. Houtteman-**Aye**, M. Spencer-**Aye**, T. Verhoeven-**Aye**, R. Morningstar-**Aye** J. Semelbauer-**Aye**, and President R. Sikkenga-**Aye**. Ayes: 6, Nays: 0. **Motion Carried.**

CORRESPONDENCE:

- Clerk S. West informed the council that the Michigan Municipal League will hold an annual Convention in Muskegon on October 19-21, 2022.
- Clerk S. West informed the council that Cedar Creek Township is having a meeting about Off Road Vehicles Ordinance on September 6, 2022 at 6:00p.m.
- Clerk S. West informed the council that the Village received a letter from Muskegon Conservation District, about an invasive species that was reported called Bristly locust.

TREASURER'S REPORT:

- Trustee M. Spencer asked about the little checks that were written and if they were for tax refunds. He also asked if this is how we normally do it or could we credit their taxes for next year? Treasurer H. Swanson confirmed that they were for tax refunds and that this is how we keep our books straight.

Motion by Trustee M. Spencer, second from Trustee T. Verhoeven to place the August 2022 Treasurers report on file as submitted by Treasurer H. Swanson. Roll call vote Trustee D. Houtteman-**Aye**, M. Spencer-**Aye**, T. Verhoeven-**Aye**, R. Morningstar-**Aye** J. Semelbauer-**Aye**, and President R. Sikkenga-**Aye**. Ayes: 6, Nays: 0. **Motion Carried.**

FINANCE REPORT:

- Trustee J. Semelbauer asked about a check that was written for Trustee R. Morningstar.

Motion by Trustee T. Verhoeven, second from Trustee J. Semelbauer to accept the finance report and pay the bills for the month of August 2022. Roll call vote: Trustee D. Houtteman-**Aye**, M. Spencer-**Aye**, T. Verhoeven-**Aye**, R. Morningstar-**Aye** J. Semelbauer-**Aye**, and President R. Sikkenga-**Aye**. Ayes: 6, Nays: 0. **Motion Carried.**

COMMITTEE REPORTS:

Community Committee:

Trustee M. Spencer stated that they were scheduling a meeting for next month to try to hand out more senior cards.

Lake:

None.

Liquor Inspections:

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

Ordinance Enforcer:

Ordinance Enforcer Greg Balcom informed the council he had 8 (eight) open investigations stemming from July. He stated that he has made contact with most of them. He asked the council if there was any way he could get door hangers made for the residents that he hasn't been able to make contact with.

**Ordinance Review Committee:**

Committee Chair person J. Semelbauer informed the council that the Committee members are Bob Sikkenga, Sue West, Suzanne Baldwin, Randy Lamoine, Marie Lamoine and himself. He stated that he would like Ordinance Enforcer G. Balcom to be very involved. He also stated the first Regulatory Ordinance to be worked on would be the Golf Cart Ordinance.

**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 they had to rebuild a trash can that someone destroyed. He stated there was a reserved sign stolen and that they know who did it. He also stated the No Swimming sign is up at the boat dock. He stated that there was a quote submitted to the insurance for the claim on the fishing pier, but have not heard back from them yet.

**Streets and Maintenance:**

Street Administrator Rick Budde reported that they had trimmed some trees and removed some trees. He stated he hadn't heard anything on the grant yet. He also reported that he was still waiting on the gravel that has been on order to repair some of the roads.

**Planning Commission:**

President R. Sikkenga reminded the council to make sure they review the rough draft of the new Zoning Ordinance. He asked Clerk West to get some information on other local communities Ordinances on barndominiums. Planning Commission chairman Elizabeth Lamoine reminded the council that they are currently reviewing the Master Plan. She also asked if the Village was aware of Dalton Townships Master Plan.

**Human Resource Committee:**

Trustee D. Houtteman informed the council that she was speaking on behalf of the HR committee due to R. Morningstar not attending the last meeting. She stated they interviewed 3 applicants for the Maintenance position and that they were all very well qualified. The first applicant being Mike Duell, the second being Jeff Frees and the third was Jared Semelbauer, all of which are from Lakewood Club. She informed the council that Street Administrator Rick Budde, Larry Gray, Tammy Verhoeven, Bob Sikkenga and herself attended this meeting. She stated the HR Committee was recommending Jeff Frees for this position.

Motion by Trustee M. Spencer, second from Trustee T. Verhoeven to have the HR Committee approach Jeff Frees for the second full-time position for the Village. Roll call vote: Trustee D. Houtteman-**Aye**, M. Spencer-**Aye**, T. Verhoeven-**Aye**, R. Morningstar- **no vote**, and President R. Sikkenga-**Aye**. Ayes: 4, Nays: 0.  
**Motion Carried.**

Trustee R. Morningstar stated he did not know about the interviews. There was discussion about better communication in the future.

**Lots:**

None

Set Calendar:

**Office will be closed September 5, 2022 in observance of Labor Day.** The road policy meeting will be held on September 12, 2022 at 6 p.m. The HR meeting will be held on September 13, 2022 at 6 p.m. The Community Committee meeting will be held on September 17, 2022 at Noon (12 p.m.). There will be an Ordinance Review Committee meeting on September 20, 2022 at 6:30 p.m. There will be a Planning Commission meeting on September 21, 2022 at 6:30 p.m. The Village Work Session Meeting will be held on Monday September 26, 2022 at 6:00 p.m. and the Village Regular Meeting will follow at 7:00 p.m.

OLD BUSINESS:

A. ARPA funds:

The Council discussed possibly having a Special Meeting. They decided to discuss this at the Road Policy Meeting on September 12, 2022.

B. Update on Road Policy:

The next meeting will be held on September 12, 2022. The ARPA funds will be discussed during this meeting.

C. Village Hall cleaning:

President R. Sikkenga informed the council that Wendy Bloem accepted the job.

D. Garbage service bids/extended contract:

President R. Sikkenga asked the council if they wanted the bid letters to go out. He stated we should add to the letter that the new garbage service provider should not damage our roads from braking. He also stated that Republic would extend our contract but it's been three (3) weeks and hasn't heard back from them on the date and prices.

Motion by Trustee M. Spencer, second from Trustee D. Houtteman to send out the bid letters for garbage service. Roll call vote Trustee D. Houtteman-**Aye**, M. Spencer-**Aye**, T. Verhoeven-**Aye**, R. Morningstar-**Aye** J. Semelbauer-**Aye**, and President R. Sikkenga-**Aye**. Ayes: 6, Nays: 0. **Motion Carried.**

E. New Doors for Clerk's office:

President R. Sikkenga asked the council if they knew any contractors that could give us quotes on installing new doors to please let him know.

F. Zoning Administrator/Building Inspector:

President R. Sikkenga informed the council that there were 2 applicants for Building Inspector. He stated that they should be interviewed at the next HR Meeting.

G. Hiring second full-time person:

There was a motion during the Human Resources to hire Jeff Frees.

H. Other:

None

**NEW BUSINESS:**

**A. Land division fee:**

The council decided to wait to let the new Zoning Administrator help with setting this fee.

**B. Whiteboard for meeting room:**

The council decided to wait to see if we can publicly show videos of the vandalism at the park.

**C. No harassment agreement:**

The council discussed and decided that all of them have already signed an agreement and that it is on file. They decided to get a list of newly hired employees and have them sign an agreement also.

**D. Motion needed to amend budget for the Ordinance Review Committee stipend:**

President R. Sikkenga stated that there was no motion needed yet because we needed to create an account number first.

**E. Training for council and clerk:**

The council decided to push this out another month due to so many meetings already scheduled.

**F. Training for website:**

Clerk S. West will contact Shumaker to see if they could come into the Village Hall to train on making changes to the website.

**G. Other:**

None

**GOOD AND WELFARE:**

**PUBLIC COMMENT:**

- Cheryl Edsall, 459 W. Garfield, thanked Bob, everyone on the council, Sue and the Maintenance guys for all their involvement and all the extra meetings. She stated that it was very much appreciated.
- Pat Wiggers, 913 Hawthorne, stated the Village website is still not fixed.
- Elizabeth Lamoine, 50 W. Englewood, stated that she was grateful and extremely thankful for the amazing and healthy wild flowers growing in the park. She stated she really appreciated the Village leaving them to grow naturally.

**Adjourn:** Motion by Trustee R. Morningstar, second from Trustee J. Semelbauer to adjourn the August 22, 2022 regular meeting at 8:25 p.m.

Respectfully Submitted,

Susan West, Clerk