

Village of Lakewood Club
Meeting Minutes for
December 20, 2021 *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 Debbie Houtteman, Mark Spencer, Tammy Verhoeven, Sara Swanson, Rusty Morningstar, Jared Semelbauer, and Clerk Wendy Bloem. Absent: Treasurer Hannah Swanson and Street Administrator Rick Budde.

ACCEPT OR AMEND AGENDA:

Motion by Trustee R. Morningstar, second from Trustee T. Verhoeven to approve the December 20, 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

WORK SESSION MINUTES:

Motion by Trustee D. Houtteman, second from Trustee M. Spencer to approve the Work Session meeting minutes for November 22, 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.**

MINUTES OF THE PREVIOUS MEETING:

Trustee Morningstar informed the Clerk that the Michigan Department of Health and Human Health Services no longer requires a person to wear mask in public places, they only recommend a person to wear a mask in public places regardless of vaccination status.

Motion by Trustee M. Spencer, second from Trustee J. Semelbauer, to amend and approve the amended meeting minutes for November 22, 2021 as submitted by Clerk Bloem. Amend under calendar to change masks required to enter the Village Hall to “a mask is recommended” to enter the Village Hall regardless of vaccination status. 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 stated that the Village has received a letter from Richard Warner, Muskegon County Emergency Manager regarding the Hazard Mitigation Plan for Muskegon County. He is asking the Village to send a letter stating we are interested in participating in this plan. President Sikkenga feels this is a way to get federal money for larger municipalities, he feels the Village is not large enough for us to benefit from joining this plan.

TREASURER'S REPORT:

President Sikkenga does not feel comfortable accepting the Treasurer's report when it is not correct. The general fund is off by \$514.46 due to a tax error. The Treasurer cannot find the error, she contacted the auditor and he told her to wait until the audit and he will deal with it at that time. Council agrees to place the December Treasurers report on file as submitted by Treasurer Swanson.

FINANCE REPORT:

Motion by Trustee J. Semelbauer, second from Trustee T. Verhoeven to accept the finance report and pay the bills for the month of December 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:

Trustee Spencer reported that the committee met December 13 and they are still trying to decide what type of cards to distribute to the Seniors, gift cards from Meijer's or pre-loaded credit card.

Park:

Larry Gray reported that the park is ready for winter.

Streets and Maintenance:

Larry Gray reported that he has been cleaning up after the windstorm and has been doing general maintenance on the roads. President Sikkenga stated that he got to work with Larry after the wind storm Thursday and Larry did a good job.

Planning Commission Meeting:

Trustee Semelbauer reported that the Commission is working on Chapter 9.

Human Resource Committee:

Trustee Morningstar reported that HR committee discussed the Clerk and Deputy Clerk positions and cross training for both the Clerk and Deputy Clerk.

Lots:

Mary Kilmer stated that the Village-owned building site, 61-42-502-010-030 0030-00, the Village owns has been surveyed and is ready to be published for bids.

Motion by Trustee M. Spencer, second from Trustee S. Swanson to publish for bid in the White Lake Beacon Lakewood Add. 2, Plat OL, Block 10, Lots 30-40 inc. Minimum bid to be fifteen hundred (1,500) dollars. 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 recommended to enter the Village Hall regardless of vaccination status. The Human Resource meeting will be held on Wednesday December 1, 2021 at 6:00 p.m. The Planning Commission meeting will be held on Wednesday December 8 and 22, 2021 at 6:30 p.m. The Village work session meeting will be held on Monday, December 20, 2021 at 6:00 p.m., the regular meeting will follow at 7:00 p.m. **The Village office will be closed beginning December 27th through December 31, 2021. The office will re-open for business on Monday January 3, 2022.**

OLD BUSINESS:

A. Update on Shipping Container:

Deputy Clerk Cheryl Edsall spoke to Ordinance Enforcer James Rogers and he is in the process of getting tickets to issue to violators. President Sikkenga stated that James got a name off the shipping container and he is supposed to contact the company and let them know the container is in violation of our ordinance. President Sikkenga also stated that James needs to review the Special Meeting Minutes regarding civil infractions and let the Council know if he agrees with steps the Village Council agreed on.

B. Update on Novotny Electronics:

Larry Gray stated that Novotny Electronics is booked out until March 2022. They will contact the Village when they are available. The price they quoted will not change.

C. Consumers Energy Franchise Agreement:

Clerk Bloem informed the Council that the Consumers Franchise Agreement expires on February 4, 2022. The Franchise allows Consumers to serve electricity to our residents and businesses. This agreement gets renewed every 30 years and needs to be renewed by the Council in the form of an Ordinance.

Motion by Trustee M. Spencer, second from Trustee T. Verhoeven publish the Public Hearing to be held on December 20, 2021 in the White Lake Beacon regarding the Franchise agreement/Ordinance between the Village of Lakewood Club and Consumers Energy. 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. Update on garage on Automobile Rd:

Deputy Clerk Cheryl Edsall stated that the homeowner called the Village office on January 27 and he informed her that he has a new garage kit to put up in the Spring. He said he has been working long hours driving truck and he plans on getting the garage removed in the Spring.

NEW BUSINESS:

A. Uniform Chart of Accounts:

Clerk Bloem informed the Council that there have been some amendments to the old Uniform Chart of Accounts and the Council needs to adopt the new Uniform Chart of Accounts.

Motion by Trustee M. Spencer, second from Trustee T. Verhoeven to adopt the new Uniform Chart of Accounts. 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.**

B. Public Hearings:

Clerk Bloem informed the Council that two public hearings will need to be held in February. A public hearing will need to be held for the park grant and a public hearing to update the Parks and Recreation 5-year plan.

C. Budget amendments:

Clerk Bloem asked for budgets amendments to the following accounts. General Fund, Village Hall and Grounds: 101-265-726.000 Supplies \$500.00, 101-265-775.000 Repairs and Maintenance \$1,000.00. Department of Public Works 101-441-703.000 Miscellaneous Wages \$1,000.00, 101-441-775.000 Repairs & Maintenance Equipment \$4,000.00, Village Park 101-753-801.000 Professional & Contract Services

\$1,000.00, Department of Fringe Benefits 101-852-704.002 Vacation \$350.00. Total budget amendments to the General Fund are \$7,850.00. Major Road Fund: 202-449-801.000 Professional & Contract Services \$8,000.00, 202-449-965.000 Transfer to Local Road \$5,000.00, 202-449-999.000 Transfers out \$32,000.00. Total budget amendments for the Majors Road Fund are \$45,000.00

Motion by Trustee M. Spencer, second from Trustee D, Houtteman to accept the budget amendments as stated above 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.**

D. Street light for Cherry Street:

Larry Gray informed the Council that an undeveloped block of Cherry Street was opened last year and a resident is requesting a street light be installed in the middle of the block. Council asked Larry to get a quote from Consumers Energy and bring back to the next meeting.

E. Zoning Board of Appeals Stipend:

Trustee J. Semelbauer suggested that the Council hold off on the stipend for the ZBA and add it to the March 2022 budget. President Sikkenga would like to see all the ZBA members get training. This will be revisited at the March meeting.

F. Other:

Clerk Bloem informed the Village Council that the Road Opening Policy needs to be addressed. The Village has paid in the past for the removal of stumps, grading and slag for new roads so a contractor can build a house. This can get very costly for the Village; the entire cost of a new road opening needs to fall on the contractor not the Village. This includes taking trees down, removing stumps, grading and paying for the slag to be put on the road. Council will take the policy home and will revisit at the January meeting.

Parking on Village Streets:

Council discussed and decided to follow the Uniform Traffic Code that was adopted in 2019 and have Street Administrator call towing company and have the cars towed.

PUBLIC COMMENT: None

Adjourn: Motion by Trustee S. Swanson, second from Trustee M. Spencer adjourn the December 20 2021 regular meeting at 8.28 p.m.

Respectfully Submitted,

Wendy Bloem, Clerk