

**Village of Lakewood Club  
Meeting Minutes for  
September 26, 2022**

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, Rusty Morningstar, Jared Semelbauer, Clerk Susan West, Treasurer Hannah Swanson and Street Administrator Rick Budde.

Absent: Sarah Swanson.

ACCEPT OR AMEND AGENDA:

President R. Sikkenga asked to amend Agenda on OLD BUSINESS B. Road Policy Meeting and add ARPA funding to it.

Motion by Trustee R. Morningstar, second from Trustee M. Spencer to approve the amended September 26, 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:

- Elizabeth Lemoine, 50 W. Englewood, stated that she had attended a Dalton Township Planning Commission meeting a few weeks prior. She stated that they have a program that works with teens and the local government together to solve the problem with teens. She also stated that she has the contact information for the council to contact Nick Kunnen. She asked which council member would like this information. Trustee R. Morningstar stated he works with teens and would like the contact information.

SPECIAL MEETING MINUTES:

Motion by Trustee D. Houtteman, second from Trustee M. Spencer to approve the Special Meeting Minutes for September 8, 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.**

WORK SESSION MINUTES:

Motion by Trustee J. Semelbauer, second from Trustee T. Verhoeven to approve the Work Session Minutes for August 22, 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:

Motion by Trustee M. Spencer, second from Trustee D. Houtteman to approve the Regular Meeting Minutes for August 22, 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 Insurance Company did cover the claim for our Fishing Dock. She stated the claim was for \$24,000.00 and the deductible was \$250.00. The check was for \$23,750.00.

TREASURER'S REPORT:

Motion by Trustee R. Morningstar, second from Trustee J. Semelbauer to place the September 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 if the Meekhof Tire was for a full truck or one of the big tires. Maintenance, L. Gray stated it was for a back tire that blew out on the snow truck. Street Administrator, R. Budde stated it was also for new tires on the pickup truck.
- President R. Sikkenga asked what the Carmichael bill was for. Maintenance Supervisor R. Budde stated it was for furnace tune-ups, prior to the winter months, for the Village Hall and Maintenance Building.

Motion by Trustee M. Spencer, second from Trustee T. Verhoeven to accept the finance report and pay the bills for the month of September 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 he had to reschedule due to having to work the day the meeting was scheduled. He asked the council for permission to start going to people's homes to deliver Senior Cards. President R. Sikkenga volunteered to go with Mark so there are two (2) people.

Lake:  
None.

Liquor Inspections:

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

Ordinance Enforcer:

Ordinance Enforcer, G. Balcom submitted a report for the councils review for the month of September 2022.

Ordinance Review Committee:

Committee Chairperson J. Semelbauer informed the council that the Village could not have an Ordinance for golf carts, that it had to be a Resolution. The Resolution allows the golf carts to be driven on our roads but they have to follow the state laws. He asked the council if they had any amendments they would like to see on the Resolution. He also stated the next Ordinance to review will be the ORV 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 it's been quiet around the park. Trustee D. Houtteman asked if Park Administrator R. Budde had the video of the vandalism with him. President R. Sikkenga stated that D.J. Hilson stated it was legal to show the videos at the Village's monthly meetings.

Streets and Maintenance:

Street Administrator Rick Budde reported that they had trimmed some trees and cut the side of the roads. He stated that he ran out of gravel.

Planning Commission:

Planning Commission Chairman Elizabeth Lemoine informed the council that Commissioner H. Pollock would be the secretary for the Planning Commission. She stated that the Planning Commission is working on a second draft of the Zoning Ordinance to include the Barndominium. She stated that the Village needs to get the new Zoning Ordinance adopted. She stated that the Planning Commission is looking at the public right-of-way. She also stated that it is highly recommended by Val to have a Ordinance of Permitted Use.

Human Resource Committee:

Trustee R. Morningstar informed the council that they had two (2) of the three (3) interviews on September 13, 2022 for Building Inspectors. He stated that it was like the flip of a coin because both of the interviews went very well. He stated they still needed to interview the third applicant for building inspector and one (1) person for the Zoning Administrator positions.

Lots:

None

Set Calendar:

The HR meeting will be held on October 4, 2022 at 6 p.m. with an alternative date for October 10, 2022. ARPA deadline is set for October 6, 2022. There will be an Ordinance Review Committee meeting on October 11, 2022 at 6:30 p.m. There will be a Planning Commission meeting on October 19, 2022 at 6:30 p.m. The Village Work Session Meeting will be held on Monday October 24, 2022 at 6:00 p.m. and the Village Regular Meeting will follow at 7:00 p.m.

Street Administrator, R. Budde announced that October 31, 2022 will be his last day.

OLD BUSINESS:

A. ARPA funds:

President R. Sikkenga set a deadline for October 6, 2022 at 12:00 p.m. for the council to give any more input on what they would like to see this fund used for.

**B. Update on Road Policy/ARPA:**

President R. Sikkenga stated that residents from Maple St. attended the meeting, and that the residents did not want Maple to be opened. He stated that this meeting was also to come up with ideas that the ARPA funds could be used for.

**C. Budget Amendments:**

Clerk S. West asked for budget amendments for the following accounts. General Fund: Village Hall and Grounds: 101-265-970.000 Capital Outlay \$1,000.00. Village Park: 101-753-970.000 Capital Outlay \$1,000.00. Committee Stipends: 101-101-801.006 \$1,920.00. Clerk S. West informed the council that the amendment for the Village Hall and Grounds were for the cameras that were installed in the hall. She stated the Village Park amendment was for when the Hoeltzel Family purchased the memorial bench, the shipping cost was not added to their bill. The Committee Stipends amendment was for the Ordinance Review Committee. The total budget amendments for the General Fund are \$3,920.00.

Motion by Trustee M. Spencer, second from Trustee T. Verhoeven to accept the budget amendments as stated 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.**

**D. Garbage service bids/extended contract:**

President R. Sikkenga informed the council that the extended garbage service contract is here. The extension would be from effective date of November 1, 2022 and expire on June 30, 2023. The new cost would be increased to \$12.30 per home per month. He asked the council if they wanted to accept this extension.

Motion by Trustee M. Spencer, second from Trustee J. Semelbauer to accept the extended garbage service contract through June 30, 2023. 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.**

President R. Sikkenga stated to go forward with sending out Bid letters. The council discussed a deadline date. The deadline for bidding will be January 5, 2023.

**E. New Doors for Clerk's office:**

President R. Sikkenga stated he has reached out to four (4) different companies. He asked if the council knew of any contractors to please let him know. He also stated that Dawson Postema should be stopping in to give us a quote for replacing these doors.

**F. Zoning Administrator/Building Inspector:**

This was discussed under HR portion of the meeting.

**G. Hiring second full-time person:**

President R. Sikkenga informed the council that Jeff Frees started today, September 26, 2022.

H. Training for council and clerk:

The council discussed and decided to wait until December 2022.

I. Other:

None

NEW BUSINESS:

A. ONX Hunt for Greg Balcom:

The council discussed and decided to add this to the budget for next year. They also discussed reimbursing Greg for this cost.

Motion by Trustee M. Spencer, second from Trustee J. Semelbauer to reimburse Greg \$29.99 but not to exceed \$40.00 for the ONX Hunt App. 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.**

B. Japanese Knotweed:

The council discussed and decided to budget for this next year.

C. On Site training for website:

The council discussed and decided that this would be good for the office personnel.

Motion by Trustee D. Houtteman, second from Trustee M. Spencer to spend the \$400.00 for onsite training for the Clerk, Deputy Clerks and the treasurer. 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.**

D. Court case for chickens:

President R. Sikkenga informed the council that the court case was dismissed. The home owner removed the chickens and the chicken coop.

E. Cost to update posters (395.27):

Trustee R. Morningstar stated that we could get these for free of charge. The council discussed and decided to not spend this amount for the posters.

F. Other:

President R. Sikkenga stated that the Ordinance Enforcer would like to get door hangers. Trustee D. Houtteman stated that there is already money budgeted for supplies for the Ordinance Enforcer.

Resident Mary Kilmer, 8 W. Glen Ave., suggested that the MML Convention being held in Muskegon this month would be a wonderful thing for Susan West to attend.

Trustee T. Verhoeven stated she would like to see wages brought up for Larry. President R. Sikkenga stated that this would be left up to HR.

**GOOD AND WELFARE:**

None

**PUBLIC COMMENT:**

None

Adjourn: Motion by Trustee R. Morningstar, second from Trustee T. Verhoeven to adjourn the September 26, 2022 regular meeting at 8:38 p.m.

Respectfully Submitted,

Susan West, Clerk