

**Village of Lakewood Club
Meeting Minutes for
October 24, 2022**

CALL TO ORDER: Meeting called to order by President R. Sikkenga at 6:59 pm.

PLEDGE OF ALLEGIANCE:

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

ACCEPT OR AMEND AGENDA:

- Trustee D. Houttemen asked to amend the agenda under HR to include wages for Larry Gray.

Motion by Trustee R. Morningstar, second from Trustee J. Semelbauer to approve the amended October 24, 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:

None

WORK SESSION MINUTES:

Motion by Trustee M. Spencer, second from Trustee J. Semelbauer to approve the Work Session Minutes for September 26, 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:

- Trustee M. Spencer asked Clerk S. West if she had looked into the cost of updating the posters for the lobby that Trustee R. Morningstar had stated we could get them for free. Clerk S. West stated she was going to ask Trustee R. Morningstar which website he had found them on for free.

Motion by Trustee M. Spencer, second from Trustee T. Verhoeven to approve the Regular Meeting Minutes for September 26, 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:

None

TREASURER'S REPORT:

Motion by Trustee J. Semelbauer, second from Trustee M. Spencer to place the October 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 J. Semelbauer asked if the roof at the park was fixed. Park Administrator R. Budde answered yes.

Motion by Trustee M. Spencer, second from Trustee T. Verhoeven to accept the finance report and pay the bills for the month of October 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:

Trustee M. Spencer stated that he had covered this in the work session meeting.

Lake:
None.

Liquor Inspections:

Clerk S. West stated there were two inspections made due to the bar being closed.

Ordinance Enforcer:

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

Ordinance Review Committee:

Committee Co Chairman Randy Lemoine stated that the Committee reviewed the ORV regulations that are currently in place by the State of Michigan. He stated that the Committee discussed whether they wanted to pursue having an Ordinance or using the state regulations. He stated the Committee decided that the State regulations are adequate and that the Committee was leaning towards not having an 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 were starting to remove some leaves. He stated that they emptied the sand bags that were from the wall on the roadway into the park to put around Park equipment.

Streets and Maintenance:

Street Administrator Rick Budde reported that they are patching and repairing in between rain storms.

Planning Commission:

Planning Commission Chairman Elizabeth Lemoine informed the council that they updated the rough draft for Barndominiums and front lot lines. She informed the council that she has been chairman since 2015 and that the Planning Commission Bylaws for the Village state that no officer shall serve more than three consecutive terms. She also informed the council that Dalton Township and the Michigan Planning Enabling Act does not have that wording in their Bylaws. She asked the council if that could be amended in the Village Bylaws. She also informed the council that she has been doing some researching on section 6 and from what she can tell there is not a Moratorium. She presented each council member a rough draft of a Moratorium Resolution on land sales in section 6. There was discussion between the council and Chairman E. Lemoine about section 6, and whether a Moratorium already exists. President R. Sikkenga stated that they were not getting anywhere without looking into it, and that they could not move forward. Chairman E. Lemoine stated the Planning Commission needs to know, and see the paperwork of any designated future land use in section 6. She also informed the council that the Planning Commission discussed writing an Ordinance on Permitted Land Use because of the current encroachments.

Human Resource Committee:

Trustee R. Morningstar informed the council that HR had an interview with the third applicant for building Inspector on October 4, 2022. He informed the council that HR is recommending to hire Bob Tufts for the position of Building Inspector. He informed the council that there is a contract being worked on to hire Steve Kerr as Zoning Administrator for the Village. He stated that they will discuss the contract at the next HR meeting. He also informed the council that at the next HR meeting they will be discussing Larry Gray's step plan for wage increases and yearly raises for both Jeff and Larry. He stated they need to go over the handbook to get that updated also.

Motion by Trustee D. Houtteman, second from Trustee J. Semelbauer to hire Bob Tufts as Building Inspector. 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:

None

Set Calendar:

The HR meeting will be held on November 2 and 9, 2022 at 6 p.m. There will be an Ordinance Review Committee meeting on November 10, 2022 at 6:30 p.m. There will be a Planning Commission meeting on November 23, 2022 at 6:30 p.m. The Village Work Session Meeting will be held on Monday November 28, 2022 at 6:00 p.m. and the Village Regular Meeting will follow at 7:00 p.m. The Village Office will be closed Thursday November 24, 2022 for Thanksgiving.

OLD BUSINESS:

A. ARPA funds:

President R. Sikkenga stated that there is a list of items to use the funding on, that has been approved by the CPA. He stated that they should have another meeting next month to decide which items to use the funding on and the costs for each item. Clerk S. West stated the funding could not be used on item number two (2) and four (4) on the list.

B. Zoning Administrator/Building Inspector:

President R. Sikkenga stated that he would notify Bob Tufts tomorrow to let him know he was chosen for the Village's Building Inspector. President R. Sikkenga stated that HR will discuss the contract for Zoning Administrator at their next HR meeting.

C. Onsite training for website:

Clerk S. West informed the council that the website training is set for Tuesday, November 1, 2022 at 10:00 a.m.

D. Other:

None

NEW BUSINESS:

A. Park Grant:

President R. Sikkenga stated that he gave S. Swanson information on a state grant through Senator Bumstead.

B. Citation Technicality:

President R. Sikkenga stated that he would get with Ordinance Enforcer G. Balcom to let him know to hold off on giving tickets until we get the new Ordinances to the County. He stated that he would get the information from Greg on which Ordinances need to be updated with Muskegon County.

C. Other:

Park Administrator R. Budde stated that the original quote for the dock repair was in April and that the new quote is \$27,000.00. He stated that the insurance company is looking for a start and completion date for the repair.

Motion by Trustee M. Morningstar, second from Trustee T. Verhoeven to accept the new quote for \$3,000.00 more but not to exceed \$4,000.00 more than the original quote. 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.**

President R. Sikkenga read to the council, Street Administrator R. Budde's resignation. He informed the council that a motion was needed to accept the resignation.

Motion by Trustee T. Verhoeven, second from Trustee R. Morningstar to accept the resignation from Street Administrator R. Budde. 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.**

GOOD AND WELFARE:

- Trustee T. Verhoeven thanked Rick Budde for all his years of service.

PUBLIC COMMENT:

- Elizabeth Lemoine, 50 W. Englewood, stated that on the work session minutes from September 26, 2022, that number 13 stated Village Garden Club needed to be changed to Lakewood Garden Club.
- Pat Wiggers, 913 Hawthorne, asked now that R. Budde is retiring if it was an automatic thing that Larry Gray would take over that position.

Adjourn: Motion by Trustee S. Swanson, second from Trustee T. Verhoeven to adjourn the October 24, 2022 regular meeting at 8:04 p.m.

Respectfully Submitted,

Susan West, Clerk