

**Village of Lakewood Club
Meeting Minutes for
November 28, 2022**

CALL TO ORDER: Meeting called to order by President R. Sikkenga at 7:00 pm.

President R. Sikkenga swore Clerk S. West into office. Clerk S. West swore into office President R. Sikkenga and Trustees S. Swanson, M. Spencer and D. Houtteman.

PLEDGE OF ALLEGIANCE:

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

Absent: Trustee Jared Semelbauer.

ACCEPT OR AMEND AGENDA:

Motion by Trustee S. Swanson, second from Trustee T. Verhoeven to approve the November 28, 2022 meeting agenda. Roll call vote: Trustee D. Houtteman-**Aye**, M. Spencer-**Aye**, T. Verhoeven-**Aye**, S. Swanson-**Aye**, R. Morningstar-**Aye** and President R. Sikkenga-**Aye**. Ayes: 6, Nays: 0. **Motion Carried.**

PUBLIC COMMENT:

- Elizabeth Lemoine, 50 W. Englewood, stated that she would like to request that a map of the Village be put up on the wall in the Meeting Room.

WORK SESSION MINUTES:

Motion by Trustee M. Spencer, second from Trustee D. Houtteman to approve the Work Session Minutes for October 24, 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** and President R. Sikkenga-**Aye**. Ayes: 6, Nays: 0. **Motion Carried.**

MINUTES OF THE PREVIOUS MEETING:

Motion by Trustee M. Spencer, second from Trustee R. Morningstar to approve the Regular Meeting Minutes for October 24, 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. and President R. Sikkenga-**Aye**. Ayes: 6, Nays: 0. **Motion Carried.**

CORRESPONDENCE:

- Trustee R. Morningstar (HR Chairperson) stated that he had correspondence regarding another Trustee. He stated that the HR along with the President will address this with that person.
- President R. Sikkenga stated that the official election results were in.

TREASURER'S REPORT:

Motion by Trustee M. Spencer, second from Trustee T. Verhoeven to place the November 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** and President R. Sikkenga-**Aye**. Ayes: 6, Nays: 0. **Motion Carried.**

FINANCE REPORT:

- Trustee D. Houtteman asked if the toilet repair was from vandalism or wear and tear.
- Trustee M. Spencer stated that the Meekhoff tire was paid twice, so one (1) was voided.

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

COMMITTEE REPORTS:

Community Committee:

Trustee T. Verhoeven stated that the committee discussed the senior millage and the fourth of July festivities for the following year. She stated that they were thinking of possibly having a chili cook-off with the church, in February. She also stated that they were going to try to find someone to play Santa, for the children in the Village. Trustee M. Spencer stated they were going to start to plan the 4th of July festivities, in January. He also stated they were able to give out more senior cards.

Lake:

None.

Liquor Inspections: Three inspections were made.

Ordinance Enforcer:

Ordinance Enforcer, G. Balcom submitted a report for the councils review for the month of November 2022. The council complimented Greg on his report. Ordinance Enforcer G. Balcom informed the council that the Clerk, Deputy clerk and himself were working on getting the updated Ordinances to the District Court.

Ordinance Review Committee:

No report given

Building Inspections and Permits:

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

Park:

Trustee S. Swanson stated she was going to keep working on the Park Grant.

Streets and Maintenance:

Maintenance Larry Gray stated that they have been out grading the roads.

Planning Commission:

President R. Sikkenga stated that he would like to have these meeting minutes for each council members at the next monthly meeting. Chairman E. Lemoine presented a rough draft of the amended Planning Commission Bylaws to the council for review. The council and Chairman E. Lemoine discussed the change to the Bylaws.

Motion by Trustee R. Morningstar, second from Trustee S. Swanson to amend the Planning Commission Bylaws to remove the sentence However, except for the office of secretary, no officer shall serve more than three (3) consecutive terms. Roll call vote: Trustee D. Houtteman-**Aye**, M. Spencer-**Aye**, T. Verhoeven-**Aye**, S. Swanson-**Aye**, R. Morningstar-**Aye** and President R. Sikkenga-**Aye**. Ayes: 6, Nays: 0. **Motion Carried.**

Human Resource Committee:

HR Chairman R. Morningstar informed the council that HR met twice this month. He stated they are working on updating the personnel handbook. He stated that HR would like to recommend that the Zoning Administrator contract be accepted and be put into effect.

Motion by Trustee D. Houtteman, second from Trustee T. Verhoeven to accept the Zoning Administrator Contract for Steve Kerr through Dalton Township. Roll call vote: Trustee D. Houtteman-**Aye**, M. Spencer-**Aye**, T. Verhoeven-**Aye**, S. Swanson-**Aye**, R. Morningstar-**Aye** and President R. Sikkenga-**Aye**. Ayes: 6, Nays: 0. **Motion Carried.**

HR chairman R. Morningstar informed the council that HR is recommending that Maintenance Larry Gray get promoted to Park and Street Administrator.

Motion by Trustee M. Spencer, second from Trustee D. Houtteman to promote Larry Gray to Park and Street Administrator. Roll call vote: Trustee D. Houtteman-**Aye**, M. Spencer-**Aye**, T. Verhoeven-**Aye**, S. Swanson-**Aye**, R. Morningstar-**Aye** and President R. Sikkenga-**Aye**. Ayes: 6, Nays: 0. **Motion Carried.**

HR Chairman R. Morningstar informed the council that they are recommending that Larry Grays wages be brought up to what Jeff Frees was hired in at and gets retro pay back to the date of Jeff's hire.

Motion by Trustee M. Spencer, second from Trustee T. Verhoeven to give Larry Gray retro pay from the date of Jeff's hire to current. Roll call vote: Trustee D. Houtteman-**Aye**, M. Spencer-**Aye**, T. Verhoeven-**Aye**, S. Swanson-**Aye**, R. Morningstar-**Aye** and President R. Sikkenga-**Aye**. Ayes: 6, Nays: 0. **Motion Carried.**

HR Chairman R. Morningstar also informed the council that with Larry Gray being in a supervisory position, they are recommending that his pay gets brought up to \$19.00 an hour.

Motion by Trustee S. Swanson, second from Trustee T. Verhoeven to raise Larry's wages to \$19.00 an hour in his new position. Roll call vote: Trustee D. Houtteman-**Aye**, M. Spencer-**Aye**, T. Verhoeven-**Aye**, S. Swanson-**Aye**, R. Morningstar-**Aye** and President R. Sikkenga-**Aye**. Ayes: 6, Nays: 0. **Motion Carried.**

Lots:

President R. Sikkenga stated that he was going to check into who owns property adjoining the section that Judy Efting inquired about vacating.

Set Calendar:

The HR meeting will be held on December 7, 2022 at 6 p.m. There will be a Planning Commission meeting on December 21, 2022 at 6:30 p.m. The Village Work Session Meeting will be held on Monday December 19, 2022 at 6:00 p.m. and the Village Regular Meeting will follow at 7:00 p.m. There will be a meeting for the Council and Planning Commission to discuss the Zoning Ordinance draft on December 27, 2022 at 6:00 p.m. There will be a joint meeting between the Planning Commission, ZBA and Council on December 28, 2022 at 6:00 p.m.

The Village Office will be closed from December 23, 2022 through January 1, 2023 due to the holidays.

OLD BUSINESS:

A. ARPA funds:

President R. Sikkenga asked the council to prioritize the items on the list that would best benefit the Village.

B. Zoning Administrator:

President R. Sikkenga stated that this was taken care of under HR.

C. Onsite training for website:

Clerk S. West informed the council that the website training was very helpful.

D. Park Grant:

Trustee S. Swanson stated that there was a motion needed to change from Pat Cornelisse to Katie Chase at OCBA.

Motion by Trustee R. Morningstar, second from Trustee T. Verhoeven to make the change from Pat Cornelisse to Katie Chase at OCBA to move forward with work on the SPARKS grant for Fox Lake Park. Roll call vote: Trustee D. Houtteman-**Aye**, M. Spencer-**Aye**, T. Verhoeven-**Aye**, S. Swanson-**Aye**, R. Morningstar-**Aye** and President R. Sikkenga-**Aye**. Ayes: 6, Nays: 0. **Motion Carried.**

E. Citation technicality:

This was discussed under Ordinance Enforcement.

F. Zoning Ordinance Draft:

President R. Sikkenga informed the council that they should have a meeting with Planning Commission Chairman E. Lemoine to put the old and new Zoning Ordinances side by side to go over the changes that were made. The meeting will be held on December 27, 2022 at 6:00 p.m.

G. Other:

NEW BUSINESS:

A. Fireworks:

President R. Sikkenga stated that there was a motion needed for a contract and the date of the fireworks with Wolverine.

Motion by Trustee R. Morningstar, second from Trustee M. Spencer to have the Village Fourth of July Celebration on July 1, 2023 and to have Wolverine write up a contract. Roll call vote: Trustee D. Houtteman-**Aye**, M. Spencer-**Aye**, T. Verhoeven-**Aye**, S. Swanson-**Aye**, R. Morningstar-**Aye** and President R. Sikkenga-**Aye**. Ayes: 6, Nays: 0. **Motion Carried.**

B. President Pro Tempore:

Motion by Trustee S. Swanson, second from Trustee D. Houtteman to recommend to keep Trustee M. Spencer as President Pro Tempore. Roll call vote: Trustee D. Houtteman-**Aye**, M. Spencer-**Aye**, T. Verhoeven-**Aye**, S. Swanson-**Aye**, R. Morningstar-**Aye** and President R. Sikkenga-**Aye**. Ayes: 6, Nays: 0. **Motion Carried.**

C. Training for Council and Clerk:

President R. Sikkenga asked the council if there was any interest in signing up for the January 21, 2023 virtual training with the MML. Clerk S. West stated that she would forward the email to each council member through their Village email.

D. Special Use Permit:

President R. Sikkenga stated that Zoning Administrator Val Jensen's recommendation would be to approve the Special Use Permit so the church could rebuild the damaged pole barn on the existing footprint.

Motion by Trustee D. Houtteman, second from Trustee S. Swanson to issue the St. Mary's Church a special Use Permit to rebuild the pole barn on the existing footprint. Roll call vote: Trustee D. Houtteman-**Aye**, M. Spencer-**Aye**, T. Verhoeven-**Aye**, S. Swanson-**Aye**, R. Morningstar-**Aye** and President R. Sikkenga-**Aye**. Ayes: 6, Nays: 0. **Motion Carried.**

E. Cell phone reimbursement:

Motion by Trustee M. Spencer, second from Trustee T. Verhoeven to add Jeff Frees to the monthly cell phone reimbursement program, for \$40.00 a month. Roll call vote: Trustee D. Houtteman-**Aye**, M. Spencer-**Aye**, T. Verhoeven-**Aye**, S. Swanson-**Aye**, R. Morningstar-**Aye** and President R. Sikkenga-**Aye**. Ayes: 6, Nays: 0. **Motion Carried.**

Trustee R. Morningstar suggested to have Ordinance Enforcer Greg Balcom to this program as well.

Motion by Trustee R. Morningstar, second from Trustee M. Spencer to extend the monthly cell phone reimbursement program, for \$40.00 a month, to Ordinance Enforcement Officer. Roll call vote: Trustee D. Houtteman-**Aye**, M. Spencer-**Aye**, T. Verhoeven-**Aye**, S. Swanson-**Aye**, R. Morningstar-**Aye** and President R. Sikkenga-**Aye**. Ayes: 6, Nays: 0. **Motion Carried.**

F. Joint Committee Meeting- Council, Planning Commission and ZBA (Annual):

Trustee S. Swanson suggested that Clerk S. West should not have to attend this meeting due to the office being closed. This meeting is scheduled for December 28, 2022 at 6:00 p.m.

G. Other:

None

GOOD AND WELFARE:

- Pat Wiggers, 913 Hawthorne, said Congratulations to the people that were elected. She also thanked Clerk S. West and the office staff for updating the Village website and that it was looking good.

PUBLIC COMMENT:

- Elizabeth Lemoine, 50 W. Englewood, asked the council about the Special Use Permit. The council explained what this permit is.

Adjourn: Motion by Trustee S. Swanson, second from Trustee M. Spencer to adjourn the November 28, 2022 regular meeting at 8:08 p.m.

Respectfully Submitted,

Susan West, Clerk