

**Village of Lakewood Club**  
**Meeting Minutes for**  
**February 27, 2023**  
[www.villageoflakewoodclub.org](http://www.villageoflakewoodclub.org)

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

PLEDGE OF ALLEGIANCE:

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

Absent: Trustee Jared Semelbauer.

ACCEPT OR AMEND AGENDA:

Motion by Trustee M. Spencer, second from Trustee D. Houtteman to approve the February 27, 2023 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:

- Kevin McCabe, 69 W. Linden, stated he felt like he was being punished by the Village's garbage service due to him only putting his garbage out once a month. He asked the council to take into consideration and make some adjustments for people like senior citizens that don't use the garbage service as much. He stated that the council should have a letter and that he would like them to take serious consideration. He also stated that he gave that letter to Dalton Township and they thought it was humorous and that he wouldn't advise that.

WORK SESSION MINUTES:

Motion by Trustee R. Morningstar, second from Trustee T. Verhoeven to approve the Work Session Minutes for January 23, 2023 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 January 23, 2023 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.**

CORRESPONDENCE:

- President R. Sikkenga informed the council that a letter was received from Kevin McCabe inviting them to fight the existence of blighted premises. President R. Sikkenga read the letter to the council.
- Clerk S. West informed the council that Kuerth's Disposal dropped off a letter explaining about their business. She read the letter to the council.

TREASURER'S REPORT:

Motion by Trustee D. Houtteman, second from Trustee T. Verhoeven to place the February 2023 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 about the annual analysis fee of four hundred dollars (\$400.00) to the bank. President R. Sikkenga asked Treasurer H. Swanson to look into this fee.

Motion by Trustee M. Spencer, second from Trustee S. Swanson to accept the finance report and pay the bills for the month of February 2023. 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 informed the council that they met on Saturday February 25, 2023. She stated that they discussed the fourth of July festivities. She stated that they developed an application for possibly having a craft show.

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 February 2023.

Ordinance Review Committee:

Clerk S. West informed the council that two (2) Ordinances were sent to the lawyer for review. She stated that the lawyers reply was that some of the wording should be changed so the committee worked on changing the wording. She also stated that the committee made it through three (3) more ordinances at their meeting on February 23, 2023.

Building Inspections and Permits:

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

**Park:**

No report.

**Streets and Maintenance:**

Street Administrator Larry Gray informed the council that they are trying to keep the roads maintained with the way the weather has been. Trustee R. Morningstar stated that his wife has picked up construction grade staples in her tires, from the roads around the Village.

**Planning Commission:**

Planning Commission Chairman, Elizabeth Lemoine, informed the council that Commissioner Suzanne Baldwin would be the recording secretary for the Planning Commission, with the passing of Commissioner-secretary Heather Pollock. Elizabeth stated that at their last meeting, she informed the commissioners of the items that were discussed at the meeting held on February 1, 2023. She informed the council that they are in need of another Commissioner and asked how to go about this. She also asked if the Planning Commission was responsible for the Park and Recreation Plan.

**Human Resource Committee:**

HR Chairman R. Morningstar informed the council that HR met on February 16, 2023. He informed the council that they discussed the health insurance and are recommending the Priority Health option one (1). He informed the council that he emailed the handbook revision to Clerk S. West for her to forward to all the council members for their review. He informed the council that there are items in the handbook that are not being followed currently. He also stated that they need to update and/or create job descriptions and step raises process.

**Lots:**

None

**Set Calendar:**

There will be a Budget Work Session meeting on March 9, 2023 at 6:00 p.m. There will be an Ordinance Review Committee Meeting on March 14, 2023 at 6:30 p. m. There will be a meeting on March 14, 2023 at 10:00 a.m. to review the Zoning Ordinance draft. The HR meeting will be held on March 16, 2023 at 6 p.m. There will be a Planning Commission meeting on March 22, 2023 at 6:30 p.m. There will be a Community Committee Meeting on March 25, 2023 at 12:30 p.m. The Village Work Session Meeting will be held on Monday March 27, 2023 at 6:00 p.m. and the Village Regular Meeting will follow at 7:00 p.m.

**OLD BUSINESS:**

**A. ARPA funds:**

President R. Sikkenga stated that this was discussed during the work session meeting.

**B. Park Grant:**

President R. Sikkenga stated that this was discussed during the work session meeting.

**C. Garbage Bids/Pick-ups:**

President R. Sikkenga asked the council if they wanted to have a special meeting to interview the company with the lowest bid or wanted HR to handle this. Trustee M. Spencer suggested to have the companies come to the next month's work session meeting.

D. Zoning Ordinance Draft:

President R. Sikkenga informed the council that they had made progress at the meeting held on February 1, 2023.

E. Other:

Resident Mary Kilmer, 8 W. Glen, suggested to have the survey of the lake framed and hung on the wall at the DPW. President R. Sikkenga stated that it would be nice to have one at the Village Hall also. He asked Street Administrator Larry Gray to look into having a couple copies of this survey made.

NEW BUSINESS:

A. Senior Millage:

Trustee M. Spencer stated that he would check into using this for senior citizens garbage service.

B. Park Rangers:

President R. Sikkenga stated that hiring for this position will be posted on the Village website.

C. Village of Lakewood Club Attorney:

President R. Sikkenga asked the council if they wanted to have a special meeting or have the HR interview for this. He also asked the council what questions do they want asked while looking for a different attorney.

D. Health Insurance:

President R. Sikkenga informed the council that a motion was needed to switch from Blue Cross Blue Shield to Priority Health Insurance.

Motion by Trustee S. Swanson, second from Trustee T. Verhoeven to make the switch from Blue Cross Blue Shield to Priority Health Insurance. 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. Email Accounts:

Clerk S. West informed the council that this could be in the next fiscal year's budget because ITRight would not start billing for the email accounts until the Villages' new fiscal year.

F. New well needed at DPW:

President R. Sikkenga informed the council that they are waiting on a permit.

G. Budget Amendment:

Clerk S. West asked the council for budget amendments for the following accounts: General Fund: Governing Body 101-101-910.000 Insurance and Bonds \$15,000.00. Accounts to cover this amendment: 101-101-880.000 Community Promotions \$2,180.00, 101-101-970.000 Capital Outlay \$4,193.00, 101-101-753-710.000 Park Ranger Wages, and 101-753-703.000 Employee 1 Wages. General Fund: Public Works 101-441-775.000 Repairs and maintenance \$4,040.44. Accounts to cover this Amendment: 101-441-956.000 Miscellaneous \$1,301.87, 101-441-956.003 Misc. Maintenance Bldg. \$625.00, 101-441-956.004 Misc. Equipment \$1,000.00 and 101-753-775.000 Repairs and Maintenance \$1,113.57.

General Fund: Public Works 101-441-801.000 Professional & Contractual \$2,655.21. Account to cover this Amendment 101-266-801.000 Attorney \$2,655.21.

Motion by Trustee M. Spencer, second from Trustee R. Morningstar to accept the budget amendments as stated by Clerk S. 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.**

H. Japanese Knotweed:

President R. Sikkenga informed the council the he would make some calls.

I. Schedule Budget Work Session:

President R. Sikkenga stated that the budget work session meeting is scheduled for March 9, 2023 at 6:00 p.m.

J. Coverage for Clerk's Training:

President R. Sikkenga informed the council that Cheryl Edsall volunteered to cover the office while Clerk S. West is in training. He also thanked Cheryl for her help.

K. Review Special Meeting Minutes from March 1, 2021:

President R. Sikkenga stated that this was discussed at the work session meeting. He stated that they may continue the discussion at a later date.

L. Other:

Resident Mary Kilmer, 8 W. Glen, asked what the Economic Condition Factor is, from reading the Meeting minutes from January. She also asked if the ARPA money could be used to get rid of the pile of stumps from Section 6.

GOOD AND WELFARE:

None

PUBLIC COMMENT:

- Pat Wiggers, 913 W. Hawthorne, suggested to the council to revamp the Village Newsletter because she thought more people would read it.

Adjourn: Motion by Trustee S. Swanson, second from Trustee R. Morningstar to adjourn the February 27, 2023 regular meeting at 8:22 p.m.

Respectfully Submitted,

Susan West, Clerk