

**Village of Lakewood Club**  
**Meeting Minutes for**  
**March 27, 2023**

[www.villageoflakewoodclub.org](http://www.villageoflakewoodclub.org)

CALL TO ORDER: Meeting called to order by President R. Sikkenga at 7:02 pm.

PLEDGE OF ALLEGIANCE:

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

ACCEPT OR AMEND AGENDA:

Motion by Trustee J. Semelbauer, second from Trustee T. Verhoeven to approve the March 27, 2023 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 T. Verhoeven, second from Trustee D. Houtteman to approve the Work Session Minutes for February 27, 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**, J. Semelbauer-**Aye** and President R. Sikkenga-**Aye**. Ayes: 7, Nays: 0. **Motion Carried.**

MINUTES OF THE PREVIOUS MEETING:

Motion by Trustee D. Houtteman, second from Trustee J. Semelbauer to approve the Regular Meeting Minutes for February 27, 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**, J. Semelbauer-**Aye** and President R. Sikkenga-**Aye**. Ayes: 7, Nays: 0. **Motion Carried.**

CORRESPONDENCE:

- Clerk S. West informed the council that they may see Consumers Energy bills fluctuating due to our current electric meters had communicated through 3G service, which Consumers Energy's cellular provider stopped supporting. She stated that Consumers Energy could no longer read meters remotely so there may be bills coming that are estimated.

TREASURER'S REPORT:

Motion by Trustee M. Spencer, second from Trustee T. Verhoeven to place the March 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**, J. Semelbauer-**Aye** and President R. Sikkenga-**Aye**. Ayes: 7, Nays: 0. **Motion Carried.**

FINANCE REPORT:

- Trustee R. Morningstar asked if the bill for Frontier included cable television for the DPW building.

Motion by Trustee J. Semelbauer, second from Trustee T. Verhoeven to accept the finance report and pay the bills for the month of March 2023. 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 T. Verhoeven informed the council that no one showed for the scheduled meeting, so the meeting was canceled.

Lake:

Trustee J. Semelbauer asked the council for an update on being able to have a survey around the lake. He informed the council that he has a contact at EGLE that he has been talking with. There was discussion about possible dangerous/dead trees and the public right away around the lake. There was also discussion about contacting the home owners around the lake by sending them letters.

Liquor Inspections: Three inspections were made.

Ordinance Enforcer:

Ordinance Enforcer G. Balcom submitted a report for the councils review for the month of March 2023.

Ordinance Review Committee:

Chairman/Trustee J. Semelbauer showed the council the format that the committee would like to use for all the Village Ordinances, moving forward. He stated that ordinance 41 and 44 have state laws and asked if the Misdemeanor needed to be taken out of these ordinances. He asked if these ordinances should be a Resolution with them already being a law. He informed the council that the committee will be checking into open burn laws. He also informed the council that the committee will be going over ordinance 43 and 48 next month.

Building Inspections and Permits:

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

Park:

Park Administrator Larry Gray informed the council that the dock repair should be started some time in April.

Streets and Maintenance:  
No report.

Planning Commission:

Planning Commission Liaison J. Semelbauer informed the council that the Planning Commission is still looking for someone to fill the empty seat, from Heather passing away. He stated that Suzanne Baldwin is acting secretary for the Planning Commission. Chairman Elizabeth Lemoine informed the council that there is conflicting verbiage between the current Master Plan and our Road Policy about stub roads. She also asked about the survey, for the Master Plan, going out with the Village newsletter.

Human Resource Committee:

HR Chairman R. Morningstar informed the council that HR had met with SWS to ask questions about their garbage service. He stated HR would like to recommend to accept their bid for the Village garbage contract. There was discussion about the spring curb-side pick-up. Trustee R. Morningstar informed the council that the HR Committee is still working on the handbook. He informed the council that Maintenance Jeff Frees handed in a resignation letter and that his last day was March 24, 2023. He stated that HR is discussing the need of two people or maybe the need of one full-time and one part-time person. President R. Sikkenga stated that for the next HR meeting they would discuss the handbook, Employee one situation and the Village Attorney.

Lots:  
None

Set Calendar:

The HR meeting will be held on April 5, 2023 at 6 p.m. and, if needed, another on April 20, 2023 at 6 p.m. There will be a Community Committee meeting on April 8, 2023 at 12 p.m. There will be an Ordinance Review Committee meeting on April 11 at 6:30 p.m. The Planning Commission will hold a meeting on April 19, 2023 at 6:30 p.m. The Village Work Session Meeting will be held on Monday April 24, 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 informed the council that he has three (3) quotes for generators. Trustee J. Semelbauer showed the council a couple different electronic signs he has been looking into.

B. Park Grant:

Clerk S. West informed the council that there should be a second round coming up any time, to apply again for the SPARK Grant again.

C. Garbage Bids/Pick-ups:

President R. Sikkenga informed the council that a motion was needed to accept the bid from SWS for Garbage pick-up.

Motion by Trustee R. Morningstar, second from Trustee M. Spencer to accept the bid from SWS for a five (5) year contract starting July 1, 2023, for the Village garbage service. 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.**

D. Zoning Ordinance Draft:

President R. Sikkenga informed the council that there was a meeting on March 14, 2023. He stated that there were some questions that were sent to Steve Kerr.

E. Other:

None

NEW BUSINESS:

A. Senior Millage:

Trustee M. Spencer stated that he would call Kim Cyr about the AgeWell program.

B. Park Rangers:

Clerk S. West informed the council that there was one person that applied so far. She also stated that it is posted on the Village Website.

C. Clerk and Deputy Clerks raises:

President R. Sikkenga informed the council that a motion was needed to increase the wages for these positions.

Motion by Trustee J. Semelbauer, second from Trustee R. Morningstar to accept the Clerks salary at \$2,080.00 monthly and to increase the hourly wage for Deputy Clerk from \$15.00 to \$16.50 per hour. Roll call vote: Trustee D. Houtteman-**Aye**, T. Verhoeven-**Aye**, S. Swanson-**Aye**, R. Morningstar-**Aye**, J. Semelbauer-**Aye** and President R. Sikkenga-**Aye**. Ayes: 6, Nays: 0. **Motion Carried.**

D. New Well needed at DPW:

Street Administrator informed the council that the he is still waiting on the permit.

E. Budget Amendments:

Clerk S. West asked the council for Budget Amendments for the following accounts: General Fund: Building Inspection Department 101-371-801.000 Building Inspector \$500.00. Account to cover this amendment: Inspection Department 101-371-945.000 Education and Dues \$500.00.

General Fund: Department of Public Works 101-441-726.003 Supplies Equipment \$44.63. Account to cover this Amendment: Department of Public Works 101-441-775.004 Repairs and Maintenance \$44.63.

General Fund: Department of Public Works 101-441-850.000 Communications \$150.00. Account to cover this Amendment: Department of Public Works 101-441-775.004 Repairs and Maintenance Building \$150.00.

General Fund: Department of Public Works 101-441-921.000 DTE Kenwood Maintenance \$500.00. Account to cover this amendment: Department of Public Works 101-441-945.000 Education and Dues \$500.00.

General Fund: Independent Audit 101-223-801.000 Audit \$4665.000. Account to cover this amendment: Clerk 101-215-702.000 Salary Officials \$4,665.00

Major Road Fund: Winter Maintenance 202-478-775.000 Sand/Salt Winter Maintenance \$1,123.63. Account to cover this amendment: Streets and Maintenance 202-449-970.000 Capital Outlay \$1,123.63.

Motion by Trustee R. Morningstar, second from Trustee D. Houtteman to accept the budget amendments as stated by Clerk S. West. Roll call vote: Trustee D. Houtteman-**Aye**, T. Verhoeven-**Aye**, S. Swanson-**Aye**, R. Morningstar-**Aye**, J. Semelbauer-**Aye** and President R. Sikkenga-**Aye**. Ayes: 6, Nays: 0. **Motion Carried.**

F. Japanese Knotweed:

President R. Sikkenga stated that he reached out to Chelsey Wabsis at Muskegon Conservation District. He stated that they will only work on things they have treated in the past. He informed the council that the three addresses he has from the past are 53 E. Kenwood, 97 E. Kenwood and 96 E. Ashland. He also stated that he does not know how long this grant is good for, so at some point if this grant does not go through, the treatments would be on someone's dollar.

G. Approve the 2023-24 Budget:

Motion by Trustee J. Semelbauer, second from Trustee T. Verhoeven to approve and adopt the 2023-2024 budget. Roll call vote: Trustee D. Houtteman-**Aye**, T. Verhoeven-**Aye**, S. Swanson-**Aye**, R. Morningstar-**Aye**, J. Semelbauer-**Aye** and President R. Sikkenga-**Aye**. Ayes: 6, Nays: 0. **Motion Carried.**

H. Other:

Trustee J. Semelbauer asked the council how he should go about asking the Village Attorney questions that arise while reviewing the Villages Ordinances. The council agreed that any questions should go through the Village Clerk.

GOOD AND WELFARE:

Trustee D. Houtteman informed the council that Trudy Flaska and her daughter saved some kids from the lake that were walking on thin ice. They had thrown a long dog leash out to them and saved them.

PUBLIC COMMENT:

- Pat Wiggers, 913 W. Hawthorne, thanked the council for their time and effort of going through the budget.
- Mary Kilmer, 8 W. Glen, thanked the council and audience for their participation during the budget hearing.

Adjourn: Motion by Trustee S. Swanson, second from Trustee T. Verhoeven to adjourn the March 27, 2023 regular meeting at 8:28 p.m.

Respectfully Submitted,

Susan West, Clerk