

**Village of Lakewood Club**  
**Meeting Minutes for**  
**May 22, 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, Tammy Verhoeven, Sarah Swanson, Rusty Morningstar, Clerk Susan West, Treasurer Hannah Swanson and Street Administrator Larry Gray. Absent: Trustees Jared Semelbauer and Mark Spencer

ACCEPT OR AMEND AGENDA:

- Trustee R. Morningstar asked to amend the Agenda under NEW BUSINESS E. OTHER to add President/Clerk Purchase Authority.

Motion by Trustee T. Verhoeven, second from Trustee D. Houtteman to approve the amended May 22, 2023 meeting agenda. Roll call vote: Trustee D. Houtteman-**Aye**, T. Verhoeven-**Aye**, S. Swanson-**Aye**, R. Morningstar-**Aye**, and President R. Sikkenga-**Aye**. Ayes: 5, Nays: 0. **Motion Carried.**

PUBLIC COMMENT:

None.

WORK SESSION MINUTES:

Motion by Trustee R. Morningstar, second from Trustee T. Verhoeven to approve the Work Session Minutes for April 24, 2023 as submitted by Clerk West. Roll call vote: Trustee D. Houtteman-**Aye**, T. Verhoeven-**Aye**, S. Swanson-**Aye**, R. Morningstar-**Aye** and President R. Sikkenga-**Aye**. Ayes: 5, Nays: 0. **Motion Carried.**

MINUTES OF THE PREVIOUS MEETING:

Motion by Trustee D. Houtteman, second from Trustee R. Morningstar to approve the Regular Meeting Minutes for April 24, 2023 as submitted by Clerk West. Roll call vote: Trustee D. Houtteman-**Aye**, T. Verhoeven-**Aye**, S. Swanson-**Aye**, R. Morningstar-**Aye** and President R. Sikkenga-**Aye**. Ayes: 5, Nays: 0. **Motion Carried.**

CORRESPONDENCE:

- Clerk S. West informed the council that Katie Chase sent her an email stating that the Fox Lake Park project scored in Tier 10. The email stated that there are two (2) more rounds of funding, but the third round has been earmarked for a specific list of communities in need, and that the Village is not on that list. The email also stated that there are projects in the top tiers that were not funded, and that it feels like a long shot for the Fox Lake Park project to move up several tiers in the next round of consideration and move ahead of those.

- Clerk S. West informed the council that she received an email addressed to the Village Council from a Concerned Village Resident. Clerk S. West read the email to the council about an abandoned attractive nuisance on the south west corner of Lakewood Road and Automobile Road. The email stated that there was a demolition permit issued on September 29, 2022, which is now void. The concerned citizen asked the council, by way of its code official, to contact Dalton Township code officials to take appropriate action to secure or demolish the attractive nuisance to prevent danger to the public.
- Clerk S. West informed the council that she received an email from Jackie Hannahs, stating that she was from Love Inc of Muskegon County. Love Inc provides handicap ramps to low-income families at no cost to them. The email stated that they are a nonprofit organization who buys the supplies and that volunteers build the ramps. The email asked if the Village would waive the permit fees for a ramp being built for a resident in the Village. The council agreed to waive the permit fees.

TREASURER'S REPORT:

Motion by Trustee S. Swanson, second from Trustee T. Verhoeven to place the May 2023 Treasurers report on file as submitted by Treasurer H. Swanson. Roll call vote Trustee D. Houtteman-**Aye**, T. Verhoeven-**Aye**, S. Swanson-**Aye**, R. Morningstar-**Aye** and President R. Sikkenga-**Aye**. Ayes: 5, Nays: 0. **Motion Carried.**

FINANCE REPORT:

Motion by Trustee R. Morningstar, second from Trustee D. Houtteman to accept the finance report and pay the bills for the month of May 2023. Roll call vote: Trustee D. Houtteman-**Aye**, T. Verhoeven-**Aye**, S. Swanson-**Aye**, R. Morningstar-**Aye** and President R. Sikkenga-**Aye**. Ayes: 5, Nays: 0. **Motion Carried.**

COMMITTEE REPORTS:

Community Committee:

Trustee T. Verhoeven informed the council that they met and discussed the parade and are working on getting vendors.

Lake:

None

Liquor Inspections:

Clerk S. West informed the council that she has not received the inspections yet.

Ordinance Enforcer:

Ordinance Enforcer G. Balcom submitted a report for the councils review for the month of May 2023. He also sent an email about a concern at a certain resident's home in the Village. Each council member was given a copy of the email.

**Ordinance Review Committee:**

Secretary S. West informed the council that the Committee is currently trying to get all the dismantled car verbiage out of the Storage Ordinance and into the Dismantled Car Ordinance.

**Building Inspections and Permits:**

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

**Park:**

Park Administrator informed the council that the kids are back in the Park so the Park Rangers need to start working.

**Streets and Maintenance:**

Street Administrator L. Gray informed the council that he grates some of the roads as he gets water. He informed the council that he had a couple loads of brine come in, so he was able to put brine down on some of the roads, but not all. He also informed the council that the brining should take place within a week or two after Memorial Day.

**Planning Commission:**

Clerk S. West informed the council that she had someone stop into the office to inquire about the open seat on the Planning Commission. She stated that he was in the audience and asked him to introduce himself. Mr. James Parker introduced himself to the council. He stated that he has done planning his whole life and spoke about his experience.

Motion by Trustee D. Houtteman, second from Trustee T. Verhoeven for approval of President R. Sikkenga to appoint James Parker to the open seat on the Planning Commission. Roll call vote: Trustee D. Houtteman-**Aye**, T. Verhoeven-**Aye**, S. Swanson-**Aye**, R. Morningstar-**Aye** and President R. Sikkenga-**Aye**. Ayes: 5, Nays: 0. **Motion Carried.**

**Human Resource Committee:**

HR Chairman R. Morningstar informed the council that they had meetings on May 3 and May 18, 2023. He stated that they interviewed a total of five (5) applicants for the Park Rangers position. He stated that the HR Committee reviewed the contract for SWS. He stated that they also discussed how to help the DPW position be more efficient. President R. Sikkenga stated the names of all the applicants that were interviewed for the Park Rangers positions.

**Lots:**

None

**Set Calendar:**

The HR meeting will be held on June 7, 2023 at 6 p.m. and another on June 22, 2023 at 6 p.m. There will be a Special Meeting on June 8, 2023 at 6 p.m. to discuss the Road Policy. There will be an Ordinance Review Committee meeting on June 13, 2023 at 6:30 p.m. The Planning Commission will hold a meeting on June 21, 2023 at 6:30 p.m. The Village Work Session Meeting will be held on Monday June 26, 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 asked the council to start getting quotes on items they wanted this fund used for so they could move forward with this fund. Trustee R. Morningstar asked Street Administrator L. Gray to get him information so he could get quotes on a truck for the DPW.

B. Park Rangers:

Trustee R. Morningstar asked if background checks were done on the last two (2) applicants.

Motion by Trustee R. Morningstar, second from Trustee T. Verhoeven to hire the five (5) applicants for Park Rangers to start on May 26, 2023 after all the background checks have been completed. Roll call vote: Trustee D. Houtteman-**Aye**, T. Verhoeven-**Aye**, S. Swanson-**Aye**, R. Morningstar-**Aye** and President R. Sikkenga-**Aye**. Ayes: 5, Nays: 0. **Motion Carried.**

C. Garbage Service/Legal Contract:

President R. Sikkenga stated that this was discussed during the Work Session Meeting.

D. Senior Millage:

President R. Sikkenga stated that he would reach out to County Commissioner Kim Cyr to see if the Senior Millage could be used towards Senior Citizens garbage service.

E. New Well at DPW:

President R. Sikkenga stated that this was discussed during the Work Session Meeting.

F. Roadside Cleanup/Garden Club:

President R. Sikkenga informed the council that the roadside cleanup was complete. He also thanked the Garden Club for making the streets look beautiful.

G. Police for July Fourth:

President R. Sikkenga stated that this was discussed during the Work Session Meeting.

H. Other:

None

NEW BUSINESS:

A. Budget Amendments:

Clerk S. West asked the council for Budget Amendments for the following accounts: General Fund: Department 223 Audit 101-223-801.000 Professional & Contractual \$4,995.00. Account to cover this Amendment: Department 101 Governing Body 101-101-970.000 Capital Outlay \$4,995.00. General Fund: Department 101 Governing Body 101-101-718.000 \$2,269.00. Account to cover this Amendment: Department 101 Governing Body 101-101-970.000 Capital Outlay \$2,269.00.

Motion by Trustee S. Swanson, second from Trustee R. Morningstar 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** and President R. Sikkenga-**Aye**. Ayes: 5, Nays: 0. **Motion Carried.**

**B. Road Policy:**

President R. Sikkenga informed the council that they have a copy of the current Road Policy in their Packets, with some possible changes typed in blue and red. The council discussed several items concerning the current Road Policy and some changes they may want to implement. The council could not come to an agreement, so they decided to call a Special Meeting, to be held on June 8, 2023 at 6:00 p.m.

**C. Audit:**

Clerk S. West informed the council that the audit was complete. She stated that the Auditor stated there is too much money sitting in the bank and that the money needed to be put into CD's or used. Clerk S. West also informed the council that at least ten percent (10%) or \$15,000.00 from the Act 51 State Revenue Sharing needs to be spent on nonmotorized items every fiscal year.

**D. Auditor:**

President R. Sikkenga informed the council that he would set up an interview with Brickley DeLong at one of the next HR meetings.

**E. President/Clerk Purchase Authority:**

Trustee R. Morningstar stated that he would like the President and the Clerk to be able to make decisions together on small dollar amount items, in order to not have to call a Special Meeting for items under a certain amount of money. The council discussed a dollar amount that they thought would be appropriate.

Motion by Trustee R. Morningstar, second from Trustee T. Verhoeven to allow the President and Clerk to make a decision together to spend up to \$100.00, without council approval, for last minute needs in the Village. Roll call vote: Trustee D. Houtteman-**Aye**, T. Verhoeven-**Aye**, S. Swanson-**Aye**, R. Morningstar-**Aye** and President R. Sikkenga-**Aye**. Ayes: 5, Nays: 0. **Motion Carried.**

**GOOD AND WELFARE:**

None

**PUBLIC COMMENT:**

- Kevin McCabe, 69 W. Linden, stated that approximately two (2) and a half years ago he went to purchase property in the Village. He stated he was told the property could not be divided but since then that same property was approved for a land division and it should not have been approved. He stated that the Village has a huge problem with a violation of the Land Division Act and the Village Zoning Ordinance. He stated he never filled out the actual application but had spoken with Val back then. He also stated that the Village has a huge problem and that he is aware of it and will be monitoring this.
- Pat Wiggers, 913 W. Hawthorne, stated that she wanted to thank Larry for creating dust and working on the pot holes on Hawthorne.

Adjourn: Motion by Trustee S. Swanson, second from Trustee T. Verhoeven to adjourn the May 22, 2023 regular meeting at 9:00 p.m.

Respectfully Submitted,

Susan West, Clerk