

Village of Lakewood Club
Meeting Minutes for
July 24, 2023

www.villageoflakewoodclub.org

CALL TO ORDER: Meeting called to order by President R. Sikkenga at 7:04 pm.

PLEDGE OF ALLEGIANCE:

ROLL CALL: President Robert Sikkenga, Trustees Debbie Houtteman, Mark Spencer, Jared Semelbauer, Clerk Susan West, and Street Administrator Larry Gray.

Absent: Trustees Tammy Verhoeven, Sarah Swanson, Rusty Morningstar, and Treasurer Hannah Swanson.

ACCEPT OR AMEND AGENDA:

Motion by Trustee D. Houtteman, second from Trustee M. Spencer to approve the July 24, 2023 meeting agenda. Roll call vote: Trustee D. Houtteman-**Aye**, M. Spencer-**Aye**, J. Semelbauer-**Aye** and President R. Sikkenga-**Aye**. Ayes: 4, Nays: 0. **Motion Carried.**

PUBLIC COMMENT:

None

WORK SESSION MINUTES:

Motion by Trustee D. Houtteman, second from Trustee M. Spencer to approve the Work Session Minutes for June 26, 2023 as submitted by Clerk West. Roll call vote: Trustee D. Houtteman-**Aye**, M. Spencer-**Aye**, J. Semelbauer, and President R. Sikkenga-**Aye**. Ayes: 4, Nays: 0. **Motion Carried.**

MINUTES OF THE PREVIOUS MEETING:

Motion by Trustee M. Spencer, second from Trustee D. Houtteman to approve the Regular Meeting Minutes for June 26, 2023 as submitted by Clerk West. Roll call vote: Trustee D. Houtteman-**Aye**, M. Spencer-**Aye**, J. Semelbauer-**Aye** and President R. Sikkenga-**Aye**. Ayes: 4, Nays: 0. **Motion Carried.**

SPECIAL MEETING MINUTES:

Motion by Trustee D. Houtteman, second from Trustee M. Spencer to approve the Special Meeting Minutes for July 12, 2023 as submitted by Clerk West. Roll call vote: Trustee D. Houtteman-**Aye**, M. Spencer-**Aye**, J. Semelbauer-**Aye** and President R. Sikkenga-**Aye**. Ayes: 4, Nays: 0. **Motion Carried.**

CORRESPONDENCE:

- Clerk S. West informed the council that she received an email from resident Mr. McCabe about the Village Park's restrooms not being accessible during the daily hours of 8am to 10pm and the drop box outside of the Village Hall being ADA Non-Compliant. Clerk S. West read the email to the council.

- Clerk S. West informed the council that she received another email from resident Mr. McCabe stating that the MSP notified him that he is no longer allowed to utilize the Village Park facilities and that he is requesting to appeal this decision. Clerk S. West read the email to the council.

TREASURER'S REPORT:

Motion by Trustee M. Spencer, second from Trustee D. Houtteman to place the July 2023 Treasurers report on file as submitted by Treasurer H. Swanson. Roll call vote Trustee D. Houtteman-**Aye**, M. Spencer-**Aye**, J. Semelbauer-**Aye** and President R. Sikkenga-**Aye**. Ayes: 4, Nays: 0. **Motion Carried.**

FINANCE REPORT:

- Trustee M. Spencer asked why there were so many voids. Clerk S. West stated that the bills were posted in the wrong month.
- Trustee J. Semelbauer asked what needed to be done to the golf cart. Park Administrator stated that the primary and secondary clutches went out.

Motion by Trustee M. Spencer, second from Trustee D. Houtteman to accept the finance report and pay the bills for the month of July 2023. Roll call vote: Trustee D. Houtteman-**Aye**, M. Spencer-**Aye**, J. Semelbauer-**Aye**, and President R. Sikkenga-**Aye**. Ayes: 4, Nays: 0. **Motion Carried.**

COMMITTEE REPORTS:

Community Committee:

Trustee M. Spencer informed the council that Trustee T. Verhoeven and himself were working on a date for the committee to meet.

Lake:

Trustee J. Semelbauer informed the council that the dead trees were taken down. He also informed the council that Elizabeth Lemoine has been doing their own studies and that he has been sent some updates that we should be paying attention to. He stated that as soon as he gets more updates that he will bring them to the council. He also stated that it has to do with the spraying and killing of the Lilly Pads and that is what creates the muck on the bottom of the lake.

Liquor Inspections:

Clerk S. West informed the council that two (2) were made.

Ordinance Enforcer:

Ordinance Enforcer G. Balcom informed the council that there is nothing new to report. He stated that he is still waiting on the revised ordinances to go to the Magistrate.

Ordinance Review Committee:

Ordinance Review Committee Chairman J. Semelbauer informed the council that the committee changed secretaries from S. West to M. Lemoine.

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 stated that the Park Rangers have been keeping the park clean.

Streets and Maintenance:

Street Administrator Larry Gray informed the council that he is trying to keep the roads graded and smooth.

Planning Commission:

President R. Sikkenga informed the council that Chairman Elizabeth Lemoine and Commissioner Suzanne Baldwin are going to a meeting with Muskegon County GIS, Tom Vanbruggen for the Village Master Plan.

Human Resource Committee:

Trustee D. Houtteman informed the council that they interviewed two (2) applicants for Part time help with Maintenance. She stated that the HR Committee is recommending Jordan Phillippo be hired for this position. She also informed the council that the HR Committee met and interviewed Sawyer Rozgowski.

Lots:

None

Set Calendar:

The HR meeting will be held on August 9, 2023 at 6 p.m. The Ordinance Review Committee will have a meeting on August 15, 2023 at 6:30 p.m. The Planning Commission will hold a meeting on August 23, 2023 at 6:30 p.m. The Village Work Session Meeting will be held on Monday August 28, 2023 at 6:00 p.m. and the Village Regular Meeting will follow at 7:00 p.m.

ELECTION DAY: August 8, 2023

OLD BUSINESS:

A. ARPA funds:

President R. Sikkenga asked the council to keep getting quotes for items on the list.

B. Road Policy:

President R. Sikkenga asked the council what their thoughts were on this Policy and if they thought it covered the area that the Village fell short on. The council discussed and asked questions on this policy.

Motion by Trustee J. Semelbauer, second from Trustee D. Houtteman to accept/adopt the new Road Policy 2023. Roll call vote: Trustee D. Houtteman-**Aye**, M. Spencer-**Aye**, J. Semelbauer-**Aye**, and President R. Sikkenga-**Aye**. Ayes: 4, Nays: 0. **Motion Carried.**

C. Garbage Service:

President R. Sikkenga stated that SWS has been picking up and they are doing good.

D. Senior Millage:

Clerk S. West informed the council that once the council and County Commissioner approve the plan for FY23, the funds will get issued.

E. New Well at DPW:

Street Administrator Larry Gray informed the council that he will call Adam tomorrow. He also stated that this would have to be hired out.

F. New Street Light:

Street Administrator Larry Gray informed the council that the new light on Clover should be done by August 2, 2023.

G. FOIA Requests:

Clerk S. West informed the council that the Village Website is updated with FOIA information and that she is caught up on all the requests.

H. Other:

None

NEW BUSINESS:

A. Part Time Position:

President R. Sikkenga informed the council that this position is for part time help for Larry with cutting grass, trees and what ever else Larry needs help with.

Motion by Trustee D. Houtteman, second from Trustee J. Semelbauer to hire Jordan Phillippo for the part-time seasonal position to help Larry. Roll call vote: Trustee D. Houtteman-**Aye**, M. Spencer-**Aye**, J. Semelbauer-**Aye**, and President R. Sikkenga-**Aye**. Ayes: 4, Nays: 0. **Motion Carried.**

B. Signs at Park and Boat Launch/Dock:

Park Administrator Larry Gray informed the council that he would like to see new terminology on the signs. President R. Sikkenga stated that he would like to see the Village Attorney help with this so that he knows the verbiage on the signs would be enforceable.

C. Attorney:

President R. Sikkenga stated that the letter from Parmenter Law was read during the Work Session Meeting by Clerk S. West. He stated that the HR group met with Sawyer Rozgowski. He asked the council if they were still happy with the motion that was made during last month's meeting. The council agreed to stay with Sawyer Rozgowski as the Village Attorney.

D. Budget Amendment:

Clerk S. West asked the council for a Budget Amendment for the following accounts: General Fund: Department 753 Village Park 101-753-801.000 Professional and Contractual Services \$10,000.00. Account to cover this Amendment: Department 101 Governing Body 101-101-910.000 Insurance and Bonds \$10,000.00.

Motion by Trustee J. Semelbauer, second from Trustee M. Spencer to accept the budget amendment as stated by Clerk S. West. Roll call vote: Trustee D. Houtteman-**Aye**, M. Spencer-**Aye**, J. Semelbauer-**Aye** and President R. Sikkenga-**Aye**. Ayes: 4, Nays: 0. **Motion Carried.**

E. Zoning Ordinance Draft:

President R. Sikkenga informed Trustee M. Spencer that he would get him a copy of the draft due to him not being able to access his Village email.

F. Other:

None

GOOD AND WELFARE:

None

PUBLIC COMMENT:

- Kevin McCabe, 69 W. Linden, asked the council what is the occupancy load in this room. He stated that it looks like you have a handicap accessible porta john now in the park. He stated that it does not have a handicap logo on it and that ADA requires that logo. He stated that not all porta johns are ADA Compatible, that there are certain door widths, three (3) point maneuver's, size and toilet types, bars that type of thing. He stated that not all porta johns are compliant just because they are bigger.

Adjourn: Motion by Trustee J. Semelbauer, second from Trustee M. Spencer to adjourn the July 24, 2023 regular meeting at 7:52 p.m.

Respectfully Submitted,

Susan West, Clerk