

Village of Lakewood Club
Meeting Minutes for
September 25, 2023
www.villageoflakewoodclub.org

CALL TO ORDER: Meeting called to order by President R. Sikkenga at 7:01 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 R. Morningstar, second from Trustee T. Verhoeven to approve the September 25, 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 R. Morningstar, second from Trustee J. Semelbauer to approve the Work Session Minutes for August 28, 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 M. Spencer, second from Trustee J. Semelbauer to approve the Regular Meeting Minutes for August 28, 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 resident Kevin McCabe emailed a few complaints stating that there was an unlawfully granted land division and unlawfully issued zoning compliance. She informed the council that Zoning Administrator Stephen Kerr responded to these complaints explaining that they were not unlawful.

TREASURER'S REPORT:

Motion by Trustee J. Semelbauer, second from M. Spencer to place the September 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:

Motion by Trustee J. Semelbauer, second from Trustee D. Houtteman to accept the finance report and pay the bills for the month of September 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 there was a meeting on September 16, 2023. She stated that with Christmas coming up, that they discussed getting a tree out front to have a Christmas tree lighting ceremony, having someone dress up as Santa and providing hot chocolate and cookies.

Lake:

Trustee J. Semelbauer stated that he sent an email to Clerk S. West and President R. Sikkenga about Michigan clean water grants through EGLE to help communities upgrade water infrastructure. Clerk S. West stated that she would forward this email to all the trustees for them to review.

Liquor Inspections:

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

Ordinance Enforcer:

Ordinance Enforcer G. Balcom submitted a report for the councils review for the month of September 2023. Ordinance Enforcer G. Balcom informed the council that he will be starting to include the sequence of what number letter is being sent, for better documentation.

Ordinance Review Committee:

President R. Sikkenga informed the council that it is the council's decision, long term, what they would like to do. He stated its their decision if they wanted to start with the four ordinance's that are ready for trial and error, hiring a company to write the ordinances, or the Attorney writing them.

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 asked the council if they wanted to keep the Park Rangers for part of October. The council discussed and agreed to keep two (2) of the Park Rangers, Kelly and Wendy, to be randomly scheduled for part of October. Park Administrator Larry Gray also informed the council that the dock at the Boat Launch would be taken out on Monday October 2, 2023.

Streets and Maintenance:

Street Administrator Larry Gray informed the council that he has been putting slag down and grating as needed.

Planning Commission:

President R. Sikkenga informed Planning Commission Chairman Elizabeth Lemoine that she should have email from himself as well as Zoning Administrator Stephen Kerr about questions on the current Zoning Ordinance and a residential site plan.

Human Resource Committee:

Human Resource Chairman Tammy Verhoeven informed the council that they met on the September 13, 2023 to discuss the handbook and that they have made a few changes.

Lots:

None

Set Calendar:

The HR meeting will be held on October 10, 2023 at 6 p.m. The Community Committee will hold a meeting on October 28, 2023 at 2 p.m. The Planning Commission will hold a Public Hearing on October 18, 2023 at 6:30 p.m. The Village Work Session Meeting will be held on Monday October 23, 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 if any of them were ready to make a motion to spend this fund on.

Motion by Trustee R. Morningstar, second from Trustee M. Spencer to use \$20,000.00 of the ARPA fund for a downpayment on a new truck for the DPW and to finance the rest of the cost. 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.**

Motion by Trustee J. Semelbauer, second from Trustee T. Verhoeven to use \$1,000.00 of the ARPA fund for monitors for the treasurers and clerks' offices. 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.**

Motion by Trustee D. Houtteman, second from Trustee T. Verhoeven to use \$1,100.00 for a twenty-five foot (25) flag pole for Fox Lake Park and not to exceed \$15,000.00 for the LED sign from Stewart signs. 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.**

Motion by Trustee R. Morningstar, second from Trustee J. Semelbauer to accept the bid from McCormicks for \$73,800.00 to upgrade three (3) roads. 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.**

Motion by Trustee J. Semelbauer, second from Trustee T. Verhoeven not to exceed \$28,000.00 for emergency back-up generators for the Village Hall and DPW using the ARPA Fund. 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.**

B. Zoning Ordinance Draft:

President R. Sikkenga informed the council that the motion to accept the Zoning Ordinance draft violated what the Zoning Enabling Act required.

Motion by Trustee T. Verhoeven to rescind her support in approving the Zoning Ordinance draft, and D. Houtteman motioned to rescind her motion for approving the Zoning Ordinance Draft. 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.**

C. Senior Millage:

President R. Sikkenga informed the council that the items that were voted on to use the Senior Millage for was approved.

D. New Well at DPW:

President R. Sikkenga informed the council that the new quotes for the well needed to be voted on. The council discussed the quotes.

Motion by Trustee D. Houtteman, second from Trustee R. Morningstar to accept the bid of \$12,441.80 from Meyer Well Drilling. 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.**

E. Road Upgrade Quotes:

President R. Sikkenga stated that this has already been taken care of earlier in the meeting.

F. Site Plan Review:

President R. Sikkenga informed the council that he received a letter from the Planning Commission Chairman Elizabeth Lemoine stating that the site plan was being recommended from the Planning Commission to the council to approve for address 186 W. Kenwood.

Motion by Trustee J. Semelbauer, second from Trustee T. Verhoeven to accept the recommendation from the Planning Commission and approve the site plan for 186 W. Kenwood. 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.**

G. Other:

Street/Park Administrator asked the council what they wanted him to do with the sand from the DPW yard. The council discussed and asked him to use it for fill or put it in the park area.

NEW BUSINESS:

A. Revised Ordinances:

President R. Sikkenga asked the council what they thought of the revised ordinances. There was discussion on what the numbers should be for the ordinances.

Motion by Trustee J. Semelbauer, second from Trustee R. Morningstar to accept and adopt the regulatory ordinances which would be known as Ordinances 100, 101, 102, and 103. 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.**

B. General Fund Balance:

President R. Sikkenga stated that between Clerk S. West, Treasurer Hannah Swanson and himself, they will get information on CD's for next month's meeting.

C. Rules of Procedure for Meetings:

President R. Sikkenga informed the council that he would really appreciate their input on how they would like the meetings to run. Clerk S. West stated that she would email each council member the rules she found from other municipalities so they could review them.

D. Other:

None

GOOD AND WELFARE:

None

PUBLIC COMMENT:

None

Adjourn: Motion by Trustee S. Swanson, second from Trustee T. Verhoeven to adjourn the September 25, 2023 regular meeting at 8:18 p.m.

Respectfully Submitted,

Susan West, Clerk