

Village of Lakewood Club
Meeting Minutes for
January 22, 2024
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, Rusty Morningstar, Jared Semelbauer, Clerk Susan West, and Street Administrator Larry Gray.
Absent: Trustee Sarah Swanson and Treasurer Hannah Swanson.

ACCEPT OR AMEND AGENDA:

Motion by Trustee R. Morningstar, second from Trustee T. Verhoeven to approve the January 22, 2024 meeting agenda. Roll call vote: Trustee D. Houtteman-**Aye**, M. Spencer-**Aye**, T. Verhoeven-**Aye**, R. Morningstar-**Aye**, J. Semelbauer-**Aye** and President R. Sikkenga-**Aye**. Ayes: 6, Nays: 0. **Motion Carried.**

PUBLIC COMMENT:

None

WORK SESSION MINUTES:

Motion by Trustee M. Spencer, second from Trustee J. Semelbauer to approve the Work Session Minutes for December 18, 2023 as submitted by Clerk West. Roll call vote: Trustee M. Spencer-**Aye**, T. Verhoeven-**Aye**, R Morningstar-**Aye**, J. Semelbauer-**Aye**, D. Houtteman-**Aye**, and President R. Sikkenga-**Aye**. Ayes: 6, Nays: 0. **Motion Carried.**

MINUTES OF THE PREVIOUS MEETING:

Motion by Trustee J. Semelbauer, second from Trustee D. Houtteman to approve the Regular Meeting Minutes for December 18, 2023 as submitted by Clerk West. Roll call vote: Trustee T. Verhoeven-**Aye**, R. Morningstar-**Aye**, J. Semelbauer-**Aye**, D. Houtteman-**Aye**, M. Spencer-**Aye**, and President R. Sikkenga-**Aye**. Ayes: 6, Nays: 0. **Motion Carried.**

CORRESPONDENCE:

- Clerk S. West informed the council that the office has been getting several calls and messages left on the answering machine about the roads in the last week. She also stated that she had a couple emails asking when the roads would be plowed.
- Clerk S. West informed the council that she received an email from Resident Kevin McCabe concerning work session meetings not being posted as well as other items that have not been updated on the Village website. She read the email to the council.

- Clerk S. West informed the council that DTE may want to change the meter at the DPW for the generator and that it could be an addition charge of \$485.00 or more. She stated that the invoice for the DPW has already been paid and that it did not have the cost of the new meter on that invoice.

TREASURER'S REPORT:

- President R. Sikkenga suggested to add the CDs to this report monthly.

Motion by Trustee J. Semelbauer, second from Trustee R. Morningstar to place the January 2024 Treasurers report on file as submitted by Treasurer H. Swanson. Roll call vote Trustee R. Morningstar-**Aye**, J. Semelbauer-**Aye**, D. Houtteman-**Aye**, M. Spencer-**Aye**, T. Verhoeven-**Aye**, and President R. Sikkenga-**Aye**. Ayes: 6, Nays: 0. **Motion Carried.**

FINANCE REPORT:

Motion by Trustee J. Semelbauer, second from Trustee T. Verhoeven to accept the finance report and pay the bills for the month of January 2024. Roll call vote: Trustee J. Semelbauer-**Aye**, D. Houtteman-**Aye**, M. Spencer-**Aye**, T. Verhoeven-**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 the committee met on January 6, 2024 to discuss options for this year's Senior Millage. She informed the council that they discussed gift certificates to the Farmer's Market, an aerobics instructor, Agewell Services, a walkway by the flower garden or a membership to the VAC Center.

Lake:

None

Liquor Inspections:

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

Ordinance Enforcer:

Ordinance Enforcer Greg Balcom informed the council that he is making progress with a few addresses and that he will be issuing a few more citations this week.

Building Inspections and Permits:

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

Park:

None

Streets and Maintenance:

Street Administrator Larry Gray informed the council that he is trying to get to all the roads and that he needs to get the ends of the local roads cleaned up. He informed the council that he had a couple calls about buses getting stuck.

Planning Commission:

Planning Commission liaison J. Semelbauer informed the council that the Committee discussed the Joint Meeting. There was discussion about a date for the joint meeting and whether it was helpful to everyone involved. Chairman Elizabeth Lemoine informed the council that the Master Plan was ready for their review.

Human Resource Committee:

Human Resource Chairman T. Verhoeven informed the council that they met on January 9, 2024 to work on the Performance Improvement Plan.

Lots:

None

Set Calendar:

The Human Resource Committee will hold a meeting on February 6, 2024 at 6:00p.m. The Community Committee will hold a meeting on February 10, 2024 at 2:00 p.m. The Planning Commission will hold a meeting on February 21, 2024 at 6:30 p.m. The Village Work Session Meeting will be held on Monday February 26, 2024 at 6:00 p.m. and the Village Regular Meeting will follow at 7:00 p.m. THE OFFICE WILL BE CLOSED February 19, 2024 in recognition of Presidents' Day.

OLD BUSINESS:

A. Garbage Service:

President R. Sikkenga informed the council that we will be monitoring the situation because it was noticed that they are picking up extra garbage and that the office has not heard of any new complaints. Clerk S. West informed the council that she will be contacting SWS to try to get a curb-side pickup scheduled before the spring newsletter is prepared.

B. Senior Millage:

Clerk S. West informed the council that this year's Senior Millage will need to be decided before September 30, 2024.

C. New Well at DPW:

President R. Sikkenga informed the council that this is pending due to the weather.

D. Tornado Siren:

President R. Sikkenga stated that they are still checking into the siren being tested and that it would need to be put in the newsletter to notify the residents of the siren being tested.

E. Insurance Claim for window on Caterpillar:

President R. Sikkenga informed the council that the Insurance did reimburse for the window and that the check was received.

F. Ordinance Codification:

President R. Sikkenga informed the council that it is still being investigated for the costs.

G. Advertise for DPW Position:

President R. Sikkenga informed the council that there have been several replies but only a few that have a CDL Class A license.

H. Other:
None

NEW BUSINESS:

A. Performance Improvement Plan:

President R. Sikkenga informed the council that there have been some issues and that the HR Committee has been reviewing it for a while to come up with the plan that they would like to institute. He informed the council that this plan is a tool for improvement more than a disciplinary step. He stated that this is an opportunity for an employer to address an employee's performance, concerns, and ways to improve overall employees' performance in the future. He also stated that the HR Committee is looking for the council's support if they are interested in this.

Motion by Trustee J. Semelbauer, second from Trustee M. Spencer to have the Human Resources go ahead with the Performance Improvement Plan for the Village DPW Employee. Roll call vote: Trustee M. Spencer-**Aye**, T. Verhoeven-**Aye**, R. Morningstar-**Aye**, J. Semelbauer-**Aye**, D. Houtteman-**Aye**, and President R. Sikkenga-**Aye**. Ayes: 6, Nays: 0. **Motion Carried.**

B. Joint Annual Meeting:

President R. Sikkenga informed the council that the Planning Commission and the council would have to work on the date to have this meeting.

C. MAMC for Clerk:

President R. Sikkenga informed the council that this was in the budget but needed a motion to move forward for the Clerk to go to this training.

Motion by Trustee R. Morningstar, second from Trustee T. Verhoeven to send Clerk S. West to her second year of the MAMC training the week of March 17, 2024 with expenditures not to exceed \$2,200.00. Roll call vote: Trustee T. Verhoeven-**Aye**, R. Morningstar-**Aye**, J. Semelbauer-**Aye**, D. Houtteman-**Aye**, M. Spencer-**Aye**, and President R. Sikkenga-**Aye**. Ayes: 6, Nays: 0. **Motion Carried.**

D. Midcom:

President R. Sikkenga asked the council what they wanted to do with this service. The council discussed that these are not being used and that the employees also have cell phones today so the council agreed to end this service. President R. Sikkenga asked Deputy Clerk C. Edsall to end this service and to find out if the equipment is owned by Midcom or the Village.

E. Budget Work Session Meeting:

President R. Sikkenga informed the council that this meeting is coming up soon and that at the February meeting, the date would need to be decided.

F. New Village Property Appraisals:

Clerk S. West informed the council that she would check into the appraisal amounts for the contents of each building. The council agreed on the new appraisals of each Village owned building.

G. Priority Health Renewal Rates:

President R. Sikkenga informed the council that the renewal rates could be discussed at the HR meeting.

H. Other:

Deputy Clerk C. Edsall asked the council if they should get the Village Halls roof shoveled from the snow hanging over the edge of the roof so it would not fall on someone. President R. Sikkenga asked Street Administrator Larry Gray to reach out to Jordan to see if he could come in to help with this.

GOOD AND WELFARE:

None

PUBLIC COMMENT:

- Kevin McCabe, 69 W. Linden, stated that he noticed there has been more traffic to the store down there and wondered if they could have them post something on their door when you're leaving to stop and look both ways because Kenwood has the right-of-way. He stated that he knows some people are pretty excited about getting their sack of suds and getting to their destination to pop that brewski but that they might want to look both ways, because Kenwood has the right-of-way so maybe they can post something there so that they aren't seeing it blurred or hopefully pop that brewski before they drive home.
- Kim Wessels, 402 W. Madison, stated that they keep mentioning the roads but that they have not been plowed and that she has lived here a long time and they are not getting done. She asked can it not be done in one day and if not, why because they used to be. She stated that the end of Madison by the garage, that corner there you have to get going in order to get out on the main road because the main road was plowed but there was a huge mess to get through at the end of the road. She also stated that the corner down there by the lake is awful.

Adjourn: Motion by Trustee T. Verhoeven, second from Trustee J. Semelbauer to adjourn the January 22, 2024 regular meeting at 7:41 p.m.

Respectfully Submitted,

Susan West, Clerk