

Village of Lakewood Club
Meeting Minutes for
June 24, 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, Sarah Swanson, Rusty Morningstar, Jared Semelbauer, Treasurer Hannah Swanson, and Clerk Susan West. Absent: Street Administrator Larry Gray.

ACCEPT OR AMEND AGENDA:

Motion by Trustee R. Morningstar, second from Trustee D. Houtteman to approve the June 24, 2024 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.**

SPECIAL:

Clerk West opened and read the one bid from Kim and Kris Cyr for the old DPW plow truck. Their bid is \$4,001.10.

Motion by Trustee J. Semelbauer, second from Trustee T. Verhoeven to accept the bid for the old DPW plow truck from Kim and Kris Cyr in the amount of four thousand one dollars and ten cents (\$4,001.10). Roll call vote: Trustee M. Spencer-**Aye**, T. Verhoeven-**Aye**, S. Swanson-**Aye**, R. Morningstar-**Aye**, J. Semelbauer-**Aye**, D. Houtteman-**Aye**, and President R. Sikkenga-**Aye**. Ayes: 7, Nays: 0. **Motion Carried.**

PUBLIC COMMENT:

None

WORK SESSION MINUTES:

Motion by Trustee J. Semelbauer, second from Trustee R. Morningstar to approve the Work Session Minutes for May 20, 2024 as submitted by Clerk West. Roll call vote: Trustee T. Verhoeven-**Aye**, S. Swanson-**Aye**, R. Morningstar-**Aye**, J. Semelbauer-**Aye**, D. Houtteman-**Aye**, M. Spencer-**Aye** and President R. Sikkenga-**Aye**. Ayes: 7, Nays: 0. **Motion Carried.**

MINUTES OF THE PREVIOUS MEETING:

- Trustee D. Houtteman asked to amend the minutes due to Cheryl's name being spelled wrong under Public Comment.

Motion by Trustee T. Verhoeven, second from Trustee M. Spencer to approve the amended Regular Meeting Minutes for May 20, 2024 as submitted by Clerk West. Roll call vote: Trustee T. Verhoeven-**Aye**, S. Swanson-**Aye**, R. Morningstar-**Aye**, J. Semelbauer-**Aye**, D. Houtteman-**Aye**, M. Spencer-**Aye**, and President R. Sikkenga-**Aye**. Ayes: 7, Nays: 0. **Motion Carried.**

CORRESPONDENCE:

- Clerk S. West informed the council that Hot Mix Paving, out of Greenville, stopped in to see if they were interested in getting the parking lot paved.
- Clerk S. West informed the council that she received a notice from DTE Gas Company about a video/Teleconference being held on July 11, 2024 for the gas customers which is case number U-21575.
- Clerk S. West informed the council that a resident stopped in asking the Village if they could support their daughter during her Miss Michigan Scholarship Pageant by buying an ad. The Village can not donate but if anyone wanted to do it personally, she has the information.
- Clerk S. West informed the council that she has had people ask about getting baby changing stations in the park bathrooms and beach sand in the play area.
- Clerk S. West informed the council that Dalton Townships Clerk Tracy DeMarse called to inform us that she has not received any paperwork for the seats that are up for election and wanted us to remind them of the deadline which is July 23, 2024.
- Clerk S. West informed the council that the office is receiving calls for information on anyone that does grass cutting around the Village. She asked if they knew of anyone interested.

TREASURER'S REPORT:

Motion by Trustee M. Spencer, second from Trustee T. Verhoeven to place the June 2024 Treasurers report on file as submitted by Treasurer H. Swanson. Roll call vote Trustee S. Swanson-**Aye**, R. Morningstar-**Aye**, J. Semelbauer-**Aye**, D. Houtteman-**Aye**, M. Spencer-**Aye**, T. Verhoeven-**Aye**, and President R. Sikkenga-**Aye**. Ayes: 7, Nays: 0. **Motion Carried.**

FINANCE REPORT:

Motion by Trustee J. Semelbauer, second from Trustee R. Morningstar to accept the finance report and pay the bills for the month of June 2024. Roll call vote: Trustee R. Morningstar-**Aye**, J. Semelbauer-**Aye**, D. Houtteman-**Aye**, M. Spencer-**Aye**, T. Verhoeven-**Aye**, S. Swanson-**Aye**, and President R. Sikkenga-**Aye**. Ayes: 7, Nays: 0. **Motion Carried.**

COMMITTEE REPORTS:

Community Committee:

T. Verhoeven informed the council that Mark and herself had a meeting on June 8, 2024 to discuss the final details of the July 6, 2024 festivities.

Liquor Inspections:

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

Ordinance Enforcer:

Clerk S. West informed the council that Ordinance Enforcer Greg Balcom could not attend tonight's meeting. He will be reissuing two (2) citations due to procedural/administrative issues on his end. He is still waiting on the next steps for Linden Street. He has an informal hearing for the address on Michigan on July 5, 2024. He will be addressing intersections this month that have overgrown vegetation within thirty (30) feet that exceed three (3) feet in height and get letters out to the property owners of problematic intersections.

Building Inspections and Permits:

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

Park:

Clerk S. West informed the council that the park bathroom doors are rusted out and that there is a quote from Architectural Hardware Company for \$3,830.00 for all three (3) doors plus an additional \$950.00 to remove old and install the new.

Streets and Maintenance:

Clerk S. West informed the council that the quote for the wing blade and installation would cost \$21,670.00 and that there is a lead time of three hundred (300) to three hundred and thirty-five (335) days. Jordan has been working on cutting the grass on the side of the roads. Trustee R. Morningstar informed the council that the postal drivers race up and down the roads and slam on the brakes which is causing the potholes in the roads that were just resurfaced. He feels something needs to be done about this.

Planning Commission:

Planning Commissioner Suzanne Balwin informed the council that the new Commissioner James Parker is invaluable. They are working toward formulating a grant to bring the park up to date.

Human Resource Committee:

HR Chairman T. Verhoeven informed the council that they met on June 4, 2024 with Street Administrator Larry Gray to discuss his position and the things they would like to see done and what his job should entail and to help him get better at his position.

Lots:

Mary Kilmer informed the council that a few years back the Lots Committee had a meeting about Village owned vacant land in Addition 3, Plat BG, Block 76. It is between Cedar, Cherry, Kedzie and Central which includes 23 lots. The Lots Committee decided that this land should be split/combined into two building sites, one that would consist of ten (10) lots and one that would consist of twelve (12) lots. She suggests that the Village moves forward to get this land set up so we are prepared for future sale.

Set Calendar:

The Human Resource Committee will hold a meeting on July 1, 2024 at 6:00 p.m. The Planning Commission will hold a meeting on July 17, 2024 at 6:30 p.m. The Village Work Session Meeting will be held on Monday July 22, 2024 at 6:00 p.m. and the Village Regular Meeting will follow at 7:00 p.m.

**** OFFICE WILL BE CLOSED JULY 4, 2024 IN OBSERVANCE OF INDEPENDENCE DAY ****

**** JULY 6, 2024 WILL BE THE 4TH OF JULY CELEBRATION****

OLD BUSINESS:

A. Park Rangers:

Clerk S. West informed the council that there was one (1) applicant for this position.

B. Senior Millage:

Clerk S. West informed the council that they need to decide because the deadline is coming fast.

C. Audit:

Clerk S. West informed the council that the audit will begin tomorrow (June 25, 2024).

D. Personnel Handbook:

President R. Sikkenga informed the council that they all had a copy that they should be reviewing.

E. Ordinance Codification:

Clerk S. West informed the council that the company they made a motion for was not the company that had given the quote. The council chose to stay with American Legal Publishing.

F. Master Plan:

President R. Sikkenga informed the council that they should have read the Master Plan draft. He asked the council if they had any questions or were ready to approve the Master Plan.

Motion by Trustee R. Morningstar, second from Trustee T. Verhoeven to accept and approve the 2024 draft Master Plan as submitted by the Planning Commission. Roll call vote: Trustee J. Semelbauer-**Aye**, D. Houtteman-**Aye**, M. Spencer-**Aye**, T. Verhoeven-**Aye**, S. Swanson-**Aye**, R. Morningstar-**Aye**, and President R. Sikkenga-**Aye**. Ayes: 7, Nays: 0. **Motion Carried.**

G. Bristly Locust:

Clerk S. West asked the council if they planned on treating the Bristly Locust on the Village property if the adjacent property owners may not treat theirs. The council still wants a quote for treatment from the Muskegon Conservation District.

H. Other:

None

NEW BUSINESS:

A. Activities on July 6, 2024:

Trustee T. Verhoeven informed the council that the Community Committee would like approval to spend eight hundred dollars (\$800.00) for the festivities at the park on July 6, 2024.

Motion by Trustee J. Semelbauer, second from Trustee R. Morningstar to spend, but not to exceed \$1,000.00 for the activities for July 6, 2024. 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. Purchase of Foreclosed Parcel in Section Six:

President R. Sikkenga informed the council that there needed to be a motion to purchase the two-lot parcel in Section Six if that is what they want to do.

Motion by Trustee R. Morningstar, second from Trustee J. Semelbauer to give the Clerk S. West, on behalf of the Village of Lakewood Club, the authority to call after July 1, 2024 for the final cost and submit the application to purchase the foreclosed parcel which is 42-505-034-0030-00 but not to exceed \$600.0. Roll call vote: Trustee M. Spencer-**Aye**, T. Verhoeven-**Aye**, S. Swanson-**Aye**, R. Morningstar-**Aye**, J. Semelbauer-**Aye**, D. Houtteman-**Aye**, and President R. Sikkenga-**Aye**. Ayes: 7, Nays: 0. **Motion Carried.**

C. MML Property Pool & Liability:

Clerk S. West informed the council that in the process of the insurance claim for the pilings, the insurance company informed her that the insurance company needed all the Village owned items in and around the park to be on the insurance schedule based on the members property exposure, which means the insurance premium will go up in January of 2025. She asked if the council would like her to check to see if there are other municipal insurance companies to investigate. The council agreed that it would not hurt to have her find out that information.

D. Park and Recreation Ordinance:

Clerk S. West informed the council that in their packet was a draft ordinance from the Village Attorney. She suggested to have the Park Administrator be the Director of the park. The council agreed that the director should be the Park Administrator.

Motion by Trustee R. Morningstar, second from J. Semelbauer to adopt the parks and recreation ordinance which shall be called Ordinance 104 of the Village of Lakewood Club. Roll call vote: Trustee T. Verhoeven-**Aye**, S. Swanson-**Aye**, R. Morningstar-**Aye**, J. Semelbauer-**Aye**, D. Houtteman-**Aye**, M. Spencer-**Aye**, and President R. Sikkenga-**Aye**. Ayes: 7, Nays: 0 **Motion Carried.**

E. Fireworks:

President R. Sikkenga informed the council that a motion was needed to file an application, approve the permit, and approve the purchase of fireworks.

Motion by Trustee J. Semelbauer, second from Trustee M. Spencer to give Robert Sikkenga, on behalf of the Village of Lakewood the approval to file the application for fireworks, to approve the permit to shoot fireworks, to approve the permit to possess fireworks, and to approve the purchase of fireworks from Wolverine Fireworks Inc. Roll call vote: Trustee S. Swanson-**Aye**, R. Morningstar-**Aye**, J. Semelbauer-**Aye**, D. Houtteman-**Aye**, M. Spencer-**Aye**, T. Verhoeven-**Aye**, President R. Sikkenga-**Aye**. Ayes: 7, Nays: None. **Motion Carried.**

F. Other:

None

GOOD AND WELFARE:

None

PUBLIC COMMENT:

None

Adjourn: Motion by Trustee S. Swanson, second from Trustee T. Verhoeven to adjourn the June 24, 2024 regular meeting at 7:59 p.m.

Respectfully Submitted,

Susan West, Clerk