

Village of Lakewood Club
Meeting Minutes for
August 26, 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, Clerk Susan West and Street Administrator Larry Gray.

ACCEPT OR AMEND AGENDA:

Motion by Trustee R. Morningstar, second from Trustee T. Verhoeven to approve the August 26, 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: Bid Opening for Pontoon Boat and Trailer

President R. Sikkenga opened and read the one bid from David West for the Pontoon Boat and Trailer. His bid is for \$800.00 for the pontoon boat and trailer together.

Motion by Trustee J. Semelbauer, second from Trustee S. Swanson to accept the bid of \$800.00 for the pontoon boat and trailer from David West. 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:

- Mr. Kevin McCabe, Whitehall MI, spoke about Jeff Martin and the Clerk from Dalton Township.

WORK SESSION MINUTES:

Motion by Trustee J. Semelbauer, second from Trustee D. Houtteman to approve the Work Session Minutes for July 22, 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:

Motion by Trustee M. Spencer, second from Trustee J. Semelbauer to approve the Regular Meeting Minutes for July 22, 2024 as submitted by Clerk West. 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.**

CORRESPONDENCE:

- Clerk S. West informed the council that all of them should have their emails up and running from the migration and to please check them at least the weekend before the monthly meetings for any information that she has sent to them for the next Village meeting. The codification information was sent to all their emails for review.

TREASURER'S REPORT:

Motion by Trustee J. Semelbauer, second from Trustee M. Spencer to place the August 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**, S. Swanson-**Aye**, and President R. Sikkenga-**Aye**. Ayes: 7, Nays: 0. **Motion Carried.**

FINANCE REPORT:

Motion by Trustee M. Spencer, second from Trustee T. Verhoeven to accept the finance report and pay the bills for the month of August 2024. 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.**

COMMITTEE REPORTS:

Community Committee:

Trustee T. Verhoeven informed the council that there was no meeting this month.

Liquor Inspections:

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

Ordinance Enforcer:

Ordinance Enforcer Greg Balcom informed the council that there are two (2) Formal Hearings set for September 27, 2024 at 9:00 A. M., with one being the Michigan address and the other being the Central Rd. address. The Kenwood address was also issued a ticket but have not had a hearing set yet, however the owner has been making progress on the issue.

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 informed the council that the park was good.

Streets and Maintenance:

Street Administrator Larry Gray informed the council that he is having trouble with people tearing up the roads. Most of the debris from the June storm is taken care of but trees are still falling. There is an uprooted tree in the road-right-of-way at the corner of Greenwood and Forest Park but there is a gas line that runs

Streets and Maintenance (continued):

through the area so he will need to contact DTE to see if they are going to take care of removing the stump. Jordan has been working for the Village for a year now and thought maybe it was a good time to start thinking about giving him a pay raise. Jordan took care of everything while Larry was on vacation. Ordinance Enforcer Greg Balcom informed the council that there has been a complaint filed with the Postal Service about their driver tearing up the roads. The council asked Larry questions and discussed giving the part-time employee, Jordan, a pay raise.

Motion by Trustee R. Morningstar, second from Trustee T. Verhoeven to give the part-time employee Jordan a two dollar (\$2.00) an hour raise. 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.**

Planning Commission:

Planning Commission Chairman Elizabeth Lemoine informed the council that the Public Hearing for the Master Plan had no public comment. During their regular meeting they discussed checking into the park equipment, considering a frisbee golf, resurfacing the tennis court for a pickle ball court, and considering a Carp fishing contest.

Human Resource Committee:

President R. Sikkenga informed the council that HR did not meet this month.

Lots:

None

Set Calendar:

The Zoning Board of Appeals will hold a Public Hearing on September 10, 2024 at 6:00 p.m. The Community Committee will hold a meeting on September 14, 2024 at 2:00 p.m. The Planning Commission will hold a meeting on September 18, 2024 at 6:30 p.m. The Village Work Session Meeting will be held on Monday September 23, 2024 at 6:00 p.m. and the Village Regular Meeting will follow at 7:00 p.m.

THE VILLAGE OFFICE WILL BE CLOSED SEPTEMBER 2, 2024 IN OBSERVANCE OF LABOR DAY.

OLD BUSINESS:

A. Senior Millage:

Clerk S. West informed the council that she needs a motion for the allocation of the Senior Millage so she could get it submitted for approval. The council discussed their options for the allocation of this funding. The council agreed that the idea of a pickleball court in the Village is a great idea.

Motion by Trustee M. Spencer, second from Trustee J. Semelbauer to use the fiscal year 2024 Municipal Senior Millage Funding towards a pickleball court. 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.**

B. Audit:

Clerk S. West informed the council that the audit is ongoing, she has a few more adjustments to make and that she will be contacting the Auditor for the F-65 report that is due at the end of September.

C. Personnel Handbook:

President R. Sikkenga informed the council that Clerk S. West is still looking into the requirements for Health Insurance before they can vote on the updated handbook. Clerk S. West informed the council that she would send them an email concerning the MDOT certification requirements.

D. Park and Recreation Ordinance:

Street Administrator Larry Gray informed the council that he will meet with Clerk S. West to get the park rules emailed to each one of them.

E. Wing Blade for DPW Truck:

The council discussed if the budget would allow for the purchase of the wing blade or to possibly budget for it next fiscal year. Clerk S. West was asked to check the budget to see if the budget allowed for them to get it during this fiscal year.

F. Park Bathroom Doors:

President R. Sikkenga informed the council that the doors have a lead time of seven (7) to eight (8) weeks and should be replaced before winter hits.

Motion by Trustee J. Semelbauer, second from Trustee T. Verhoeven to replace the park bathrooms doors but not to exceed \$5,500.00. 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.**

G. Other:

Trustee D. Houtteman asked about the dead trees at Mary Kilmer's. Street Administrator Larry Gray informed the council that he could only get two (2) quotes to remove the trees. Dales was \$6800.00 and Vanderkooi quoted \$5,432.00. The council discussed the quotes and who they could have other quotes from.

Motion by Trustee M. Spencer, second from Trustee T. Verhoeven to hire Vanderkooi to remove the tree but not to exceed \$5,500.00. 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.**

NEW BUSINESS:

A. Variance Request:

Clerk S. West informed the council that there will be a Public Hearing on September 10, 2024 at 6:00 pm at the Village Hall.

B. Planning Commission Appointments:

President R. Sikkenga informed the council that Jared and Jill's appointments have expired. He will be appointing Jill again but will be waiting until after the election to appoint the other Commissioner.

C. Budget Amendments:

Clerk S. West asked the council for a Budget Amendment for the following accounts: General Fund Department 223 Independent Audit 101-223-801.000 Auditor \$800.00. Account to cover this Amendment: Department 753 Village Park 101-753-710.000 Park Rangers part time wages \$800.00. General Fund Department 215 Clerk 101-215-945.000 Education and Dues \$310.68. Account to cover this amendment Department 753 Village Park 101-753-710.000 Park Rangers part time wages. Total Budget Amendment to the General Fund is \$1,110.68.

Motion by Trustee S. Swanson, second from Trustee R. Morningstar to accept the budget amendment as stated by Clerk S. West. 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.**

D. New Communication Sign:

President R. Sikkenga informed the council that if there is something they feel should be displayed on the new sign, to please let Clerk S. West know.

E. Other:

None

GOOD AND WELFARE:

None

PUBLIC COMMENT:

None

Adjourn: Motion by Trustee J. Semelbauer, second from Trustee T. Verhoeven to adjourn the August 26, 2024 regular meeting at 7:55 p.m.

Respectfully Submitted,

Susan West, Clerk