

Village of Lakewood Club
Meeting Minutes for
September 23, 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 T. Verhoeven, second from Trustee M. Spencer to approve the September 23, 2024 meeting agenda. 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 R. Morningstar, second from Trustee J. Semelbauer to approve the Work Session Minutes for August 26, 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 D. Houtteman, second from Trustee T. Verhoeven to approve the Regular Meeting Minutes for August 26, 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 Muskegon County is having a recycling event on Saturday October 19, 2024 from 9:00 am to 1:00 pm, rain or shine.
- Trustee R. Morningstar informed the council that Jon Honore's company that did the cleanup at the Linden Street address complimented the people that worked with him on their professionalism.

TREASURER'S REPORT:

Motion by Trustee J. Semelbauer, second from Trustee T. Verhoeven to place the September 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 J. Semelbauer, second from Trustee R. Morningstar to accept the finance report and pay the bills for the month of September 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 the meeting was cancelled due to health reasons.

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.

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 glad it has rained so he could grade the roads and not have all the dust stirring up.

Planning Commission:

Planning Commission Chairman Elizabeth Lemoine informed the council that Jill Galloway was sworn in for her three (3) year term. That she had contacted Muskegon County GIS to update a map with the public walkway around the lake before the Master Plan is adopted. Commissioner J. Parker is contacting the DNR for a possible Carp Fishing Contest. She asked if a Lots Committee Member could join the Planning Commission meeting next month so they could understand their role. She asked about what the Blue-Ribbon Committee and the Fox Lake Fest Committee were, in the last Parks and Recreation Plan. The equestrian trail idea was tabled due to various vehicular traffic in Section Six (6).

Human Resource Committee:

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

Lots:

Lots Committee Member Mary Kilmer informed the council that the state deed for the two (2) lots in Section Six came back from the Register of Deeds.

Set Calendar:

The Community Committee will hold a meeting on October 05, 2024 at 2:00 p.m. The Planning Commission will hold a meeting on October 23, 2024 at 6:30 p.m. The Village Work Session Meeting will be held on Monday October 28, 2024 at 6:00 p.m. and the Village Regular Meeting will follow at 7:00 p.m. **Trunk or Treat at Fox Lake Park area will be held on Halloween, October 31, 2024 from 6-8 pm.**

OLD BUSINESS:

A. Audit:

Clerk S. West stated that the audit was over but that Street Administrator Larry Gray and herself would need to contact MDOT to get back into compliance with the non-motorized part of the Act 51 requirements.

B. Personnel Handbook:

President R. Sikkenga informed the council that the Handbook is still on hold until some issues are resolved.

C. Park and Recreation Rules:

Clerk S. West informed the council that they could wait until the next meeting so they had time to go over the Rules to make sure they did not want to add or delete any items and that they would need to be adopted by Resolution, in which she would have ready for the October Meeting.

D. Wing Blade for DPW Truck:

President R. Sikkenga informed the council that if they wanted to get this ordered there would need to be a motion.

Motion by Trustee J. Semelbauer, second from Trustee R. Morningstar to purchase the wing blade using the Local and Major Road Funds, but not to exceed \$23,000.00. 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.**

E. Variance Request:

President R. Sikkenga informed the council that the Variance Requests for 171 E. Drexel were approved with stipulations based on the neighboring homes.

F. Other:

Trustee D. Houtteman asked the council to think about where the DPW should move to in the future.

NEW BUSINESS:

A. Act 51 Annual Certification (Health Insurance and Resolution):

Clerk S. West informed the council that they would need to make a motion to have the Village Employees contributions towards their Health Insurance adjusted accordingly, to stay in compliance with the Act 51 Annual Certification. Street Administrator Larry Gray and herself will need to get with their contact for the Act 51, to plan to get back in compliance with the non-motorized portion.

Motion by Trustee R. Morningstar, second from Trustee J. Semelbauer to adjust employee's contributions accordingly for medical benefits to stay in compliance with the Annual Act 51 Certification. 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. Budget Amendments:

Clerk S. West asked the council for a Budget Amendment for the following accounts: General Fund Department 441 Dept of Public Works 101-441-775.000 Repairs and Maintenance \$4,000.00. Account to cover this Amendment: Department 753 Village Park 101-753-710.000 Park Rangers part time wages \$4,000.00.

General Fund Department 753 Village Park 101-753-708.000 Overtime Wages \$44.00. Account to cover this amendment Department 441 Department of Public Works 101-441-703.000 Employee Misc Wages \$44.00. Total Budget Amendment to the General Fund is \$4,044.00

Major Road Fund Department 449 Streets and Maintenance 202-449-943.000 Equipment Rental \$1,500.00. Account to cover this amendment: Department 449 Streets and Maintenance 202-449-801.000 Professional & Contractual Services \$1,500.00. Total Budget Amendment for Major Roads is \$1,500.00.

Motion by Trustee T. Verhoeven, second from Trustee M. Spencer to accept the budget amendment as stated by Clerk S. 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.**

C. Other:

Trustee R. Morningstar suggested to see if some of the non-motorized could be used for some of the pocket parks around the village for people that are out walking.

GOOD AND WELFARE:

None

PUBLIC COMMENT:

- Stephanie Barrett informed the council that she is the Democratic Candidate for Water Resources Commissioner in Muskegon County and would appreciate their support.

Adjourn: Motion by Trustee S. Swanson, second from Trustee T. Verhoeven to adjourn the September 23, 2024 regular meeting at 7:50 p.m.

Respectfully Submitted,

Susan West, Clerk