

Village of Lakewood Club
Meeting Minutes for
December 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, David West, Chad Greenert, Clerk Susan West, Treasurer Hannah Swanson and Street Administrator Larry Gray.

ACCEPT OR AMEND AGENDA:

Motion by Trustee T. Verhoeven, second from Trustee D. Houtteman to approve the December 23, 2024 meeting agenda. Roll call vote: Trustee D. Houtteman-**Aye**, M. Spencer-**Aye**, T. Verhoeven-**Aye**, S. Swanson-**Aye**, D. West-**Aye**, C. Greenert-**Aye** and President R. Sikkenga-**Aye**. Ayes: 7, Nays: 0. **Motion Carried.**

PUBLIC COMMENT:

None

WORK SESSION MINUTES:

Motion by Trustee D. West, second from Trustee T. Verhoeven to approve the Work Session Minutes for November 25, 2024 as submitted by Clerk West. Roll call vote: Trustee M. Spencer-**Aye**, T. Verhoeven-**Aye**, S. Swanson-**Aye**, D. West-**Aye**, C. Greenert-**Aye**, D. Houtteman-**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 C. Greenert to approve the Regular Meeting Minutes for November 25, 2024 as submitted by Clerk West. Roll call vote: Trustee T. Verhoeven-**Aye**, S. Swanson-**Aye**, D. West-**Aye**, C. Greenert-**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 she received an invoice from Muskegon County Emergency Management for Hazmat Services, which turned out to be a voluntary contribution of \$250.00.

TREASURER'S REPORT:

Motion by Trustee M. Spencer, second from Trustee T. Verhoeven to place the December 2024 Treasurers report on file as submitted by Treasurer H. Swanson. Roll call vote: Trustee S. Swanson-**Aye**, D. West-**Aye**, C. Greenert-**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 C. Greenert, second from Trustee D. West to accept the finance report and pay the bills for the month of December 2024. Roll call vote: Trustee D. West-**Aye**, C. Greenert-**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:

Trustee M. Spencer informed the council that they did not meet 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 it has been a quiet month. He made referrals to Muskegon County Sherriff's Department on the incidents from last month's meeting.

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 new doors on the bathrooms will be painted in the spring.

Streets and Maintenance:

Street Administrator Larry Gray informed the council that he has been ice blading the roads to help smooth them out before the next snow. President R. Sikkenga informed the council that someone took offense to a comment he had made during the Road Policy discussion during last months meeting. He explained to the council the circumstances and that R. Lemoine did exactly what he was asked to do and that if it came across offensively, he did not mean it that way.

Planning Commission:

Clerk S. West informed the council that the Planning Commission meeting minutes in their packet are not approved due to the Planning Commission canceling their meeting last week.

Human Resource Committee:

Trustee T. Verhoeven informed the council that HR met two (2) times. They interviewed for the part-time on call snowplow driver. One (1) of the applicants have a CDL Class A license and is a diesel mechanic. He has experience in tree trimming, heavy equipment, using a bucket truck and willing to come in part-time. The next applicant has been in to be interviewed before. He has a chauffeur's license, not a CDL because he let it go. He previously worked for the Muskegon County Road Commission.

Lots:

None

Set Calendar:

The Human Resources will have a meeting on December 26, 2024 at 6:00 p.m. to meet with the applicant with the CDL class A license and to negotiate a starting wage. The Community Committee will hold a meeting on January 4, 2025 at 12:00 p.m. The Planning Commission will hold a meeting on January 22, 2025 at 6:30 p.m. The Village Work Session Meeting will be held on Monday January 27, 2025 at 6:00 p.m. and the Village Regular Meeting will follow at 7:00 p.m.

The Office will be closed Monday January 20, 2025 in observance of Martin Luther King Jr Day.

OLD BUSINESS:

A. Act 51 Non-motorized:

Clerk S. West informed the council that the Plan was sent into the MDOT but she has not heard if they have accepted it.

B. Virtual NEO Training:

Clerk S. West informed Trustees C. Greenert and D. West that the information they need for the training was sent to their Village email.

C. Rules of Procedure:

Clerk S. West informed the council that the Village Council should review its Rules of Procedure at its first meeting after trustees elected at the Village's regular election have taken office and when a quorum is present. Following discussion and any amendments, the council should adopt the Rules of Procedure by majority vote. With it being the holidays the council will review them before next month's meeting. It will stay on the Agenda for January 27, 2025 meeting.

D. Planning Commission Vacant Seat:

President R. Sikkenga informed the council that he would like them to think about volunteering to be on the Planning Commission or that he will have to appoint one of them.

E. Other:

None

NEW BUSINESS:

A. Christmas Pole Lights and Banners:

Clerk S. West asked the council if they were interested in replacing Christmas lights and a few banners, a few at a time. They could approve them in the budget for the fiscal year 2025-2026.

B. Personnel Handbook:

Clerk S. West informed the council that the handbook is in their email for them to review.

C. Meeting Dates for 2025:

Trustee S. Swanson informed the council that she would like to see the December 22, 2025 meeting to December 15, 2025 which would also change the Planning Commission meeting to December 10, 2025 instead of December 17, 2025.

Motion by Trustee S. Swanson, second from Trustee D. West to accept the 2025 meeting dates with the amendment to the December 2025 meeting. Roll call vote: Trustee C. Greenert-**Aye**, D. Houtteman-**Aye**, M. Spencer-**Aye**, T. Verhoeven-**Aye**, S. Swanson-**Aye**, D. West-**Aye**, and President R. Sikkenga-**Aye**. Ayes: 7, Nays: 0. **Motion Carried.**

D. Purchasing Policy:

Clerk S. West informed the council that the Auditor had suggested that the Village have a Purchasing Policy. She asked the council to research other Villages Policies to find one they thought would work for them.

E. Budget Amendments:

Clerk S. West asked the council for a Budget Amendment for the following accounts: General Fund Department 215 Clerk 101-215-945.000 Education and Dues \$700.00. Account to cover this Amendment: Department 215 Clerk 101-215-956.000 Miscellaneous \$700.00.

Local Road Fund Department 449 Streets and Maintenance 203-449-703.000 Employee (1) Wages \$114.00, 203-449-704.000 Fringe Benefits \$1,425.00, 203-449-714.000 Soc Sec & Medicare \$15.60, 203-449-943.000 Equipment Rental \$4,874.97. Account to cover these amendments: Department 449 Streets and Maintenance 203-449-970.000 Capital Outlay \$6,429.57

Motion by Trustee T. Verhoeven, second from Trustee C. Greenert to accept the budget amendment as stated by Clerk S. West. Roll call vote: Trustee D. Houtteman-**Aye**, M. Spencer-**Aye**, T. Verhoeven-**Aye**, S. Swanson-**Aye**, D. West-**Aye**, C. Greenert-**Aye**, and President R. Sikkenga-**Aye**. Ayes: 7, Nays: 0. **Motion Carried.**

F. Quotes for Painting Meeting Room and Hallway:

Clerk S. West informed the council that there is money left in the budget for the meeting room and hallway to get painted, if they would like it to be done while the office is closed. The council discussed the quotes and agreed that the higher quote had a three (3) year guarantee, which was worth the couple hundred-dollar difference.

Motion by Trustee D. West, second from Trustee T. Verhoeven to accept the bid with the three-year guarantee and get the repairs and painting done while the office is closed for the Holidays but without the trim being painted. Roll call vote: Trustee M. Spencer-**Aye**, T. Verhoeven-**Aye**, S. Swanson-**Aye**, D. West-**Aye**, C. Greenert-**Aye**, D. Houtteman-**Aye**, and President R. Sikkenga-**Aye**. Ayes: 7, Nays: 0. **Motion Carried.**

G. Ad for Part-time On Call Snowplow Driver:

President R. Sikkenga informed the council that a motion was needed if they wanted HR to make an offer to hire Michael Shank.

Motion by Trustee M. Spencer, second from Trustee D. West to have HR make an offer to the part-time on call snowplow driver candidate for \$20.00 an hour but not to exceed \$21.00 an hour. Roll call vote: Trustee T. Verhoeven-**Aye**, S. Swanson-**Aye**, D. West-**Aye**, C. Greenert-**Aye**, D. Houtteman-**Aye**, M. Spencer-**Aye**, and President R. Sikkenga-**Aye**. Ayes: 7, Nays: 0. **Motion Carried.**

H. Other:

None

GOOD AND WELFARE:

None

PUBLIC COMMENT:

Greg Balcom stated that as far as hiring new staff, it seems to be very messy. There does not seem to be any acknowledgement or understanding on what staff you already have on payroll and what they make an hour. So, them seeing people get hired for potentially more than what the other employees are making and they are busting their butts for the community, he thinks is kind of a slap in their face. He also stated that the year of 2024 has been fun and that he is looking forward to the year 2025 and that he appreciates the council.

Adjourn: Motion by Trustee S. Swanson, second from Trustee T. Verhoeven to adjourn the December 23, 2024 regular meeting at 7:52 p.m.

Respectfully Submitted,

Susan West, Clerk