

Village of Lakewood Club
Meeting Minutes for
November 25, 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, and Treasurer Hannah Swanson.
ABSENT: Street Administrator Larry Gray.

OATH OF OFFICE:

Clerk West administered the Oath of Office to Robert Sikkenga to fill the vacant President seat for a four (4) year term. Clerk West administered the Oath of Office to Tammy Verhoeven, Chad Greenert, and David West, to fill the vacant trustee seats for a four (4) year term. Clerk West administered the Oath of Office to Hannah Swanson to fill the vacant treasurer seat for a four (4) year term.

ACCEPT OR AMEND AGENDA:

Motion by Trustee D. Houtteman, second from Trustee T. Verhoeven to approve the November 25, 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 T. Verhoeven, second from Trustee M. Spencer to approve the Work Session Minutes for October 28, 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 T. Verhoeven to approve the Regular Meeting Minutes for October 28, 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 a gentleman had called wanting to know if he could purchase 52 lots of Village owned property between Wild Rose, Spruce, Raymond, and Baker. She also informed them that there have been quite a few people calling or stopping into the office wanting to know when the Village is going to start selling property in Section six (6).

TREASURER'S REPORT:

- Trustee T. Verhoeven stated that the year on the report was 2023 not 2024.

Motion by Trustee M. Spencer, second from Trustee T. Verhoeven to place the corrected November 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 D. Houtteman, second from Trustee S. Swanson to accept the finance report and pay the bills for the month of November 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 he would like them to give him direction on how they would like a couple cases handled. The first one being the road opening on Cedar. He explained to the council the options that they could choose from. The second case being the white truck that was doing donuts in the Parks parking lot. He explained to the council that the owner does not live in the Village and that there were options for them to choose from for that case. The council gave Greg direction on how they want it handled.

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 doors were installed on the bathrooms and that they are working on picking up the leaves.

Streets and Maintenance:

Clerk S. West informed the council that the Christmas lights are up and that Street Administrator Larry Gray has been filling potholes.

Planning Commission:

Planning Commission Chairman E. Lemoine informed the council that they are working on a few items to complete the Parks and Recreation Plan review. They are hoping to have it done, for them to review in January.

Human Resource Committee:

Trustee T. Verhoeven informed the council that HR did not meet this month.

Lots:
None

Set Calendar:

The Human Resource Committee will hold a meeting on December 10, 2024 at 6:00 p.m. The Planning Commission will hold a meeting on December 18, 2024 at 6:30 p.m. The Village Work Session Meeting will be held on Monday December 23, 2024 at 6:00 p.m. and the Village Regular Meeting will follow at 7:00 p.m. The tree lighting ceremony will be on November 30, 2024 at 7:00 p.m.

The Office will be closed Tuesday December 24, 2024 through January 2, 2025 for the Holidays. The office will open on January 6, 2025 for regular business hours.

OLD BUSINESS:

A. Act 51 Non-motorized:

Clerk S. West informed the council that the Resolution was sent to the Michigan Department of Transportation, however to initiate the three-year period to return to compliance, a plan needs to be submitted with the details of the project, project limits and expected dates of implementation. She has received the email that our financial statement is being reviewed so the timeline to get this done is coming closer. Park Administrator Larry Gray is working on getting a permit through EGLE to figure out what we can do to replace or improve the boardwalk.

B. Other:
None

NEW BUSINESS:

A. Appoint President Pro Tempore:

President R. Sikkenga appointed Trustee M. Spencer as President Pro Tempore. Trustee M. Spencer accepted.

B. Senior Millage:

Clerk S. West informed the council that the 2025 fiscal year for this funding started on October 1, 2024. If they knew what they wanted to use the money for, they could vote on it tonight.

Motion by Trustee M. Spencer, second from Trustee T. Verhoeven to use the fiscal year 2025 Senior Millage towards the pickleball court. 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.

C. Virtual NEO Training:

Clerk S. West informed Trustees C. Greenert and D. West that there is virtual Newly Elected Officials Training available to take on February 8, 2025 if they were interested. They both agreed to have Clerk S. West sign them up for the training.

D. Rules of Procedure:

Clerk S. West informed the council that the Rules of Procedure need to be reviewed at the first meeting after the regular election. They would need to be adopted following discussion and any amendments. It will be on the December Meeting Agenda so they could have time to review them.

E. Road Opening:

President R. Sikkenga asked Clerk S. West to make sure all Trustees have a copy of the current policy.

F. Planning Commission Vacant Seat:

President R. Sikkenga informed the council that he needs to appoint a council member to the Planning Commission. He asked the council to think about volunteering for this position. He stated that all of the meetings are open meetings and are welcome to go to any meeting.

G. Other: Advertise for an on call part-time plow driver

President R. Sikkenga informed the council that a motion was needed to advertise for a part-time on call snowplow driver.

Motion by Trustee C. Greenert, second from Trustee T. Verhoeven to advertise for an on call part-time snowplow driver position to help Larry plow this winter. 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.**

GOOD AND WELFARE:

None

PUBLIC COMMENT:

None

Adjourn: Motion by Trustee S. Swanson, second from Trustee T. Verhoeven to adjourn the November 25, 2024 regular meeting at 8:23 p.m.

Respectfully Submitted,

Susan West, Clerk