

Village of Lakewood Club
Meeting Minutes for
February 24, 2025
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 February 24, 2025 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 M. Spencer, second from Trustee D. West to approve the Work Session Minutes for January 27, 2025 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 C. Greenert, second from Trustee T. Verhoeven to amend page 3 G from Gay to Gray, and to approve the amended Regular Meeting Minutes for January 27, 2025 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 they are welcome to attend the Michigan Municipal League Convention September 17-19, 2025 at the Amway Grand Plaza and a Capital Conference March 18-19, 2025 at the Lansing Center and Double Tree by Hilton.

TREASURER'S REPORT:

Motion by Trustee M. Spencer, second from Trustee C. Greenert to place the February 2025 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 D. West to accept the finance report and pay the bills for the month of February 2025. 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 T. Verhoeven 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:

President R. Sikkenga informed the council that there is a report in their packet.

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 everything in the park is good.

Streets and Maintenance:

Street Administrator Larry Gray informed the council that the streets are good.

Planning Commission:

Trustee D. West informed the council that they are working on making a few changes on the Parks and Recreation Plan and that it should be ready for their review soon.

Human Resource Committee:

Trustee T. Verhoeven informed the council that HR met on February 4, 2025 and discussed the personnel handbook, Class A, or stay with Class B license and sell the trailer.

Lots:

None

Set Calendar:

There will be a Budget Work Session Meeting on March 5, 2025 at 6:00 p.m. The Human Resources will have a meeting on March 11, 2025 at 6:00 p.m. The Community Committee will hold a meeting on March 15, 2025 at 2:00 p.m. The Planning Commission will hold a meeting on March 19, 2025 at 6:30 p.m. The

Budget Public Hearing will be held at 6:00 p.m. with the Village Work Session Meeting immediately following on Monday March 24, 2025 and the Village Regular Meeting will follow at 7:00 p.m.

OLD BUSINESS:

A. Act 51 Non-motorized:

Clerk S. West informed the council that she has had no response from the MDOT. Park Administrator Larry Gray is trying to get two more quotes for the sidewalk.

B. Purchasing Policy:

Clerk S. West informed the council that she is continuing to work on the Purchasing Policy.

C. Codification:

Clerk S. West informed the council that the draft codification came in the mail last week. She sent a digital copy to their Village emails. The Village should receive a legal and editorial report in approximately 60 days.

D. Personnel Handbook:

President R. Sikkenga informed the council that it is still under review.

E. Village Employees:

President R. Sikkenga stated that Trustee D. West mentioned that they did a great job plowing the roads.

F. Land/Lot Sale Procedure Policy:

President R. Sikkenga informed the council that there is a moratorium on the sale of any Village owned land and that the Attorney is working on a draft for the new policy.

G. Other:

None

NEW BUSINESS:

A. Budget Work Session Meeting Date:

President R. Sikkenga stated that the meeting is set for March 5, 2025 at 6:00 p.m.

B. Holiday Pay:

The council discussed the Holiday Pay Policy and whether the holiday pay should be paid back due to Larry Gray taking an unapproved four (4) hours off unpaid, the day before Christmas Eve. They discussed creating a vacation form to use in the future.

Motion by Trustee D. West, second from Trustee T. Verhoeven to have Larry Gray pay the Holiday pay back due to it being a violation of the Holiday Pay Policy, in increments that work best for Larry. Roll call vote: Trustee C. Greenert-**Aye**, D. Houtteman-**Aye**, M. Spencer-**Aye**, T. Verhoeven-**Aye**, S. Swanson-**Nay**, D. West-**Aye**, and President R. Sikkenga-**Aye**. Ayes: 6, Nays: 1. **Motion Carried.**

C. Health Insurance Renewal:

Clerk S. West informed the council that she can check into the options that are on the renewal form. The council asked that the video that they were sent in their emails be forwarded to Larry, so he could see if him and his family would be interested in this form of insurance.

D. Zoning Board of Appeals:

President R. Sikkenga informed the council that Steve Nash would possibly be interested in being an alternative member. Matt Dupre is possibly interested in being a member. He asked the council if they knew anyone that could be interested to please let him know.

E. Other:

President R. Sikkenga informed the council that it would be best to have a motion made for Clerk S. West to attend the MAMC Clerk Institute the week of March 9, 2025.

Motion by Trustee T. Verhoeven, second from Trustee D. Houtteman to allow Clerk S. West to attend the MAMC Clerk Institute, but not to exceed \$1600.00. 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:

- Mr. McCabe stated that the Village's Zoning Administrator has given the Clerk, according to her certification, that there is not one non-conformity within the governmental policies of the Village of Lakewood Club.
- A gentleman from Muskegon Public Health informed the council that they could call anytime if they needed their services.

Adjourn: Motion by Trustee S. Swanson, second from Trustee M. Spencer to adjourn the February 24, 2025 regular meeting at 7:36 p.m.

Respectfully Submitted,

Susan West, Clerk