

Village of Lakewood Club
Meeting Minutes for
January 27, 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 M. Spencer to approve the January 27, 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 T. Verhoeven to approve the Work Session Minutes for December 23, 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 T. Verhoeven, second from Trustee D. Houtteman to approve the Regular Meeting Minutes for December 23, 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:

None

TREASURER'S REPORT:

Motion by Trustee M. Spencer, second from Trustee C. Greenert to place the January 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 M. Spencer, second from Trustee T. Verhoeven to accept the finance report and pay the bills for the month of January 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 met on January 4, 2025 to discuss trying to find some teenagers that may want to shovel snow for senior citizens to use the left-over gift cards. They also discussed flags for the fourth of July.

Liquor Inspections:

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

Ordinance Enforcer:

Ordinance Enforcer Greg Balcom informed the council that everything is good. He did hand the parking lot and the road clearing incidents over to law enforcement but currently does not know the outcome.

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 he has been keeping up with the snow and cleaning up corners.

Planning Commission:

Clerk S. West informed the council that the Planning Commissions meeting was cancelled due to the weather and them waiting on a few items to review.

Human Resource Committee:

Trustee T. Verhoeven informed the council that HR met on December 26, 2024 to offer the on-call snowplow driver position to Michael Shank. He accepted the job for \$18.00 an hour. Trustee D. Houtteman informed the council that the minimum wage is going up and maybe at the Human Resource meeting they could discuss reflecting this on the Village employees, to up their wages.

Lots:

None

Set Calendar:

The Human Resources will have a meeting on February 4, 2025 at 6:00 p.m. The Community Committee will hold a meeting on February 15, 2025 at 2:00 p.m. The Planning Commission will hold a meeting on February 19, 2025 at 6:30 p.m. The Village Work Session Meeting will be held on Monday February 24, 2025 at 6:00 p.m. and the Village Regular Meeting will follow at 7:00 p.m.

The Office will be closed Monday February 17, 2025 in observance of President's Day.

OLD BUSINESS:

A. Act 51 Non-motorized:

President R. Sikkenga informed the council that there has been no response as of today.

B. Purchasing Policy:

Clerk S. West informed the council that she will put one together based on similar villages so they can review and make changes if needed.

C. Rules of Procedure:

Clerk S. West asked the council if they needed anything amended or needed longer to review these.

Motion by Trustee C. Greenert, second from Trustee T. Verhoeven to adopt the Rules of Procedure. 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. Planning Commission Vacant Seat:

President R. Sikkenga informed the council that he was making a recommendation to appoint David West as the liaison for the council and Planning Commission.

Motion by Trustee S. Swanson, second from Trustee D. West to appoint David West as the liaison for the council and Planning Commission. 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.**

E. Personnel Handbook:

Trustee S. Swanson asked to have this discussed in the HR meeting. President R. Sikkenga informed the council that Trustee T. Verhoeven is the chair for this Committee and asked her to put an agenda together for the items that were discussed at tonight's meetings. Trustee D. Houtteman informed the council that in the next month the Park Rangers position should be posted. Clerk S. West informed the council that the longevity pay needs to be defined by the length of service and when it starts to pay.

F. Meeting Room and Hallway Painting:

President R. Sikkenga informed the council that the painting was completed. Clerk S. West informed the council that the painter did not reduce the fee due to much more wall repair than what was quoted originally. Some of the signs that were taken down, had two-sided tape that tore the walls. She showed the council the signs that were taken down that had part of the wall on the backside of them.

G. Other:

Trustee S. Swanson asked if there were any complaints about garbage not being picked up last week. Street Administrator Larry Gay informed the council that the garbage trucks have been coming through much earlier, in the last few weeks.

NEW BUSINESS:

A. Village Employees:

President R. Sikkenga asked the council if this was going to be discussed at the Human Resource meeting. The council agreed to have this discussed at the Human Resources meeting.

B. Land/Lot Procedure Policy:

Clerk S. West informed the council that she had a FOIA request for this policy so she sent it to the requester because she could not find the original signed copy. The requester informed her that it was a bogus copy because it was not signed. President R. Sikkenga informed the council that the recommendation is to put a moratorium on any Village owned property until a new Land/Lot Sale Policy is in place or the original signed copy is found. He does not believe the village has sold any property in the last eighteen months.

Motion by Trustee M. Spencer, second from Trustee D. West to adopt Resolution #94 for a temporary moratorium on the sale of village owned real estate. 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.**

C. Fox Lake Memorial Park Rules:

Clerk S. West informed the council that this was in their packets so the newly elected officials could have a chance to review them before the village ordinances are codified.

D. Budget Amendments:

Clerk S. West asked the council for a Budget Amendment for the following accounts: General Fund Department 101 Governing Body 101-101-801.000 Professional & Contractual Services \$4,000.00. Account to cover this Amendment: Department 101 Governing Body 101-101-970.000 Capital Outlay \$4,000.00.

General Fund Department 448 Street Lighting 101-448-970.004 Street Lights \$12,000.00. Account to cover this amendment: Department 441 Department of Public Works 101-441-970.002 Capital Outlay Maintenance Building \$12,000.00

Motion by Trustee D. West, second from Trustee C. Greenert to accept the budget amendment as stated by Clerk S. 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.**

E. Health Insurance Renewal:

Clerk S. West informed the council of the price changes and coverage options for the health insurance renewal that is due before April 1, 2025. They were all sent a fifteen-minute video in their village emails about another insurance option for them to review.

F. Generators:

Clerk S. West informed the council that the generator at the DPW is due for maintenance. She stated that the council in the past thought Larry should be able to do it. The company had told her they have up to a year to decide if they wanted to enter into the maintenance agreement. Street Administrator L. Gray informed the council that Energy Solutions has special equipment to maintenance the generators.

Motion by Trustee D. West, second from Trustee D. Houtteman to approve the Standard annual maintenance for \$213.60 a year for both generators. 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.**

G. Other:

Trustee S. Swanson informed the council that she wanted to address Jordan's correspondence. She asked if they could decide for now so Jordan did not have to wait until after the Human Resource meeting. The council discussed what Jordan could help do in the winter and decided to leave it up to Street Administrator Larry Gray to contact him if he was needed, until after the Human Resource meeting.

GOOD AND WELFARE:

None

PUBLIC COMMENT:

None

Adjourn: Motion by Trustee S. Swanson, second from Trustee M. Spencer to adjourn the January 27, 20245 regular meeting at 7:46 p.m.

Respectfully Submitted,

Susan West, Clerk