

Village of Lakewood Club
Meeting Minutes for
December 15, 2025
www.villageoflakewoodclub.org

CALL TO ORDER: Meeting called to order by President R. Sikkenga at 7:00 pm.

PLEDGE OF ALLEGIANCE:

INVOCATION: Was said by President R. Sikkenga.

ROLL CALL: President Robert Sikkenga, Trustees Debbie Houtteman, Mark Spencer, Tammy Verhoeven, Sarah Swanson, David West, Chad Greenert, Clerk Susan West, and Street Administrator Larry Gray.
Absent: Treasurer Hannah Swanson

ACCEPT OR AMEND AGENDA:

Motion by Trustee T. Verhoeven, second from Trustee D. Houtteman to approve the meeting agenda for December, 2025. 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:

- Tracy Korthase, spoke about her community's experience with ITC.
- Dan Todd, spoke about ITC and his experience with them.

WORK SESSION MINUTES:

Motion by Trustee D. West, second from Trustee C. Greenert to approve the Work Session Minutes for November 24, 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 M. Spencer, second from Trustee D. Houtteman to approve the Regular Meeting Minutes for November 24, 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:

- The Village Office received a Christmas card and letter from Rick and Nikki Budde.
- The Village Office received a notice of draft Lakewood Additions Sub-Area Plan from Dalton Township.

TREASURER REPORT:

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

Liquor Inspections:

Two (2) inspections were made.

Ordinance Enforcer:

November and December reports are in council packets. The council discussed the reports, the budgeted amount and reimbursements that the Ordinance Enforcer receives.

Building Inspections and Permits:

The Building Inspections and Permits are on file for review.

Park:

No issues.

Streets and Maintenance:

Keeping the roads wide open and ice free.

Planning Commission:

Wednesday December 17, 2025 at 6:30 p.m. there will be a Public Hearing for the Village's Comprehensive Plan. There is no need to hold a meeting in January.

Human Resource Committee:

Human Resource Committee met on December 9, 2025 to discuss personnel evaluations.

Lots:

None

Set Calendar:

The Human Resources Committee will hold a meeting on Tuesday January 6, 2026 at 6:00 p.m. The Village Work Session Meeting will be on Monday January 26, 2026 at 6:00 p.m. and the Village Regular Meeting will follow at 7:00 p.m.

**** The Village office will be closed from December 22, 2025 to January 5, 2026****

****The Village Office will be closed on January 19, 2026 in Observance of Martin Luther King Jr Day****

OLD BUSINESS:

A. Power Line Easement:

The council discussed and agreed that they would like to still research the actual easement measurements.

B. Spectrum Services:

Waiting on Spectrum for an installation date.

C. Village Hall Sign:

The council would like a sketch or concept drawing of what they will be doing to the sign with the new quote.

D. Planning Commission Vacant Seat:

The seat is still open.

E. Other:

None

NEW BUSINESS:

A. Budget Amendments:

Clerk S. West asked the council for a Budget Amendment for the following accounts: **General Fund: Department 753 Village Park**

101-753-703.000 Employee (1) Wages \$2,279.44, 101-753-707.003 Employee (2) Wages \$586.75,

Dept 852 Employee Fringe

101-852-704.001 Sick Pay \$8.50, 101-852-704.002 Vacation Pay \$86.68, 101-852-704.003 Holiday Pay \$56.00

Account to cover these Amendments: Department 753 Village Park 101-753-710.000 Park Ranger PT Wages \$3,017.37.

Local Road Fund:

Department 449 Streets and Maintenance

203-449-703.000 Employee (1) Wages \$1,645.50, 203-449-943.000 Equipment Rental \$1,505.71.

Accounts to cover these Amendments: Department 449 Streets and Maintenance 203-449-801.000 Professional & Contractual Services \$3,151.21.

Motion by Trustee T. Verhoeven, second from Trustee D. Houtteman, to accept the budget amendments as stated by Clerk S. West. 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.**

B. FY 2026-27 Budget:

The next fiscal years budget is coming soon. Any training or equipment should be added to the budget during the Budget Work Session Meeting.

C. 2026 Meeting Dates:

The Council Discussed the meeting dates for the 2026 Year. They agreed to change the dates for November and December 2026.

Motion by Trustee C. Greenert, second from Trustee D. West, to accept the meeting dates for 2026 as discussed. 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.**

D. Security at DPW Building:

The council discussed having security at the DPW building. The council decided to investigate security cameras and pricing.

E. Solar Energy Amendment:

The council was emailed the amended ordinance for their review.

F. Other:

None

GOOD AND WELFARE:

Trustee T. Verhoeven thanked L. Gray for the roads looking good.

PUBLIC COMMENT:

None

Adjourn: Motion by Trustee S. Swanson, second from Trustee T. Verhoeven to adjourn the December 15, 2025, regular meeting at 8:02 p.m.

Respectfully Submitted,

Susan West, Clerk