

**MINUTES OF THE REGULAR BOARD MEETING  
LAKETON TOWNSHIP BOARD OF TRUSTEES**

**July 17, 2025**

**6:00 p.m.**

**Laketon Township Hall**

**CALL TO ORDER**

The Supervisor called the meeting to order at 6:02 p.m.

**PLEDGE OF ALLEGIANCE**

Trustee Zaagman led in the Pledge of Allegiance to the Flag.

**ROLL CALL**

**Members Present:** Zaagman, Arter, West, Achterhoff

**Members Absent:** Anderson w/notice

**MINUTES**

- **Proposed Minutes of the Regular Board Meeting, June 26, 2025.**

A motion to approve the minutes with noted corrections and place them on file was made by Zaagman and supported by West. **Motion Approved. Minutes Placed on File.**

**REPORTS**

- Permit Report – June 2025
- Treasurer's Report – June 2025
- Ordinance/Zoning Enforcement Report Open Complaints as of 7/15/25
- Muskegon County Sheriff's – June 2025
- Muskegon Charter Twp Fire Dept – June 2025
- MISS Dig Tickets – June 2025

A motion to approve the reports was made by Zaagman and supported West. **Motion Approved. Reports Placed on File.**

**PRESENTATIONS- Muskegon Twp Fire Dept June 2025 Run Report**

**COMMUNICATIONS – None**

**PUBLIC COMMENT (On an Agenda Item) - None**

**UNFINISHED BUSINESS**

**Item 25-27 Proposed C-N-C quote to replace Township Hall lights with LED Fixtures.** A motion to TABLE this item until additional quotes are received was made by Achterhoff and supported by Zaagman. **Motion Carries. Proposal TABLED.**

**NEW BUSINESS**

- Item 25-29 Proposed Yard Waste Attendant New Hire.** A motion to approve the new hire as recommended by Supervisor Arter at a starting hourly rate of \$14 per hour was made by Achterhoff and supported by Zaagman.  
**Motion Carries. Proposal Approved.**

- Item 25-30 Proposed Green Creek Road culvert replacement from Muskegon County Road Commission.** A motion to approve the \$7000 proposed culvert replacement was made by Achterhoff and supported by Zaagman.

**ROLL CALL**

Ayes: Zaagman, Arter, West, Achterhoff  
Nays: None

**Motion Carries. Proposal Approved.**

- Item 25-31 Proposed Mute Swan Resolution from Muskegon Conservation District.** A motion to approve resolution was made by West and supported by Zaagman.

**ROLL CALL**

Ayes: Zaagman, Arter, West, Achterhoff  
Nays: None

**Motion Carries. Resolution Approved.**

- Item 25-32 Proposed contract from DLZ Michigan, Inc. for Horton Park Improvements Construction Engineering Services.** A motion to approve contract was made by West and supported by Zaagman.

**ROLL CALL**

Ayes: West, Arter, Zaagman, Achterhoff  
Nays: None

**Motion Carries. Proposal Approved.**

- Item 25-33 Proposed 90-day Employee Review -Melissa Coates.** Board members are well impressed with employee and a motion to approve a \$1.00 per hour pay increase was made by Achterhoff and supported by Zaagman.

**ROLL CALL**

Ayes: Zaagman, Arter, West, Achterhoff  
Nays: None

**Motion Carries. Proposal Approved.**

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**PAYMENT OF BILLS**

A motion to approve the payment of bills was made by Zaagman and supported by West. **Motion Carries.**

**CITIZEN COMMENTS – None**

**BOARD COMMENTS** – Supervisor Arter: July 30 from 1-4 pm is Public Safety Awareness Day at Laketon Township.

**ADJOURNMENT**

A motion to adjourn the meeting at 7:00 p.m. was made by Zaagman and supported by Achterhoff. **Motion Carries.**

**Respectfully Submitted,**

**Christina Achterhoff, Clerk**  
**Laketon Township**

**Approved: August 21, 2025**