

VILLAGE *of* LAWTON
VILLAGE COUNCIL MEETING
125 S. MAIN STREET, LAWTON, MI 49065
TUESDAY, MARCH 12, 2024 – 7:00 P.M.

please silence cell phones

AGENDA

I. CALL TO ORDER

II. ROLL CALL

III. PLEDGE OF ALLEGIANCE

IV. CONSENT AGENDA

- A. Approval of the March 12, 2024 Council Agenda
- B. Approval of the February 27, 2024 Council Meeting Minutes
- C. Approval of February 2024 Disbursements in the amount of \$223,866.96

V. COMMUNICATIONS / CORRESPONDENCE / PRESENTATIONS

VI. CITIZENS' COMMENTS – (Please keep comments to 3 minutes)

VII. PUBLIC HEARINGS / APPOINTMENTS

VIII. OLD BUSINESS

IX. NEW BUSINESS

- A. Resolution 03-2024: A Resolution to extend the DNR grant to 03/31/2025.....Staff Recommends Approval
- B. Resolution 04-2024: A Resolution to adopt an updated Master Fee Schedule.....Staff Recommends Approval

X. BOARD, COMMITTEE, AND STAFF REPORTS

- A. Village Manager – Todd Hackenberg
- B. Department of Public Works – Todd Hackenberg
- C. Village Clerk – Brittany Rathbun
- D. Police Department – Gregory Cordes
- E. Planning Commission – Judy Peterson
- F. Downtown Development Authority – Gail Dudek
- G. Lawton Fire Board – Eric Dudek
- H. Lawton Library Board – Brittany Rathbun

XI. COUNCIL COMMENTS

XII. ADJOURNMENT - NEXT REGULAR MEETING DATE – *March 26, 2024*

The Village of Lawton follows the Americans w/ Disabilities Act of 1990. Individuals with disabilities planning to attend this meeting and require accommodations, or those who have questions regarding the accessibility of this meeting or the facilities, are requested to contact the Village Clerk, at (269) 624-6407 or brathbun@lawtonmi.org to allow the Village to make reasonable accommodations. If you have questions or comments, and you are unable to make the meeting, forward to the Village Manager at thackenberg@lawtonmi.org

Posted March 8, 2024, for the VILLAGE OF LAWTON in VAN BUREN COUNTY, MICHIGAN www.lawtonmi.org
269.624.6407



Village of Lawton
VILLAGE COUNCIL
REGULAR MEETING
125 S. MAIN, LAWTON MI 49065 269.624.6407
Tuesday, February 27, 2024

MINUTES

- I. **Call to Order:** President Appleby called the February 27, 2024, meeting of the Lawton Village Council to order at 7:00 p.m.
- II. **Pledge of Allegiance:** The Pledge of Allegiance was recited.
- III. **Roll Call:** *Present:* Appleby, E. Dudek, G. Dudek, Tanis, Turner, Peterson (via Zoom) *Absent:* Smith *Others Present:* Village Manager Hackenberg, Clerk Rathbun, and Treasurer Leonard, and two guests.
- IV. **Consent Agenda:** Peterson moved and seconded by E. Dudek moved to approve the Consent Agenda as presented. The Consent Agenda included The February 27, 2024 Council Agenda, and February 13, 2024 meeting minutes. Voice Vote Taken. All in favor, none opposed, motion carried.
- V. **Communications, Correspondence and Presentations:**
- VI. **Citizen's Comments:** None.
- VII. **Public Hearings/Appointments:**
 - A. Appleby made a motion to open the public hearing to discuss the Fiscal Year 2024-2025 Budget. Manager Hackenberg gave a summary of the FY 23/24 Village Budget. He stated that the Village has several expenses this year, but all are planned for. He went over other planned purchases and projects, and has been calculated to account for 5% inflation. Discussion ensued. No public was present who wished to offer comment. With no further comment, Turner with support from E. Dudek, made a motion to close the Public Hearing on the FY 24/25 Village Budget. A unanimous roll call vote was taken.
- VIII. **Old Business:**
 - A. President Appleby brought Resolution 01-2024 to the floor for discussion. Village Manager Hackenberg explained that the only differences are placing a cap on federal funding, to the limit of our grant, and that this is standard procedure to ensure anything over our grant numbers the Village will come up with, not MDOT. Along with the difference of the Village maintaining existing sidewalks. E. Dudek motioned to adopt Resolution 01-2024: A Resolution to amend contract 22-5219 between the Village of Lawton and MDOT, seconded by Tanis. A rollcall vote was taken with all present in favor and none opposed. Resolution declared adopted.
- IX. **New Business:**

A. President Appleby brought the adoption of FY 2024-2025 Budget for the Village of Lawton to the floor. E. Dudek made a motion to adopt the budget as presented, seconded by G. Dudek. A roll call vote was taken with all present in favor, and none opposed.

X. Board, Committee, and Staff Reports:

A. Village Manager Hackenberg stated that this Saturday at 10:30AM Longship Brewing is having its ribbon cutting ceremony. All who can attend are invited.

XI. Council Comments:

XII. Adjournment Turner motioned, and Tanis seconded to adjourn at 8:10pm.

Respectfully Submitted by,

Brittany Rathbun
Village Clerk

03/05/2024

CHECK REGISTER FOR VILLAGE OF LAWTON
CHECK DATE FROM 02/01/2024 - 02/29/2024

Check Date	Bank	Check	App Vendor	Vendor Name	Description	Amount
Bank GEN GENERAL CHECKING						
02/02/2024	GEN	6950	PR 60	ROWLISON, ERIC	*INCLUDED IN PAYROLL TOTAL	
02/12/2024	GEN	6953	AP 030	ADAMS HARDWARE	CONSOLIDATED BILL	1,555.09
02/12/2024	GEN	6954	AP 756	BADGER METER, INC	BEACON MBL HOSSTING SERV UNIT X12 FEB 20	900.00
02/12/2024	GEN	6955	AP 056	BLOOMINGDALE COMMUNICATIONS	TELEPHONE FOR ACCT NO 0032515-9	378.42
02/12/2024	GEN	6956	AP MISC	BOOKO BROTHERS	DRYWALL INTERIOR SKYLIGHT OPENINGS	5,800.00
02/12/2024	GEN	6957	AP MISC	CDW GOVERNMENT	STARTECH 10FT DISPLAY PORT CABLE	1,453.34
02/12/2024	GEN	6958	AP 026	CONSUMERS ENERGY	HEAT FOR ADDRESS 125 MAIN ST ACCT NO 100	1,539.21
02/12/2024	GEN	6959	AP UBREFUND	DeKoning, Jared	UB refund for account: 01-010	80.00
02/12/2024	GEN	6960	AP 027	FRONTIER	TELEPHONE AND INTERNET FOR DPW AND WWTP	99.14
02/12/2024	GEN	6961	AP MISC	HALL BUILDERS, LLC	RENOVATION OF RESTROOMS AT CHANCY LEWIS	30,903.00
02/12/2024	GEN	6962	AP 930	HS FLEET SERVICES LLC	MAINTENANCE ON VEHICLE FORD 2020	232.68
02/12/2024	GEN	6963	AP 017	INDIANA MICHIGAN POWER CO.	ELECTRIC FOR SERVICE ADDRESS 200 JAMES A	8,701.42
02/12/2024	GEN	6964	AP 124	J.C. & SONS, INC.	REMOVAL XL OAK TREE 820 N NURSERY	10,700.00
02/12/2024	GEN	6965	AP 107	LAWSON OIL COMPANY	NO LEAD REGULAR	2,904.00
02/12/2024	GEN	6966	AP MISC	LAWTON HANDYMAN SERVICES	REMAINING BALANCE FOR WINDOW REPAIR AT B	750.00
02/12/2024	GEN	6967	AP 064	NYE UNIFORM COMPANY	RAY HOCHSPRUNG	227.46
02/12/2024	GEN	6968	AP 551	ODP BUSINESS SOLUTIONS	FOLDERS, TONER	322.10
02/12/2024	GEN	6969	AP 009	REPUBLIC SERVICES OF	WASTE REMOVAL	707.28
02/12/2024	GEN	6970	AP 1068	SAFEBUILT	305 E BITELY	80.75
02/12/2024	GEN	6971	AP 126	STEENSMA LAWN & POWER EQUIP.	OIL, BACKPACK BLOWER	543.93
02/12/2024	GEN	6972	AP 493	VAN BUREN COUNTY	VERIZON AIRCARD -	177.02
02/12/2024	GEN	6973	AP MISC	VAN BUREN COUNTY ROAD COMMISSION	PROJECT 0077-0-05-5 ROADSIDE MOWING	434.30
02/12/2024	GEN	6974	AP 083	VILLAGE OF PAW PAW	WATER LAB ANALYSIS	150.00
02/12/2024	GEN	6975	AP 047	WIGHTMAN	PROJECT 234079 - LAWTON SEWER AND WATER	15,515.00
02/16/2024	GEN	6951	PR 60	ROWLISON, ERIC	*INCLUDED IN PAYROLL TOTAL	
02/22/2024	GEN	6976	AP 1099	AMAZON CAPITAL SERVICES, INC	CONSOLIDATED INVOICES	573.19
02/22/2024	GEN	6977	AP 155	APPLIED INNOVATION	LIBRARY CONTRACT CN3599-01; ACCT NO KZ07	145.65
02/22/2024	GEN	6978	AP 104	BAKER & TAYLOR, INC.	BOOKS	2,176.90
02/22/2024	GEN	6979	AP 056	BLOOMINGDALE COMMUNICATIONS	PHONE LIBRARY - ACCT NO 00032003-0	157.94
02/22/2024	GEN	6980	AP 101	CENGAGE LEARNING.	CLEAN READS 3 PLAN - JANUARY	232.66
02/22/2024	GEN	6981	AP 964	CLARK TECHNICAL SERVICES	LPL 2024 SUPPORT - JANUARY	105.00
02/22/2024	GEN	6982	AP 153	DEMCO, INC.	SELF INKING DATER, LABEL PROTECTOR. CUST	308.77
02/22/2024	GEN	6983	AP MISC	JACKIE MCDOWELL	PAINTING MURAL IN HALLWAY	1,000.00
02/22/2024	GEN	6984	AP MISC	LAWTON FREE READER	MONTHLY AD FOR 6MONTHS	120.00
02/22/2024	GEN	6985	AP 264	PETTY CASH LAWTON PUBLIC LIBRARY	DOLLAR GENERAL, DOLLAR TREE, WALMART, ME	126.21
02/22/2024	GEN	6986	AP MISC	UNIQUE	01-02 AND 01-15 PLACEMENTS	29.85
02/28/2024	GEN	6989	AP 1018	BAUCKHAM, SPARKS, THALL, SEEBER &	MCI HOURLY - 3752	755.50
02/28/2024	GEN	6990	AP MISC	BOOKO BROTHERS	INSTALL 2 EXTERIOR DOORS FOR DPW	1,558.60
02/28/2024	GEN	6991	AP MISC	CDW GOVERNMENT	HP 3Y NBD ONS OPTL CSR	34.64
02/28/2024	GEN	6992	AP 964	CLARK TECHNICAL SERVICES	VOL 2024 SUPPORT - JANUARY	645.00
02/28/2024	GEN	6993	AP 800	COMCAST	INTERNET - 200 JAMES ACCT #8529 11 332 0	1,028.18

02/28/2024	GEN	6994	AP MISC	EDISON ELECTRIC	INSTALLATION OF THREE RECEPTACLES;	2,714.50
02/28/2024	GEN	6995	AP 1076	FAWLEY DOOR	2-AN COMMERCIAL SRVCE CALL - SNAKE TORSI	587.46
02/28/2024	GEN	6996	AP 088	FISHER AUTO PARTS	BALDWIN FILTERS	416.08
02/28/2024	GEN	6997	AP MISC	FLEIS & VANDENBRINK	PROJECT 842161 - LAWTON WHPP NEW WELL EV	750.00
02/28/2024	GEN	6998	AP 930	HS FLEET SERVICES LLC	PREPAY OF NEW POLICE CAR EQUIPMENT	18,600.36
02/28/2024	GEN	6999	AP 017	INDIANA MICHIGAN POWER CO.	ACCT #046-216-176-0-6 - 119 N MAIN ST, R	198.74
02/28/2024	GEN	7000	AP MISC	INTERSTATE BILLING SERVICE INC	FILTER FUEL, SWIVEL BALL JOINT	31.82
02/28/2024	GEN	7001	AP 124	J.C. & SONS, INC.	REMOVAL DEAD TREE NORTH ST & FRANKLIN	3,200.00
02/28/2024	GEN	7002	AP 1103	KONICA MINOLTA BUSINESS SOLUTIONS	COPIER - MONTHLY INVOICE PER CONTRACT #	481.54
02/28/2024	GEN	7003	AP 107	LAWSON OIL COMPANY	1BRREL C600 SAE 30	1,138.18
02/28/2024	GEN	7004	AP 1078	MALL CITY MECHANICAL, INC	- THERMOSTAT NOT WORKING - POLICE STATIO	396.07
02/28/2024	GEN	7005	AP 1010	MEEKHOF TIRE OF KZOO	LABOR DISMOUNT & MOUNT, TIRE FILL	103.65
02/28/2024	GEN	7006	AP 144	MISS DIG SYSTEM, INC.	MEMBERSHIP FEE	1,043.11
02/28/2024	GEN	7007	AP 551	ODP BUSINESS SOLUTIONS	KCUPS	107.30
02/28/2024	GEN	7008	AP 1034	PRIORITY HEALTH	INSURANCE GROUP ID 794824	6,790.11
02/28/2024	GEN	7009	AP 1032	PROGRESSIVE AE	PROJECT: 9005003.0 MASTER PLAN	12,048.13
02/28/2024	GEN	7010	AP MISC	STATE OF MICHIGAN	CUSTOMER ACCT NO: MDOT00494 - M-40 MILL.	2,259.07
02/28/2024	GEN	7011	AP 007	THE CLOTHES BASKET	DRY CLEANING	118.75
02/28/2024	GEN	7012	AP 178	USA BLUE BOOK	MATERIALS	513.43
02/28/2024	GEN	7013	AP 685	VERIZON WIRELESS	MOBILE PHONE TABLETS - NEW	2,993.15
02/28/2024	GEN	7014	AP 047	WIGHTMAN	PROJECT - 224009 GENERAL ENGINEERING	2,050.00
02/29/2024	GEN	6988	PR 111	ALLEN, BLAINE	*INCLUDED IN PAYROLL TOTAL	
02/02/2024	GEN		PR		Payroll Total	32,313.69
02/16/2024	GEN		PR		Payroll Total	37,588.58
02/29/2024	GEN		PR		Payroll Total - Council, Planning Commission	4,271.01
Total of 124 Disbursements:						223,866.96

**VILLAGE OF LAWTON
COUNTY OF VAN BUREN
STATE OF MICHIGAN**

RESOLUTION NO. 03-2024

**A RESOLUTION TO EXTEND THE TERMS OF AGREEMENT FOR
DNR PASSPORT GRANT #RP21-0077**

At a regular meeting of the Lawton Village Council, held at Lawton Village Hall – 125 S Main Street in Lawton, Michigan, on this 12th day of March 2024 at 7:00 p.m.

PRESENT:

ABSENT:

The following Resolution was offered by Councilperson _____ and supported by Councilperson _____.

RESOLUTION

WHEREAS, the Village of Lawton does hereby accept the terms of the Michigan Recreation Passport Grant Program Development Project Agreement for the Chancy Lewis Park Renovations #RP21-0077, as received from the Michigan Department of Natural Resources (DEPARTMENT), and

WHEREAS, the Village of Lawton does hereby specifically agree, but not by way of limitation, as follows:

1. To appropriate all funds necessary to complete the project during the project period and to provide TWENTY-SIX Thousand (\$26,000.00) dollars (Twenty Thousand (\$20,000) from the Lawton DDA and Six Thousand (\$6,000) from the Village General Fund) to match the grant authorized by the DEPARTMENT.
2. To maintain satisfactory financial accounts, documents, and records to make them available to the DEPARTMENT for auditing at reasonable times.
3. To construct the project and provide such funds, services and materials as may be necessary to satisfy the terms of said Agreement.
4. To regulate the use of the facility constructed and reserved under this Agreement to assure the use thereof by the public on equal and reasonable terms.

5. To comply with any and all terms of said Agreement including all terms not specifically set forth in the foregoing portions of this Resolution.

WHEREAS, it is understood that the total grant amount for the project is \$100,000, \$74,000 coming from the DEPARTMENT (74%) and \$26,000 (26%) from the Village of Lawton, and

WHEREAS, the time period originally allowed for project completion is from 01/01/2022 through 03/31/2024.

WHEREAS, the time period has been extended by the DNR for the time period allowed for project completion to go through 03/31/2025.

NOW, THEREFORE BE IT RESOLVED THAT the Lawton Village Council agrees to the stipulated terms and authorizes the Village Manager to execute all necessary project related documents.

THIS RESOLUTION is hereby approved by roll call vote:

YEAS: Council Members:

NAYS: Council Members:

ABSTAIN: Council Members:

ABSENT: Council Members:

VILLAGE OF LAWTON

BY: _____
Josh Appleby, President

BY: _____
Brittany Rathbun, Village Clerk

CERTIFICATION

I, Joni Bell, the duly appointed Clerk of the Village of Lawton, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Lawton Village Council at a regular meeting held on Tuesday, March 12th, 2024 in compliance with the Open Meetings Act, Act No. 267 of the Public Acts of Michigan, 1976, as amended, the minutes of the meeting were kept and will be or have been made available as required by said Act.

THE VILLAGE OF LAWTON

BY: _____
Brittany Rathbun, Village Clerk

**VILLAGE OF LAWTON
COUNTY OF VAN BUREN
STATE OF MICHIGAN**

RESOLUTION 04-2024

A RESOLUTION TO REVISE THE VILLAGE OF LAWTON FEE SCHEDULE

At a regular meeting of the Lawton Village Council, held at Lawton Village Hall –125 S Main Street in Lawton, Michigan, on this 12th day of March 2024 at 7:00p.m.

PRESENT:

ABSENT:

The following Resolution was offered by Councilperson _____ and supported by Councilperson _____.

RESOLUTION

WHEREAS, the Village of Lawton is committed to delivering government services as efficiently as possible while being responsible with Village resources; and

WHEREAS, the Village of Lawton General Ordinance prescribes that the Village Council, by resolution, may periodically set and adjust fees to accommodate increased costs; and

WHEREAS, it has been found that due to new costs in delivery of services and operations the Fee Schedule must be revised to meet these needs; and

WHEREAS, the Village of Lawton has reviewed the attached Fee Schedule noted as Exhibit A; and

NOW, THEREFORE, BE IT RESOLVED, that the attached revised Lawton Village Fee Schedule is hereby adopted effective March 18, 2024; and

BE IT FURTHER RESOLVED, that any resolution or parts thereof in conflict with the provisions of this resolution are hereby repealed to the extent of such conflict.

THIS RESOLUTION is hereby approved by a roll call vote:

YEAS:

NAYS:

ABSTAIN:

ABSENT:

BY: _____
Joshua Appleby, Village President

BY: _____
Brittany Rathbun, Village Clerk

CERTIFICATION

I, Brittany Rathbun, the duly appointed Clerk of the Village of Lawton, do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Lawton Village Council at a regular meeting held on Tuesday, March 12, 2024 in compliance with the Open Meetings Act, Act No. 267 of the Public Acts of Michigan, 1976, as amended, the minutes of the meeting were kept and will be or have been made available as required by said Act.

THE VILLAGE OF LAWTON

BY: _____
Brittany Rathbun, Village Clerk



Master Fee Schedule

PERMIT FEES

Description	Fee	Notes
Application of Special Event Permit	\$ 100.00	*
Building Permit Application	\$ 75.00	This is an application fee, other fees determined by inspector.*
Demolition Permit Application	\$ 75.00	
Driveway Permit Application	\$ 75.00	
Electrical Permit Application	\$ 75.00	This is an application fee, other fees determined by inspector.
Fence Permit Application	\$ -	
Garage/Yard Sale Permit	\$ -	These are limited to two per address per calendar year.
Land Division/Combination Permit	\$ 250.00	This is for the first four parcels, \$50 per additional parcel thereafter.
Mechanical Permit Application	\$ 75.00	This is an application fee, other fees determined by inspector.
Plumbing Permit Application	\$ 75.00	This is an application fee, other fees determined by inspector.
Right of Way Permit	\$ 50.00	one time or \$300.00 Yearly*
Sign Permit	\$ 175.00	
Special Land Use Permit	\$ 125.00	Plus costs incurred by Village
Soliciting/Temporary Business Permit Application	\$ 75.00	This fee is charged on a monthly basis
Zoning Permit Application	\$ 25.00	

PARK PAVILION RENTAL APPLICATION FEES

Chancey Lewis Park Large Pavilion	RESIDENT: \$50 fee plus a \$50 deposit	NON-RESIDENT: \$100 fee plus a \$50 deposit
Chancey Lewis Park Small Pavilion	RESIDENT: \$25 fee, plus a \$35 deposit	NON-RESIDENT: \$50 fee plus a \$50 deposit
Cannon Park	RESIDENT: \$50 fee, plus a \$50 deposit	NON-RESIDENT: \$100 fee plus a \$50 deposit

SPECIAL MEETINGS

Village Council	\$ 350.00	*this would include any special council meetings that are not planned upon request and approval, as well as any Zoning Board of Appeals
Planning Commission	\$ 350.00	*Any special meetings not already planned, upon request and approval
Wastewater Appeals Meeting	\$ 100.00	
Construction Appeals Meeting	\$ 100.00	

WATER/SEWER

Water Hookup	\$ 1,500.00	
Sewer Hookup	\$ 1,500.00	
Shut Off Fee	\$ 80.00	
Meter Deposit	\$ 80.00	

MISCELLANEOUS

Burning	\$ -	Burning is against Village ordinance and may ONLY be done with approval of Fire Department
Grass Ordinance	*See Note*	First Offense: \$75 plus time/material and a 10% administrative fee Second Offense: \$100 plus time/material and a 10% administrative fee Third Offense: \$150 plus time/material and a 10% administrative fee.
Impound Bicycle	\$ 10.00	
Insufficient Funds Fee	\$ 35.00	*for any payment that does not go through
Occupying Sidewalk	\$ 25.00	
Property Rezoning	\$ 125.00	Plus costs incurred by Village

FEE SCHEDULE EFFECTIVE 03/18/2024

PAYMENT OPTIONS:	Fees may be paid by check/money order, cash or credit card (Please note a fee may apply with credit cards) Please make out checks to the Village of Lawton
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The responsibility for adopting fees rests with the Village Council which can modify any fee by their own motion. No public hearing is necessary.

LAWTON DEPARTMENT OF PUBLIC WORKS

ACTIVITIES REPORT FOR FEBRUARY 2024

1. We had 2 interments at Oak Grove Cemetery for the month of February.
2. We Pumped 8,983,000 million gallons for the month of February compared to 9,762,000 in 2023 with a daily average of 309,000.
3. We are working on the Park bathrooms painting the walls and floors getting ready for spring.
4. We had training on the new Locator this past week so we will be utilizing that coming up in the next few weeks when we start marking for the project.
5. The electric has been run for the camera system so I will be in contact to get that set up for installation.

Motor pool – 81 hrs.

Streets not Act 51 – 115 hrs.

Buildings & Grounds – 27 hrs.

Water Maint. – 26 (5 OT)

Cemetery – 176.5 hrs.

Sewer Maint. – 174.5 (19 OT)

Parks – 33.5 hrs. (4 OT)

Vacation – 4 hrs.

Civic Betterment – 0 hrs.

Sick time - 36

Major Winter Maint. – 0 hrs. (0 OT)

Holiday – 0 hrs.

Local Winter Maint. – 1 hrs. (0 OT)

Todd Hackenberg – Village Manager

Village of Lawton
SPECIAL MEETING
JOINT MEETING OF THE PLANNING COMMISSION & VILLAGE COUNCIL
125 S. MAIN, LAWTON MI 49065 269.624.6407
Tuesday, February 20, 2024 - 6:00 PM

MINUTES

- 1. Call to Order:** P. Rathbun called the meeting to order at 6:00 p.m.
- 2. Roll Call:** Present: P. Rathbun, J. Peterson, P. Chmiel, M. Dudek, Appleby, G. Dudek, E. Dudek, N. Smith, R. Turner, and R. Tannis Absent: B. Allen and C. Knapp. Also Present: T. Hackenberg, M. Leonard, L. Ransler (Imus), and Suzanne Schultz with Progressive AE.
- 3. Approval of Agenda:** M. Dudek, supported by P. Chmiel, made a motion to approve the Planning Commission Agenda for February 20, 2024, as presented. Motion approved by unanimous voice vote.
- 4. Public Comment / Communications:** None.
- 5. New Business:**

A. Judith Peterson's Request for ADA Accommodations:

M. Dudek made a motion, with a support from K. Hellman to approve Judith Peterson's written request for ADA Accommodations via zoom. Motion approved by unanimous voice vote.

B. Zoning Ordinance Revisions:

Suzanne Schultz, a representative from Progressive AE, reviewed modifications discussed in the previous meeting, focusing on refining the overall concept of implementing a point system for future builds. The discussion determined that a committee, comprised of P. Chmiel, R. Turner, E. Dudek, and K. Hellman, will assess the significance of each level within the point system and outline community expectations for future developments. This committee will gather for discussion before the upcoming Planning Commission Meeting.

Another significant aspect addressed was the examination of accessory dwelling units and the associated parking requirements. The community expressed apprehension regarding parking concerns, with potential dwelling units exacerbating the issue.

To address these matters, a special joint meeting with the council has been scheduled during the Planning Commission's regular session on March 05, 2024, at 6 pm. The aim is to continue and potentially finalize the revisions.

C. Sample Zoning Language:

Tabled for future meeting.

- 6. Planning Commissioner/Council Comments:** J. Appleby to commend S. Schultz for showing up and extending her knowledge with the committee members. He felt that our time in these meetings is well spent and he is glad to be moving this project along.

7. Adjournment: M. Dudek, supported by P. Chmiel, made a motion to adjourn the meeting at 8:01pm. Motion approved.

**Respectfully Submitted,
Melina Leonard**



Lawton Police Department
 P.O. Box 117
 125 S. Main St.
 Lawton MI, 49065
 (269) 624-2382
 Fax (269) 624-1911



LAWTON POLICE DEPARTMENT – COUNCIL REPORT

February 2024

Prepared by Chief Greg Cordes

Calls for Service/Complaints.....	59
Ordinance complaints.....	2
Blight.....	1
Zone.....	0
Traffic stops citations issued.....	1
Traffic stops verbal warning.....	16
Arrests.....	5
Accidents.....	0
Parking citations.....	0

Special events/school/etc.....	235 mins
Business contacts.....	24
Citizen contacts.....	43
Officer Foot Patrol time.....	130 mins
Assist other departments calls	4

COVERAGE FROM OTHER DEPARTMENTS:

During February 2024, Lawton Police Department received back-up from other agencies, because we are generally a one officer patrolled jurisdiction. When priority calls come out such as assaultive calls or potentially dangerous calls, dispatch normally dispatches a second unit for back-up. LPD assists other agencies and we receive assistance from other agencies. In the month of February LPD backed up other agencies on 4 calls and we were backed up by other agencies 6 times. The rest of the calls our officers respond alone.

Lawton PD is currently short one full-time officer and we have been attempting to find the right schedule to give us the best coverage, during the busiest of times, to prevent surrounding agencies from having to take calls in Lawton Village when we have no personal working. Our goal is to provide the best service, during the busiest times of the day. During the month of February, we only had 2 calls taken by agencies other than LPD as the primary and that was when Van Buren County came in and took a general assist and a property damage call during times we had no one working.

LPD HOURS WORKED: Police: Scheduled (Full-time).....669 hrs.

Scheduled (Part-time).....50 hrs.

Overtime hours.....8 hrs.
Vacation hours.....0 hrs.
Sick leave hours..... 17 hrs.

School cross guard hours: 74 hrs.

NOTABLE INCIDENTS:

On 2-14-2024 Officer Hitchcock, myself along with the Van Buren County drug team attempted a pick-up on a subject with an active felony warrant from Lawton Police Department in the 200 block of N. Main St. We were able to take the subject into custody with out issue. We also identified another male subject who was with the arrestee driving a pick-up truck who also had warrants for his arrest. Even though this subject first gave an incorrect name, we later determined who he was through facial recognition software. After an investigation, and a VCSD K-9 air sniff, we recovered methamphetamine from the residence and vehicle, and numerous rounds of ammuniton, and two shot guns from the vehicle. Both subjects were felons and were charged with felon in process of firearms. Both subjects where either from Lawton or the Lawton area. Drug charges were also sought. Both subjects were lodged at the VCSD jail pending court proceedings.



TRAFFIC ENFORCMENT:

For the month of February, Lawton officers again spent hours on directed traffic patrol, specifically targeting speed violations and aggressive driving throughout the Village. The following are the streets that were targeted in February. We are hoping the continued police presence on these streets will deter aggressive driving and speeding.

- 0 mins.....2nd St. and Nursery St.
- 65 mins.....2nd St. and Cemetery
- 55 mins..... Nursery St. and Orchard

75 mins.....3rd St. and Nursery St.
 50 mins.....Main St. and 3rd St.
 440 mins.....Main St. and 4th St.
 0 mins..... Main St. and 1st St.
 0 mins..... Main St. and 2nd.
 25 mins..... Ewing St. and Walker St.
 55 mins.....72nd Ave and Nursery St.
 60 mins..... Blue Pride Drive
 55 mins..... White Oak St. and Walker St.
 100 mins..... Main St. and White Oak St.
 55 mins.....Nursery and Tracks
 75 mins.....Main St. and Tracks
 0 mins.....3rd St. and Quincy
 147 mins.....White Oak St. and 32nd St.
 0 mins.....3rd St. and Nursery St.
 20 mins.....Kids Dream
 40 mins.....66th and Nursery St.
 0 mins.....Main St. and James
 0 mins.....Nursery and North St.
 10 mins.....Walker and 4th

Total radar time hours..... 1327 mins

ASSIST LAWTON FIRE/EMS:

Lawton PD assist medical/fire calls3

TRAINING:

I attended the Michigan Association of Chiefs of Police conference on February 7, 8 and 9 in Grand Rapids, MI. The conference was a good learning experience for myself, as it was the first I have attended in my

career. I was able to network with numerous Chiefs from around the state and get future contacts for information and advice on a later date. The conference had numerous educational speakers throughout the week and I was able to meet with many police vendors from many different companies related to products that Lawton Police Department purchases.

LAWTON SCHOOLS:

Lawton schools continue to be a priority of the police department with officers spending spare time patrolling the grounds of the school as buses drop off, during the daytime, at the end of the day and even at night when the schools are locked up and closed. We are actively walking the school grounds, inside and out during and after school hours. I have made a personal point to keep in close contact with the school's administration each and every time I stop by the schools to visit with the students. Two different sporting events went to state final on February 29th. The wrestling team and the cheerleaders. Both were escorted out of the Village by Lawton PD on the 29th.

In February I attended a lock down drill involving the new boot system at the Lawton High School that went well.

LAWTON EVIDENCE ROOM:

I have started on the Lawton Police Department evidence room. I am in the process of inventorying, organizing and cleaning out evidence from as far back as the 80s. This process will take a great deal of time, but must take priority. In the future we will have a different tracking and processing system for all the evidence that comes into Lawton Police Department. I am attempting to make it simple and secure and up to date.

LAWTON STORAGE CLEAN-UP:

On 2-26-2024 I started cleaning the Police storage room located upstairs above the PD. The room holds supplies such as pamphlets, banners, uniforms, uniform belt equipment, etc. I found that most of what was in the room was old and outdated and needed to be disposed of. I hope to have this room cleaned out in a few more weeks to make more room for the PD.

THE PD MOVING FORWARD:

New patrol car:

We received notice that the new patrol car is being built close to 3-10-2024. We will probably take delivery towards the first of April. This was exciting news for the PD as we are in dire need of a new cars. Since January 3rd of 2024 we have spent \$5647.20 in repairs on our front-line car alone.

We are in the process of ordering the new equipment for the patrol car to include, computer, mounting equipment, cage, counsel, radar etc.

Garage/evidence area:

The garage that houses our patrol cars needs repairs and updating. The narrowness of both doors has been the demise of numerous rearview mirrors in the past, and with a hefty price tag on these mirrors, it is time to update the two garage doors to one, making the clearance wider for backing and pulling patrol cars out of the garage. I have been working on getting quotes on these updates along with updating our evidence area to a more secure room, vs the cage we have now.

POLICY UPDATES:

I have been working on the police policy updates with Officer Hitchcock as time allows. We are using information from numerous agencies that around the State of Michigan to include Kalamazoo, Portage, and Chikaming PD. I expect this process to take some time.

PERSONAL NOTE:

Although Lawton PD has a lot of busy work over the next year or so, these are projects that are going to pay big dividends in the future for the agency. Our evidence room, the policy updates, cleaning out the PD, new cars and equipment for the cars and other procedural things will allow Lawton to move forward as a more progressive police agency. Police agencies in the US are being pushed to be more progressive, accountable and transparent. Standards are being set by the State and by the Federal Government, and many of these are mandates that we need to be inline with,

In the month of February, we had more part-time officer's step-up to work vacant shifts, which has provided more coverage for the street on our vacant shift times.

As the warmer weather is arriving, we are starting to notice more people outside on foot and more traffic. We will increase patrol in car or on foot in areas that I deem necessary to keep our community safe.

Respectfully,

Chief Greg Cordes
Lawton PD

"Courage is not the absence of fear, but rather the judgement that something else is more important than fear"

**Village of Lawton Downtown Development Authority
February 21, 2024
Regular Meeting**

Chairperson Osborne called the February 21, 2024 meeting to order at 7:00pm.

Present: D Dluge, K Drew, G Dudek, L Dudek, K Kozik, D Lawson, and T Osborne

ABSENT- C McComis, Z Shinabargar, and R Turner

Agenda: Motion by L Dudek; Support D Lawson, to approve the February agenda.
Motion carried.

Minutes: Motion D Dluge; Support G Dudek, to approve the November 2023 minutes with amendments. Motion carried.

Treasurers Report: No report

Unfinished Business:

New Business:

A Pickleball Court bid—Village Council has approved Advanced Poured Walls for pickleball courts and Tennis Courts Unlimited for striping the courts.

B Discussion on Holiday sign for spring and possibly other holidays.

C No flower pots for 2024 due to M40 Project.

D Discussion on possible craft project for the community during M40 project. Possibly around the 4th of July if we can find somewhere to hold the event.

DDA Board Comments:

There being no further business Motion L Dudek; Support K Drew to adjourn. Motion carried. Meeting adjourned @ 7:26 pm.

Our next scheduled meeting is November 15, 2023

Respectfully Submitted,

Deborah Lawson, Secretary

**LAWTON FIRE DEPARTMENT
BOARD OF COMMISSIONERS
March 07, 2024 Regular Meeting Minutes**

CALL TO ORDER

Chairman Mayne called the Regular Meeting of the Lawton Fire Department Board of Commissioners to order at 7:03 p.m.

ROLL CALL

All members present: Chairman Mayne, Vice Chair Packer, Commissioners Lawson, Bitely Dudek and Cutting. Also Present: Fire Chief Cook, MFR Chief Baden, Village Manager Todd Hackenberg.

PUBLIC HEARING

No comments from public. Packer motioned, Lawson supported the approval of the 2023-24 fiscal budget. Motion unanimously carried by voice vote.

APPROVAL OF MINUTES – February 2024 Meeting

Motion made by Packer, seconded by Lawson to approve the minutes of the February 2024 meeting. Motion unanimously carried by voice vote.

APPROVAL OF MINUTES – Special Meeting February 22, 2024 Meeting

Motion made by Packer, seconded by Bitely to approve the minutes of the February 22, 2024 Special meeting. Motion unanimously carried by voice vote.

CITIZENS' COMMENTS

FIRE CHIEF'S REPORT

Chief Cook presented the February 2024 Fire reports as submitted from the Van Buren County dispatch.

QR CHIEF'S REPORT

Dave Baden presented the February 2024 MFR reports as submitted from the Van Buren County dispatch.

OLD BUSINESS

NEW BUSINESS

Bitely motioned, and Lawson seconded to approve the LFD Board of Commissioners officers for fiscal year 2024-25. Officers will remain the same as fiscal year 2021-25. Roll call vote taken, all in favor, none opposed. Motion carried.

Dudek motioned, and Packer seconded to approve the depository of funds for FY 2024-25 at Consumers Credit Union. Roll call vote taken, all in favor, none opposed. Motion carried.

Bitely motioned, with a support from Lawson to approve legal council, Mark Manning, attorney for fiscal year 2024-25. Roll call vote taken, all in favor, none opposed. Motion carried.

Packer motioned, and Dudek supported to approve FY 2024-25 board meeting dates on the 1st Thursday of every month (3rd if posted) at 7:00pm, Council Chambers. Roll call vote taken, all in favor, none opposed. Motion carried.

Packer motioned, and Bitely seconded to approve mileage reimbursement rates for FY 2024-25: IRS rate at the time mileage is incurred. Roll call vote taken, all in favor, none opposed. Motion carried.

Bitely motioned with a support from Dudek to approve clerical and account services for FY 2024-25 from the Village of Lawton Clerk's office in the sum of \$5,000.00. Roll call vote taken, all in favor, none opposed. Motion carried.

Packer motioned and Bitely seconded to adopt the budget totals of the revenues and expenditures for the FY 2024-25 of the Lawton Fire Department. Roll call vote taken, all in favor, none opposed. Motion carried.

DISBURSEMENTS – Totaling \$8,208.43

Packer motioned, and Packer seconded to approve disbursements totaling \$8,208.43 to close out year end 2024. On a roll call vote, Dudek unanimously carried.

ADJOURNMENT

There being no further business to come before the Board, Bitely supported a motion by Dudek to adjourn. Motion unanimously carried by voice vote. Meeting adjourned 7:14 p.m.

Next meeting date: April 4, 2024

Bruce T. Cutting, Secretary

LAWTON VILLAGE LIBRARY BOARD

Regularly scheduled monthly meeting

Date: February 26, 2024 at 6:30 PM

I. Call to Order

The meeting was called to order by Reid at: 6:24PM

Members present: Cornish, Kison, Reid, Rathbun, Troxell

Members excused: McArthur

Staff Present: Tone

Public Comment (3 minutes per speaker): None

II. Secretary's Report: The minutes were accepted as presented.

Rathbun moved to accept the meeting minutes. Second by Reid. Motion carried

III. Library Director's Report – Usage Statistics

- A. Visitors: 584
- B. Materials checked out: 1800
- C. Adult Fiction: 408
- D. Audio Books: 15
- E. Children Easy Books: 696
- F. Junior Fiction: 276
- G. Junior Non-fiction: 35
- H. Large Print: 173
- I. Non-fiction: 70
- J. Periodicals: 12
- K. Videos: 38
- L. Young Adult fiction: 75
- M. VOX books: 2

Total: 1,800

- N. Computer usage: 30 uses
- O. Michigan Overdrive total checkouts: 26,412
- P. Michigan Overdrive total holds: 10,756
- Q. Michigan Overdrive total users: 6,276
- R. New Books Processed: 126
- S. Our MEL items received: 111

- T. Our MEL items sent: 122
- U. Lawton Overdrive downloads: 335
- V. Lawton Overdrive holds: 197
- W. New Library Members: 8
- X. Lawton Website visited: 1,598 last 30 days
- Y. Facebook visited: 2,198 the last 30 days
- Z. Special Programs:
 - a. Book Club: 9
 - b. Craft Night: 7
 - c. Evening Story Time: 3
 - d. Knitters: 21
 - e. Mystery Club: 10
 - f. Story Time: 67
 - g. White Oaks: 17

IV. Financial Report

- A. The financial report was presented.

Troxell moved to accept the financial report. Second by Reid. Motion carried.

- B. The receipts and expenses were presented by Tone as follows:

Receipts: \$231,257.87

Expenses: \$180,907.52

Reid moved to pay the bills, with the total being changed to \$14083.08. Second by Rathbun. Motion carried.

V. Committee Reports

- A. None

VI. Communications: None

VII: Old Business:

- A. Director Tone reported Strategic Plan report is still in process.

VIII: New Business:

- A. Tone Brought the recommended furnace replacements to the floor for discussion. Tone stated MCM recommends both furnaces be replaces as eventually that is what it will come

down to anyway, and costs are expected to rise beyond this year if both do not get replaced this year.

Rathbun made a motion to replace both furnaces for the amount of \$6864.30, seconded by Troxell. A roll call vote was taken with all in favor, and none opposed. Motion carried.

B. Tone Reviewed the 2024/2025 Budget with board members to include updated expenses.

Troxell voted to accept the 2024/2025 Library budget as presented, seconded by Cornish. A roll call vote was taken with all in favor, and none opposed. Motion carried.

- C. Tone reported the waste removal is now up to \$197 per month. Tone reported that she is working with the Village Treasurer to figure out why this is so high, and will report back.
- D. Tone Reported the library will be closed March 28-31 due to the carpets being cleaned. This will coincide with the break for Easter.
- E. Director Tone reported we are working with the village to begin accepting credit card payments. The only cost to the library will be having IT come in to set it up on the computers.
- F. Director Tone reported Blueberry Hill is up to 8 patients and the library will be going there monthly to do crafts with residents.

X. Adjournment – The meeting adjourned at 7:25PM.

Reid moved to adjourn the meeting; second by Kison.

Next Meeting: April 22, 2024 at 6:30PM

Respectfully submitted,

Brittany Rathbun, Board Trustee