

VILLAGE *of* LAWTON
VILLAGE COUNCIL MEETING
BEING HELD VIRTUALLY AND REMOTELY

LAWTON COMMUNITY CENTER - 646 N Nursery St, Lawton, MI 49065

NOVEMBER 10TH, 2020 – 7:00 P.M.

It has been determined by the Village of Lawton that an electronic hybrid meeting is necessary to protect public health. Public participation is encouraged and procedures facilitating that participation are outlined in supplemental materials attached.

TO ACCESS THE MEETING REMOTELY:

BY PHONE: Dial +1 (312) 626-6799 and ENTER Meeting ID# 223 344 0545

BY COMPUTER: <https://us02web.zoom.us/j/2233440545> & ENTER Meeting ID# 223 344 0545

AGENDA

1. CALL TO ORDER

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. OATH OF OFFICE

- A. Judith Peterson, Trustee – Term ending November 2024
- B. Gail Dudek, Trustee - Term ending November 2024
- C. Nicole Smith, Trustee – Term ending November 2024
- D. Paul Knudstrup, President – Term ending November 2022

5. CONSENT AGENDA

- A. Approval of November 10th, 2020 Agenda
- B. Approval of October 28th, 2020 Council Meeting Minutes
- C. Approval of Disbursements in the amount of \$101,140.78

6. COMMUNICATIONS AND CORRESPONDENCE

7. CITIZENS' COMMENTS

8. EXISTING BUSINESS

9. NEW BUSINESS

A. Budget Update / Proposed FY 2021 / 2022 Budget Schedule

10. BOARD, COMMITTEE, AND STAFF REPORTS

A. Planning Commission

B. Downtown Development Authority (DDA)

C. Community & Economic Development Committee (CEDC)

D. Finance and Administration Committee

E. Public Safety Committee

F. Public Services Committee

G. Water and Sewer Committee

H. Police Department

I. Public Services

J. Village Manager

11. COUNCIL COMMENTS

12. ADJOURNMENT - NEXT REGULAR MEETING DATE – *December 8th, 2020*

Please Note: The Village of Lawton ("Lawton") is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of this meeting or the facilities, are requested to contact Joni Bell, Village Clerk, at (269) 624-6407, or bellj@lawtonmi.gov to allow the Village to make reasonable accommodations for those persons. Additionally, if you have any questions or comments that you would like addressed to the Village Council, and you are unable to make the meeting, please forward them to the Village Manager at imusl@lawtonmi.gov.

VILLAGE OF LAWTON
VAN BUREN COUNTY, MICHIGAN
Posted this 6th day of November 2020



SUPPLEMENTAL MATERIALS TO AGENDA

PLEASE NOTICE: It has been determined by the Village of Lawton that an electronic meeting is necessary to protect the public health. Public participation is encouraged and procedures facilitating that participation are outlined as follows:

To join the meeting by phone:

- 1) Attend by phone, using your touchtone keypad
 - Dial +1 (312) 626-6799
 - Enter the Meeting ID# - 223 344 0545

To join the meeting by Zoom Video Conference:

- 1) You will need a computer, tablet, or smartphone with speaker and headphones.
- 2) In your browser enter: <https://us02web.zoom.us/j/2233440545> Meeting ID# - 223 344 0545
At the start time of the meeting, enter the link to join via computer. You may be instructed to download the Zoom application. You have an opportunity to test your audio at this point by clicking on "Test Computer Audio." Once you are satisfied that your audio works, click on "Join audio by computer."

We recommend completing these steps ahead of time to assure you are able to connect.

Electronic Meeting Rules for Public

- 1) All public participants entering the meeting will automatically be muted upon entering.
- 2) All public participants should either turn off or leave off their video camera. Only Village Council members will be allowed to have their video cameras on. Your video camera will be turned off for you if you do not turn it off yourself.
- 3) Public comment:
 - a. Public only will be allowed to address the Council during Public Comments
 - b. Public is allowed three (3) minutes to speak.
 - c. Public must state the name and address slowly and clearly before they start to address the Council.
 - d. Public comments will be addressed in the following order:
 - i. Those provided in writing by 6 pm on the day of the meeting sent to ImusL@LawtonMI.gov will be read aloud by President.
 - ii. Those requesting to speak during meeting, by providing name, address in by 6 pm on the day of the meeting sent to ImusL@LawtonMI.gov.
 - iii. Those using the Video Conference Portion (not calling on a telephone) will be asked to use the "Raise Your Hand" Feature in Zoom. The President will call on individuals to speak and they will be unmuted at that time.
 - iv. Participants that are available only by phone, after the President requests.
- 4) Inappropriate or disruptive participants will not be allowed or tolerated and will be removed from the meeting.
- 5) Due to the electronic nature of this type of meeting the President, at his discretion, may adjourn the meeting with or without notice for any reason. Every attempt will be made to remain connected to the meeting,

however two examples of abrupt adjournment may be computer connectivity issues or lack of appropriate participation. According to the Attorney General, interrupting a public meeting in Michigan with hate speech or profanity could result in criminal charges under several State statutes relating to Fraudulent Access to a Computer or Network (MCL 752.797) and/or Malicious Use of Electronics Communication (MCL 750.540).

To comply with the **Americans with Disabilities Act (ADA)**, any citizen requesting accommodation to attend this meeting, and/or to obtain this notice in alternate formats, please contact Michigan Relay at <https://hamiltonrelay.com/michigan/index.html>.

ADDITIONAL ZOOM INSTRUCTIONS FOR PARTICIPANTS:

Before a videoconference:

1. You will need a computer, tablet, or smartphone with speaker or headphones. You will have the opportunity to check your audio immediately upon joining a meeting.
2. Details, phone numbers, and links to videoconference or conference call is provided above. The details include a link to "Join via computer" as well as phone numbers for a conference call option. It will also include the 9-digit Meeting ID.

To join the videoconference:

1. At the start time of your meeting, enter the link to join via computer. You may be instructed to download the Zoom application.
2. You have an opportunity to test your audio at this point by clicking on "Test Computer Audio." Once you are satisfied that your audio works, click on "Join audio by computer." If you are having trouble hearing the meeting, you can join via telephone while remaining on the video conference:
 1. On your phone, dial the teleconferencing number provided above.
 2. Enter the **Meeting ID number** when prompted using your touch- tone (DTMF) keypad.
 3. If you have already joined the meeting via computer, you will have the option to enter your 2- digit participant ID to be associated with your computer.



Participant controls in the lower left corner of the Zoom screen:

Using the icons in the lower left corner of the Zoom screen, you can:

- Mute/Unmute your microphone (far left)
- Turn on/off camera ("Start/Stop Video")
- Invite other participants
- View Participant list – opens a pop-out screen that includes a "Raise Hand" icon that you may use to raise a virtual hand during Call to the Public
- Change your screen name that is seen in the participant list and video window

Somewhere (usually upper right corner on your computer screen) on your Zoom screen you will also see a choice to toggle between "speaker" and "gallery" view. "Speaker view" shows the active speaker. "Gallery view" tiles all of the meeting participants.



VILLAGE OF LAWTON

Regular Meeting Minutes – Wednesday October 28, 2020 at 7:00 p.m.

Meeting was held remotely and in person

Lawton Community Center – 646 N Nursery Street, Lawton MI 49065

WWW.LAWTONMI.GOV 269.624.6407

MINUTES

- I. **CALL TO ORDER** President Reeves called the October 28, 2020 Meeting of the Lawton Village Council to order at 7:06 p.m.
- II. **PLEDGE OF ALLEGIANCE** - The Pledge of Allegiance was recited.
- III. **ROLL CALL:** Present: President Reeves. Trustees: J Appleby, J. Peterson, E. Dudek, G. Dudek, P. Knudstrup and R. Turner. Absent: None. Others present: Village Manager Imus, Chief Mack, T. Hackenberg and 3 guests.
- IV. **CONSENT AGENDA:** The Consent Agenda included the approval of the October 28, 2020 Council Agenda, the September 08, 2020 Council Meeting Minutes, and the approval of Disbursements in the amount of \$73,168.02. Imus gave an explanation regarding the need to establishing Policies and Procedures for Remote and Hybrid Council meetings. Peterson, supported by Knudstrup, made a motion to approve the consent agenda. Motion approved by unanimous roll call vote.
- V. **COMMUNICATIONS AND CORRESPONDENCE** None
- VI. **CITIZENS' COMMENTS**
- VII. **PUBLIC HEARINGS**
 - A. Turner, with support from Peterson made a motion to open the public hearing to discuss Resolution 20-10 – A Resolution to approve a ten (10) year Commercial Rehabilitation Exemption Certificate for Walker St LLC, located at 99 Walker Street, Lawton, MI Motion approved via unanimous roll call vote.

Zach Morris from Market Van Buren gave a brief overview on the 99 Walker Street project. It is a \$3.3 million project that will produce 50 new jobs with an annual average salary of \$31,000. By approving the Resolution for the Commercial Rehabilitation Exemption Certificate it will allow taxes to be held at current levels for ten years, after that time they will revert to current tax levels. This tax advantage will help incentivize the developer and reduce some recent unexpected costs. Imus questioned if the project could be completed in the one-year time frame described in the application. Morris affirmed it could, given the Contractor they are working with. There were no other public comments.

Knudstrup motioned to close the Public Meeting, supported by G Dudek. Motion approved by unanimous voice vote.

Appleby commented that this is a great opportunity, and Turner agreed. President Reeves stated he is excited to be moving forward. Peterson questioned what exactly the facility will be when it was completed. Morris clarified that project this is an Assisted Living Facility, not a drug rehabilitation center.

After discussion, Peterson motioned, supported by Turner to approve Resolution 20-10 – A ten-year Commercial Rehabilitation Exemption Certificate for Walker St LLC. Motion was approved by unanimous voice vote.

VII. EXISTING BUSINESS

Appleby, supported by G. Dudek, made a motion to establish Halloween Trick or Treating hours within the Village for Saturday, October 31, 2020 from 5:30 pm to 7:30 pm. Motion was approved by unanimous voice vote.

VIII. NEW BUSINESS:

- A. Knudstrup, supported by Appleby, made a motion to approve the purchase of an HP Laser jet Enterprise MFP700 and HP Monochrome Laser jet printers from Precision Printing Services in the amount of \$3,284.00 for Village Office. Motion was approved via unanimous roll call vote.
- B. A motion was made by Knudstrup, supported by E Dudek to approve the contract with Wightman Engineering for 2020 Water Reliability Study for \$12,000. . Motion was approved via unanimous roll call vote.
- C. **Resolution 20-11:** Knudstrup, supported by Turner, made a motion to approve the resolution to establish Remote Council Member Meeting Participation via electronic means. It was approved by unanimous roll call vote.

IX. BOARD, COMMITTEE, AND STAFF REPORTS

- A. **Planning Commission** – Turner reported that no meeting was held
- B. **Downtown Development Authority (DDA)** - G. Dudek reported that the Splash Pad bricks are in. A few errors were found, and they are being taken care of. After a significant amount of work by R. Turner and B. Lawson, the Splash pad has been cleaned. Next summer, monthly cleaning will need to be done. They accepted the resignation of Tara Motycka, and they have 2 persons interested in joining. Additional fencing to the sidewalk at the Splashpad is being discussed. Fall decorations are up and look great!
- C. **Community & Economic Development Committee (CEDC)** – Knudstrup reported that the committee continues meeting via Zoom. Discussion included the 99 Walker Street project and the 2nd Street house that was placed today! Communications with the community are moving forward.

- D. Finance and Administration Committee** – Reeves reported that they were excited to see the \$1,000 First Responders Pay was distributed. Police contract is still in negotiation. They also discussed investment of a CD at 5th/3rd Bank and investment policy. Other topics included Covid-19 impact (village office and Halloween), water and sewer rates, Webpage update, 2nd Street House, Laundromat demolition and the start of leaf pickup, noting that DPW is doing a great job!
- E. Public Safety Committee – no meeting**
- F. Public Services Committee** – G Dudek reported that there was a meeting regarding Pavilion rentals at the Park. The committee is hoping to set regular monthly meetings with Todd & Lisa.
- G. Water & Sewer Committee - no meeting**
- H. Police Department** – Chief Mack reviewed his monthly report.
- I. Department of Public Works** – Supervisor Hackenberg presented the Public Services monthly report. Hackenberg reported that the Village will need to do yearly PFAS testing of the water. A pump went down at the lift station, (2 years old) this will need to go out for repairs.
- J. Village Manager** – Manager Imus clarified that PA228 effects the entire council as a whole, while Resolution 20-11 effects individual council member participants only. Imus updated council on the EDA grant for Vineyard Square, the Second Street house that was delivered today (10/28/20), an inquiry for the demo permit for the Laundromat, and the three CARES Act grant that the Village has received (First Responders Hazzard Pay - \$40,000), low mod income water/sewer assistance (\$2,654 for 18 households) and CLRGG (CARES Revenue sharing replacement) for \$11,050.00.
- Manager Imus and Supervisor Hackenberg have a meeting with Wightman and Baker Tilley regarding Water and Sewer rates that she is very excited about, and she appreciated everyone that reached out while she was gone.
- X. COUNCIL COMMENTS** – President Reeves commended Manager Imus for her work in pursuing the Grants and how they will impact the recipients in the community. Peterson shared in her pleasure working with President Reeves over the years, “he is a delight and brings a great deal of energy to the council and the community” She appreciates his presence and mentoring and hopes that he continues to be a part of the community. President Reeves has one more meeting before retiring from over 20 years on Village Council.
- XI. ADJOURNMENT** – Appleby, supported by Turner, made a motion to adjourn the meeting at 8:10 p.m. A roll call vote was taken with unanimous approval of those present. The next regular scheduled meeting is November 10, 2020.